



# SOUTHWESTERN

AN OREGON COMMUNITY COLLEGE

## NWCCU 2020 Comprehensive Report *2F Exhibits*



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**WIRELESS DEPLOYMENT AND MANAGEMENT**

The Integrated Technology Services Department (ITS) maintains and supports the computing and telecommunications resources that support the teaching and administration activities of its faculty, staff, and students. A secure and reliable data network is a critical component of the College's communications infrastructure.

While wireless networking devices can be useful tools for enhancing productivity and convenience, they can also negatively impact the availability and security of the College network if improperly connected or administered. This procedure defines the management and compliance of wireless technologies.

Responsibility for electronic communication resources resides with the Executive Director of Integrated Technology or their designee. In addition, all users of the College network (wired and wireless) must follow all acceptable use procedures stated in the *Acceptable Use of Integrated Technology Resources* Procedure # 4.011.

**MANAGEMENT OF THE WIRELESS NETWORK**

Departments, staff, and faculty shall not implement their own network infrastructure unless authorized by ITS. ITS will work with departments, staff, and faculty to configure wireless networks that meet campus-wide standards for security control. ITS will ensure that all wireless services deployed adhere to these standards. ITS will manage the wireless spectrum in a manner that ensures the greatest interoperability and roaming ability for all users wishing to use wireless technology.

**COMPLIANCE**

ITS is authorized to take whatever reasonable steps are necessary to ensure compliance with this and other network related procedures that are designed to protect the integrity and security of the campus network backbone.

No device, whose sole purpose is to extend the coverage of the College wireless network, may be attached to the College network. Exceptions may be made on a case by case basis for special events with prior approval from ITS.

Devices which are found that do not comply with this procedure or interfere with the campus-wide network must be disconnected immediately.

Associated Procedures:

*APP 5059 Acceptable Use of Integrated Technology Resources*

Approved: November 14, 2005

Revised: March 4, 2009

Reviewed March 14, 2013 (Formerly Admin. Policy 4.012)

# **SOUTHWESTERN OREGON COMMUNITY COLLEGE**

## **GENERAL FACULTY and FACULTY SENATE CONSTITUTION**

### **PREAMBLE**

The basic functions of a college are to preserve, augment, criticize, evaluate, and transmit knowledge and to foster creative capacities. Since these functions are performed by a community of scholars who must be free to exercise independent judgment in the planning and execution of their individual educational responsibilities, the government of an institution of higher education should be designed to allow these scholars to select and carry out their responsibilities with maximum effectiveness and integrity.

The Faculty recognizes that the ultimate authority in support and control of the College lies with the citizens of Southwestern Oregon Community College District. Further, that as elected representatives of these citizens the Board of Education of the Southwestern Oregon Community College District is empowered to carry out their wishes, and that the President of the College exercises leadership and control in putting into practice the general policies set forth by the Board of Education.

Since the actual operation of the Southwestern Oregon Community college is the joint responsibility of the College Board of Education, the President, and the Faculty, we the Faculty, who perform the primary tasks for which the school is organized, should be recognized as essential participants in both making and carrying out decisions on educational policy. In order to assume this responsibility fully and effectively the following constitution is presented.

## **ARTICLE I**

### NAME

#### Section 1

The name of this organization shall be the General Faculty of Southwestern Oregon Community College, hereinafter referred to as the General Faculty.

#### Section 2

The name of the representative body of the General Faculty shall be the Faculty Senate of the General Faculty of Southwestern Oregon Community College, hereinafter referred to as the Faculty Senate.

## **ARTICLE II**

### THE GENERAL FACULTY

#### Section 1 -- Membership

- A. The General Faculty shall consist of the President of Southwestern Oregon Community College, all full-time faculty, adjunct faculty, the Academic Officers of the College (Academic Vice Presidents, Deans, Associate Deans, Program Directors).
- B. Full-time faculty includes instructors, counselors, and librarians. The employment status will be tenured, tenure track faculty, visiting faculty, and full time adjunct faculty.
- C. Faculty employed as adjunct are voting members of the General Faculty, but may not serve as members of the Faculty Senate or any Senate committees. Adjunct faculty responsibilities are limited to Section 2A below.



## Article II (continued)

### Section 2 -- Responsibilities

- A. The General Faculty shall have the power to act upon matters of educational policy within the limits prescribed by federal and state law, and by the regulations of the State Board of Higher Education, the Oregon State Board of Education, and the Board of Education of Southwestern Oregon Community College district. Educational policy pertains to such fundamental matters as curriculum and methods of instruction, facilities and materials for instruction, standards for admission and retention of students, and criteria for the granting of degrees. It also includes those aspects of student life that relate directly to the educational process, including the establishment of limitations on aid to academic performance, on extracurricular activities, and on regulations affecting freedom of expression.
- B. The General Faculty shall have the power to actively participate in establishing policy in relation to faculty appointments, and actions determining tenure through the regular procedures hereinafter provided.
- C. Since Presidents, Deans, and other principal academic administrative officers should have the confidence of the faculty and should be qualified for faculty membership by training, experience, and continued interest in teaching and research, the General Faculty shall advise the College Board of Education in the selection of such officers, and in the creation or abolition of their offices.
- D. The General Faculty shall advise in budget planning and allocation of funds for educational purposes through the regular procedure hereinafter provided.
- E. The Faculty Senate shall be responsible for the interpretation, application, and regular revision of the Academic Maser Plan to guarantee the plan effectively contributes to the academic direction and growth of the college.
- F. The General Faculty will normally exercise the above powers through its representative body, the Faculty Senate. The General Faculty shall have the right to review and approve or disapprove any action of the Faculty Senate as hereinafter provided.

### Section 3 -- Organization

- A. Presiding Officer. The Faculty Senate Chair shall act as Chair of the General Faculty. The Chair will be elected by the Faculty Senate from among the sitting members of the Faculty Senate. The Vice Chair of the Faculty Senate shall act as presiding officer in the absence of the Chair.
- B. Secretary. Office of Instruction shall provide a recording secretary who shall

record minutes of each General Faculty meeting and circulate copies to all members within one week following the meeting.

Article II, Section 3 (continued)

C. Meetings of the General Faculty may be called by the Faculty Senate Chair President, the Faculty Senate, or by petition to the Chair of the Faculty Senate by ten percent of the General Faculty members. There shall be at least one regular meeting of the General Faculty each term exclusive of summer session. Nothing in this section precludes other faculty meetings from taking place.

1. A quorum of the General Faculty, for meeting purposes, shall consist of a majority of the full-time and adjunct faculty assigned to the main campus. All actions or recommendations of the General Faculty shall be by majority vote of the General Faculty members present.
2. Constitutional amendments are covered by Article IV, Section 2 and are not superseded by this article.

D. Every member of the General Faculty shall have a free and equal voice in the discussion of issues. Any member of the General Faculty may submit agenda items to the Chair. Agenda for meetings shall be announced to all General Faculty members at least two days in advance of the meeting. No action can be taken on any matter concerning educational policy if it does not appear on the agenda.

Only members of the General Faculty are eligible to vote.

E. The order of business at each General Faculty meeting shall be as follows:

- Announcement of a quorum
- Approval of minutes of the preceding meeting
- Announcements and communications
- Reports from officers of the College administration
- Reports of the Faculty Senate and its committees
- Unfinished business
- New business
- Adjournment

In the absence of special regulations to the contrary, Robert's Rules of Order, Revised may govern the procedure of all meetings of the General Faculty.

F. The General Faculty reserves the right to veto any action taken, or recommendations made, by its representative body, the Faculty Senate, at a meeting of the General Faculty where a quorum is present.

## ARTICLE III

### THE FACULTY SENATE

#### Section 1 -- Membership

- A. The General Faculty shall be represented by a Faculty Senate of ten representatives selected from its membership. There shall be at least five representatives from instructional divisions with consideration of the number of Faculty assigned to each Division to achieve equity in representation. The remaining seats shall be elected at large. A representative of the Associated Student Government will be a non-voting ex officio member of the Faculty Senate.
- B. Only members of the General Faculty with faculty status as defined by Article II, Section 1 shall be eligible for election or appointment to the Faculty Senate. Administrators, supervisors, and adjunct faculty are not eligible for Senate duty.

#### Section 2 -- Election

- A. Each year, prior to April 15, an Elections Committee will be formed to determine the number of senators to be elected and compile a list of General Faculty members eligible to serve based on full-time faculty rosters as of April 1. The list, along with nomination forms, will be distributed to the General Faculty.
- B. Each year, not later than May 1, the Elections Committee shall receive nominations of candidates for the Senate positions to be filled. Nominations may be filed by the candidate or by full-time faculty signers in the name of the candidate. Nominations for division representatives shall be made by members of the division. At-large candidates shall be nominated by the General Faculty at large. The Elections Committee shall determine the eligibility of the candidates filed and verify that candidacy is acceptable to the candidates.
- C. The Elections Committee will prepare the ballot, conduct separate elections, and determine the successful candidates for the division representatives and the at-large senate seats; the candidates having the greatest number of votes being elected.

The division election will be completed prior to the at-large election. Candidates not yet elected may be included on the at-large ballot.

- D. Faculty members elected to the Faculty Senate shall serve terms of two years, or until their successors shall be elected or qualified. These terms shall be so arranged that approximately one-half of the Faculty Senate shall be elected each year. Elected Senate members are eligible to serve for not more than two full consecutive terms.

Article III, Section 2 (continued)

- E. Faculty members elected to the Faculty Senate shall begin their term of office starting with the first meeting of the Senate after May 1 following election.
- F. Interim vacancies that occur in the elected Faculty Senate shall be filled by Senate appointment from the faculty members eligible to serve.
- G. All election procedures and conduct other than those stated in Article III, Section 2, shall be determined by the Elections Committee as hereinafter provided.

Section 3 -- Organization

- A. The Faculty Senate shall elect from its membership a Chair, Vice-Chair, and Secretary. The Chair shall have tenure status.
- B. The Faculty Senate shall hold regular meetings at least once each month during the academic year. Special meetings may be called by the President of the College, by the Chief Academic Officer, or by written request of one-fourth of the Faculty Senate or one-tenth of the General Faculty. A written notice of special meetings and their agenda shall be posted by the Chair of the Faculty Senate. Nothing prevents the Senate from meeting regularly on a more frequent basis.

The Secretary of the Faculty Senate shall be responsible for the recording of the minutes of each meeting. A recording secretary will be furnished by the Office of Instruction. Minutes of the meeting will be distributed to the members of the General Faculty within one week of becoming official.

- C. The Chair shall be responsible for maintaining a record of correspondence between the Senate and its committees and between the Senate and the administration in the form of recommendations and responses to recommendations. The College President and Chief Academic Officer shall be apprised of Senate actions in a timely manner. Official Senate documents and records shall be stored in the Office of Instruction.
- D. The Faculty Senate is empowered to make rules governing its own internal organization and procedure, subject to the following:
  - 1. A majority of Senate members shall constitute a quorum.
  - 2. All actions or recommendations of the Senate shall be by majority vote of the quorum. However, minority opinions shall be recorded in the minutes by the secretary upon the request of any senator.
  - 3. Voting procedure shall be determined by the chair unless three senators should demand a roll-call vote.

Article III, Section 3D (continued)

4. In case of an unresolved tie vote on any matter, the issue may be referred to the General Faculty by the Senate Chair or by majority vote of the Senate.
5. Agenda of each regular Senate meeting shall be distributed at least three days in advance to all Senate members, and notice of the meeting and agenda shall be posted.
6. Agenda items may be referred to the chair or vice-chair of the Senate by an individual faculty member, the faculty of any division or department, committees of the Senate, the Faculty Association, the College President, Chief Academic Officer, any Dean, or the General Faculty. These items must be submitted in writing at least one week in advance of Senate meeting.
7. Faculty members may attend Senate meetings but are not entitled to vote or propose motions. Such faculty may, upon request, and with approval of the Senate, be given the privilege to speak on matters under consideration.

Section 4 -- Authority and Functions

- A. The Faculty Senate shall be subject to the same general legal limitations as the General Faculty. Its authority shall not be construed as limiting the legal right of the President. It shall be the responsibility of the members of the Faculty Senate to act in a fiduciary capacity in relation to their constituents. Having accepted such responsibility, the members of the Faculty Senate shall feel free to make decisions and vote on matters according to their own reasoned judgments. Whenever the Senate is acting within its proper province, its action shall be subject to veto by the General Faculty as provided in Article II, Section 3-G, or by the President of the College as hereinafter provided.
- B. The President of the College may suspend or overrule action taken by the Faculty Senate and ask for reconsideration of such action. If the President and the Faculty Senate, after appropriate efforts, fail to reach agreement on a question, such question may be appealed to the College Board of Education by the President or the General Faculty. The General Faculty shall be informed in writing as to the nature of the disagreement and shall ballot secretly on the issue of appeal. The President's decision shall prevail until the question is resolved by the Southwestern Oregon Community College Board of Education.
- C. The Faculty Senate may suspend or overrule action taken by the Faculty Senate Committees and ask for reconsideration of such action. If the Senate and the Committee, after appropriate efforts, fail to reach agreement on a question, such question may be appealed to the General Faculty.

- D. The Faculty Senate shall act as the ex officio coordinating body for all Faculty Senate committees and faculty appointed to institutional committees.
- Faculty Senate Committees are committees made up of faculty with administrative members functioning in support and/or ad hoc positions.
  - Institutional Committees are committees identified by the college for specific purposes. Institutional Committees are made up of administrative members as well as faculty members who are appointed by the Faculty Senate. Faculty Senate will receive a list of all Institutional Committees from the Office of Instruction in April of each academic year. Institutional Committees include but are not limited to: instruction, curriculum, planning, assessment, budget, accreditation, student affairs, arts and lectures, the library and information sources, academic resources, sustainability and other institutional committees that require faculty involvement in the upcoming academic year.
- E. Appointments to Faculty Senate Committees and Institutional Committees are made in the spring for the following academic year. A minimum of two faculty will be appointed to each Institutional Committee.
- F. Faculty Senate has the right to review the establishment and membership of all Faculty Senate and Institutional Committees.
- G. The Faculty Senate shall consider, and act upon, any matter affecting the welfare of the institution on which the President, the Southwestern Oregon Community College Board of Education, or an individual faculty member may request consideration and action.
- H. Nothing in this article shall be construed as prohibiting consultation at all levels of the faculty organization, but in problems extending across several curricular areas, the Faculty Senate shall be the regular consultative body.

#### Section 5 -- Faculty Senate and Institutional Committees

- A. Committee appointments will be made to faculty committees or institutional committees by the College President with recommendations from and approval of the Faculty Senate. The tenure of members of each committee shall be such that there is a continuity of membership from year to year.
- B. No member of a committee shall serve more than four years consecutively. These committees shall organize, keep records, and have the right to review the policies upon which committee reports and actions are based.



- C. Committees made up of faculty only will elect a chair from the committee membership. Instructional committees will use processes established by those committees for the selection of chair.
- D. All committee recommendations are forwarded to the Faculty Senate for review and/or action.
- E. During the academic year, each committee chair shall be responsible for making a written report and schedule an oral presentation to the Faculty Senate.
- F. Faculty members appointed to Institutional Committees shall be responsible for making a written report to Faculty Senate on a quarterly basis noting issues and discussion outcomes. Specific recommendations of these committees are forwarded to the Faculty Senate for review and/or action.
- G. A student representative on committees, chosen by the Associated Student Government, is encouraged. However, there shall be no student representative on the Academic Standards, Financial Aid, or other Committees as determined by Faculty Senate. Student Representatives shall be considered a voting member of the committee.
- H. The Faculty Senate Committees shall include but not be limited to the following:
  - 1. Academic Affairs Committee
    - a. It is the responsibility of this committee to review, evaluate, and make recommendations regarding subject matter, methods of instruction, and degree/certificate requirements of the College.
    - b. It shall review each new catalog each year to ensure its accuracy regarding degree and certificate requirements.
    - c. It shall recommend policy relating to academic probation, suspension, and graduation requirements.
    - d. The Chief Academic Officer or designee shall serve as an ex officio member of the committee and will provide administrative support to it.
    - e. The student representative shall not be present when confidential information is being discussed.
  - 2. Academic Standards Committee
    - a. It is the responsibility of this committee to implement the College policies regarding academic probation, suspension, and graduation requirements.
    - b. It shall adjudicate student petitions on suspensions, academic

reinstatement, graduation requirements, grade appeals and credit loads.

- c. The Director of Enrollment Management or a designee shall serve as an ex officio member of the committee and will provide administrative support to it.

3. Elections Committee

- a. The Elections Committee shall be determined by the Senate Chair.
- b. The Elections Committee shall determine procedures and administer annual elections of the Faculty Senate in accordance with Article III, Section 2.
- c. The Elections Committee is not a standing committee.

4. Faculty Development Committee

- a. It is the responsibility of the Faculty Development Committee to monitor the funding of activities which improve instruction and promote professional growth of the faculty. The Committee informs all faculty about faculty development procedures, screens requests for funding, and recommends funding to the Chief Academic Officer.
- b. The committee informs all faculty about the Faculty Excellence Awards, rank submissions, and submits recommendations to the SWOCC Foundation.
- c. The committee acts as a screening committee for sabbatical leave requests.
- d. The Committee may initiate or coordinate faculty development programs.
- e. An administrator or designee appointed by the Chief Academic Officer shall serve as an ex officio member of this committee and will provide administrative support to it.
- f. Make recommendations each January to the Budget committee regarding changes to the budget for the following year.

5. Faculty Senate Appointment Committee

- a. It is the responsibility of this committee to advise the Faculty Senate and College President of appointments to faculty and institutional committees.

- b. The committee is made up of volunteers from Faculty Senate.
- c. The committee obtains a list of faculty and institutional committees available for faculty appointment for the upcoming academic year.
- d. The committee oversees notice to faculty about faculty and institutional committees that are available for appointment for the upcoming academic year.
- e. The Faculty Senate Appointment Committee is not a standing committee.

6. The Instructional Design and Delivery Committee

- a. It is the responsibility of this committee to review, evaluate and make recommendations regarding the philosophy, policies and procedures for instructional design and delivery at Southwestern.
- b. It is the responsibility of this committee to evaluate and make recommendations regarding the resources needed by both faculty and students in instructional design and delivery.
- c. The Chief Academic Officer or designee shall serve as an ex officio member of the committee and will provide administrative support to it.

## ARTICLE IV

### ENACTMENT AND AMENDMENT

#### Section 1 -- Enactment

This constitution shall be effective following its adoption by a simple majority vote of the total General Faculty and approval of the Southwestern Oregon Community College Board of Education.

#### Section 2 -- Amendment

A proposed constitutional amendment must be voted on by the General Faculty. The method of voting on constitutional amendments shall be by secret balloting held after a scheduled General Faculty meeting. The proposed amendment must be presented in writing to the General Faculty not less than two weeks prior to the first date on which a vote is scheduled to take place. The amendment will be effective following its adoption by a two-thirds vote of ballots cast, provided at least one half of the General Faculty casts ballots, and approval by the Southwestern Oregon Community College Board of Education. Proposed amendments shall not conflict with laws, rules and regulations as provided in Article II, Section 2-A of this constitution.

Adopted by Board of Education June 10, 1966

Amended:

Article III, Section 2-C -- Approved by General Faculty April 13, 1972

Article II, Section 1, 3-D, and 3-G -- Approved by General Faculty January 23, 1973 -- Amendments approved by Board of Education February 19, 1973

Article III, Section 1-C -- Approved by General Faculty April 28, 1983

Article II, Section 1, 3 (A-E) -- Approved by General Faculty May 31, 1989

Article III, Section 1, 2 (A-C), 3, 4, 5 -- Approved by General Faculty May 31, 1989

Article IV (deleted) -- Approved by General Faculty May 31, 1989

Article IV, Section 2 (amended) -- Approved by General Faculty November 17, 1989 and Board of Education December 18, 1989.

Article II, Section 1 A-C; Section 2; Section 3 E, F (amended) -- Approved by General Faculty November 7, 1994 and Board of Education December 19, 1994.

Article III, Section 1 A, B; Section 2 A-C, E; Section 3-C; Section 5 B-D (amended)-- Approved by General Faculty November 7, 1994 and Board of Education December 19, 1994.

Article IV, Section 2 (amended) -- Approved by General Faculty November 7, 1994 and Board of Education December 19, 1994.

Article II, Section 1 (amended) -- Approved by General Faculty September 15, 1995 and Board of Education September 25, 1995.

Article II, Section 1 A; Article II, Section 3 D; Article III, Section 5 D(5) (amended) -- Approved by General Faculty December 11, 1996 and Article IV, Section 2 (amended) -- Approved by General Faculty May 12, 1997 and Board of Education July 28, 1997.

Article III, Section 5 D, 6A (amended) -- Approved by General Faculty December 8, 1999 and Board of Education January 24, 2000.

Article II, Section 1 A, B; Article III, Section 2 A, Article III, Section 5 D, 5C; 7B; 9B; Article III, Section 3 A (amended) -- Approved by General Faculty June 1, 2001 and Board of Education July 23, 2001.

Article III, Section 5 D, 7B (amended) -- Approved by General Faculty December 6, 2001 and Board of Education December 17, 2001.

Preamble, Article II Section 1A,B, 3A,B,E; Article III Section 5D (1A,D, 2B,C, 9B) (amended) – Approved by the General Faculty April 14, 2005.

Article II, Section 1A, Section 3C, D, E, F; Article III Section 1A, Section 3B, 3C, 3D6, 5C, 5D(1c, 2c, 3a, 3b, 3c, 4d, 6c, 7 Committee Title, 7a, 7b, 8a, 8e, 8f, 9b) (amended) – Approved by General Faculty June 14, 2006.

Article III, Section 5D (4d); Article III, Section 5D (d, 8a, 8e) (amended) – Approved by General Faculty, April 19<sup>th</sup>, 2007.

Article III, Section 5D (1b); Article III, Section 5D (4) (amended) – Approved by General Faculty, June 11, 2009.

Article III, Section 4 and 5 – Approved by General Faculty, June 2, 2011.

Article III, Section 5 – Approved by General Faculty, May 29, 2013.

Article II, Section 2 – (E) – Approved by General Faculty, April 28, 2017.

**SOUTHWESTERN OREGON COMMUNITY  
COLLEGE AGREEMENT**



**BOARD OF EDUCATION OF SOUTHWESTERN  
OREGON COMMUNITY COLLEGE DISTRICT**

**and the**

**SOUTHWESTERN OREGON COMMUNITY  
COLLEGE FEDERATION OF TEACHERS**

July 1, 2019 through June 30, 2024

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**SOUTHWESTERN OREGON  
COMMUNITY COLLEGE AGREEMENT  
By and Between  
the  
BOARD OF EDUCATION OF  
SOUTHWESTERN OREGON COMMUNITY  
COLLEGE DISTRICT  
and  
the  
SOUTHWESTERN OREGON  
COMMUNITY COLLEGE FEDERATION  
OF TEACHERS**

14 This Agreement is by and between the Board of Education of Southwestern Oregon Community  
15 College District, hereinafter called the "Employer," and the Southwestern Oregon Community  
16 College Federation of Teachers, hereinafter called the "Federation." The term "Employer" used  
17 hereinafter shall mean the Board of Education or its lawful delegated representatives.  
18  
19

20  
21

**ARTICLE 1 – RECOGNITION**

- 22 1.1 The Employer recognizes the Federation as the exclusive bargaining representative only  
23 for College faculty, with tenured, tenure track, visiting and lecturer appointments and who  
24 work more than fifty percent (50%) on ten (10)-month, eleven (11)-month, or twelve (12)-  
25 month annual appointments. Employees excluded from this Agreement shall include, but  
26 are not limited to managers, confidential, supervisory, administrative employees,  
27 (including non-instructional specialists), classified employees, and all other employees.  
28
- 29 1.2 Disputes regarding the appropriateness of the unit shall be handled consistent with  
30 applicable state statute and Employment Relations Board rules.  
31  
32

33  
34

**ARTICLE 2 – DEFINITIONS AND TYPES OF APPOINTMENTS**

- 35 2.1 Appointment Year: Normally, faculty members shall be appointed on the academic year  
36 (fall, winter and spring) basis. See Article 9.2 for non-academic year appointments. Under  
37 certain circumstances, such as grants, contracts, or enterprise fund programs, faculty may  
38 also be appointed on a grant's fiscal year, the College's fiscal year, or other basis for  
39 purposes of annual appointments.  
40
- 41 2.2 Fiscal Year: The College's fiscal year shall run consecutively from July 1 through June  
42 30. Grant, contract, and enterprise program fiscal years may differ from the College's  
43 fiscal year.  
44  
45

- 1 2.3 Partial Year Appointments: Normally, faculty shall not be hired for less than one full  
2 appointment year. In certain circumstances, such as leave replacement, appointments for  
3 less than one year may be made. Appointments of less than one year shall not count toward  
4 years of service for the purpose of tenure, evaluation-related increases or sabbatical  
5 eligibility, nor shall a partial year lecturer appointment count toward the four-year  
6 eligibility limitation for lecturer appointments set forth in 2.10A.  
7
- 8 2.4 Faculty or Faculty member: The word faculty or faculty member as used in this Agreement  
9 shall mean an individual covered by this Agreement as set forth in 1.1.  
10
- 11 2.5 Academic Year: The academic year shall consist of four academic terms beginning with  
12 the summer term and ending with the spring term and follow the instructional calendar of  
13 the College.  
14
- 15 2.6 Types of Appointments: Faculty members shall be given one of four types of annual  
16 appointments: (1) tenure track, (2) tenured, (3) visiting or (4) lecturer.  
17
- 18 2.7 Tenure Track Appointments: A tenure track appointment shall be given in all cases other  
19 than those in which a visiting or lecturer appointment is deemed appropriate. A tenure  
20 track appointment is probationary until tenure is granted in accordance with the terms of  
21 this Agreement, Article 15, Probationary Period and Tenure.  
22
- 23 A. It is agreed that full-time faculty positions will normally be tenure track positions.  
24 It is further agreed that circumstances may exist that make a visiting or lecturer  
25 appointment a more appropriate choice. These circumstances will be limited to  
26 such cases where a program is temporary or experimental in nature; the position is  
27 for two years or less, is advertised as such, and will not be renewed as an on-going  
28 position; because unforeseeable time constraints made a national, or regional if  
29 appropriate, search impossible or impractical and the hire is deemed an emergency  
30 hire.  
31
- 32 B. Visiting and lecturer full-time faculty positions combined shall not normally exceed  
33 twenty percent (20%) of all types of full-time faculty appointments, except in cases  
34 such as explained in 2.7A.  
35
- 36 2.8 Tenured Appointments: A tenure track faculty member who has successfully completed  
37 his or her probationary period and has been granted tenure by the Board of Education shall  
38 receive a tenured appointment.  
39
- 40 2.9 Visiting Appointments:  
41
- 42 A. A visiting appointment may be given in the following cases:  
43
- 44 1. To fill a temporary vacancy in a tenured or tenure track position for one  
45 academic or fiscal year.  
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44
2. To fill a position in a temporary program for two years or less.
  3. To fill a position that is grant, enterprise or contract-funded. During an appointment year, a faculty member in a grant, enterprise or contract-funded visiting position shall not be assigned to a position that will replace a faculty member with a regular (tenure track or tenured) appointment, temporary vacancy visiting appointment, or temporary program visiting appointment, nor shall the faculty member be assigned to a position for which he/she is not qualified in accordance with Article 10.
  4. A visiting position shall be advertised in a national search. The search will indicate that the position may move to tenure track depending on funding.
- B. Privileges of a Visiting Appointment: A faculty member with a visiting appointment will be entitled to all privileges available to a faculty member on a regular (tenure track or tenured) appointment with the exception of those provisions regarding tenure in Article 15, Probationary Period and Tenure or any other provision in the Agreement that specifically addresses visiting appointments.
- C. Years of Service for Visiting Appointments: If a faculty member with a visiting appointment is given a regular (tenure track or tenured) appointment, and the faculty member has been evaluated each year in accordance with Article 16, Evaluation, and the assignment is similar, all consecutive years of service with a visiting appointment shall be retroactively counted towards tenure, sabbatical leave, or any other term or condition of employment with a longevity requirement.
- 2.10 Lecturer Appointment: A faculty member who receives a lecturer Appointment is considered to have a non-permanent appointment and shall be placed on the salary schedule in accordance with Article 10, Appendix A or B and paid eighty percent (80%) of a regular appointment salary.
- A. Lecturer faculty positions shall not normally be used in new programs or for the replacement of tenured or tenure-track positions in programs that do not have other tenured or tenure-track faculty in them. Lecturer appointments may be used to fill vacancies in positions where no other tenured or tenure-track faculty exist in cases where it is not prudent or practical to fill the vacancy via a national search due to time constraints or due to other unforeseen circumstances.
  - B. Privileges and Limitations of a Lecturer Appointment: Faculty on Lecturer appointments shall not be granted tenure. A lecturer faculty member will receive an annual appointment for up to one-year, for three or four consecutive academic terms. Lecturer faculty are limited to four (4) years of lecturer faculty employment.

1 C. Years of Service for Lecturer Appointments: In the event a probationary tenure  
2 track faculty member has held at least two (2) years of lecturer faculty appointments  
3 prior to receiving a tenure track appointment, the employer may apply up to a  
4 maximum of fifty percent (50%) of the lecturer years of service toward tenure, but  
5 shall apply at least one year of service toward tenure when three or more  
6 consecutive lecturer years have been served and evaluations have been conducted  
7 in accordance with Article 16 of this Agreement. The decision to apply lecturer  
8 years of service toward tenure shall not be subject to the grievance procedure unless  
9 the grievance relates to only an arbitrary or discriminatory application of lecturer  
10 years of service toward tenure.

11  
12 2.11 Moving from a Visiting Appointment to Tenure Track Appointment:

13  
14 A. Visiting positions created under the exceptions to 2.7 that are not grant, contract, or  
15 enterprise-funded shall be eliminated after a maximum of two years' time or shall  
16 become tenure track positions for any successive years. In such cases that the  
17 College chooses to move the visiting position, or creates a new tenure track position  
18 within the same academic department, the incumbent will move into the new tenure  
19 track position, with the years of visiting appointment credited toward tenure.

20  
21 B. Lecturer faculty appointments are not eligible to move to tenure positions.  
22 However, qualified incumbents filling lecturer faculty positions are eligible to  
23 apply and compete for an interview. This Section shall in no way be construed as  
24 a promise of continued employment for the lecturer incumbent.

25  
26 2.12 Accredited Institution: For the purposes of this Agreement, accredited institution shall  
27 mean an institution accredited by a federally-recognized accreditor or an institution  
28 approved by the State of Oregon Office of Degree Authorization. For Oregon Coast  
29 Culinary Institute, accredited institutions shall include industry-recognized certification-  
30 granting institutions or organizations for Culinary Arts certification.

31  
32 2.13 Employer: For the purposes of this Agreement, Employer shall mean the College Board  
33 of Education or its administrative designee. Where specifically referenced as providing  
34 information to or from the Employer, Employer shall mean the Vice President of  
35 Instruction, Vice President of Administrative Services, or Chief Human Resources Officer,  
36 as appropriate.

37  
38  
39 **ARTICLE 3 – NON-DISCRIMINATION**

40  
41 3.1 Non Discrimination: In accordance with Oregon law, the Employer and the Federation  
42 agree not to discriminate against faculty members or applicants for faculty positions  
43 because of their membership or non-membership in the Federation or because of other  
44 rights granted to employees under the Public Employees Collective Bargaining Act.

1 3.2 Faculty Rights: The Employer and the Federation agree to comply with state and federal  
2 laws regarding discrimination on the basis of race, color, gender, age, disability, gender  
3 identity, veteran's status, national origin, sex, sexual orientation, political activities,  
4 religion, marital status or other protected status in accordance with applicable law.  
5  
6

#### 7 **ARTICLE 4 – FEDERATION ACTIVITIES AND RIGHTS**

8

9 4.1 Federation Responsibility: The Federation agrees to assume full responsibility to insure  
10 full compliance with Federal and state law with respect to non-members covered by this  
11 Agreement.  
12

13 4.2 Payroll Deduction: New employees are required to provide Payroll with a completed  
14 Authorization for Dues Withholding. The Employer agrees to deduct the regular  
15 Federation membership dues once each month from the pay of those employees who  
16 individually request, in writing, that such deductions be made. The amounts to be deducted  
17 shall be certified to the Employer by the Treasurer of the Federation. Federation  
18 membership dues shall be deducted for twelve (12) calendar months, regardless of the  
19 10-, 11-, or 12-month status of a faculty member's appointment.  
20

21 4.3 Remittance to Federation: The aggregate deductions for membership dues shall be remitted  
22 together with an itemized statement to the Treasurer of the Federation by the 10<sup>th</sup> day of the  
23 succeeding month after such deductions are made.  
24

25 4.4 Voluntary Committee on Political Education (hereinafter referred to as C.O.P.E. Payroll  
26 Deductions): The Employer and the Federation agree that upon written request on a form  
27 provided by the Federation, members of the Federation may have voluntary C.O.P.E.  
28 contributions deducted from their paychecks. The amount will be forwarded to the  
29 Federation with regular dues deduction, with the C.O.P.E. amount so specified.  
30

31 4.5 Indemnification: The Federation agrees to indemnify the Employer and hold it harmless  
32 against any and all suits, claims, demands and liability for damages or penalties that shall  
33 arise out of or by reason of any action that shall be taken by the Employer for the purpose  
34 of complying with the foregoing provisions of this section provided such action has been  
35 authorized by the faculty member and such authorization has not been rescinded.  
36

37 4.6 Use of College Facilities: The Federation and its members shall have the right to use the  
38 College facilities for meetings without charge, provided that such use shall not interfere  
39 with nor interrupt normal College operations, nor shall cause increased operational costs  
40 to the College, and that arrangement for such use shall be made in accordance with  
41 established procedures. The Federation shall pay for the use of the facilities that involves  
42 increased operational costs, including but not limited to additional custodial and maintenance  
43 services, technical support or use of specialized facilities' equipment such as sound and audio-  
44 visual systems in the Performing Arts Center.  
45

1 4.7 Federation Business: Duly authorized representatives of the Federation shall be permitted  
2 to transact official Federation business on the College campus.  
3

4 4.8 Use of Equipment: The Federation shall have the right to use College equipment, including but  
5 not limited to personal computers, internet connections, printers and copiers and all types of  
6 audio-visual equipment, without costs, when such equipment is not otherwise in use for  
7 business purposes, provided no additional cost to the College is incurred. The Federation shall  
8 also have the right to use College materials and supplies incidental to such use of equipment at  
9 cost.  
10

11 4.9 Federation Communications: The Federation shall have the right to use faculty bulletin  
12 boards for posting notices of its activities and shall have the use of other channels of  
13 communication on campus, including but not limited to the College newsletter and faculty  
14 mailboxes, and/or electronic mail and web publishing for communications with faculty  
15 members. All mass distributions shall clearly indicate the Federation as the distributor of  
16 the material and comply with the Employer's communication policies, including any  
17 revisions to these policies, provided these policies do not violate the specific terms of this  
18 Agreement.  
19

20 4.10 College Systems and Equipment: All Employer electronic and telephonic communications  
21 systems or other business equipment are the property of the Employer, and are to be used solely  
22 for job-related purposes, except as otherwise expressly set forth in this Agreement. The use of  
23 these systems or business equipment shall be consistent with the Employer's business  
24 interests.  
25

26 The Employer reserves the right to monitor, retrieve, and/or take possession of such  
27 systems or equipment, including but not limited to internet usage history and printing,  
28 reading, listening to and/or viewing all resident data on College equipment, in accordance  
29 with the Employer's communications policies, including any revisions to these policies.  
30 Use of the Employer's electronic and telephonic communications systems or other business  
31 equipment is *not confidential*. Employees should have *no expectation of privacy* with  
32 regard to use of the systems.  
33

34 4.11 Board of Education/District Budget Committee Meetings: The Federation shall be entitled  
35 to an ex-officio position at all Board of Education meetings and District Budget Committee  
36 meetings, and shall be allowed to enter any items on any agenda and shall be allowed to  
37 speak on any question on any agenda in accordance with Board policy.  
38

39 4.12 Copy of Agreement: The Employer shall furnish to each member of the bargaining unit  
40 now employed or hereinafter employed a copy of this Agreement. Such printing shall be  
41 done on the College campus.  
42  
43



1 4.13 Information Furnished to Federation: The Federation shall be furnished agendas, minutes  
2 and study materials at the same time and in the same form as those furnished the Board of  
3 Education except for that information which, in its current stage of discussion, must be  
4 considered confidential to prevent public embarrassment to an individual, individuals or  
5 the College, or in accordance with Oregon State law. The College President's letter of  
6 transmittal shall not be included in the material furnished to the Federation.  
7

8 4.14 Public Information: Public information of the College shall be made available to the  
9 Federation upon request. Such requests shall be made sufficiently in advance to allow for  
10 their assembly and will not involve unreasonable costs or staff time.  
11

12 4.15 List of Bargaining Unit Members: The Employer, upon request, shall furnish the  
13 Federation with an up-to-date listing of the names and addresses of all members of the unit.  
14

15 4.16 Federation Business during Work Time: The faculty shall not conduct Federation business  
16 on the Employer's work time except as expressly set forth below:  
17

18 A. Federation/Employer meetings as set forth in 6.2 shall be scheduled at times mutually  
19 agreed upon by the Federation and the Employer. Time spent by the grievant, a  
20 representative designated by the Federation, and/or members of committees  
21 designated by the Employer to attend such meetings shall result in no loss of pay if  
22 the meetings occur during normal business hours, and shall require no additional  
23 compensation directly from the Employer if beyond normal business hours.  
24

25 B. Collective bargaining between the Employer and the Federation Negotiations  
26 Committee shall be scheduled at times mutually agreed upon by the Federation and  
27 the Employer during normal business hours, provided that it does not unnecessarily  
28 interfere with classroom instruction or other professional duties. Bargaining during  
29 agreed upon times by Federation Negotiating Committee members shall not result  
30 in a loss of pay, nor shall the Federation Negotiating Committee members receive any  
31 additional compensation directly from the Employer if the meetings are conducted  
32 outside of normal business hours.  
33  
34

35 **ARTICLE 5 – ACADEMIC FREEDOM**  
36

37 5.1 In General: Employer and Federation subscribe to the following statements on academic  
38 freedom of the American Association of University Professors and the American Library  
39 Association.  
40

41 5.2 Academic Freedom: The purpose of this statement is to promote public understanding and  
42 support of academic freedom and agreement upon procedures to assure them in colleges  
43 and universities. Institutions of higher education are conducted for the common good and  
44 not to further the interest of either the individual teacher or the institution as a whole. The  
45

1 common good depends upon the free search for truth and its free exposition. Academic  
2 freedom is essential to these purposes and applies to both teaching and research. Freedom  
3 in research is fundamental to the advancement of truth. Academic freedom in its teaching  
4 aspect is fundamental for the protection of the rights of the teacher in teaching and of the  
5 student in freedom in learning. It carries with it duties correlative with rights.  
6

7 A. The instructor is entitled to full freedom in research and in the publication of the  
8 results, subject to the adequate performance of his/her other academic duties, but  
9 research for pecuniary return should be based upon an understanding with the  
10 authorities of the institution.

11  
12 B. The instructor is entitled to freedom in the classroom in discussing the subject, but  
13 he/she should be careful not to introduce into his/her teaching controversial matter  
14 which has no relation to his/her subject.  
15

16 C. The college or university teacher is a citizen, a member of a learned profession and  
17 an officer of an educational institution. When he/she speaks or writes as a citizen,  
18 he/she should be free from institutional censorship or discipline, but his/her special  
19 position in the community imposes special obligations. As a person of learning and  
20 an educational officer, he/she should remember that the public may judge his/her  
21 profession and his/her institution by his/her utterances. Hence, he/she should at all  
22 times attempt to be accurate, should exercise appropriate restraint, should show  
23 respect for the opinions of others and should make every effort to indicate that  
24 he/she is not an institutional spokesman.  
25

26 5.3 Council of the American Library Association Policies: The Council of the American  
27 Library Association reaffirms its belief in the following basic policies which should govern  
28 the services of all libraries:  
29

30 A. As a responsibility of library service, books and other library materials selected  
31 should be chosen for values of interest, information and enlightenment of all the  
32 people of the community. In no case should library materials be excluded because  
33 of the race or nationality or the social, political or religious views of the authors.  
34

35 B. Libraries should provide books and other materials presenting all points of view  
36 concerning the problems and issues of our times; no library materials should be  
37 proscribed or removed from libraries because of partisan or doctrinal disapproval.  
38

39 C. Censorship should be challenged by libraries in the maintenance of their  
40 responsibility to provide public information and enlightenment.  
41

42 D. Libraries should cooperate with all persons and groups concerned with resisting  
43 abridgement of free expression and free access to ideas.  
44

45 E. The rights of an individual to the use of a library should not be denied or abridged  
46 because of age, race, religion, national origin or social or political views.  
47

**ARTICLE 6 – JOINT EMPLOYER/FEDERATION RELATIONS**

- 1
- 2
- 3 6.1 Individual Appointments: No individual appointment of employment shall be entered into
- 4 which is inconsistent with this Agreement. Reference to this Agreement will be
- 5 incorporated into any individual appointment agreement.
- 6
- 7 6.2 Federation/Employer Meetings: The Employer agrees that its representatives shall meet
- 8 with representatives of the Federation per Article 6.3, for the policies, procedures, and
- 9 proposed plans that impact faculty working environment and welfare. These meetings will
- 10 be scheduled once a month with any additional meetings determined by the committee.
- 11 The representatives of the employer shall provide an agenda; if the faculty federation has
- 12 discussion items, they will submit them 48 hours in advance. These Federation/Employer
- 13 meetings shall not be a process for the parties to re-negotiate the provisions of this
- 14 Agreement. These meetings shall not be used as part of the grievance process. Neither party
- 15 shall have any control over the selection of the representation of the other party. It is agreed
- 16 that neither party shall have more than four (4) representatives at such meetings. It is further
- 17 agreed that nothing in this Section shall be construed to obligate either party to modify,
- 18 limit, restrict, or reduce their rights or prerogatives as outlined elsewhere in this
- 19 Agreement. In the event that during Federation/Employer meetings an issue arises that
- 20 requires additional focus, such as insurance, a sub-committee can be formed to deal with
- 21 the specific issue.
- 22
- 23 6.3 The Faculty Federation Representatives include the members of the Executive Board of
- 24 the Faculty Federation or a team designated by the Faculty Federation Executive Board. A
- 25 minimum of two such members are required to be present in order for them to act as
- 26 Representatives of the Faculty Federation. When a meeting between the Federation and the
- 27 College Administration is needed, the Federation President is the initial contact who will
- 28 respond within 24 hours to arrange the meeting. If the Federation President is unavailable
- 29 for 24 hours, the Federation Vice President or designee is the next contact person.
- 30

**ARTICLE 7 - MANAGEMENT RIGHTS**

- 31
- 32
- 33
- 34 7.1 Management Rights: The Federation recognizes the right of the Employer to direct and
- 35 manage the affairs of the District. As the Employer in this Agreement, the Southwestern
- 36 Oregon Community College Board of Education and its agents retain all authority, rights,
- 37 functions and powers not specifically abridged, deleted or modified by this Agreement or
- 38 by statute.
- 39
- 40 7.2 Organization: Nothing in this Article shall alter the rights of either party outlined in Article
- 41 1 of this Agreement nor preclude the Board of Education from modifying the organization
- 42 structure if it determines such modification to be in the best interest of the institution.
- 43
- 44 7.3 Specific Management Rights: The Employer retains and reserves to itself all rights, powers,
- 45 authority, duties and responsibilities conferred upon or vested in it by law, including but not
- 46 limited to the right to:
- 47

- 1 A. Determine and revise the purpose, mission, objectives and policies and procedures  
2 of the College.  
3
- 4 B. Determine the management and administrative organization of the College and the  
5 selection of faculty members for administrative and supervisory positions.  
6
- 7 C. Determine the type and location of facilities and equipment, including the  
8 establishment of new facilities and the closure or relocation of existing facilities.  
9
- 10 D. Manage the affairs of the College to maintain order and efficiency and to determine  
11 the methods, means, procedures and personnel required to conduct College programs.  
12
- 13 E. Establish and revise the College calendar.  
14
- 15 F. Administer the personnel system of the College, including but not limited to the  
16 recruitment, screening, selection, appointment, evaluation, training, retention,  
17 promotion, assignment, transfer, discipline, supervision, demotion and discharge of  
18 faculty members.  
19
- 20 G. Direct, supervise, schedule and assign the work force, including but not limited to  
21 determining the place of work, the number of faculty members, the allocation and  
22 assignment of work to faculty members, review of course materials and creating and  
23 revising position descriptions. Clarification of course materials will be made in a  
24 collaborative manner.  
25
- 26 H. Establish standards and criteria for job performance.  
27
- 28 I. Create, combine, modify or eliminate any faculty member's job.  
29

30 7.4 Exercise of Rights: The exercise by the Employer of the powers, rights, authority, duties and  
31 responsibilities in 7.3 and the adoption of policies, rules, procedures, regulations and practices  
32 in furtherance thereof and the use of judgment and discretion in connection therewith shall be  
33 limited only by the specific terms of this Agreement including all authority rights, functions  
34 and powers not specifically abridged, deleted or modified by the Agreement, and applicable  
35 law.  
36

37 7.5 College Rules and Regulations: All faculty members shall comply with rules and regulations,  
38 which are not inconsistent with this Agreement, which from time to time may be promulgated  
39 or revised by the Employer.  
40

41 7.6 College Policies: The Employer reserves the right to review its policies referenced in this  
42 Collective Bargaining Agreement without negotiations with the Federation.  
43  
44  
45

1 **ARTICLE 8 – COLLEGE GOVERNANCE**

2  
3 8.1 It is agreed that the Constitution of Southwestern Oregon Community College General  
4 Faculty and Faculty Senate, the Faculty Senate itself and its committees shall remain in  
5 existence for the duration of this Agreement. The application of the Constitution and the  
6 operation of the Faculty Senate and its committees shall all be consistent with the terms of  
7 this Agreement and Oregon statute. It is agreed by the parties that the Senate and its  
8 committees shall in no way interfere with or abridge the rights and obligations of the parties  
9 to each other resulting from recognition agreed to between the Federation and Employer in  
10 this Agreement.  
11

12 **ARTICLE 9 - TERMS OF SERVICE**

13  
14  
15 9.1 Days of Service: During the 2019-2020 contract year, faculty members with 10-month  
16 appointments shall be required to work 173 days of service during fall, winter and spring  
17 terms of the academic year in accordance with the instructional calendar. Members with  
18 11-month appointments shall be required to work 193 days of service and members with  
19 12-month appointments shall be required to work 248 days of service.  
20

21 Starting in the 2020-2021 contract year through 2021-2022, faculty members with 10-  
22 month appointments shall be required to work 174 days of service during fall, winter and  
23 spring terms of the academic year in accordance with the instructional calendar. Members  
24 with 11-month appointments shall be required to work 194 days of service and members  
25 with 12-month appointments shall be required to work 249 days of service.  
26

27 Starting in the 2022-2023 contract year through 2023-2024, faculty members with 10-  
28 month appointments shall be required to work 175 days of service during fall, winter and  
29 spring terms of the academic year in accordance with the instructional calendar. Members  
30 with 11-month appointments shall be required to work 195 days of service and members  
31 with 12-month appointments shall be required to work 250 days of service.  
32

33 One day of each contract year in 2020-2021 and 2021-2022 will be considered a floating  
34 day for the purposes of advising, student engagement and student success, instructional  
35 mission fulfillment planning, and professional development. Two days of each contract  
36 year in 2022-2023 through 2023-2024 will be considered floating days for the purposes of  
37 advising, student engagement and student success, instructional mission fulfillment  
38 planning, and professional development. These floating days may occur outside the range  
39 of fall, winter, and spring terms and will be negotiated with faculty via Faculty Senate on  
40 an annual basis by March 31<sup>st</sup> of each year. Administration will, in collaboration with  
41 Faculty Senate, provide choice and flexibility for the floating days to be used by faculty.  
42 Activities in any given year might vary between faculty members. Faculty Senate and the  
43 Vice President of Instruction shall come to mutual agreement regarding the scheduled  
44 activities for each faculty member each year. Possible activities during these days are  
45 outlined in Appendix D.  
46

1 For the purposes of this section, a day shall mean a full working day, present and available  
2 on the work site for all scheduled activities as defined in Article 20, Sick Leave and Article  
3 22.2(C) Personal Leave.

4  
5 9.2 Alternate 10-Month Schedules: In some instances, the Employer may request to hire a 10-  
6 month faculty member on an appointment that spans summer term (spring, summer and  
7 fall, for example). When a decision is made by the Employer to hire a faculty member on  
8 an alternate schedule, the Employer will first offer the alternate schedule to incumbent  
9 faculty. The offer will be made by seniority with existing faculty having the first right of  
10 refusal. 10 month faculty members on these appointments will work the number of days  
11 outlined in section 9.1.

12  
13 9.3 Special Circumstances: In special circumstances, the President may recommend to the  
14 Board ten-month faculty appointments for a comparable period of service within the fiscal  
15 year. Under certain circumstances, such as for the replacement of a faculty member on an  
16 approved, extended leave, a short-term appointment may be given in accordance with  
17 Article 2.3 of this Agreement.

18  
19 9.4 Remainder of Year Employment: Nothing shall prevent a faculty member employed on an  
20 academic year basis from being employed during the remainder of a fiscal year, in the  
21 summer sessions, or in other service.

22  
23 9.5 Appointment Agreement: The terms and conditions of every appointment, whether  
24 tenured, tenure track, visiting or lecturer, shall be stated or confirmed in writing, and a copy  
25 of the appointment agreement will be supplied to the faculty member concerned. Any  
26 subsequent extensions or modifications of an appointment, and any special understandings,  
27 or any notice incumbent upon either party to provide, will be stated or confirmed in writing  
28 and a copy will be given to the faculty member concerned.

29  
30 9.6 Termination of Appointment: A faculty member may terminate his/her appointment  
31 effective at the end of the academic or fiscal year provided that he/she gives notice in  
32 writing at the earliest possible opportunity, but no later than thirty (30) days after receiving  
33 notification of the terms of appointment for the next academic or fiscal year. The faculty  
34 member may properly request a waiver of this requirement of notice in case of hardship or  
35 in a situation where he/she would otherwise be denied substantial professional  
36 advancement or other opportunity.

37  
38 9.7 Notification of Intent to Return: The College shall provide a Notification of Intent to Return  
39 form for each faculty member no later than March 1st of each calendar year. In return, each  
40 faculty member, no later than March 31<sup>st</sup>, shall notify the College in writing of his/her  
41 intent to return using the form provided. The names of faculty who indicate they do not  
42 intend to return will be forwarded to the Federation and the direct supervisor for  
43 informational purposes.

1 **ARTICLE 10 - CRITERIA FOR INITIAL PLACEMENT**  
2

3 10.1 Introduction: It is the function of the Board and the Administration of Southwestern  
4 Oregon Community College to establish and administer initial salary placement of faculty.  
5 The Federation bargaining team, by way of negotiating the provisions of this Article, shall  
6 act as a committee for reviewing procedures for appointment of faculty. The Vice  
7 President of Instruction shall be responsible for determining the initial salary placement of  
8 all faculty covered by this Agreement in accordance with the criteria set forth in this  
9 Agreement.

10  
11 10.2 Maintenance of Salary: Nothing in this Article shall be interpreted in such a way as to  
12 reduce the salary of any faculty member employed at the time of adoption of this  
13 Agreement.

14  
15 10.3 Qualifications for Initial Placement:  
16

17 A. The qualifications in a job announcement shall specify the teaching field(s). Initial  
18 placement on the salary schedule is dependent on the degree and the relevant  
19 experience in the teaching field.  
20

21 B. The placement criteria are guidelines for initial placement. However, in cases of  
22 special need or for special qualifications, the Employer reserves the right to  
23 determine the initial salary placement of a faculty member at any step on the salary  
24 schedule. Original salary placement shall be documented on an “original step  
25 placement form” and filed in the faculty member’s personnel file.  
26

27 C. A Master's degree in the instructional area of the teaching assignment (preferred)  
28 or a related field, or a Master’s degree plus at least 12 graduate credits in the  
29 instructional area of the teaching assignment is required for faculty teaching Lower  
30 Division Collegiate courses and for faculty employed as Librarians, Counselors,  
31 and Learning Resource Faculty.  
32

33 D. The faculty minimum qualifications outside the area of Lower Division Collegiate  
34 credit include:  
35

36 1. For teaching career-technical courses, professional certifications or an AAS  
37 degree in a subject area closely related to that in which the instructor will  
38 be teaching, and a minimum of 3 years significant and related experience is  
39 required and a Bachelor’s degree or higher is preferred.  
40

41 2. For teaching Developmental Education and Adult Basic Skills classes, a  
42 Bachelor’s degree in a closely related field is required and a Master’s degree  
43 is preferred.  
44

45 E. A faculty member with a visiting appointment which is grant or contract funded  
46 shall not teach on-campus courses that are usually taught by faculty with tenured  
47 or tenure track appointments, or be used in any way to replace or displace a faculty  
48 member with a tenured or tenure track appointment.



- 1 F. All degrees used for salary schedule placement shall be from accredited institutions.  
2  
3 G. An official transcript listing the last degree conferred must be on file with Human  
4 Resources for every faculty member covered by this Agreement. All new faculty  
5 members must provide an official transcript to Human Resources upon hire. All  
6 current faculty members who currently do not have an official transcript on file in  
7 their personnel file shall be required to provide an official transcript within forty-  
8 five (45) days of request from Human Resources.  
9

10 10.4 Initial Salary Schedule Placement on Single-Column Step Schedule (Appendix A):  
11

- 12 A. The single-column step schedule presented in Appendix A shall be in effect for the  
13 first four years of this contract (19-20, 20-21, 21-22, and 22-23). This section shall  
14 be used to place new hires, during the first four years of this contract, on the version  
15 of the single-column step schedule (Appendix A) that is in effect in the year during  
16 which they are hired.  
17  
18 B. Criteria for initial step placement based on Degree for Lower Division Collegiate  
19 faculty:  
20  
21 1. Bachelor's Degree – Step 1  
22  
23 2. Master's in an area other than the Instructional area of the teaching assignment  
24 – Step 2  
25  
26 3. Master's in the instructional area of the teaching assignment – Step 3  
27  
28 4. Doctorate in an area other than the instructional area of the teaching assignment  
29 – Step 4  
30  
31 5. Doctorate in the instructional area of the teaching assignment – Step 5  
32  
33 C. Criteria for initial step placement based on Degree for Career-Technical faculty:  
34  
35 1. Professional Certifications in a closely related field and a minimum of 3  
36 years related work experience, including Culinary Arts Certification in  
37 lieu of Academic Degrees – Steps 1-3  
38  
39 2. AAS/AS degree in a closely related field and a minimum of 3 years  
40 related work experience- Step 2  
41  
42 3. Bachelor's Degree in a closely related field- Step 3  
43  
44 4. Master's or Doctorate Degree in a closely related field- Step 4  
45

1 D. Criteria for initial step placement based on Degree for Developmental Education  
2 and Adult Basic Skills faculty:

- 3  
4 1. Bachelor's Degree in a closely related field- Steps 1-3  
5  
6 2. Master's Degree in a closely related field- Step 4  
7

8 E. Criteria for Additional Step Placement for Relevant Experience:  
9

- 10 1. Experience should reflect the prevailing needs of the instructional area.  
11  
12 2. Placement at the time of employment beyond the initial step placement shall  
13 not exceed three (3) steps above the level set forth in 10.4B, C or D. Initial  
14 placement for Faculty shall not be above step eight (8) on the faculty salary  
15 schedule.

16  
17 a. Teaching experience:

- 18  
19 1. One (1) step for each year of full-time Community College  
20 or University teaching.  
21  
22 2. One (1) step for each full-time equivalent year of part-time  
23 teaching at Southwestern Oregon Community College.  
24  
25 3. One (1) step for every two (2) full-time equivalent years of  
26 part-time teaching at any other community college or  
27 university.  
28  
29 4. One (1) step for every two (2) years of full-time teaching at  
30 the high school level.  
31  
32 5. One (1) step for every two (2) full-time equivalent years of  
33 graduate teaching.  
34

35 b. Experience Outside of Education:

- 36  
37 1. One (1) step for each two (2) years of relevant work  
38 experience as determined by the College.  
39

40 10.5 Initial Salary Schedule Placement on Multi-Column Step Schedule for 2023-2024  
41 (Appendix B):  
42

- 43 A. The multi-column step schedule shall be in effect for the last year of this contract,  
44 2023-2024, as outlined in Appendix B. This section shall be used to place new  
45 hires on the multi-column step schedule (Appendix B) in the 23-24 contract year.  
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- B. Criteria for initial step placement based on Degree for Lower Division Collegiate faculty:
  - 1. Bachelor’s Degree – Column A, Step 1
  - 2. Master’s in an area other than the instructional area of the teaching assignment – Column B, Step 1
  - 3. Master’s in the instructional area of the teaching assignment – Column B, Step 1
  - 4. Doctorate in an area other than the instructional area of the teaching assignment – Column C, Step 1
  - 5. Doctorate in the instructional area of teaching assignment – Column C, Step 1
  
- C. Criteria for initial step placement based on Degree for Career-Technical faculty:
  - 1. Professional Certifications in a closely related field and a minimum of 3 years related work experience, including Culinary Arts Certification in lieu of Academic Degrees – Column A, Step 1
  - 2. AAS/AS degree in a closely related field and a minimum of 3 years related work experience- Column A, Step 1
  - 3. Bachelor’s Degree in a closely related field- Column A, Step 1
  - 4. Master’s Degree in a closely related field- Column B, Step 1
  - 5. Doctorate Degree in a closely related field- Column C, Step 1
  
- D. Criteria for initial step placement based on Degree for Developmental Education and Adult Basic Skills faculty:
  - 1. Bachelor’s Degree in a closely related field- Column A, Step 1
  - 2. Master’s Degree in a closely related field- Column B, Step 1
  
- E. Criteria for Additional Step Placement for Relevant Experience:
  - 1. Experience should reflect the prevailing needs of the instructional area.

1 2. Placement at the time of employment beyond the initial step placement shall  
2 not exceed seven (7) steps above the level set forth in 10.5B, C or D. Initial  
3 placement for Faculty shall not be above step eight (8) of their respective  
4 column on the multi-column faculty salary schedule (Appendix B).

5  
6 a. Teaching experience:

- 7  
8 1. One (1) step for each year of full-time Community College  
9 or University teaching.  
10  
11 2. One (1) step for each full-time equivalent year of part-time  
12 teaching at Southwestern Oregon Community College.  
13  
14 3. One (1) step for every two (2) full-time equivalent years of  
15 part-time teaching at any other Community College or  
16 University.  
17  
18 4. One (1) step for every two years of full-time teaching at the  
19 high school level.  
20  
21 5. One (1) step for every two (1) full-time equivalent years of  
22 graduate teaching.  
23

24 b. Experience Outside of Education:

- 25  
26 1. One (1) step for each two (2) years of relevant work  
27 experience as determined by the College.  
28

29 10.6 Teaching in a Field Outside of Regular Assignment: Ordinarily, the employer shall not  
30 require a faculty member to teach in a field outside of their regular assignment when the  
31 faculty member has fewer than twelve (12) graduate hours in that field. For the purpose of  
32 this Section, the following shall apply:  
33

- 34 A. Graduate hours shall be from accredited institutions.  
35  
36 B. "Hours" as used in this Agreement shall be interpreted as term or quarter hours.  
37 Semester hours shall be calculated as 3/2 term hours.  
38  
39 C. Graduate hours shall be defined as credit hours granted from:  
40  
41 1. Courses listed as graduate courses by the institution.  
42  
43 2. Advanced courses which have been counted as part of a graduate degree  
44 program.  
45  
46 3. Advanced courses for which graduate credit is granted when the course is  
47 completed by a student with graduate standing.  
48

1  
2  
3 **ARTICLE 11 – COMPENSATION**

4  
5 11.1 Salary Schedule:

- 6 A. Ten-Month Tenured, Tenure Track, and Visiting Faculty: The minimum salaries  
7 for Tenured, Tenure Track, and Visiting Faculty on a ten-month appointment are  
8 set forth in Appendix A and Appendix B.
- 9 B. Eleven- and/or Twelve-Month Tenured, Tenure Track, and Visiting Faculty: For  
10 Tenured, Tenure Track, and Visiting Faculty on an eleven- or twelve-month  
11 appointment, their salary shall be adjusted as follows:  
12
- 13 1. Eleven-month appointments: Add 11% to base figure minimum salaries set  
14 forth in Appendix A and Appendix B by multiplying the base figure by 1.11  
15
- 16 2. Twelve-month appointments: Add 22% to minimum salaries set forth in  
17 Appendix A by multiplying the base figure by 1.22.
- 18 C. Lecturer Faculty on Ten-, Eleven-, or Twelve-Month Appointment: The minimum  
19 salary for Lecturer Faculty on a ten-, eleven-, or twelve-month appointment will be  
20 eighty percent (80%) of the salary of a tenured, tenure track, and/or visiting faculty  
21 member on a ten-, eleven-, or twelve-month appointment as set forth above in 11.1  
22 A and B.

23  
24 11.2 Step Increase:

- 25  
26 A. In 19-20, all tenured, tenure track, visiting, and lecturer faculty members  
27 will remain on their 18-19 step and the step schedule for the 19-20 year will  
28 be adjusted by \$2,100 per step, as reflected in Appendix A.

29  
30 In 20-21, 21-22, and 22-23, all tenured, tenure track, visiting, and lecturer  
31 faculty members who are below the top step (see 11.2.B), shall receive a  
32 one (1) step increase using the salary schedule reflected in Appendix A.

33  
34 In 23-24, all tenured, tenure track, visiting, and lecturer faculty shall be  
35 placed on the 23-24 salary schedule (Appendix B) based on their level of  
36 education as of the 19-20 Academic year or degree at initial date of hire,  
37 whichever is later.

38  
39 Placement on the multi column salary schedule in 23-24 shall result in an  
40 adjustment to base salary of no less than \$3,000 and no more than \$5,000.  
41 Any placement resulting in less than a \$5,000 adjustment to base salary will  
42 result in a one-time stipend for the difference in the 23-24 academic year.  
43 See Appendix B (multi-column faculty salary schedule).  
44

1 B. Pay increases as set forth in this section shall be effective on the first day of  
2 the appointment year immediately following the academic year in which the  
3 evaluation was conducted.  
4

5 11.3 Contribution to PERS: Faculty members shall contribute to the Public Employees  
6 Retirement System (PERS) in compliance with PERS rules.  
7

8 11.4 Reduction in Revenues: Compared to the prior fiscal year, should a five percent (5%) or more  
9 reduction occur in the Employer's subsequent years' General Fund revenues, the Employer  
10 reserves the sole and exclusive right to open this Agreement for the purpose of renegotiating  
11 the applicable salary schedules, Article 11, Compensation, and the Employer's health and  
12 welfare contributions set forth in Article 19, Insurance Coverage. In the event the Employer  
13 opens this Agreement for renegotiations, it shall notify the Federation in writing of its  
14 intention to open and renegotiate the above provisions. The Employer and the Federation  
15 shall agree to meet as soon as practical to negotiate replacement sections to this Agreement.  
16 Upon the Employer submitting such written notice to the Federation, faculty members shall  
17 continue to be paid in accordance with the then current salary schedule until replacement  
18 provisions have been negotiated or the Employer implements replacement sections in  
19 accordance with the Public Employee Collective Bargaining Act.  
20

21 11.5 Salary Equity: The Employer recognizes the value and commitment of the faculty to  
22 Southwestern Oregon Community College. It is the desire of the Employer that SWOCC  
23 Faculty be paid fairly and comparably to similarly situated community colleges in the state.  
24

25 11.6 Compensation for Cooperative Work Experience: Faculty of Record shall be compensated  
26 \$100 (one-hundred dollars) per student completing an approved Cooperative Work  
27 Experience or Field Experience program. Payment will be at the end of the term after  
28 copies of student/employer agreements, grades, and reports of work-site visits have been  
29 submitted as required by the appropriate administrator.  
30

31 11.7 Compensation for Independent Study: The following pay scale will be used for the payment  
32 of faculty who are teaching independent study courses for program completion. Please  
33 note that this is only used when a student needs to take the course for program completion  
34 and cannot wait to take the class at a later time when it is regularly offered in a classroom  
35 setting or online.  
36

37 This will not apply to faculty who are already teaching the class during the term and have  
38 agreed to teach a student under the independent study methodology.  
39

40 It is at the discretion of the College to schedule an independent study course. Any  
41 exception to this Article must be approved by the Vice President of Instruction.  
42

43 The maximum number of students who can be taught under independent study for each  
44 instructor for each individual class per term is five students.  
45  
46

	<u>Credits</u>	<u>Payment for 1 Student</u>	<u>Payment for Each Additional Student</u>
1	1	\$100.00	\$85.00
2	2	\$150.00	\$85.00
3	3	\$200.00	\$85.00
4	4	\$250.00	\$85.00
5	5	\$300.00	\$85.00

**ARTICLE 12 – WORKLOAD**

12.1 Workload Credits: Faculty workload is based on a combination of teaching and service to the institution. A model that optimizes the faculty member’s effectiveness should comprise approximately 80% (45 workload credits) teaching and 20% other institutional duties such as advising, mentoring, coaching, senate committee work, assessment, or other non-teaching activities. It is understood that individual faculty assignments may vary in complexity, intensity, and time commitments, and therefore it is further understood that no specific formula will encompass all of the various combinations of teaching and non-teaching assignments. However, it is agreed that faculty teaching/release time workload shall be based on forty-five (45) workload credits per academic year but distributed relatively evenly over three (3) terms (fall, winter and spring) as a full load. Eleven- and twelve-month faculty workload shall be calculated on a proportionate basis to equal forty-five (45) workload credits for three (3) terms.

12.2 Credit for Teaching Assignments: One (1) weekly hour of lecture teaching per term will count as one (1) workload credit towards the forty-five (45) workload credits. An hour of lecture/lab teaching will count as 0.75 workload credits. An hour of lab teaching will count as 0.66 workload credits. An hour of practicum teaching will count as 0.25 workload credits. Approved course outlines on file in the Office of Instruction shall be the determinant for the number of lecture, lecture/lab, and/or lab hours for courses. In the event lecture, lecture/lab or lab courses are taught by more than one faculty member, each faculty member will only be credited with workload credits for the portion of the course they actually teach.

A. Online Assignments: Full-time faculty members are encouraged to teach via traditional and non-traditional delivery methods. Workload credit for on-line courses shall be assigned in accordance with 12.2 of this Agreement and is subject to Section 12.13, Overload.

B. Exception to Workload Credit for On-Line and Distance Education Assignments: Upon mutual agreement between the faculty member and the Vice President of Instruction, a faculty member covered by this Agreement may enter into a written agreement forfeiting workload credit assignment for on-line or distance education courses. In the event a forfeiture agreement is made, the faculty member shall receive no workload credit for teaching the on-line or distance education course(s) but shall instead be paid a stipend in accordance with the Distance and Community

1 Education program's established payment schedule. The written agreement must  
2 be approved by the Vice President of Instruction before the last day of the month  
3 prior to the month in which the faculty member would normally receive initial  
4 payment of a stipend. A copy of the signed agreement will be filed in the faculty  
5 member's personnel file. A faculty member's agreement to receive a stipend in lieu  
6 of workload credit shall constitute forfeiture of any workload assignment for the  
7 on-line or distance education course(s) specified in the written agreement.  
8

9 12.3 Credit for Non-Teaching Assignments: One (1) hour of counseling, library/learning  
10 resource assignment, reading lab, writing lab, math lab, or study center assignment shall  
11 count as 0.43 workload credits. Workload for advising, program coordination, coaching,  
12 nursing clinical planning, field trips and other non-teaching assignments shall be calculated  
13 as described in the sections below.  
14

15 12.4 Credit for Field Trips in Oregon, California, and Washington: Workload calculation for  
16 field trips shall be calculated on the following schedule:  
17

- 18 1 credit field trip no overnight responsibilities 0.73 credits
- 19 1 credit field trip with overnight responsibilities 1.46 credits
- 20 2 credit field trip no overnight responsibilities 1.46 credits
- 21 2 credit field trip with overnight responsibilities 2.19 credits
- 22

23 12.5 Credit for Study Abroad: Workload calculation for classes that include a study abroad  
24 component will be compensated at 1.25 workload credits.  
25

26 12.6 Committee Work: Faculty Senate committee work is considered an integral part of a full-  
27 time faculty position. Workload credit shall not normally be assigned for serving on  
28 committees and committee work shall be done in addition to the 45 workload credit  
29 assignment. However, a faculty member who believes his or her committee assignment  
30 justifies workload credit may be assigned committee work as part of their normal load  
31 pursuant to Article 12.10 if the Vice President of Instruction deems such assignment  
32 appropriate. Lecturer faculty members shall not be assigned to serve on committees.  
33 However, Lecturer faculty shall be permitted to attend committee meetings and participate  
34 in committee work, but shall not receive release time or workload credit for such  
35 participation.  
36

37 12.7 Credit for Nursing Clinical Planning and OCNE Work:

38  
39 Full-time nursing faculty members covered by this Agreement shall receive two (2)  
40 workload credits per term for academic, clinical planning and OCNE work.  
41

42 12.8 Credit for Coaching: Six (6) workload credits per year will be granted for all bargaining  
43 unit coaching positions. This workload is release time for duties such as the following, but  
44 not limited to: recruitment, retention, game planning, travel and budget development,  
45 academic progress checks, study hall, film review, etc.  
46



1 Faculty members covered by this agreement who coach sports that begin prior to the fall  
2 term or outside of the contracted days pursuant to Article 9, Terms of Service, may receive  
3 compensation based on the faculty member's daily rate, calculated using the annual salary  
4 the faculty member will receive for the following appointment year. Each faculty member  
5 will be required to declare which days they plan on working in the upcoming academic  
6 year on or before August 1<sup>st</sup>. This information must be in 4 hour blocks of time and may  
7 not exceed 20 days per year and will require College approval.  
8

9 12.9 Credit for Program Coordination/Direction: Between one (1) and seven and a half (7½)  
10 workload credits per term may be granted for coordinating or directing an instructional  
11 program, as determined by the appropriate dean and approved by the Vice President of  
12 Instruction. The amount of workload credit granted shall be based on the amount of time  
13 and responsibility required for coordinating or directing the program. Lecturer faculty  
14 members shall not be assigned coordination or director duties.  
15

16 12.10 Credit for Other Institutional Duties: It is understood that there is some degree of  
17 expectation that faculty members will provide service to the institution for which workload  
18 credit is not assigned.  
19

- 20 A. Keeping current on one's major field of study and/or assigned duties
- 21
- 22 B. Grading assignments
- 23
- 24 C. Maintaining a faculty or program webpage
- 25
- 26 D. Improving on teaching methods
- 27
- 28 E. Improving on retention and/or recruitment of students
- 29
- 30 F. Keeping course content, course outlines, course materials, and course syllabi  
31 current
- 32
- 33 G. Reviewing development and annual revisions of program and operational reviews
- 34
- 35 H. Implementation of Student Learning Outcomes, Program Outcomes Assessment  
36 and General Student Learning Outcomes (GSLO) Assessment
- 37

38 All might be considered reasonable expectations of service to the institution. Additionally,  
39 however, it is understood that providing additional service to the institution may require a  
40 significant time and resource commitment that deserves to be compensated in the form of  
41 workload credit. Examples of such service might include:  
42

- 43 A. Developing new programs or courses
- 44
- 45 B. Organizing campus events
- 46

- 1 C. Developing new programs for recruitment and retention
- 2
- 3 D. Writing grant proposals
- 4
- 5 E. Assessment coaching
- 6

7 This list is not intended to be an inclusive list, but rather a list that demonstrates the variety  
 8 of institutional service and duties that might warrant workload credit or stipends (as  
 9 outlined in Appendix E).

10  
 11 Deans shall work with each faculty member to compute workload credit, if any, to be  
 12 assigned for other service to the institution. Service to be considered for workload  
 13 assignment shall be based on the previous year’s report of yearly service described in  
 14 Article 16, Evaluation, and a forecast of anticipated service to the institution planned for  
 15 the coming year. Changes to workload from the previous year shall result in an adjustment  
 16 of workload credit. Approval of workload credit for service to the institution other than  
 17 teaching, field trips, advising, coaching, nursing clinical planning, program coordination  
 18 and/or direction, shall require approval of the Vice President of Instruction.

- 19  
 20 12.11 Credit for Advising: Tenured, tenure track and visiting faculty members shall normally be  
 21 assigned student advisees. Advisee assignments of more than one (1) advisee, but not more  
 22 than twenty-five (25) advisees shall be considered part of the full-time faculty member’s  
 23 normal duties. No additional workload credit shall be granted for advising 25 or less  
 24 advisees. However, should a faculty member be assigned more than 25 advisees, the  
 25 following schedule shall determine the amount of workload credit assigned per year.

26  
 27 # of Advisees Workload Credit per year

28 0-25	0
29 26-32	1
30 33-39	2
31 40-45	3

32  
 33 No more than forty-five (45) advisees shall be assigned to an individual faculty member in  
 34 any quarter.

35  
 36 Counseling and Learning Resource Faculty (see 12.18) will be exempt from receiving  
 37 workload credit for advising. The number of advisees will be determined by the  
 38 appropriate Dean to meet the needs of the area.

- 39  
 40 12.12 Assignment of Advisees: Consistent with Article 12.11, the Vice President of Instruction  
 41 shall determine the number of advisees assigned to each faculty member. Faculty members  
 42 may be assigned to advise in instructional areas other than their major teaching field(s).  
 43 Advisee assignments shall be based on the needs of the College and some faculty members  
 44 may not be assigned advisees. Tenured, tenure track and visiting faculty members not  
 45 assigned to advise shall be assigned an additional three (3) total workload credits per year  
 46 for teaching or other service to the College. Advisee assignments shall normally be for the  
 47

1 full academic year, except that advisee assignments may be adjusted in the event that  
2 advising has not occurred for reasons such as withdrawal or non-attendance of an advisee.  
3 Lecturer faculty members shall not be assigned advisees.  
4

- 5 12.13 Overloads: An overload shall be defined as workload credits in excess of forty-five (45) in  
6 one academic year. Overloads will not be paid until a faculty member goes beyond forty-  
7 five (45) workload credits per academic year. Overloads shall be compensated in  
8 accordance with Article 13.1, Overloads and Summer Session Compensation, and will be  
9 paid no later than on the regular June payroll.  
10

11 Acceptance of overload assignments shall be voluntary. Assignments considered by the  
12 administration as overload shall be so identified. The faculty member tendered an  
13 assignment he/she believes to create an overload, but is not so identified, is entitled, on  
14 request, to a statement of how his/her assignment(s) will be calculated for overload  
15 purposes. Administration assigns all overload classes and assignments.  
16

- 17 12.14 Office Hours: The College reserves the right, as the Employer determines appropriate, to  
18 require all faculty members to maintain daily office hours of a least one (1) hour on each  
19 contracted duty day and/or attend all in-service and graduation activities unless excused by  
20 the Vice President of Instruction without receiving additional workload credit. An  
21 alternative office hour schedule may be developed with mutual agreement between the  
22 faculty member and the Vice President of Instruction.  
23

24 The requirement to hold an office hour does not apply to Counseling, Learning Resource  
25 Faculty or the Librarian (see 12.18).  
26

- 27 12.15 Class Size Adjustment: A workload credit adjustment for class size shall be made for all  
28 courses, except open enrollment courses or open lab courses, without regard to  
29 instructional delivery method. For the purpose of this Section, class size will be determined  
30 by the actual student enrollment on the last day of the first week of the quarter. Class size  
31 adjustments shall be made according to the following table:  
32

<u>Number of Students Enrolled</u>	<u>Workload Adjustment</u>
Less than 10	X 0.75 (see prorating language below)
10 - 55	X 1.00 <sup>†</sup>
56 - 79	X 1.33
80 and over	X 1.66

33  
34  
35  
36  
37  
38  
39 With the exception of open enrollment courses such as PE185, Self-Paced Fitness, or open  
40 labs such as writing, math, reading and computer lab, no one course section shall allow  
41 more than 125 students. Additionally, it shall not be the normal practice of the College to  
42 offer larger classes in lieu of additional sections. However, it is understood that in some  
43 circumstances it may be beneficial to either the College or the faculty member to have a  
44 larger course, and this section allows for larger class sizes when appropriate. Course size  
45 may be limited by such factors as the approved course outline and room size.  
46

1 Instructional assignments will be made based on student and program needs. Faculty will  
2 be notified in advance about their course load and schedule per CBA. The employer has  
3 the right to cancel classes that are low enrolled (<10) unless the class is required for a  
4 specific certificate or degree program or is part of new program with less than three full  
5 years in the published catalogue. By mutual agreement between the Dean and the impacted  
6 faculty, classes may be prorated in lieu of cancellation.  
7

8 12.16 Writing Course Workload: Writing courses, WR90, 115, 121, 122, 123, and 227, will have  
9 their workload calculated at 1.25X per credit hour. For example, a 3 credit writing class  
10 will be calculated at 3.75 workload credits. Common standards for the .75 differential for  
11 3 credit writing courses are specified in course outlines and may include the following  
12 issues: assignments, conferences, drafts and response workshops, required number of  
13 words, and subject matter covered.  
14

15 12.17 Combined Lecture Science Workload: Combined science lecture classes shall be  
16 compensated with a workload calculation at 1.25X per credit hour per additional section.  
17 For example, a 4 credit science lecture that has two combined lecture sections will be  
18 calculated at 5 credits.  
19

20 12.18 Counseling and Learning Resource Faculty: Consistent with the requirements and  
21 standards of the department, counseling and learning resource faculty's workload is based  
22 on a combination of teaching and service to the institution. Service to the institution shall  
23 include but is not limited to advising, career coaching, counseling, literacy program  
24 development, committee work, assessment, serving on hiring committees, and mentoring.  
25 Faculty in these categories will be assigned at least a 30% teaching load each year.  
26 Counseling and learning resource faculty are exempt from maximum advising workload  
27 provisions (see 12.11) and are not required to hold office hours (see 12.14).  
28

29 12.19 Librarian: Consistent with the requirements and standards of the department, the  
30 Librarian's workload is based on a combination of service to the institution and teaching.  
31 Service to the institution shall include, but is not limited to assisting in the operation of the  
32 library, evaluating and selecting materials to support the College curriculum, and  
33 exercising judgment based on professionally recognized standards. The Librarian is not  
34 required to hold office hours (see 12.14).  
35

36 12.20 Instruction of Community Education or non-credit workforce training will be compensated  
37 based on Community Education and Workforce training rates. Teaching community  
38 education or non-credit workforce training courses will not be counted as part of a faculty  
39 member's regular workload and shall not be eligible for overload.  
40

## 41 **ARTICLE 13 - OVERLOADS AND SUMMER SESSION COMPENSATION**

42

43  
44 13.1 Overloads: Compensation for overloads, as defined in Article 12.13, shall be computed on  
45 the basis of eighty percent (80%) of the individual appointment rate using the following  
46 formula: Annualized 10-month salary divided by 45 workload credits, multiplied by the  
47

1 number of workload credits over 45 as of May 31<sup>st</sup> of each academic year. Overloads shall  
2 be paid to the nearest decimal hundred (.00) of a workload credit. Librarians, Counselors,  
3 and Learning Resource faculty shall not be eligible for overloads.  
4

5 13.2 Summer School: Compensation for Summer School, shall be computed on the basis of  
6 eighty percent (80%) of the individual appointment rate using the following formula:  
7 annualized 10-month salary divided by 45 workload credits, multiplied by .80, multiplied  
8 by the number of workload credits assigned for summer term. For the purpose of this  
9 Section, Summer School is designated as the fourth term of the academic year. The  
10 individual appointment rate shall be the same rate the faculty member was paid for the  
11 other three terms in the academic year.  
12

13 13.3 Summer School Assignment: Full-time faculty members shall have the first right of refusal  
14 for assignment to teach summer session courses with the following conditions:  
15

- 16 A. The faculty member must be qualified to teach the course.  
17  
18 B. The faculty member must commit to teaching summer session course(s) in a timely  
19 manner in order to allow schedules to be produced and alternative instructors to be  
20 found if the faculty member opts not to accept the assignment.  
21  
22 C. In the event there is more than one full-time faculty member qualified to teach  
23 summer session courses, and provided more than one full-time faculty member  
24 wants to receive the assignment, the offer to teach the summer session course(s)  
25 will be made to faculty in the following order:  
26  
27 1. faculty who teach the course during fall, winter or spring term.  
28  
29 2. faculty from the department who are qualified, but do not normally teach  
30 the course.  
31  
32 3. faculty from the division who are qualified to teach the course.  
33  
34 4. faculty from outside the division who are qualified to teach the course.  
35

36 In the event there is more than one full-time faculty member equally qualified to  
37 teach the course(s) and equally situated in the above order of offer, the most senior  
38 faculty member will have the first opportunity to teach. If the most senior faculty  
39 member opts to not teach summer term in any given year, they will retain the  
40 seniority-based option for first refusal the following year, etc. However, once a  
41 faculty member accepts the offer to teach summer courses based on seniority, that  
42 faculty member will move to the bottom of the seniority list solely for the purpose  
43 of accepting summer teaching assignments according to this Section, so that other  
44 qualified full-time faculty members have an opportunity to teach summer courses  
45 over time.  
46

1 D. The Deans will determine the appropriate workload for summer term. Faculty will  
2 be limited to teaching a maximum of 15 workload credits in the summer term unless  
3 approved by the Vice President of Instruction.  
4

5 13.4 All non-instructional work outside the annual instructional contracted days will be paid at  
6 the faculty member's daily rate. Daily compensation will be based on an initial 2 hour  
7 block and hourly thereafter, based on the faculty member's hourly rate on the step schedule.  
8

9 13.5 Instruction of Community Education or non-credit workforce training will be compensated  
10 based on Community Education and Workforce training rates. Teaching community  
11 education or non-credit workforce training courses will not be counted as part of a faculty  
12 member's regular workload (see Article 12.20) and shall not be eligible for overload.  
13  
14

#### 15 **ARTICLE 14 - SCHEDULING AND TEACHING ASSIGNMENTS**

16  
17 14.1 Publishing Class Schedules: The Office of Instructional Services shall publish class  
18 schedules.  
19

20 14.2 Submitting Schedules: Deans shall submit proposed schedules of classes, class meeting  
21 times and faculty members to teach the classes to the office of instruction. Deans or  
22 designee will consult with division faculty in preparing the proposed schedules. When  
23 possible and prudent, any changes to the proposed schedules submitted by the divisions  
24 will be referred to the faculty members involved before the schedules are finalized. The  
25 publishing of an individual faculty member's name in connection with a course in the class  
26 schedule shall not constitute a contract with that individual. While the course schedule is  
27 reasonably accurate at the time of printing, it is subject to change, if necessary.  
28

29 14.3 Teaching Assignments: Faculty members will be notified of their teaching assignments as  
30 soon as possible after the appropriate dean finalizes their schedules. The scheduling process  
31 will be done collaboratively. In accordance with Article 7.3.G, the faculty member's  
32 appropriate dean retains the final right of assignment for faculty teaching assignments.  
33 However, unless mutually agreed otherwise, Faculty members shall receive at least one  
34 academic quarter's notice before being assigned to teach a class they have not previously  
35 taught within the last academic year.  
36

37 14.4 Night Teaching: It will not be the general rule to require night teaching on a continuous  
38 basis. However, the appropriate dean reserves the right to require night teaching in order  
39 to meet the needs of the students or College programs. Staff rotation for night teaching  
40 will be practiced whenever possible. For the purpose of this section, night teaching shall  
41 be defined to mean teaching a course that begins at or after 5:00 PM. A faculty member  
42 teaching a night course scheduled to conclude at 8:50 p.m. or later shall not be scheduled  
43 for a next-day morning course beginning before 10:00 a.m. without the approval of the  
44 faculty member.  
45

1 14.5 Changes in Work Assignments: It is agreed that the appropriate dean reserves the right to  
2 make reasonable changes from time to time in scheduling and work assignments of the  
3 individual faculty member.  
4

5  
6 **ARTICLE 15 - TENURE**  
7

8 15.1 Probationary Period: Faculty members on a tenure track appointment shall normally be  
9 given an annual agreement. At the end of each academic year the Employer reserves the  
10 sole right to renew the tenure track faculty member's appointment for another year as it  
11 determines appropriate by providing the faculty member with a renewal notice no later than  
12 April 1 prior to the expiration of the annual agreement.  
13

14 Faculty members on a tenure track appointment shall be classified as a probationary faculty  
15 member for a period of four (4) years. For the purpose of this Section four (4) years shall  
16 mean four (4) consecutive appointments as defined in Article 2, Definitions.  
17

18 A faculty member, with recommendation from his or her peer evaluation committee chair,  
19 may choose to initiate the tenure review process in their third year by informing the Vice  
20 President of Instruction no later than April 1 of the faculty member's second probationary  
21 year. In such cases the tenure review process will take place in the third probationary year  
22 as described in Article 16 – Evaluations.  
23

24 The Employer reserves the sole right to extend, for faculty members who choose to initiate  
25 the tenure review process in their third year, the tenure track faculty member's third (3)  
26 probationary year for one (1) additional year, as it determines appropriate, by providing the  
27 faculty member with an extension notice no later than April 1 of the faculty member's third  
28 probationary year. The notice to extend shall be in writing. The Employer with input from  
29 the faculty member and peer evaluation committee will design a professional development  
30 plan. Annual appointment for a fifth year shall be interpreted as the conferring of tenure.  
31

32 15.2 Authority to Grant or Deny Tenure: The Employer reserves the sole right to offer  
33 probationary tenure track faculty members tenure after the successful completion of the  
34 probationary period, including an extension, if any.  
35

36 15.3 Tenured Faculty Members: Probationary Tenure Track Faculty Members who have  
37 successfully completed their probationary period and have been granted tenure by the  
38 Board of Education shall be designated as tenured faculty. See Article 2.8: Tenured  
39 Appointments.  
40

41 15.4 Visiting Faculty Members: Faculty on visiting appointments shall not be granted tenure. In  
42 the event that a probationary tenure track faculty member has held a visiting faculty  
43 appointment prior to receiving a tenure track appointment, refer to Article 2.9.C: Visiting  
44 Appointments.  
45

1 15.5 Lecturer Faculty Members: Faculty on lecturer appointments shall not be granted tenure.  
2 In the event a probationary tenure track faculty member has held a lecturer faculty  
3 appointment prior to receiving a tenure track faculty appointment, refer to Article 2.10.C:  
4 Lecturer Appointments.  
5

6 15.6 Application of Grievance Procedure: It is further agreed that decisions of the Employer  
7 with respect to the granting or denial of annual renewal appointment(s) or tenure to  
8 probationary faculty members are not subject to the grievance procedure of this Agreement  
9 unless the grievance relates to only an arbitrary or discriminatory use of tenure procedure  
10 and/or arbitrary or discriminatory use of the evaluation process set forth in Article 16,  
11 Evaluation. In no event may an arbitrator substitute his/her judgment for the judgment of  
12 the Employer.  
13  
14

## 15 **ARTICLE 16 – EVALUATION**

16

17 16.1 Evaluation Types and Source of Initiation: There shall be two (2) types of substantive  
18 evaluations of faculty. First, the Tenure-Track Evaluation for tenure-track faculty, which  
19 will be initiated by time of service. Second, the tenured faculty evaluation, which will  
20 occur every three years.  
21

22 16.2 Purpose of Evaluation: The primary purposes of evaluations are:  
23

- 24 A. To ensure quality in the teaching and learning environment and enhance  
25 student learning.
- 26
- 27 B. To support each individual's growth and development.
- 28
- 29 C. To support periodic assessment, reflection and mindful development by  
30 faculty of their professional service.
- 31
- 32 D. To support the continuous improvement of in-service programs and faculty  
33 professional development programs.
- 34
- 35 E. To support faculty creativity, experimentation and risk-taking.
- 36
- 37 F. To support alignment of performance with new needs of the discipline and  
38 department/division, and promote departmental/divisional clarity of  
39 purpose.
- 40
- 41 G. To identify and overcome poor performance and to provide a basis for  
42 decisions regarding retention.
- 43
- 44 H. To assess the faculty member's performance of job functions as specified in  
45 his/her position description.  
46



1 16.3 Evaluation Cycle of Faculty: Each year, the Vice President of Instruction shall notify  
2 Human Resources and faculty members of their evaluation status, including what type of  
3 evaluation they are scheduled for, if any, i.e., tenure review, annual tenure track, three-year  
4 tenure, annual lecturer evaluation, etc., and the timeframe for the various aspects of the  
5 evaluation defined in this Article.  
6

7 A. Tenure Track Faculty: Evaluation of tenure track faculty members shall be  
8 conducted annually for the first four years of employment, or until the faculty  
9 member receives tenure. The fourth year of the tenure track evaluation cycle shall  
10 be referred to as the Tenure Review year, unless the faculty member has initiated  
11 an early tenure review process in which case the Tenure Review year shall happen  
12 in the third year of the tenure track evaluation cycle.  
13

14 B. Visiting and Lecturer Faculty: Evaluation of visiting and lecturer faculty members  
15 shall be conducted annually in accordance with the evaluation handbook.  
16

17 C. Tenured Faculty: Following the granting of tenure, evaluation of tenured faculty  
18 members shall be conducted on a three (3)-year rotational cycle. Tenured faculty  
19 members shall submit an annual Report of Yearly Service to the appropriate dean  
20 for two years of the cycle. The third year of the cycle shall consist of an optional  
21 Peer observation, a required self-assessment, and a required classroom observation  
22 and evaluation by the appropriate dean. This cycle will continue throughout the  
23 faculty member's tenure at the College.  
24

25 16.4 Evaluation Process for Tenure Track, Visiting, and Lecturer Faculty: The evaluation  
26 process for tenure track, visiting, and lecturer faculty shall consist of a Peer Observation, a  
27 Faculty Portfolio, and an Administrative Evaluation.  
28

29 A. Peer Observation Committee and Review Schedule:  
30

31 1. Peer Observation Committee:  
32

33 a. Peer Observation Committee: A three-person peer observation  
34 committee shall consist of faculty chosen as follows: two faculty  
35 members shall be chosen by the person to be evaluated. At least  
36 two of the three members on the committee shall be tenured. One  
37 of the members chosen by the faculty may be a visiting faculty.  
38 The third member of the committee shall be a tenured faculty  
39 member chosen by the Dean and shall serve as the chair of the  
40 committee. When possible, Committee Chairs shall serve as chair  
41 for all years of the tenure process. It is preferable that all members  
42 of the peer evaluation committee be tenured and at least one is  
43 from the same discipline or division as the faculty member being  
44 evaluated.  
45  
46

- 1                   2.       The Peer Observation shall be conducted annually for non-tenured faculty;  
2
- 3           B.       The scope of the tenure-track evaluation will include multiple indices, both in terms  
4           of sources of information and activities evaluated, and may include teaching,  
5           advising, assessment, scholarly performance and/or research, and service to the  
6           profession, College and community as outlined in the evaluation handbook  
7
- 8           C.       Following observation and review, the peer observation committee shall meet to  
9           discuss the observations and offer suggestions to improve the quality of the  
10          educational experience.  
11
- 12          D.       Following the meeting of the committee, the Chair will write a summary of the  
13          observation procedures, methods and materials used, conclusions, and  
14          recommendations and forward the report to the Dean, and to the faculty member.  
15
- 16          E.       The Chair of the peer observation committee, the committee members, and the  
17          Dean shall meet with the faculty member to discuss the peer observation.  
18
- 19               1.       In the event that the report from the peer observation committee stipulates  
20               concerns or issues needing to be addressed, the Dean, the committee chair  
21               and faculty will discuss the issue(s) and determine what, if any, further  
22               action should be recommended.  
23
- 24               2.       The faculty member being evaluated is entitled to submit a response to the  
25               Dean, which is included in the report to the Vice President of Instruction.  
26
- 27          F.       Faculty Portfolio: The faculty portfolio will be developed by the faculty member  
28          being evaluated and will address areas of teaching and activities that are evidence  
29          of growth and contribution as mutually agreed between the faculty member and  
30          Vice President of Instruction. The Vice President of Instruction with input from  
31          Faculty Senate, will determine the portfolio requirements. The Faculty Portfolio is  
32          to be submitted to the Dean in accordance with the timeline provided to the faculty  
33          member as set forth in the Evaluation Handbook. The Faculty Portfolio will be  
34          returned to the faculty member when the evaluation process is completed.  
35
- 36          G.       Administrative Evaluation:  
37
- 38               1.       In addition to the peer observation, each non-tenured faculty member shall  
39               be separately evaluated annually by the Dean or other designated  
40               administrator. Each tenured faculty will be evaluated by the Dean on a  
41               three-year cycle.  
42
- 43               2.       Each faculty member will receive a copy of the administrative evaluation in  
44               a timely manner.  
45

- 1 3. Following completion of the peer observation process (required for tenure  
2 track faculty, optional for tenured faculty), the Dean will prepare and submit  
3 a written administrative report, with recommendations, to the Vice  
4 President of Instruction. The Administrative Evaluation shall encompass all  
5 areas of the faculty member's performance, both academic and non-  
6 academic, as set forth in 16.2, and will include information from the peer  
7 observation. A copy of the Peer Observation Summary will be attached to  
8 the Administrative Evaluation as well as any faculty response to their Peer  
9 Observation Summary.
- 10  
11 4. An administrative review committee will meet to discuss the faculty  
12 member's administrative evaluation. This committee will consist of the  
13 Vice President of Instruction and the Dean.
- 14  
15 5. Student Rating of Instruction:  
16  
17 a. Student rating of instruction shall be done at the end of each term  
18 for at least two courses a faculty member teaches.  
19  
20 b. Questionnaire development: The evaluation including the  
21 questionnaire questions and overall format of the instrument,  
22 including any revisions or modifications, must be developed by a  
23 joint committee consisting of 2 faculty and 2 administrators  
24 including the Vice President of Instruction or designee. Each term  
25 that student ratings of instruction are conducted for an instructor, all  
26 of the courses that the instructor teaches will be evaluated. Faculty  
27 members are appointed to the committee by the Faculty Senate.  
28 Faculty Senate appointees will seek consultation with Faculty  
29 Senate on the development of the rating of instruction instrument.  
30 Faculty Senate Chair and Vice President of Instruction will review  
31 and approve final rating of instruction prior to implementation.  
32 Revisions to the student ratings of instruction instrument may be  
33 requested by either administration or Faculty Senate on an annual  
34 basis. Changes should only be made on an annual basis prior to fall  
35 term so students respond to the same questions set for the academic  
36 year.
- 37  
38 c. Access to evaluation data: Each faculty member will have timely  
39 access to student ratings for their classes that are evaluated. The  
40 Office of Instruction will have access to student ratings of  
41 instruction for archiving and for use in the evaluation process.  
42

#### 43 16.5 Evaluation Process for Tenured Faculty

- 44  
45 A. Report of Yearly Service for tenured faculty: For the two years of the three-year  
46 evaluation cycle that does not require a formal evaluation, tenured faculty member  
47

1 shall submit a Report of Yearly Service to the Dean. The Dean will submit the  
2 report to the Vice President of Instruction.

- 3  
4 B. Each tenured faculty shall be scheduled on a three-year cycle and will meet with  
5 their Dean to review the self-assessment and classroom observation, and peer  
6 observation process, (if used). The lack of an evaluation shall not be used to deny  
7 an employee any benefit, monetary or non-monetary, to which that employee would  
8 have otherwise been entitled.

9  
10 Each faculty member will receive a copy of the administrative evaluation in a  
11 timely manner.

12  
13 Following completion of the evaluation process the appropriate dean will prepare  
14 and submit a written administrative report, with recommendations, to the Vice  
15 President of Instruction, The Administrative Evaluation shall encompass all areas  
16 of the faculty member's performance, both academic and non-academic, as set forth  
17 in 16.2, and will include information from the peer observation. A copy of the Peer  
18 Observation Summary will be attached to the Administrative Evaluation as well as  
19 any faculty response to their Peer Observation Summary.

20  
21 An administrative review committee will meet to discuss the faculty member's  
22 administrative evaluation. This committee will consist of the Vice President of  
23 Instruction and the Dean.

24  
25 The Tenured Peer Observation shall be optional and conducted on the third year of  
26 the cycle for tenured faculty using the process outlined in this article.

27  
28 16.6 Evaluation Results and Ramifications for Tenured Faculty and Non-Tenured Faculty:

29 Where deficiencies in a faculty member's performance are identified, the faculty  
30 member is responsible for correcting the deficiencies, and the College will provide  
31 reasonable development opportunities and resources. When necessary, the Vice  
32 President of Instruction can initiate an improvement plan, as outlined in Section 16.7.  
33 Improvement plans shall not be initiated as a disciplinary step.

34  
35 16.7 Improvement Plan. During an evaluation cycle, if the College and peer review  
36 committee determines that the performance of an employee warrants additional remedial  
37 action, an improvement plan will be developed to provide an opportunity and support  
38 for the employee to improve his/her performance. The improvement plan will include:

- 39  
40 A. Measurable outcomes of improvement;  
41 B. Reasonable timelines for success and a date for completion;  
42 C. List of types of assistance that will be provided by the College;  
43 D. Support and direction by the immediate supervisor; and  
44 E. A reasonable schedule of meetings with the peer review committees, appropriate  
45 dean, and union representative (if requested) with written progress reports.

1 Following complete implementation of the improvement plan, the employee's  
2 supervisor shall prepare a summary of performance and a recommendation regarding  
3 retention (for probationary faculty only), which shall be placed in the employee's  
4 personnel file. Completed improvement plans, or summary plans for tenured faculty  
5 will not be placed in the employee's personnel file. Probationary employees may not  
6 be non-renewed for concerns being addressed in a current improvement plan.  
7

- 8 16.8 Evaluation Handbook. The Southwestern Oregon Community College faculty evaluation  
9 (tenure track and tenured evaluation) processes are the product of a collaborative  
10 faculty/administration effort. It is in the joint collegial interest of both the faculty and  
11 administration to develop and maintain the highest reasonable evaluation standard, which  
12 will result from the continuing collaboration of both parties in the ongoing evolution of  
13 the evaluation and developmental standards and processes. Therefore, the College and  
14 the Faculty Senate have produced an Evaluation Handbook, which is limited to clarifying  
15 statements of the evaluation process, forms, checklists, and instructions. The College and  
16 Faculty Senate will regularly review this Handbook and solicit suggestions for its  
17 improvement. Any proposed changes to the Handbook will be submitted to the Senate  
18 and faculty labor relations representative for timely review for conformance with the  
19 CBA.  
20  
21

## 22 **ARTICLE 17 - DISCIPLINE AND DISCHARGE**

- 23  
24 17.1 Discipline or Discharge of Tenured Faculty: The Employer agrees that tenured faculty  
25 members shall only be disciplined or discharged for just cause. Also, a faculty member  
26 can be terminated as set forth in Article 31, Reduction in Force and Recall, as a result of  
27 financial exigency, declining enrollments, program reduction, or program termination.  
28  
29 17.2 Discipline or Discharge of Probationary, Visiting, or Lecturer Faculty: Probationary,  
30 visiting, or lecturer faculty as set forth in Article 2, Definitions, may be disciplined or  
31 discharged at any time at the discretion of the Employer. Further, their discipline or discharge  
32 shall not be subject to Article 32, Grievance Procedure, unless the Federation can prove that  
33 the Employer was arbitrary or discriminatory in the exercise of this discretion including, if  
34 applicable, the evaluation process set forth in Article 16, Evaluation.  
35  
36 17.3 Discipline Notices: Disciplinary notices shall be acknowledged, signed and dated by the  
37 faculty member. The signed faculty member's acknowledgment does not necessarily mean  
38 that he/she agrees with the issued discipline. Within thirty (30) calendar days after the faculty  
39 member's signed acknowledgment, the faculty member reserves the right to include in the file  
40 a written response to such material placed in the file, and this response shall be attached to the  
41 material in question.  
42  
43 17.4 The employer, the faculty, and the union will encourage the use of informal resolution,  
44 including the use of an improvement plan, when addressing concerns that may not warrant  
45 disciplinary procedures.  
46

1 **ARTICLE 18 - PERSONNEL FILES**

2  
3 18.1 Maintenance of Personnel Files: The Employer agrees to separately maintain personnel  
4 and medical files and records in accordance with state and federal laws. The Employer  
5 agrees to maintain confidential medical information in accordance with the Americans with  
6 Disabilities Act and HIPAA Privacy Act and agrees to maintain any other confidential  
7 information as required by any other statute requiring maintenance of confidential  
8 information.

9  
10 18.2 Disclosure of Information: The Employer agrees to only disclose information contained in  
11 personnel files as allowed or required by state and federal law or as authorized by the  
12 employee or as may be necessary to evaluate personnel decisions.

13  
14 18.3 Review of Personnel Files: Each faculty member shall have the right, upon request, to  
15 review the contents of his/her own personnel file. The College shall have a representative  
16 present to ensure the integrity of the file's contents. In the event that a faculty member  
17 requests a copy of his/her personnel file more than once in a twelve (12) month period,  
18 excluding any new materials that have been added to the file since the last request, the  
19 Employer may, at its discretion, charge in accordance with Board policy.

20  
21 18.4 Representation: A Federation representative chosen by the faculty member may, upon the  
22 faculty member's written authorization, review a faculty member's personnel file and/or  
23 accompany the faculty member in this review.

24  
25 18.5 Discipline and Performance Appraisals: Disciplinary notice, performance appraisal  
26 (faculty evaluation summary), or other similar material that is likely to have an adverse  
27 effect on a faculty member's reputation or employment status shall be acknowledged,  
28 signed and dated by the faculty member. If an employee refuses to sign a document the  
29 College administrator will record the employee's refusal and sign it in his or her place.  
30 Within thirty (30) calendar days after the faculty member's signed acknowledgement, the  
31 faculty member reserves the right to include in the file a written response to such material  
32 placed in the file, and this response shall be attached to the material in question.

33  
34 18.6 Faculty's Insertions into File: The faculty member shall have the right to include in the file  
35 any material or information considered relevant to that faculty member's professional  
36 career.

37  
38 18.7 Release of Material: Excluding internal personnel administration applications, material in  
39 the personnel file can only be released with the permission of the faculty member and in  
40 accordance with state and federal law.

1 **ARTICLE 19 - INSURANCE COVERAGE**

2  
3 19.1 The Employer shall pay all long-term disability, life and AD&D insurance premiums for  
4 eligible faculty members, in accordance with the Employer's OEGB insurance policy in  
5 effect as of October 1, 2018.

6  
7 19.2 The Employer shall contribute to employer sponsored health plan(s) for eligible full-time  
8 faculty the following amounts:

9  
10 A. July 1, 2019 through September 30, 2019, the College will pay a monthly  
11 contribution toward Medical, Dental, and Vision premiums as follows:

- 12 Employee only contribution is \$687.59  
13 Employee + Spouse contribution is \$1448.35  
14 Employee + Child contribution is \$1331.20  
15 Family contribution is \$1950.99  
16

17 For those faculty that choose the Evergreen Plan (former Plan H) with a Health  
18 Savings Account (HSA), the employer contribution is as follows:

19

	Premium	HSA	Total
Employee only contribution is	\$554.26	\$133.33	\$687.59
Employee + Spouse contribution is	\$1181.68	\$266.67	\$1448.35
Employee + Child contribution is	\$1064.53	\$266.67	\$1331.20
Family contribution is	\$1684.32	\$266.67	\$1950.99

20  
21 Health Savings Account deposits will be conducted on a biannual basis in October  
22 and April of each plan year. A faculty member with an emergent need may contact  
23 Human Resources to have funds deposited outside of the deposit schedule noted  
24 above.

25  
26 Effective October 1, 2019 through June 30, 2024, should the deductible for the  
27 Evergreen or equivalent plan (HSA) increase, the employer shall contribute the  
28 amount of the increase to all eligible faculty members with Health Savings  
29 Accounts (HSAs), but maximum monthly contributions by the College to employee  
30 sponsored health plans will remain unchanged. If the employer is already making  
31 the maximum monthly contribution, the HSA contribution will increase and the  
32 premium will decrease. HSA contributions made by the employer will never exceed  
33 maximum monthly contributions by the employer.

34  
35 B. The College will increase its contributions toward medical, dental, and vision  
36 premiums over the previous plan year's premiums effective October 1, 2019  
37 through September 30, 2020; October 1, 2020 through September 30, 2021;  
38

October 1, 2021 through September 30, 2022; and October 1, 2022 through June 30, 2023; and October 1, 2023 through September 30, 2024 as follows:

<b>Based on Average Percent Increase in Health Insurance Plan Premiums</b>				
College will pay the first 6%				
Eligible faculty members will pay the increase above 6% and less than or equal to 10%				
Eligible faculty members and College will equally share the increase (50-50) above 10% and less than or equal to 15%				
Article 19 Sections 1, 2, and 3 of the CBA will be opened to discuss the increase above 15%				
	<b>Example 1</b>	<b>Example 2</b>	<b>Example 3</b>	<b>Example 4</b>
<b>Example Premium Increases</b>	<b>3%</b>	<b>8.8%</b>	<b>14%</b>	<b>17%</b>
College will pay the first 6%	3%	6%	6%	6%
Eligible faculty members will pay the increase above 6% and less than or equal to 10%	-	2.8%	4%	4%
Eligible faculty members and College will equally share the increase (50-50) above 10% and less than or equal to 15%	-	-	2% each	2.5% each
Article 19 Sections 1, and 2 of the CBA are opened to discuss the increase above 15%	-	-	-	Article 19 Opens

19.3 Insurance Parity: The Employer recognizes the importance of health insurance parity to the faculty at Southwestern Oregon Community College. It is the desire of the Employer that SWOCC Faculty receive health insurance offerings and monthly contributions comparable to that of other employee groups on campus, i.e. Classified and MASSC.

19.4 Employee Contributions: Through a payroll deduction the faculty member shall contribute the employee's portion of the premiums for medical, vision, dental, and orthodontia insurance coverage. Employees opting to decline healthcare coverage by signing the appropriate Employer prepared waiver form shall not be subject to an employee contribution and shall not receive any additional compensation by declining healthcare coverage.

19.5 125 Plan: The Employer shall implement an IRS Section 125 plan, without cost to the faculty member, for faculty member contributions as set forth in 19.2.

19.6 The Employer retains the right to change the Plan benefits, insurance carriers, and/or administrators as long as it provides benefits comparable to the current healthcare plan.



1 19.7 Cost Effective Measures: For all employees, the Employer may institute cost effective  
2 measures for health insurance, provided the benefits level for employees is not substantially  
3 decreased.  
4

5  
6 **ARTICLE 20 - SICK LEAVE**  
7

8 20.1. Sick Leave: Sick leave for faculty members shall accumulate for an unlimited number of  
9 days and shall accumulate at the rate of ten (10) days per academic year or one (1) day per  
10 month employed, whichever is greater. Unlimited sick leave accumulation shall be  
11 retroactive to the initial hiring of the faculty member at the College.  
12

13 20.2 Eligibility for Sick Leave Benefits: To be eligible for accrued sick leave benefits for a  
14 workday, the faculty member shall make a reasonable attempt to notify the Office of  
15 Instruction before or at the beginning of each workday, unless otherwise directed by the  
16 supervisor.  
17

18 20.3 Use of Sick Leave Benefits:

19  
20 A. Sick leave benefits may be used when the faculty member is absent due to an on or  
21 off-the-job illness or injury or when the faculty member is absent to attend to an ill or  
22 injured member of the faculty member's immediate family. For the purpose of this  
23 Section immediate family shall mean spouse, domestic partner regardless of sex, the  
24 faculty member's and spouse's parent, brother, sister, grandparent, child, step-child,  
25 step-parent, son-in-law, daughter-in-law, or grandchild, provided the above individual  
26 resides in and is an integral part of the faculty member's household. Sick leave may  
27 also be used for parental leave if the faculty member qualifies for a leave of absence  
28 under the Oregon Family Leave Act.  
29

30 B. Faculty member may only use accrued sick leave benefits.

31  
32 C. Faculty members shall, in accordance with 20.3A, use sick leave in one (1) hour  
33 increments, depending on their scheduled activities for the day of the absence, as  
34 follows:  
35

36 For the purpose of this Section scheduled activities shall be defined to include  
37 scheduled classes, final exams, advising appointments, committee and/or  
38 evaluation meetings, in-service, graduation ceremonies, office hours, and approved  
39 travel.  
40

41 D. The Employer shall maintain a system that will ensure accurate accounting of sick  
42 leave.  
43

44 E. The Employer reserves the right to require a physician's statement verifying an  
45 illness or injury, including the faculty member's inability to work and his/her fitness  
46 to return to work when:  
47

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- 1. A faculty member has been absent for three (3) or more consecutive working days.
- 2. The faculty member has been absent for twenty percent (20%) or more working days in a monthly pay period.
- 3. The faculty member has incurred an on the job injury or illness;
- 4. The Employer reasonably determines that a physician’s statement is necessary to determine that the faculty member can adequately or safely perform his/her job.
- 5. In accordance with federal or state family leave laws if the reason for the absence is a qualifying reason under either law.

F. Faculty members, upon termination of employment regardless of circumstances, shall have unused accumulated sick leave days reported to P.E.R.S. with applicable Administrative Board Policies and state laws.

**ARTICLE 21 - BEREAVEMENT LEAVE**

21.1 Bereavement Leave: The Board shall allow a faculty member up to three (3) working days off with pay after the death of a member of the immediate family.

- A. At the faculty member's request, an additional seven (7) working days off may be scheduled through the Office of Instruction. These days shall be deducted from accumulated sick leave days.
- B. For the purpose of this Section, immediate family shall mean spouse, domestic partner regardless of sex, the faculty member's and spouse's parent, brother, sister, grandparent, child, step-child, step-parent, son-in-law, daughter-in-law, or grandchild, or an individual who resides in and is an integral part of the faculty member's household.
- C. Any additional time off may be arranged through the College President.

**ARTICLE 22 - LEAVES WITH PAY**

22.1 Civic Leave: Faculty members shall receive time off with pay for required appearances in court or hearings resulting from a call to jury duty or subpoena to appear to testify where the faculty member is not personally involved in the action as the plaintiff, the defendant, or the object of the investigation. Any remuneration received for such appearances held on a workday, less travel costs, shall be endorsed to the Employer.

1 22.2 Personal Leave: Each faculty member shall receive twenty-four (24) hours of personal  
2 leave at the beginning of each academic year. Personal leave not used within that same  
3 academic year will be lost. The faculty member must give the College forty-eight (48)  
4 hours advance notice, when possible, before taking personal leave, but is not required to  
5 divulge the personal reason(s) necessitating the leave request. Faculty members shall use  
6 personal leave in two (2), four (4), six (6), or eight (8) hour increments, depending on their  
7 scheduled activities for the day of the absence as follows:  
8  
9

- 10 A. The faculty member shall record the use of eight (8) hours of personal leave on  
11 their monthly leave report when they miss more than 75% of their scheduled hours  
12 for that day.  
13  
14 B. The faculty member shall record the use of six (6) hours of personal leave on their  
15 monthly leave report when they miss 51-75% of their scheduled hours for that day.  
16  
17 C. The faculty member shall record the use of two (2) or four (4) hours of personal  
18 leave on their monthly leave report when they miss 50% or fewer of their scheduled  
19 hours for that day.  
20  
21 D. For the purpose of this Section, scheduled activities shall be defined to include  
22 scheduled classes, final exams, advising appointments, committee and/or  
23 evaluation meetings, in-service, graduation ceremonies, office hours, and approved  
24 travel.  
25

26 22.3 Effect of Leaves on Faculty Status: Unless otherwise stated, faculty members who avail  
27 themselves to leaves in this Section shall not lose such time as credit for regular service for  
28 the purpose of advancement on the salary schedule or accrual of benefits.  
29

30 22.4 Sabbatical Leave-Regulations and Procedures:

- 31  
32 A. Purpose: The purpose of sabbatical leave is to provide eligible faculty members,  
33 including counselors and librarians with an opportunity for professional growth and  
34 development thereby substantially enhancing their future service to the College.  
35 Sabbatical leave includes activities for intellectual refreshment and professional  
36 growth and development by study, research, travel, or other creative activities. The  
37 ultimate objective for granting sabbatical leave is for the improvement of service  
38 to Southwestern Oregon Community College. The sabbatical leave is not an earned  
39 right but a privilege granted at the discretion of the Board of Education.  
40

41 General Guidelines for Sabbaticals:

- 42  
43 1. The applicant's proposal shall be of value to self, department and the  
44 College.  
45

- 1           2.     The applicant’s proposal shall describe how the proposed project supports
- 2                     course or program outcomes relevant to the faculty member’s teaching
- 3                     assignment.
- 4           3.     The applicant’s proposal shall be focused and definitive.
- 5

6     B.     Eligibility:

- 7
- 8           1.     First Eligibility: After six (6) academic years of continuous service as a
- 9                     fulltime member of the faculty, a faculty member may request a sabbatical
- 10                    leave, not to exceed one year. Faculty members continue to remain eligible
- 11                    for sabbatical leave even though they do not apply for sabbatical leave when
- 12                    first eligible for the leave.
- 13
- 14           2.     Subsequent Eligibility: Faculty members are eligible for a second sabbatical
- 15                    leave, and succeeding leaves thereafter, after six (6) academic years of
- 16                    continuous service has elapsed since a previous sabbatical leave was
- 17                    granted.
- 18
- 19           3.     Exceptions to Eligibility:
- 20
- 21                    a.     Lecturer faculty are not eligible for sabbatical leave, nor shall years
- 22                    of service as a lecturer faculty member count toward years of
- 23                    continuous service for the purpose of Section B1 or B2 except when
- 24                    the years of lecturer service have been counted toward tenure as
- 25                    specifically set forth in Article 2.10C.
- 26
- 27                    b.     As a rule, only one sabbatical leave from a division may be granted
- 28                    in any one year. When more than one request from any department
- 29                    is made, preference will be given based on merit of the application
- 30                    as determined by the Employer. Where merit of the applications is
- 31                    equal as determined by the Employer, the applicant with the greatest
- 32                    seniority shall be given preference.
- 33

34     C.     Types of Leave: Eligible faculty members may apply for one of the following

35            types of leaves:

- 36
- 37           1.     Ten-Month Faculty:
- 38
- 39                    a.     One academic year (three terms) on one-half salary;
- 40
- 41                    b.     Two-thirds of an academic year (two terms) on three-fourths
- 42                    salary;
- 43
- 44                    c.     One-third of an academic year (one term) on full salary. Eligible
- 45                    faculty members who are normally on a ten-month appointment
- 46                    may, at the sole discretion of the Employer, be employed for one
- 47

1 year on a twelve-month appointment and they may be granted a  
2 sabbatical leave during any one term, provided they agree to take an  
3 additional one-term leave in another academic year at their own  
4 expense.  
5

6 2. Twelve-Month Faculty:  
7

- 8 a. One year or twelve months, on one-half salary;
- 9
- 10 b. Two-thirds of a year, or eight months, on three-fourths salary;
- 11
- 12 c. One-third of a year, or four months, on full salary. (Except in  
13 unusual circumstances, this type of leave will be limited to those  
14 who find it difficult, because of their professional assignment, to  
15 be away from their work over a longer period).  
16

17 D. Application Procedure:  
18

- 19 1. Application Form: Faculty Members requesting sabbatical leave must  
20 complete the Application for Sabbatical Leave Form set forth in Appendix  
21 C.  
22
- 23 2. Time Line for Submission and Approval: Applications for Sabbatical Leave  
24 Forms must be submitted through the Director and/or Dean/Supervisor to  
25 the appropriate dean prior to February 1 in order to be reviewed by the  
26 Screening Committee for Sabbatical Leaves not later than February 15,  
27 prior to the academic year during for which the proposed leave is to begin.  
28 The Applications, together with the Committee's recommendations and  
29 certification of eligibility by Human Resources, will be forwarded to the  
30 President not later than March 1. The Applicants will be notified, in writing,  
31 of the President's and Board of Education's decision within seven (7)  
32 working days of the regular March Board of Education meeting. In special  
33 circumstances, sabbatical leave requests may be considered outside of this  
34 timetable. The Board's decision regarding sabbatical leaves may be:  
35 approved, disapproved, or approved conditionally. Faculty members who  
36 have applied for admission to a college or university for study, or who have  
37 applied for a scholarship, fellowship, grant-in-aid, or other similar  
38 assistance but who have not been notified of their acceptance prior to the  
39 deadline set for action by the screening committee, President, and/or Board  
40 of Education may be approved conditionally for sabbatical leave.  
41

- 42 E. Screening Committee Members: The Sabbatical Review Committee comprised of  
43 six (6) members shall be appointed. Three (3) persons shall be appointed by the  
44 Faculty Senate Staff Development Committee and three (3) persons by the College.  
45

- 1 F. Evaluation of Applications: The Screening Committee will evaluate applications  
2 and recommend action to the Vice President of Instruction prior to the March  
3 meeting of the Board. The Committee’s evaluation and recommendation will be  
4 based solely on the merit of the application as it applies to the purpose of sabbatical  
5 leave stated in Section A, Purpose.  
6
- 7 G. Approval or Disapproval: The Employer reserves the sole right to grant or deny  
8 sabbatical leave to faculty members. The exercise of this discretion shall not be  
9 subject to the grievance procedure unless the Federation can prove that the  
10 Employer was arbitrary or discriminatory in the exercise of this discretion. In no  
11 event may an arbitrator substitute his/her judgment for the judgment of the  
12 Employer. All sabbatical application forms submitted for review shall be clearly  
13 marked “approved” or “disapproved” and placed in the requestor’s personnel file.  
14 A copy of the marked request form shall be returned to the requestor in accordance  
15 with Article 22.4D (2).  
16
- 17 H. Special Appointment Arrangement: To ensure the interests of the College, the  
18 faculty member will enter into a special, written appointment arrangement with the  
19 College at the time sabbatical leave is granted. The written appointment  
20 arrangement, to be written by Chief Human Resources Officer upon consultation  
21 with the Vice President of Instruction and the faculty member to take sabbatical  
22 leave, shall specify, at a minimum, the following and shall be signed by the faculty  
23 member and the Vice President of Instruction and be placed in the faculty member’s  
24 personnel file prior to the commencement of the sabbatical leave:  
25
- 26 1. The date the sabbatical leave will commence;
  - 27
  - 28 2. The date the faculty member will return to service;
  - 29
  - 30 3. The terms of compensation; and
  - 31
  - 32 4. A statement indemnifying the College for any salary paid to the faculty  
33 member during the period of sabbatical leave in the event the faculty  
34 member fails to return to the College and fulfill the obligations set forth in  
35 Section K, Faculty Member’s Obligation.  
36
  - 37 5. A faculty member who fails or refuses to sign the agreement within 7 days  
38 of receiving it will lose entitlement to the leave. The leave may then be  
39 offered to another applicant.  
40
- 41 I. Compensation: All sabbatical leave payments shall be paid on the regular monthly  
42 payroll cycle.  
43
- 44 1. Full-Year Leaves: Full-year leaves shall be paid at one-half (1/2) the faculty  
45 member’s salary. Prorated salary payments will be made in twelve equal  
46 monthly installments for full-year leaves.  
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2. Less than Full-Year Leaves: Prorated salary payments for less than full year leaves will be prorated during the period of the leave, in accordance with Article 22.4C, Types of Leaves.
  3. A Southwestern Oregon Community College employee who is granted sabbatical leave shall receive, when sabbatical leave salary is computed, such automatic changes in salary rating as would have been received had he/she remained in active service except that salary increases for positive evaluations shall not be granted if the faculty member was not evaluated due to being on sabbatical leave. In such cases, the faculty member's evaluation rotation cycle shall be adjusted and the faculty member will be rescheduled for evaluation.
- 14 J. Additional Compensation: In addition to sabbatical leave pay, the faculty member may accept a scholarship, fellowship, grant-in-aid, or other similar assistance, but may not accept compensation for employment that when added to his/her sabbatical leave payments equals an amount greater than that which he/she would have received had he/she not been on sabbatical leave.
- 19
- 20 K. Faculty Member's Obligation:
- 21
1. Return to Service: Failure of a faculty member to return to the College and to teach at least two (2) years immediately following his/her sabbatical leave or failure to satisfactorily complete his/her scheduled program of study and/or travel shall result in repayment to the College for the contribution that was made during the sabbatical unless such failure is due to the faculty member's death or physical or mental disability certified by a licensed physician. The faculty member shall sign a repayment agreement prior to taking leave.
  2. Written Report: Not later than sixty (60) calendar days after returning to active service in the College, the faculty member who has taken sabbatical leave will file with the Office of Instruction and with the President a written report giving evidence that the program of study or travel agreed upon has been carried out. The report will include information regarding how the sabbatical will impact the faculty member's service to the College and to student success. For travel sabbaticals, the faculty member will outline in the report specific actions they will take to incorporate their course of study in their teaching or service to the College. The President will arrange for the faculty member to make an oral presentation of the report to the Board of Education. A copy of the written report will be placed in the faculty member's personnel file and should be included in the next subsequent presentation of the faculty member's portfolio after the sabbatical is complete.
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2 L. Status: A faculty member granted a sabbatical leave shall be permitted to return to  
3 employment in the College with the same salary status which he/she would have  
4 enjoyed had he/she been teaching and in a comparable position. Faculty members  
5 that take sabbatical shall be eligible for a step increase. Time spent in sabbatical  
6 leave shall be counted toward years of service for early retirement.  
7

8 M. Professional Study or Travel Considerations:  
9

10 1. Professional Study: If the sabbatical leave is for the purpose of study, a  
11 planned program of courses or a special project will be submitted to the  
12 President for approval. Transcripts or other evidence of completion of the  
13 planned program of study will be submitted to the President within sixty  
14 (60) calendar days of the faculty member's return to duty and shall be placed  
15 in the faculty member's personnel file.  
16

17 2. Travel: Sabbatical leave which is for the purpose of travel will normally be  
18 approved only if the proposed program incorporates a formal plan of study  
19 in connection with the travel. Applicants will submit a detailed itinerary and  
20 program with a statement of the objectives of the plan. The faculty member  
21 will remain in travel status (including time spent in study) at least two (2)  
22 months for each term of leave granted. A written report will be submitted  
23 to the president within sixty (60) calendar days of the faculty member's  
24 return to duty and shall be placed in the faculty member's personnel file and  
25 should follow all provisions of 22.4K above.  
26

27 22.5 Release Time for Union Activities: In recognition of the responsibilities of the Faculty  
28 Federation regarding faculty representation and matters related to management of this  
29 Agreement, the Employer agrees that during the regular academic year (College contract  
30 days) the Faculty Federation Members will receive:  
31

32 A. Up to 8 days release time to be distributed to members as needed to fulfill the  
33 responsibilities of union membership that are allowed under state and federal laws.  
34 These days are meant to be available so that the faculty federation members are not  
35 required to use sick time and/or personal time in service to the bargaining unit.  
36 Unused release time will not accumulate from year to year.  
37

38 Upon request, Human Resources will instruct the Faculty Federation members on  
39 how to properly fill out the leave report.  
40  
41  
42



1 **ARTICLE 23 - LEAVES WITHOUT PAY**

2  
3 23.1 Conditions of Unpaid Leaves:

- 4  
5 A. Employees granted unpaid leaves will be required to use any available earned paid  
6 leave benefits before any unpaid time off is granted except when prohibited by law.  
7 B. If more than one type of leave applies to the employee's time off, all leaves will  
8 run concurrently unless prohibited by law.  
9

10 23.2 Military Leave: Military leave shall be granted consistent with applicable state and federal  
11 laws.  
12

13 23.3 On-The-Job Injury/Illness (or Worker's Compensation) Leave:

- 14  
15 A. Faculty members shall be granted leave for the period they are unable to perform  
16 their regular job or other available duties offered by the Employer due to an on-the-  
17 job injury or illness in accordance with applicable law.  
18  
19 B. Faculty members off work on work-related injuries or illnesses are required to keep  
20 the Employer apprised weekly of their anticipated date of return to work and any  
21 changes in their medical condition. The Employer may require written certification  
22 regarding the nature, extent, duration and other conditions for the leave from the  
23 attending physician. Independent medical opinions may be required by the  
24 Employer or insurance provider as permitted by law. Such leave shall not count as  
25 regular service for the purpose of receiving step increases or accrual of benefits or  
26 seniority.  
27  
28 C. Faculty members who are absent from work due to on-the-job injuries or illnesses  
29 are eligible to receive workers' compensation benefits.  
30  
31 D. In order to have reinstatement rights, a faculty member returning from an on-the-  
32 job injury or illness must request reinstatement within seven (7) calendar days of  
33 the date they receive notice from the Employer's insurance provider that their  
34 attending physician released them to return to work. A request for reinstatement  
35 must be submitted in writing. Faculty members who make timely requests for  
36 reinstatement will be reinstated to their former position, upon written verification  
37 by the attending physician that the faculty member is able to perform the duties of  
38 their position and further provided that their position exists. In the event their  
39 former position no longer exists, the faculty member shall be reinstated to the next  
40 available and suitable position in accordance with applicable law.  
41

42 23.4 Domestic Violence Leave and Accommodation:

- 43  
44 A. Domestic Violence Leave and Accommodation shall be granted consistent with  
45 applicable laws.  
46

1 23.5 Family Medical Leave, Parental, or Pregnancy Leave (Oregon Family Leave Act (OFLA)  
2 and Family Medical Leave Act (FMLA)):

- 3  
4 A. Family Medical Leaves, Parental or Pregnancy Leaves shall be granted consistent  
5 with applicable laws and Employer policies. For more information faculty members  
6 should contact Human Resources or see the following websites [www.dol.gov](http://www.dol.gov) or  
7 [www.oregon.gov](http://www.oregon.gov).  
8

9 23.6 Leaves for Other Reasons:

- 10  
11 A. The Employer may grant a faculty member's request for leave of absence without  
12 pay for the purpose of study, research, travel, recovery of physical or mental health  
13 when a faculty member's health or physical condition makes it impossible for the  
14 faculty member to properly discharge his/her duties, and such other leave as the  
15 Employer may deem in the best interest of the College, subject to the needs of the  
16 Employer.  
17

- 18 B. Reduced Workload: Regular bargaining unit members are eligible for a reduced  
19 workload assignment. To be eligible for a reduced workload the employee must be  
20 able to show a compelling reason for the reduction. A request for a reduced  
21 workload shall be submitted in writing to the appropriate dean a full quarter before  
22 the preceding quarter(s) for which the reduction applies. The request shall include  
23 the reason for the reduction as well as the teaching schedule that would be in effect  
24 during the reduction. The minimum part-time employment that can be requested  
25 will be at least 50% of their 10, 11, or 12 month appointment. The extent of the  
26 request cannot be longer than one academic year. If the reduction is requested  
27 beyond one academic year the employee must submit another request. The request  
28 will then be considered by the appropriate dean, the Vice President of Instruction  
29 and the President.  
30

- 31 C. The Employer shall not unreasonably deny a faculty member's leave of absence  
32 request as set forth in this Section. Such leaves shall not count as regular service  
33 for the purpose of advancement on the salary schedule or accrual of benefits. The  
34 terms and conditions of a leave of absence without pay shall be mutually agreed to  
35 in writing prior to granting the leave.  
36  
37

38 **ARTICLE 24 – HOLIDAYS**

- 39  
40 24.1 Faculty Members on Ten (10) Month Appointments: Faculty members on a regular ten  
41 (10) month appointment shall receive time off with pay on the following holidays: Martin  
42 Luther King Day, President's Day, Memorial Day, Veterans Day, Thanksgiving Day, the  
43 Friday following Thanksgiving, and New Year's Day.  
44  
45

1 24.2 Faculty Members on Eleven (11) or Twelve (12) Month Appointments: Faculty members  
2 on eleven (11) or twelve (12)-month appointments shall receive time off with pay, if  
3 applicable to their appointment period, for those holidays set forth in 24.1 and for the  
4 following holidays: Independence Day, Labor Day, Christmas Day, and the day before  
5 Christmas.  
6

7 24.3 Holiday Observance: Holidays shall be observed in accordance with the instructional  
8 calendar of the College.  
9

## 10 **ARTICLE 25 – VACATIONS**

11  
12  
13 25.1 Accrual: Faculty members employed on a 12-month appointment shall accrue paid  
14 vacations on the basis that the annual accrual shall be 160 hours per fiscal year. The  
15 maximum accrual shall be 320 hours.  
16

17 25.2 Vacation Utilization: Vacation time shall partially be utilized during periods of time  
18 between terms. As long as it is not disruptive to the operations of the College, faculty  
19 members shall be allowed to be gone from their positions on consecutive working days for  
20 the duration of their vacation.  
21

22 25.3 Vacation Pay on Termination of Employment: Faculty terminating employment shall be  
23 paid a lump sum for all accrued, but unused vacation leave up to a maximum of 160 hours.  
24

25 25.4 Faculty members employed on ten (10) or eleven (11) month appointments are ineligible  
26 for vacation accrual.  
27

## 28 **ARTICLE 26 – TUITION**

29  
30  
31 26.1 Tuition Benefit: Faculty members may enroll in any SWOCC courses (see exception). The  
32 Employer will waive tuition, class and registration fees each term. Exception: Tuition and  
33 fees for non-SWOCC online courses, Enterprise account courses, self-supporting courses,  
34 and third party fees are not covered.  
35

36 26.2 Spouse/Dependent Waivers: Faculty members' spouses and dependent children as defined  
37 in I.R.S. Code and Regulations shall be permitted to enroll in SWOCC courses (see  
38 exception) with tuition, and class and registration fees waived by the Employer, provided  
39 the faculty member submits any required dependent forms in a timely manner. The faculty  
40 member shall be financially responsible for all costs incurred by his/her spouse or  
41 dependent children for enrolling in courses at the College. Exception: Tuition and fees for  
42 non-SWOCC online courses, Enterprise account courses, self-supporting courses, and third  
43 party fees are not covered.  
44

1 26.3 Bookstore: All faculty members, their spouse and dependent children as defined in I.R.S.  
2 Code and Regulations shall be granted the opportunity to purchase specified professional  
3 books and supplies at a twenty percent (20%) discount at the College bookstore.  
4

5 26.4 Admission to College Functions: All faculty members' spouses and dependent children as  
6 defined in I.R.S. Code and Regulations shall be admitted free of charge to all College  
7 functions except the following:  
8

9 A. Functions that are self-supporting and/or jointly sponsored by the College and  
10 another entity, or  
11

12 B. Functions at the Performing Arts Center, unless specifically waived by the College.  
13  
14

### 15 **ARTICLE 27 - CONFERENCE AND TRAVEL**

16  
17 27.1 Staff Development: Faculty members may be reimbursed for the costs of attending staff  
18 development activities directly related to their teaching assignments, subject to budget  
19 limitations and the determination by the Employer that such attendance serves the best  
20 interests of the District. In the event that reimbursement is granted, such reimbursement  
21 shall be consistent with district-wide policy for member staff development.  
22

23 27.2 Employer Assigned Travel: In accordance with Administrative and Board Policies, Faculty  
24 shall be reimbursed for travel assigned by the Employer. Reimbursement for meals and  
25 lodging shall be consistent with the Board approved per diem. The Employer shall pay the  
26 costs of previously approved commercial transportation. Use of personal vehicles shall be  
27 reimbursed as set forth APP 7075 Staff Travel.  
28  
29

### 30 **ARTICLE 28 – EARLY RETIREMENT POLICY**

31  
32 28.1 The Employer reserves the right to establish, revise, or discontinue its early retirement  
33 policy without negotiations with the Federation. It is understood that any retirement policy  
34 established or revised by the Employer shall apply equally to all employees of the College.  
35 Lecturer faculty are not eligible to apply for early retirement.  
36  
37

### 38 **ARTICLE 29 – FACULTY INVOLVEMENT IN RECRUITMENT AND SELECTION**

39  
40 29.1 Faculty Involvement: It is agreed that faculty involvement in the selection process is  
41 desirable to the institution. Lecturer Faculty are covered by the terms of this Article,  
42 however, they shall not be assigned to screening committees.  
43  
44

1 29.2 Screening Committees: Selection of faculty members shall be made only after candidates  
2 have been interviewed by a screening committee composed of a majority of faculty.

3  
4 29.3 Screening Committee Recommendations: The Vice President of Instruction shall consider  
5 the recommendations of the screening committee in making a recommendation to the  
6 President.

7  
8 29.4 Faculty Involvement in Selection of Administrators: In addition, it is agreed that screening  
9 committees including faculty members shall be utilized to assist the Employer in the  
10 evaluation and selection of administrative candidates.

11  
12  
13 **ARTICLE 30 - BUDGET DEVELOPMENT**

14  
15 30.1 Faculty Participation: The Employer agrees that faculty members shall be allowed to  
16 participate in the development of the College budget through the appropriate administrative  
17 channels.

18  
19 30.2 Draft of Budget: The final draft of the budget will be provided to the Federation ten (10)  
20 calendar days prior to its submission to the District Budget Committee.

21  
22 30.3 Income and Expense Reports: Monthly reports of expenditures and income will be  
23 prepared for Board approval and will be made available to all faculty members or other  
24 interested persons following the Board meeting.

25  
26  
27 **ARTICLE 31 - REDUCTION IN FORCE AND RECALL**

28  
29 31.1 Definitions:

30  
31 A. Reduction in Force: A reduction in force shall be defined as a position(s) being  
32 laid off as determined by the Employer. However, a reduction in force shall not  
33 include a reduction in work hours for all or some of the faculty members.

34  
35 B. Qualifications: Qualification shall be defined to include, but are not limited to the  
36 required qualification standards, preferred qualification standards, and required  
37 knowledge, skills and abilities as specified in the current position description;  
38 education; experience; evaluations; licensure and certification and/or prior  
39 discipline, if any.

40  
41 31.2 Application:

42  
43 A. In the event that the Employer determines a reduction in force to be necessary, the  
44 President shall develop an overall plan of reduction which best protects the  
45 instructional capacity and flexibility required to maintain the highest quality of  
46 education possible for College students. This plan shall contain:

1. a justification for reduction in force including Program Viability and Program Review data and analysis;
2. an identification of all positions affected; and
3. all intended reassignments of faculty members' duties. Where possible, the principle of seniority will be followed, provided qualifications as defined in 31.1B are equal.

B. The Employer shall be the sole judge of the faculty member's qualifications to perform the required work, except the decision shall not be arbitrary or discriminatory.

C. Before implementing a reduction in staff, the Employer agrees to make every reasonable effort to reassign staff through retirements, reassignments, leaves or other types of normal attritions. Reassignments can occur for the faculty member(s) to another vacant position in the institution for which the individual is qualified as defined in 31.1.B. Prior to the layoff or reduction of any employee covered by this Agreement, administration shall eliminate all voluntary overload for full-time faculty then part-time faculty positions held by MASSC, classified and part-time faculty respectively to courses which the full-time faculty member is competent to fill in any department pursuant to the qualifications of this provision.

D. In the event reassignment cannot be made, faculty members affected by reduction in staff shall have recall rights for two (2) years. Such recall rights shall apply to both full-time and part-time faculty vacancies for which they are qualified, which may occur during the recall rights period and shall include ten (10) calendar days for which the faculty member may accept or decline the recall offer.

1. If a laid off faculty member rejects a recall offer for a full-time faculty position with equal or greater salary; that member's recall rights shall be terminated (Article 32.1.E).
2. If a laid off faculty member rejects a recall offer for a part-time faculty position, the rejection of such opportunity shall not modify the faculty member's right to recall within the two year period.
3. In the event of recall, affected faculty shall be recalled in the inverse order of being laid off, provided they possess the necessary qualifications to perform the assignment to which they are being recalled.

31.3 Notice:

A. Meeting With the Federation: The President shall present his/her overall plan for reduction in force to the Federation in a confidential meeting.

- 1 B. Meeting with Affected Employees: After the meeting with the Federation, the  
2 President will meet with affected employees to notify the employees of the  
3 reduction in force.  
4  
5 1. Tenured faculty members identified for layoff will be provided as much  
6 notice as is practical under the circumstances but advance written notice  
7 shall not be less than one hundred (100) calendar days before the layoff  
8 shall become effective.  
9  
10 2. Non-tenured, visiting, and/or lecturer faculty members identified for layoff  
11 will be provided as much notice as is practical under the circumstances but  
12 advance written notice shall not be less than sixty (60) calendar days  
13 before the layoff shall become effective.  
14  
15 C. Alternative Plan: Within thirty (30) days from the Federation’s meeting with the  
16 President, the Federation may present an alternative method of reduction to the  
17 Board for consideration. The Board of Education in its role as appointing authority  
18 shall make the final determination of the layoff plan within thirty (30) calendar days  
19 from the Federation’s submission. Decisions by the Board shall not be subject to  
20 Article 32, Grievance Procedure.  
21  
22

## 23 **ARTICLE 32 – TERMINATION OF SENIORITY AND EMPLOYMENT**

- 24  
25 32.1 Termination of Seniority and Employment: A faculty member’s seniority and employment  
26 in the bargaining unit may be terminated for any one (1) of the following reasons:  
27  
28 A. Discharge for cause;  
29  
30 B. Resignation;  
31  
32 C. Layoff in excess of twenty-four months (24);  
33  
34 D. Employment in a position with the employer but outside the bargaining unit for  
35 longer than twelve (12) months;  
36  
37 E. Rejecting a recall offer or job assignment in accordance with Article 31.2.D.1.  
38  
39 F. Violating the terms of the leaves set forth in Articles 20, 21, 22, and 23;  
40  
41 G. Retiring; or  
42  
43 H. Failing to notify the employer as soon as possible of the receipt of a doctor’s release  
44 for work. Except for employees on pregnancy leave as set forth in Article 23.4,  
45 faculty members shall have three (3) workdays following receipt of the release to  
46 notify the Employer of their availability for work and faculty members who are

1 eligible for on-the-job disability leave as set forth in Article 23.2 shall have seven  
2 (7) calendar days following receipt of the release for work to notify the Employer  
3 of their availability for work.  
4  
5

6 **ARTICLE 33 - GRIEVANCE PROCEDURE**  
7

8 33.1. Purpose: It is the declared objective of the Employer and the Federation to encourage the  
9 prompt resolution of all grievances as defined in 33.2. Accordingly, this grievance  
10 procedure is established to provide an orderly and expeditious procedure for such grievance  
11 resolution.  
12

13 33.2 Definition: A grievance is hereby defined as an alleged violation of the terms of this  
14 Agreement by the Employer.  
15

16 33.3 Filing of Grievances: A grievance may be filed by a faculty member, group of faculty  
17 members, or the Federation. An individual faculty member or group of faculty members  
18 shall have the right to present grievances and to have such grievances adjusted without the  
19 intervention of the Federation, as long as the adjustment is not inconsistent with the terms  
20 of this Agreement. A faculty member may elect to have a representative of the Federation  
21 present at such meeting.  
22

23 33.4 Informal: An attempt should be made to satisfactorily resolve the grievance through informal  
24 meetings and discussion beginning at the lowest possible level of administrative organization  
25 that has the authority to resolve the grievance. In the event of a resolution, and if requested  
26 by either the faculty member or the supervisor, such resolution shall be reduced to writing and  
27 forwarded to the Vice President of Instruction prior to it becoming binding. Although a failure  
28 to utilize the informal process shall not deem the grievance untimely, should the employee  
29 elect to utilize the formal grievance procedure he/she shall be required to file the grievance in  
30 a timely manner as set forth in 32.5.  
31

32 33.5 Formal: If the grievance is not satisfactorily resolved through informal means or in cases  
33 concerning the discharging of employees, the grievance shall be reduced to writing within  
34 twenty (20) working days of the date the grievant knew or should have known of the alleged  
35 violation. The written grievance shall include a concise and factual summary of the  
36 allegations, including the date of the occurrence, reference to the specific contract provisions  
37 in dispute, and the remedy sought. The written grievance shall be sent or delivered to the Vice  
38 President of Instruction. The following procedure shall be used to resolve the grievance:  
39

40 Step I: Within ten (10) working days of receipt of the written grievance, and at a mutually  
41 agreeable time, the Vice President of Instruction shall meet with the grievant and/or  
42 Federation representative to discuss the grievance. For the purpose of this Article, working  
43 days shall be defined as Monday through and including Friday, excluding contractually  
44 recognized holidays. In such cases, the Vice President of Instruction shall respond to the  
45 grievance in writing within ten (10) working days of the meeting.  
46



1 Step II: If there is no satisfactory resolution of the grievance within ten (10) working days  
2 of receipt of the Step I response, the grievant will notify the Vice President of Instruction  
3 and President that the grievance is being advanced to Step II. At a mutually agreeable date  
4 and time, within ten (10) working days of the Step II notice, the Federation shall meet and  
5 attempt to resolve the grievance with the College President or designee. The College  
6 President or designee shall respond to an employee or Federation grievance in writing  
7 within ten (10) working days after the next regularly scheduled meeting of the Board of  
8 Education but not to exceed twenty (20) working days from the date of the meeting with the  
9 College President or designee giving specific reasons for a decision.

10  
11 Step III: If there is no satisfactory resolution for the grievance, the Federation within ten (10)  
12 working days of receipt of the College President's response may appeal the decision to  
13 arbitration. First consideration would be filing a request to the State of Oregon Employee  
14 Relations Board (ERB). If necessary, a second consideration to the American Arbitration  
15 Association via certified mail with a return receipt for a list of seven (7) proposed arbitrators,  
16 with a copy to the Vice President of Instruction. It is the intention of both parties that selection  
17 of an arbitrator shall occur within thirty (30) working days of receiving the list of arbitrators.  
18 In the event the parties are unable to agree on an arbitrator, the Employer and the Federation  
19 shall alternately strike from the list one name at a time, until only one name remains on the  
20 list. The arbitrator remaining on the list shall be accepted by both parties, and a hearing on  
21 the grievance shall be scheduled and conducted in accordance with the Voluntary Rules of  
22 the American Arbitration Association.

23  
24 33.6 Arbitrator's Jurisdiction: Jurisdiction of the arbitrator is limited to grievances which  
25 involve an alleged violation of a specific section or provision of this Agreement; and which  
26 are presented to the other party in writing during the term of this Agreement and which are  
27 processed in the manner and within the time limits herein provided.

28  
29 33.7 Arbitrator's Judgment: The arbitrator shall have no power to modify, add to, subtract from,  
30 change or amend any term or condition of this Agreement or render an award which is in  
31 conflict with the provisions of this Agreement.

32  
33 33.8 Arbitrator's Fees and Expenses: The fees and expenses of the arbitrator shall be paid by  
34 the losing party as determined by the arbitrator. The decision of the arbitrator shall be final  
35 and binding on the Employer, the Federation and the employees affected, consistent with  
36 the terms of this Agreement.

37  
38 33.9 Notification and Time Limits: The grieving party may choose to drop the grievance at any  
39 step in this process by notification to the other party or by not taking action to pursue the  
40 matter to the next higher level within the time limits set out in the procedure. If the non-  
41 grieving party fails to meet the timetable in the process, the grievance shall be deemed denied  
42 and the grieving party may pursue the matter to the next higher step. However, if the  
43 grievance is not appealed to the next step within the specified time limits set forth in this  
44 Article, the grievance shall be deemed denied on the basis of the non-grieving party's  
45 response. Both parties may mutually agree to extend the time limits of the grievance process.

1 33.10 Arbitrator's Award: The arbitrator shall render his award within thirty (30) calendar days  
2 after the close of the hearing or the submission of any written briefs presented by the  
3 parties, whichever is later.  
4

5 33.11 Rights and Obligations: The Employer shall not be required or obligated under the terms  
6 of this Agreement or otherwise to submit to arbitration any claim or cause of action which  
7 it may have or assert on account of any alleged violation of this Agreement. The Employer  
8 shall have the right to sue at law or in equity in any court of competent jurisdiction, Federal  
9 or State, to enforce this Agreement and to recover for any breach or violation of this  
10 Agreement.  
11

## 12 **ARTICLE 34 – UNPROTECTED STRIKE ACTIVITIES AND LOCKOUTS**

13  
14  
15 34.1 No Strikes: The Federation agrees that there will be no work stoppages or interruptions of  
16 regularly assigned duties, in violation of Oregon Revised Statutes, during the term of this  
17 Agreement. Any employee participating in any work stoppage or interruption of work in  
18 violation of Oregon Revised Statutes, shall be subject to discipline as determined by the  
19 Employer, irrespective of the discipline, if any, imposed upon other employees. However,  
20 the Employer shall not exercise a disciplinary right in an arbitrary or capricious manner.  
21

22 34.2 No Lockouts: The Board of Education agrees not to lock out employees during the term of  
23 this Agreement.  
24

## 25 **ARTICLE 35 – SCOPE OF AGREEMENT**

26  
27  
28 35.1 Scope of Agreement: This Agreement constitutes the negotiated agreements between the  
29 Employer and the Federation and supersedes any previous agreements or understandings  
30 whether oral or written which are contrary or inconsistent with the terms of this Agreement.  
31

32 35.2 Entire Agreement: In the event that any provision or provisions of this Agreement are or  
33 shall at any time be determined to be contrary to law, all other provisions of this Agreement  
34 shall continue in effect. In addition, the parties agree to enter into negotiations for the  
35 revision of the Agreement with respect to any item that becomes invalid or contrary to law.  
36

37 35.3 Waiver of Rights: The parties acknowledge that each has had the unlimited right and  
38 opportunity to make demands and proposals with respect to any matter deemed a proper  
39 subject for negotiations. The results of the exercise of that right and opportunity are set  
40 forth in this Agreement. Except as specifically stated in this Agreement, the Employer and  
41 the Federation, for the duration of this Agreement, each voluntarily and unqualifiedly agree  
42 to waive the right to oblige the other party to negotiate with respect to any subject or matter  
43 covered or not covered in this Agreement unless mutually agreed or otherwise.  
44  
45

ARTICLE 36 – DURATION

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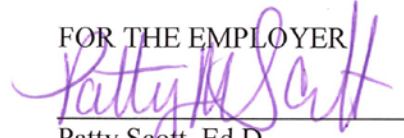
36.1 Duration: This Agreement shall remain in full force and effect from July 1, 2019 through June 30, 2024.

FOR THE FEDERATION




Maidie Rosengarden  
Federation President

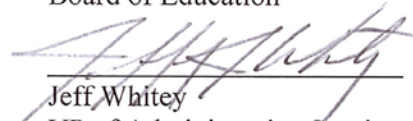
FOR THE EMPLOYER



Patty Scott, Ed.D  
President



David Bridgham, Chair  
Board of Education



Jeff Whitey  
VP of Administrative Services

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**APPENDIX A**  
Single-Column Step Schedule  
2019-2023

	2018-2019 (for historical reference)	2019-2020	2020-2021	2021-2022	2022-2023
1	41600	43700	44500	45800	47100
2	43300	45400	46200	47500	48800
3	45000	47100	47900	49200	50500
4	46700	48800	49600	50900	52200
5	48400	50500	51300	52600	53900
6	50100	52200	53000	54300	55600
7	51800	53900	54700	56000	57300
8	53500	55600	56400	57700	59000
9	55200	57300	58100	59400	60700
10	56900	59000	59800	61100	62400
11	58600	60700	61500	62800	64100
12	60300	62400	63200	64500	65800
13	62000	64100	64900	66200	67500
14	63700	65800	66600	67900	69200
15	65400	67500	68300	69600	70900
16	67100	69200	70000	71300	72600
17	68800	70900	71700	73000	74300
18	70500	72600	73400	74700	76000
19	72200	74300	75100	76400	77700
20			76800	78100	79400
21				79800	81100
22					82800

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**APPENDIX B**  
Multi-Column Step Schedule  
2023-2024

	<b>2023-2024</b>		
	A	B	C
1	44500	48500	54500
2	44500	48500	54500
3	46500	50500	56500
4	48500	52500	58500
5	50500	54500	60500
6	52500	56500	62500
7	54500	58500	64500
8	56500	60500	66500
9	58500	62500	68500
10	60500	64500	70500
11	62500	66500	72500
12	64500	68500	74500
13	66500	70500	76500
14	68500	72500	78500
15	70500	74500	80500
16	72500	76500	82500
17	74500	78500	84500
18	76500	80500	86500
19	78500	82500	88500

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Last Name	Step	22-23	New Step	23-24 Base	23-24 Increase	One time stipend (23-24)
GAUDETTE	5	53,900.00	A9	\$58,500.00	\$4,600.00	\$400.00
HENDERSON	5	53,900.00	A9	\$58,500.00	\$4,600.00	\$400.00
CLEMENS	7	57,300.00	A10	\$60,500.00	\$3,200.00	\$1,800.00
DEUTSCHMAN	8	59,000.00	A11	\$62,500.00	\$3,500.00	\$1,500.00
BRYAN	8	59,000.00	B9	\$62,500.00	\$3,500.00	\$1,500.00
BIDARI	9	60,700.00	B10	\$64,500.00	\$3,800.00	\$1,200.00
LIVINGSTONE	9	60,700.00	B10	\$64,500.00	\$3,800.00	\$1,200.00
WINSTON	9	60,700.00	B10	\$64,500.00	\$3,800.00	\$1,200.00
WYMAN	10	62,400.00	B11	\$66,500.00	\$4,100.00	\$900.00
RUSHTON	10	62,400.00	B11	\$66,500.00	\$4,100.00	\$900.00
HOLT	10	62,400.00	B11	\$66,500.00	\$4,100.00	\$900.00
CASH	11	64,100.00	B12	\$68,500.00	\$4,400.00	\$600.00
COYNER	11	64,100.00	C9	\$68,500.00	\$4,400.00	\$600.00
DOUDA	11	64,100.00	C9	\$68,500.00	\$4,400.00	\$600.00
EBERT	11	64,100.00	B12	\$68,500	\$4,400.00	\$600.00
FREIM	11	64,100.00	B12	\$68,500.00	\$4,400.00	\$600.00
FOLTZ	11	64,100.00	A14	\$68,500.00	\$4,400.00	\$600.00
DORNBACH	11	64,100.00	C9	\$68,500.00	\$4,400.00	\$600.00
COOPER	11	64,100.00	B12	\$68,500.00	\$4,400.00	\$600.00
LISSEVELD	12	65,800.00	B13	\$70,500.00	\$4,700.00	\$300.00
PETERS	12	65,800.00	B13	\$70,500.00	\$4,700.00	\$300.00
TRUKA	12	65,800.00	B13	\$70,500.00	\$4,700.00	\$300.00
KEENE	13	67,500.00	C11	\$72,500.00	\$5,000.00	\$0.00
SPRINGER	13	67,500.00	C11	\$72,500.00	\$5,000.00	\$0.00
WILL	13	67,500.00	B14	\$72,500.00	\$5,000.00	\$0.00
RIDGWAY	14	69,200.00	B14	\$72,500.00	\$3,300.00	\$1,700.00
LUNDQUIST	14	69,200.00	B14	\$72,500.00	\$3,300.00	\$1,700.00
ROSENGARDEN	14	69,200.00	C11	\$72,500	\$3,300.00	\$1,700.00
REYNOLDS	11	64,100.00	B12	\$68,500.00	\$4,400.00	\$600.00
COLLINS	15	70,900.00	B15	\$74,500.00	\$3,600.00	\$1,400.00
TREMONTI	15	70,900.00	B15	\$74,500.00	\$3,600.00	\$1,400.00
WOZNIAK	15	70,900.00	C12	\$74,500.00	\$3,600.00	\$1,400.00
DAVIES	16	72,600.00	B16	\$76,500.00	\$3,900.00	\$1,100.00
ENGELKE	16	72,600.00	B16	\$76,500.00	\$3,900.00	\$1,100.00
MANTEY	16	72,600.00	B16	\$76,500.00	\$3,900.00	\$1,100.00
WILLIAMS	11	64,100.00	B12	\$68,500.00	\$4,400.00	\$600.00
HOPPE	17	74,300.00	B17	\$78,500.00	\$4,200.00	\$800.00
KYPRIOTAKIS	17	74,300.00	C14	\$78,500.00	\$4,200.00	\$800.00

STAGG-BROWN	17	74,300.00	B17	\$78,500.00	\$4,200.00	\$800.00
BROUSE	19	77,700.00	C16	\$82,500.00	\$4,800.00	\$200.00
HUTCHERSON	19	77,700.00	B19	\$82,500.00	\$4,800.00	\$200.00
KAPOCIAS	19	77,700.00	B19	\$82,500.00	\$4,800.00	\$200.00
WHITLATCH	19	77,700.00	B19	\$82,500.00	\$4,800.00	\$200.00
BRICK	20	79,400.00	B19	\$82,500.00	\$3,100.00	\$1,900.00
BELL	21	81,100.00	B19	\$82,500.00	\$1,400.00	\$3,600.00
FRITZ	21	81,100.00	B19	\$82,500.00	\$1,400.00	\$3,600.00
WILSON	21	81,100.00	B19	\$82,500.00	\$1,400.00	\$3,600.00
FIELDS	22	82,800.00	C18	\$86,500.00	\$3,700.00	\$1,300.00
METZGER	22	82,800.00	C18	\$86,500.00	\$3,700.00	\$1,300.00

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**APPENDIX C**  
**Application for Faculty Sabbatical Leave**

Name: \_\_\_\_\_ Date of Hire: \_\_\_\_\_

Date of Application: \_\_\_\_\_

Current Position:

10 Month     11 Month     12 Month

Have you been employed as a full-time faculty for six (6) consecutive academic years?

Yes         No

Dates of Proposed Leave:

From \_\_\_\_\_ To \_\_\_\_\_

Length and Type of Leave: *See Article 22.4C for more information about types of leave*

One academic year (3 terms or 12 months) @ ½ salary

2/3 academic year (2 terms or 8 months) @ ¾ salary

1/3 academic year (1 term or 4 months) @ full salary

10-month faculty only:

I request to be employed on a 12-month appointment and take a one-term sabbatical leave on the condition that I take an additional one-term leave in another academic year at my own expense.

Please complete the following for your sabbatical request.

Title of Proposal: \_\_\_\_\_

1. Give a narrative explaining the type, scope, and objectives of the project as well as the means of completion and time-line (two page maximum).
2. Explain the value of the project to specific aspects of your professional development goals (1 page maximum)
3. Explain why the project is of a scale that warrants a sabbatical leave as opposed to a project that might be undertaken in the summer.
4. Briefly describe your follow-through on previous projects such as sabbaticals, grants (internal and external), fellowships, service learning projects, commission/committee leadership, etc.
5. After discussing with your Dean, please describe your recommendations for covering courses, taking care of advisees, and other departmental obligations.



- 1 6. Attach an updated C.V. and copies of your two most recent Reports of Yearly Service  
 2 (ROYs).
- 3 7. Attach supporting documents that might strengthen or better convey your readiness to  
 4 undertake the sabbatical project. This might include letters indicating support from any  
 5 external sites or individuals upon whom the research or project depends, evidence of  
 6 preparatory research, or other work that indicates investment in and preparedness to  
 7 undertake the proposed project. A good proposal demonstrates the worthiness of the project,  
 8 the applicant's readiness to complete the project, and the value of the project to SWOCC. If  
 9 the sabbatical includes travel, please also include a formal plan of study and proposed  
 10 itinerary for the travel.  
 11  
 12

13 **APPLICANT SIGNATURE**

14  
 15 I believe that I am eligible to apply for Sabbatical Leave. The information contained in this  
 16 application is accurate and true to the best of my knowledge. I agree to abide by the conditions  
 17 of Sabbatical Leaves as outlined in the Faculty Collective Bargaining Agreement and agree to  
 18 enter into a written appointment agreement prior to beginning my leave, if approved, and I agree  
 19 to fulfill the obligations set forth in the Bargaining Agreement and in the written appointment  
 20 agreement. I understand that failure to fulfill my obligations may result in a forfeiture of salary.  
 21  
 22

23  
 24 \_\_\_\_\_  
 25 Signature of Applicant Date

26 **APPROVAL/SIGNATURES**

27  
 28 **Human Resources** verification of eligibility:  Meets eligibility  
 29  Does not meet eligibility  
 30  
 31

32 Date Received by Vice President of Instruction: \_\_\_\_\_  
 33

34 Screening Committee  Recommend Approval  Recommend Denial  
 35

36 Comments:  
 37

38 Instruction:  Recommend Approval  Recommend Denial  
 39

40 Comments:  
 41

42 President:  Recommend Approval  Recommend Denial  
 43

44 Comments:  
 45

46 Board of Education:  Recommend Approval  Recommend Denial  
 47

1 Comments:

2

3

4

**OUTCOME**

5

6 Sabbatical Leave request is:

7

8  Approved as requested

9

10  Denied

11

12  Approved conditionally

13

14 Explanation of denial or conditional approval:

15

16

17

18 Date filed in personnel file:

19

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**APPENDIX D**  
**Floating Days – Effective 2020-2021**

Phase 1: 2020-2021 and 2021-2022

One day of faculty member’s 174 (10-month), 194 (11-month), 249 (12-month) will be considered floating days for the purposes of advising, student engagement and student success activities, instructional mission fulfillment planning, and professional development.

Phase 2: 2022-2023 through 2023-2024

Two days of faculty member’s 175 (10-month), 195 (11-month), 250 (12-month) will be considered floating days for the purposes of advising, student engagement and student success activities, instructional mission fulfillment planning, and professional development.

Faculty Senate and the Vice President of Instruction shall come to mutual agreement regarding the scheduled activities for each faculty member each year. Possible activities are listed below. This list is not intended to be all inclusive, as the activities for each year will depend on current projects and need.

- Focused assessment training (e.g., norming using rubrics)
- Student engagement activities prior to term start
- Student recruitment activities (e.g., engaging in a STEM workshop in the summer for high school or middle school students)
- Participation in summer student success summit
- Participation in meetings during the summer (e.g., working with administration to develop learning communities)
- College 101 activities after winter term
- New faculty orientation and mentorship prior to the start of fall term
- Instructional planning retreat in summer term
- Committee Work
- Faculty Senate Retreat and/or planning
- Professional Development Activities
- Department wide meetings for planning or professional development.

Faculty Senate, in cooperation with the Office of Instruction, will develop a list of possible activities in spring of each year, which will be shared via survey with faculty during fall in-service. Final assignment of floating day activities for each subsequent appointment year will be made by March 31<sup>st</sup>.

**APPENDIX E**  
**Payment for Course and Program Development**

**Payment for Course Development**

Faculty will be compensated for any new course development whether face-to-face or online for courses that administration has requested or new courses that faculty have discussed with and gotten approval for development from their Dean of Instruction.

First time conversion of a face-to-face course to an online format will also be compensated. Development of the following items for both face-to-face and online courses constitute a fully developed course that will be compensated:

- a) Course Outline
- b) Syllabus
- c) Unit plans and outcomes
- d) Unit assessments and related rubrics
- e) Unit assignments
- f) Identified textbook or OER materials

Courses should be sufficiently developed that they could be handed to another faculty member to teach. Development of online courses will only be compensated once the course has been peer-reviewed using a Quality Matters rubric and any necessary revisions have been completed.

New courses will be compensated at the rate of \$600 per course.

Inactivated courses that have been inactive for three or more years will be treated as new courses.

Faculty, in agreement with their Dean, can choose reassigned time to develop courses in lieu of the \$600 stipend.

Course materials developed and paid for via stipend become the property of the College.

**Payment for Program Development**

Faculty will be compensated for program development for programs that are requested by administration for development or that faculty request approval for from administration.

A fully developed program will include the following:

- a) New program form
- b) LMI information
- c) Any related certificates of completion and all associated new program forms for the certificates.
- d) Any new course outlines necessary for the program.

New programs will be compensated at the rate of \$600 per program.

New programs that are articulated AS degrees or are closely related to existing programs will be developed as part of a full-time faculty's regular duties and will not be compensated at the above rate; however, faculty can request release time for program development.

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**LETTER OF UNDERSTANDING  
BETWEEN  
SOUTHWESTERN OREGON COMMUNITY COLLEGE  
AND  
SOUTHWESTERN OREGON COMMUNITY COLLEGE FACULTY FEDERATION**

**RE: DIVISION CHAIRS**

1. The purpose of this Letter of Understanding is to memorialize the discussion about the reinstatement of the Division Chair positions.
2. Division Chairs would be covered by the terms of this Letter of Understanding and the faculty Collective Bargaining Agreement except as specifically set forth in this Letter of Understanding.
3. Current Division Directors until such time as they terminate via attrition and would not be covered by the terms of the Collective Bargaining Agreement.
4. Division Chairs would be elected by the Division Membership and recommended for approval to the Vice President of Instruction. The Vice President of Instruction shall be the ultimate authority in the selection of Division Chairs.
5. There will be a job description for Division Chairs that will detail job functions.
6. Factors used to determine and measure accountability will be developed.
7. Release time of six (6) to nine (9) load credits, averaged over an academic year, would be granted for Division Chairs as determined by the Dean.
8. Nothing in this Letter of Understanding would alter the rights of the Employer to direct and manage the affairs of the District. As the Employer in the Agreement, the Southwestern Oregon Community College Board of Education and its agents would retain all authority, rights, functions, and powers not specifically abridged, deleted, or modified by this Letter of Understanding or Collective Bargaining Agreement or by statute.
9. Division Chair positions would be for a period of 2-3 years, yet to be determined.
10. Division Chair positions would have a probationary period of up to six (6) months.

Previously signed on March 31, 2003 & September 26, 2005

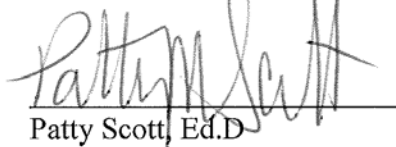
Signed this 21st day of November, 2016 at Coos Bay, Oregon.

FOR THE FEDERATION

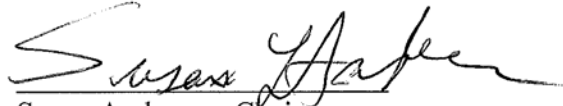


Bernadette Kapocias  
President  
Local 3190

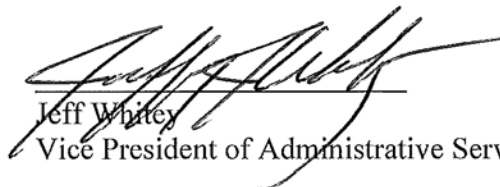
FOR THE EMPLOYER



Patty Scott, Ed.D  
President



Susan Anderson, Chair  
Board of Education



Jeff Whitey  
Vice President of Administrative Services

## STAFFING DEFINITIONS AND GUIDELINES

An employee may not work in another employment classification without authorization. Special circumstances will be addressed on a case by case basis and must have approval by Human Resources.

### GENERAL TERMS

1. **College employee:** An individual with whom the college has established an employer/employee relationship, excluding positions funded by Title IV, Work Study or a General Fund Student Employee Budget Allocation.
2. **FLSA:** Fair Labor Standards Act, the federal wage and hour law codified as 29 USC § 201, *et seq.*
3. **Exempt employees:** Employees who are exempt from minimum wage and overtime requirements as allowed by the FLSA and Oregon wage and hour law. Common exemptions include employees that qualify as executive, administrative or professional employees.
4. **Non-exempt employees:** Employees that are not exempt from minimum wage and overtime requirements of the FLSA and Oregon Wage and Hour law.
5. **MASSC:** Acronym for employees that are managers, administrators, supervisors, specialists or confidential.
6. **Regular employee:** All faculty and classified employees covered by a collective bargaining agreement, and all MASSC employees.
7. **Remote work:** Remote work is only allowed under the following circumstances and subject to review by Human Resources:
  - a. Adjunct Faculty (previously referred to as part time faculty) appointments may work remotely teaching solely online courses as long as they reside in the State of Oregon; or
  - b. Exempt or Confidential employees may work remotely while traveling on College business; or
  - c. Exempt or Confidential employees may work remotely on special projects with supervisor approval.

### MASSC

1. Managers, administrators, supervisors, and specialists are exempt employees.
2. Confidential employees are non-exempt employees.
3. Positions .50 FTE to .79 FTE are eligible for employee-only coverage as outlined in Administrative Policy and Procedure 7031.
4. Positions .80 FTE and above are eligible for employee plus dependent coverage as outlined in Administrative Policy and Procedure 7031.
5. MASSC may receive temporary **or** annual contracts in accordance with Administrative Policy and Procedures 7032 and 7033.

### FACULTY

#### FULL-TIME:

1. Full-time faculty are covered by a collective bargaining agreement which outlines all workload and employment matters that are applicable to their assignments.
2. Full-time faculty are those faculty members employed to work more than 50% on 10, 11 or 12 month annual contracts. Full-time faculty may be employed in Tenure Track, Tenured, Visiting, and Lecturer appointments.

FULL-TIME (cont.):

3. Each faculty employee will receive an appointment agreement for each academic year.
4. Full-time faculty are considered 1.0 FTE and are eligible for employee and dependent health insurance coverage as outlined in the applicable collective bargaining agreement.

PART-TIME:

1. Part-time faculty are not covered by a collective bargaining agreement.
2. Part-time faculty are employed to work on a term by term contract.
3. Part-time faculty are not eligible for college health insurance coverage unless they meet the criteria set forth by OAR 111-070-0001(1) and/or the Affordable Care Act (ACA).

**CLASSIFIED**

FULL-TIME (32-40 hours)

1. Full-time classified employees are covered by a collective bargaining agreement.
2. Full-time classified employees are eligible for employee and dependent health insurance coverage as outlined in the applicable collective bargaining agreement.

PART-TIME (20-31 hours)

1. Part-time classified employees are covered by a collective bargaining agreement.
2. Part-time classified employees are eligible for employee health insurance coverage as outlined in the applicable collective bargaining agreement.

PART-TIME (10-19 hours)

1. Part-time classified employees are covered by a collective bargaining agreement.
2. Part-time classified employees are not eligible for college health insurance coverage as outlined in the applicable collective bargaining agreement.

**TEMPORARY**

Temporary Employee

1. Temporary employees are hired to fill a position for no longer than five hundred twenty (520) hours per fiscal year.
2. Temporary employees under five hundred twenty (520) are not covered by a collective bargaining agreement. Temporary employees exceeding five hundred (520) hours per fiscal year shall receive benefits outlined in the collective bargaining agreement.
3. Temporary employees may work in multiple temporary positions.

Temporary Position

1. A temporary position is for a duration of not more than five hundred twenty (520) hours per fiscal year.
2. A temporary position is created for special projects with Federation agreement or when a bargaining unit position is vacant (1) due to authorized leave or (2) while the recruitment is being conducted to fill the position.
3. An employee in a temporary position exceeding five hundred (520) hours per fiscal year shall receive the benefits outlined in the collective bargaining agreement.

### STUDENT EMPLOYMENT – EXTERNS, GENERAL EMPLOYMENT, MISC.

1. General Student Employment is not covered by a collective bargaining agreement.
2. These are employment opportunities for currently enrolled students only.
3. Students generally work more than 20 hours in a week/100 hours a month or less; limited to 520 hours in a fiscal/academic year.
4. Externships are in conjunction with an approved academic program and are for a specified number of hours of work directly related to the program of study.

### STUDENT– FEDERAL WORK STUDY, ATHLETIC WORK STUDY, OR AID-FUNDED GENERAL STUDENT EMPLOYMENT

1. FWS, AWS, and GSE are aid-funded employment opportunities.
2. Students generally work 12 to 20 hours per week as determined by award type in any given week or as adjusted by their Financial Aid award package.

### TUTORS, MODELS, INSTRUCTIONAL AIDS

1. Instructional support temporary positions generally work 25 hours a week/129 hours in a month or less; limited to 520 hours in a fiscal/academic year.

In general, they should not be regularly scheduled and work on an as-needed basis.

### RETIRED PERS EMPLOYEES

1. A PERS retiree may have an hour restriction in order to maintain their retirement benefits until full retirement age (this varies). For most PERS retirees, this is 1,039 hours in a calendar year. However, for OPSRP retirees, there has to be a break in service before working again for the College. Please contact PERS for direction in these matters.
2. A PERS retiree may be employed in any of the above staffing areas. The guidelines associated with that staffing definition will apply unless there is a PERS/OPSRP hour limitation.

Adopted as APP 7026: January 15, 2020



## PERSONNEL RECORDS

An official personnel file will be established for each person employed by the College and will be maintained in the Human Resources office.

All records containing employee medical condition information such as workers' compensation reports, release/permission to return to work documents, and medical leave eligibility will be kept confidential and in a separate file from personnel records. Such records will be released only in accordance with the requirements of the Americans with Disabilities Act or other applicable law.

The Chief Human Resources Officer shall be responsible for establishing regulations regarding the control, use, safety and maintenance of all personnel records. Employees will be given a copy of evaluations, complaints and written disciplinary actions to be placed in their personnel file and may submit a written response to be attached to the file copy.

## PERSONNEL FILES AND WORKING FILES

Personnel files shall be the official repositories of all materials relevant to the employee's employment with the College, including but not limited to letters of intent, payroll changes and authorizations, evaluations, application materials, transcripts, contracts, commendations, written discipline or other materials deemed appropriate by the College. Payroll information such as deductions and membership are maintained in the Business Office. Medical records are maintained in the Human Resources office but separate from the employee's personnel file.

A working file may be kept by the supervisor. This file should only house materials developed for an employee's annual evaluation (such as goals, objectives, memorandums or letters to the employee) and/or documentation of conversations/counseling the supervisor had with the employee. If used as part of the annual evaluation, the information in the working file will be shared with the employee, and when appropriate, placed in the official personnel file.

## SAFEKEEPING

Personnel files shall be kept in a locked filing cabinet in the Human Resources office. Files will be locked at all times and may only be opened by Human Resources staff.

The door to the Human Resources office shall be closed and locked when Human Resources personnel are not present. The personnel files shall be available for review or inspection by the employee and such other persons officially designated in writing by the College, who are currently the College attorney, Vice President, President, immediate supervisor and employees of the Human Resources department. The employee may designate, in writing, other persons who may inspect the employee's personnel file. Inspections may only be done in the Human Resources office.

## CONFIDENTIALITY

Confidentiality of personnel files shall be protected in accordance with the directions of the administration and in accordance with requirements of any laws. Contents of personnel files shall not be released to parties other than individuals designated by the College. Unless and/or except as follows:

1. The employee has authorized the release; or
2. By order of a court or administrative agency; or
3. If the information requested falls within compliance of the Freedom of Information/Public Disclosure law or State public record laws.

## EMPLOYMENT VERIFICATION

These procedures apply to all College employees.

All verifications of employment should be forwarded or directed to Human Resources. Verification of employment, employment dates, and job title may be released verbally. Information regarding an employee's address, telephone number, work history, performance, or salary will not be given over the telephone. Requests for salary or other confidential information must be in writing and signed by the employee, authorizing release of specific information. Work reference requests for both present and terminated employees must be in writing and signed by the employee, authorizing release of information.

Upon inquiry, the Chief Human Resources Officer may furnish the last known address of any present or former employee of the college. This information shall not be made available for mailing lists.

Adopted by Board of Education:

Procedure # 6.002 May 15, 1978

Changed to Administrative Procedure January 22, 1996

Changed to APP 7095 Personnel Records December 5, 2012 (Formerly Admin Policy 6.2.002)

Revised: September 11, 2019

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**RETURN TO WORK PROCEDURE STATEMENT**

It is the Administrative procedure of the Southwestern Oregon Community College District to manage employee injury claims and to return injured workers to appropriate employment through the Early Return to Work Program.

The purpose of managing employee injury claims and the Early Return to Work Program is:

- To minimize serious disability
- To return injured workers to productive employment at the earliest date possible after an injury
- To reduce workers' compensation costs

Application of the policy and procedure will include the participation of management, the injured worker, physician, supervisor, and the insurance carrier.

The College will develop procedures that will include the participation of management, the injured worker and his/her physician, the supervisor and the insurance carrier to manage claims, return workers to appropriate employment, and to provide the workers' compensation insurance carrier with all information pursuant to law.

Adopted by Board of Education:

Procedure #4.001 November 15, 1993

Changed to Administrative Procedure January 22, 1996

Reviewed March 14, 2013 (Formerly Admin. Policy 4.001)

## APP 5013

### EMERGENCY ACTION PLAN

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It is the Administrative procedure of Southwestern Oregon Community College that Southwestern shall maintain an Emergency Action Plan in conformance with OAR 437-002-0042 Emergency Action Plan. The Emergency Action Plan is found at the link below:

### [Emergency Action Plan](#)

Adopted by Board of Education:

Procedure #8.056

Revised: October 24, 1988

Changed to Administrative Procedure January 22, 1996

Reviewed January 11, 2013 (Formerly Admin Policy 4.004)

Revised: September 11, 2019

## ELECTRONIC COMMUNICATION

It is the Administrative procedure of the Southwestern Oregon Community College District to encourage the responsible use of electronic communication to facilitate learning, teaching, research and other College business in support of the College mission. This procedure governs the use of, access to, and disclosure of electronic communications to assist in ensuring that the College's resources serve those purposes.

### ALLOWABLE USE

Southwestern electronic communication systems are to be used for College business to support the College's mission. Electronic communication at Southwestern is not a right, but a privilege. All electronic communications on Southwestern Oregon Community College equipment, including telephone, computing or networking systems, as well as any electronic communication addresses, mailboxes, voice mailboxes, or accounts assigned by the College, are the property of the College and are subject to public records laws. Electronic communications users are required to use the systems in an ethical and responsible manner and comply with all state and federal laws, and College policies. College employees must use their college assigned email for college business email communications.

### PROHIBITED USE

Unacceptable uses of electronic communication systems include, but are not necessarily limited to, the following:

1. The use of any electronic communication device to convey a message in any form (text, image, audio or video) that defames, intimidates, harasses, humiliates, or is otherwise intended to harm, insult or humiliate another in a deliberate, repeated or hostile and unwanted manner under a person's true or false identify;
2. Disrupting or preventing a safe and positive educational or working environment;
3. Disrupting orderly operation of the college;
4. Conducting unlawful activities;
5. Sending offensive or abusive messages;
6. Downloading or sending material of a discriminatory or pornographic nature or in violation of the Board policies regarding harassment;
7. Political advocacy or campaigning activities in violation of ORS 260.432
8. Conducting any commercial activities;
9. Gathering or otherwise collecting information about others for commercial or private use;
10. Engaging in wasteful and/or disruptive practices such as conducting or forwarding illegal contests, pyramid schemes or chain letters, spamming, or overloading the system;
11. Reselling access to the Internet;
12. Forging electronic communications;
13. Intentionally transmitting computer viruses;
14. Conducting any activity which adversely affects the availability, confidentiality or integrity of Southwestern Oregon Community College's technology.

### LISTSERVS

A *ListServ* is designed to provide an easy way to create and maintain large e-mail mailing lists. These lists can be used for the one-way distribution of information, for e-mail based discussion, questions and

answers, etc. Lists are created by Integrated Technology Services (ITS) but are "owned" by an e-mail user who manages and maintains the ListServ membership list.

Any employee of Southwestern Oregon Community College is entitled to become a ListServ owner. Campus-based organizations and departments, including unions, are also entitled to own lists, but an *individual* within the group must be designated as the list owner. All lists "owned" by a Southwestern employee and stored on or utilizing College computers must be approved by the ITS Department's ListServ administrator prior to creation and the following general guidelines will apply:

- It is the list owner's responsibility to learn the commands necessary to manage the list's subscribers.
- Under no circumstances, can a list be used to participate in or promote activities that are illegal or violate Southwestern Oregon Community College policies or the laws of the state of Oregon.
- ListServ owners and members should use good judgment and act responsibly when sending mass mailings via ListServ.

### COLLEGE PROVIDED MASS MAILING LISTSERVS

Because e-mail now reaches almost all faculty, administration and staff, as a service to the College community, several e-mail based mass mailboxes have been created and are maintained by the ITS Department. These mailboxes are designed to facilitate the timely and cost-effective distribution of information to the campus community.

Examples of Campus mass mailing lists are:

1. general-announce
2. MASSC-announce
3. faculty-announce
4. ptfac-announce
5. classified-announce

In order for these lists to remain a reliable means of communication, it is important that members of the College community abide by a few guidelines. These guidelines are not designed to limit free speech but are intended to keep your mail volume at a reasonable level.

The official College mass mailing lists are intended only for:

- Announcement of deadlines
- Announcement of changes in campus policies, procedures, organizations, or departments
- Notification of changes in the availability of college services and/or facilities
- Grant required announcements
- College-wide assessment surveys

Campus Mass Mailing Lists are not intended for messages of a personal nature. Examples of inappropriate use include, but are not limited to:

1. Personal opinion, public debate, or campaigning;

2. Soliciting support (financial or otherwise) for charity or special causes not connected with a sanctioned College effort;
3. Union business;
4. Giveaways, items for sale, or requests (personal property such as furniture, tickets, equipment, books, etc.);
5. Unverified “public service” announcements (such as virus alerts, unsafe products, “blackball” lists, etc.);
6. Chain letters;
7. Services offered or services sought (except for College related services);
8. Lost and found (except when it is Southwestern property, or involves time sensitive property such as keys or animals).

Socctalk mass mailing listserv:

In addition to College provided mass mailing listservs, socctalk mass mailing list may be used for the following:

- Announcing fundraisers, employee involvement in cultural events, and educational opportunities for both SWOCC and the surrounding community
- Personal communications to announce personal items for sale or requests for items. This does not include Mary Kay, Avon, Pampered Chef or other forms of self-employment activities. However, employees may not put the cost of the item but rather provide contact information for anyone interested.
- Personal opinion and public debate for relevant educational purposes. Discussions should not demean, harass, or bully.

Inappropriate uses of socctalk would include, but are not limited to:

- Campaigning;
- Union business;
- Posting of cartoons, jokes, etc. that could be perceived as offensive

For all ListServ and Mass Mailing messages, the sender’s audience should be considered carefully (e.g., do not send a mailing to all employees if you only need to reach classified staff). As with all e-mail, messages posted to mass mailing lists should be treated like a message posted to a bulletin board and not regarded as private or confidential.

## SYSTEM PROTECTION AND RESOURCE LIMITATIONS

The ITS technical staff at Southwestern Oregon Community College reserves the right to:

- set the amount of disk space available for electronic communications mailboxes;
- carry out necessary purges of information stored on the servers to preserve the integrity of the system;

- run virus scans and quarantine electronic communications that contain viruses;

Users are responsible for retaining their own records and therefore are advised to keep back-up copies of important documents, distribution lists, calendars, voice mail, on their hard-drives or appropriate backup media.

## PRIVACY AND SECURITY

Employees should know that the College will treat all messages or other information sent, received, or stored on College equipment as business messages and/or information, which the College is entitled to review, monitor, and disclose. Employees who make incidental use of the College systems to transmit personal messages should be aware that these messages will be treated no differently than business messages. Therefore, employees should not place any correspondence or information they consider to be of a personal or confidential nature onto College equipment, including but not limited to disks, recorders, transmitters, computers, telephones or other such equipment. The College may, at any time, inspect and/or retrieve all data and information stored on any equipment owned and/or operated by the College. Employees who choose to place information of a personal or confidential nature on College equipment cannot expect that the information will be kept private or confidential. Furthermore, by using the College's electronic communications systems, employees acknowledge that they are aware of and are covered by this policy.

Southwestern Oregon Community College attempts to provide secure and reliable electronic communication services. However, secure and reliable services do not in any way guarantee confidentiality or privacy of electronic communication, which is the electronic equivalent of sending a postcard. Confidentiality may be compromised by applicability of law or policy, unintended redistribution, network 'sniffing' and interception, or inadequacy of current technologies to protect against unauthorized access. All users should be aware of the following:

1. You should not assume confidentiality or privacy of electronic communications. It is recommended that you not send confidential College communications (as determined by law, policy, etc.) via electronic communications.
2. In the course of routine systems maintenance, troubleshooting and mail delivery problem resolution, ITS Technical Staff may inadvertently see the content of electronic mail messages. Technical Staff shall not intentionally search electronic communication records or transactional information for violations of law or policy. However, they shall report any violations discovered in the course of their duties.
3. Electronic communication may be subject to disclosure under law. Backup copies may be retained for periods of time and in locations unknown to senders and/or recipients, even if you have deleted it from your account or PC.
4. Messages can be easily forwarded without your permission, or knowledge, to individuals or groups, even though it may violate copyright law.
5. Messages can be intercepted while in transit through the network by hackers.
6. Forwarded messages can be altered from the original.
7. Once a message is received on a machine outside of Southwestern Oregon Community College, all of the above concerns continue to apply.
8. Electronic communication is not confidential.



9. College employees are expected to comply with College requests for copies of records in their possession, or that for which disclosure is required to comply with applicable laws, regardless of whether such records reside on College electronic communications resources.

## EMAIL RETENTION STANDARD

This standard is intended to help employees determine what information sent or received by email should be retained and for how long. The information covered in these guidelines applies to, but is not limited to, information that is either stored or shared via electronic mail or instant messaging technologies.

## RETENTION REQUIREMENTS

Email is subject to the same records and retention rules that apply to other documents and must be retained in accordance with [OAR 166-450-0000](#).

Email is one of the many methods of communicating information and does not in and of itself constitute a public record under the Public Records Act. However, information transmitted by business email may become a public record if it is made or received in the transaction of public business by a state agency.

If information transmitted by email meets the definition of a “public record”, then it may not be deleted or otherwise disposed of except in accordance with [OAR 166-450-0000](#). The retention requirement associated with any document is determined by its content, not the method of delivery. All Employees are required to follow the retention schedule for Community Colleges codified in [OAR 166-450-0000](#), as well as any applicable federal regulations.

## TYPES OF EMAIL

For retention purposes, email messages generally fall into the following two categories:

### ***Email of limited or transitory value***

For example, a message seeking dates for a meeting has little or no value after the meeting. Retaining such messages serves no purpose and takes up space. Messages of limited or transitory value may be deleted when they no longer serve an administrative purpose. Other examples of transitory messages are charity campaigns, listserv messages, meeting reminders, reading or reference materials, or FYI email.

### ***Email containing information having lasting value***

Email is sometimes used to transmit records having lasting value. For example, email about interpretations of a department’s standards may be the only record of that subject matter. Such records should be transferred to another medium and appropriately filed, thus permitting email records to be purged. Examples of public records are policies and directives, correspondence related to official business, work schedules, agendas, drafts of documents that are circulated for approval, or any document that initiates, authorizes, or completes a business transaction.

## RETENTION METHODS

While methods for reviewing, storing, or deleting email may vary, compliance with the retention requirements of Oregon records requirements may be accomplished by doing one of the following:

### ***Retention of Hard Copy***

Print the email and store the hard copy in the relevant subject matter file as would be done with any other hard copy communication.

### ***Electronic Storage of Email***

Integrated Technology Services technical staff electronically stores email for seven years.

Data owners may electronically store the email in the college document imaging system so that it may be maintained and stored according to its content definition under [OAR 166-450-0000](#).

## EMAIL BACKUP AND RECOVERY

Backups do not replace records retention; they are a function of Disaster Recovery. Each department must make provisions to retain documents and messages in accordance with their departmental records procedures and applicable law.

### **BP 5052**

Associated State ORS:

ORS 260.432	ORS 192.005
ORS 192.410(4)	OAR 166-450-0000

Approved: April 10, 2003

Revised February 7, 2005

Revised: March 4, 2009

Revised: May 18, 2011

Revised: November 2, 2011

Reviewed/Renamed to APP 5052 December 17, 2012 (Formerly Admin Policy 4.007)

Revised April 3, 2013

Revised February 1, 2017

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**WIRELESS DEPLOYMENT AND MANAGEMENT**

The Integrated Technology Services Department (ITS) maintains and supports the computing and telecommunications resources that support the teaching and administration activities of its faculty, staff, and students. A secure and reliable data network is a critical component of the College's communications infrastructure.

While wireless networking devices can be useful tools for enhancing productivity and convenience, they can also negatively impact the availability and security of the College network if improperly connected or administered. This procedure defines the management and compliance of wireless technologies.

Responsibility for electronic communication resources resides with the Executive Director of Integrated Technology or their designee. In addition, all users of the College network (wired and wireless) must follow all acceptable use procedures stated in the *Acceptable Use of Integrated Technology Resources Procedure # 4.011*.

**MANAGEMENT OF THE WIRELESS NETWORK**

Departments, staff, and faculty shall not implement their own network infrastructure unless authorized by ITS. ITS will work with departments, staff, and faculty to configure wireless networks that meet campus-wide standards for security control. ITS will ensure that all wireless services deployed adhere to these standards. ITS will manage the wireless spectrum in a manner that ensures the greatest interoperability and roaming ability for all users wishing to use wireless technology.

**COMPLIANCE**

ITS is authorized to take whatever reasonable steps are necessary to ensure compliance with this and other network related procedures that are designed to protect the integrity and security of the campus network backbone.

No device, whose sole purpose is to extend the coverage of the College wireless network, may be attached to the College network. Exceptions may be made on a case by case basis for special events with prior approval from ITS.

Devices which are found that do not comply with this procedure or interfere with the campus-wide network must be disconnected immediately.

Associated Procedures:

*APP 5059 Acceptable Use of Integrated Technology Resources*

Approved: November 14, 2005

Revised: March 4, 2009

Reviewed March 14, 2013 (Formerly Admin. Policy 4.012)

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**ACCEPTABLE USE OF INFORMATION TECHNOLOGY RESOURCES**

This procedure is designed to state the acceptable use of computer systems, networks, and other Integrated Technology resources at Southwestern Oregon Community College.

The College community is encouraged to make use of Information Technologies in support of educational and administrative purposes. The College supports access to information with numerous views for the interest, information, and enlightenment of students, faculty, and staff.

Consistent with this document, the College supports the use of Integrated Technology resources in a manner that recognizes both the rights and the obligations of academic freedom.

The College recognizes the importance of copyright and other protections afforded to the creators of intellectual property. Users are responsible for making use of software and other Integrated Technology resources in accordance with copyright and licensing restrictions. Using Integrated Technology resources in a manner violating these protections, or furthering the unauthorized use or sale of protected intellectual property, is prohibited and against the law. Violation of this could result in criminal prosecution.

The College cannot protect individuals against the receipt of potentially offensive material. Those who use electronic communications occasionally may receive material they might find offensive. Those who make personal information available about themselves through the Internet or other electronic media may expose themselves to potential invasions of privacy.

Integrated Technology resources are provided to support the College's scholarly, educational, and administrative activities. Integrated Technology resources are limited, and should be used wisely and with consideration for the rights and needs of others. Unless written proof of need for scholarly activities can be provided, transmission or display of pornography is expressly prohibited.

Users are expected to use computer and network resources in a responsible manner. Users should take appropriate precautions to ensure the security of their passwords and prevent others from obtaining access to their computer resources.

It is illegal to share or use files, software and other work creations that are protected under copyright law, without explicit permission from the copyright holder. This includes, but is not limited to all copyrighted audio, video and game files, and published software that is licensed. Users who violate copyright laws may be subject to College disciplinary action and/or prosecution under state and federal guidelines.

Users may not encroach on others' use of computer resources. Such actions include, but are not limited to, tying up computer resources with trivial applications or excessive game playing, sending frivolous or excessive messages, including chain letters, junk mail, and other similar types of broadcast messages, or using excessive amounts of storage.

## PROHIBITED USE

The following behaviors are prohibited while using College Integrated Technology resources, including computers and networks owned or operated by the College, or to which the College is connected:

1. Modifying system or network facilities, or attempting to crash systems or networks;
2. Using personal software on College computers;
3. Using network resources which inhibit or interfere with the use of the network by others.
4. Using, duplicating or transmitting copyrighted material without first obtaining the owner's permission, in any way that may reasonably be expected to constitute an infringement, or that exceeds the scope of a license, or violates other contracts;
5. Tampering with software protections or restrictions placed on computer applications or files;
6. Using College Integrated Technology resources for personal for-profit purposes;
7. Subverting restrictions associated with computer accounts;
8. Using Integrated Technology resources to obtain unauthorized access to records, data, and other forms of information owned, used, possessed by, or pertaining to the College or individuals;
9. Accessing another person's computer account without permission. Users may not supply false or misleading data, or improperly obtain another's password in order to gain access to computers or network systems, data or information. Obtaining access to an account name or password through the negligence or naiveté of another is considered to be a specifically prohibited use;
10. Intentionally introducing computer viruses, worms, Trojan Horses, or other rogue programs into Integrated Technology resources that belong to, are licensed to, or are leased by the College or others;
11. Physically damaging Integrated Technology resources;
12. Using, or encouraging others to use, Integrated Technology resources in any manner that would violate this or other College policies or any applicable state or federal law; and
13. Falsely reporting or accusing another of conduct that violates these rules without a good faith basis for such an accusation;
14. Intentional transmission or display of unwanted messages, information, or graphic images which create a hostile school or work environment for the recipient are inappropriate uses of College computer resources;
15. Allowing non-approved users access to information on the College network that do not have a legitimate need and right to know specific information; and
16. Sharing or allowing others to use your logon and password.
17. Connecting networking equipment including, but not limited to servers, routers, hubs and switches, and wireless access points to the campus network without written authorization from the Office of Integrated Technology and Services

Adopted: June 27, 2005

Revised: March 4, 2009

Revised: December 1, 2011

Reviewed March 14, 2013 (Formerly Admin. Policy 4.011)

Revised: May 7, 2014

Reviewed: August 7, 2019

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**COMPUTER SOFTWARE COPYRIGHT PROTECTION**

It is the Administrative procedure of the Southwestern Oregon Community College District that the College will adhere to copyright laws and comply with license agreements and/or policy statements contained in the computer software packages owned or leased by the college.

1. Under no circumstances shall illegal copies of copyrighted software be made or used on college equipment.
2. College employees will be informed that they are expected to adhere to the College's software copyright procedure.
3. The College President, the Vice President of Administrative Services, or the Executive Director of Integrated Technology are designated as the only individuals who may sign license agreements for software used within the College.
4. A back-up copy of software is permissible in order to archive the original to help prevent the loss of software due to disk damage or virus attacks.
5. One copy of a software package may not be installed on more than one computer unless covered by a license agreement.
6. Users may examine a software package, currently in use at the College, for a period not to exceed 30 days to determine the desirability of purchasing the software. After the trial period the user will remove the software.

Approved January 22, 1996

Revised March 4, 2009

Reviewed January 10, 2013 (Formerly Admin Policy 4.006)

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**GENERAL WEB CONTENT**

**WEB PAGE CONTENT**

The Southwestern Oregon Community College Websites will be used to promote the College and as an educational tool. Website activities and products must be consistent with the College's academic ethics and aesthetics policies and standards including Equal Education and Employee Opportunities, Harassment, Copyright, Computer Software Copyright Protection, and Integrated Technology Services procedures.

Department, faculty and approved Associated Student Government club web pages are controlled by Integrated Technology Services and are intended as a public representation of the educational practices of Southwestern Oregon Community College.

Faculty, Staff, Students, and ASG Clubs are expressly prohibited from:

- Placing personal web pages on the College Web Site, except for personal web pages that focus on professional/personal interests related to College activities.
- Displaying, creating, transmitting, or publishing harassing, racist, sexist or obscene language or materials.
- Licensing, copyright and personal privacy violations.
- Acts of mischief or vandalism that destroys or compromises College equipment or resources or acts that violate College policies/procedures or local, state, and/or federal laws.
- Faculty advisors are responsible for and will provide professional guidance to their respective student publications.

Associated Procedures:

*Web Page Guidelines*

Created/Approved: March 4, 2009

Reviewed March 14, 2013 (Formerly Admin. Policy 4.008)

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Associated Procedures:

*Web Page Guidelines*

Created/Approved: March 4, 2009

Reviewed March 14, 2013 (Formerly Admin. Policy 4.008)



**STAFF TRAVEL**

It is the procedure of Southwestern Oregon Community College District that College employees may be reimbursed for approved travel, subject to budget limitations. Expenditures are expected to be usual, reasonable, and customary.

Out-of-district Oregon travel shall be approved in advance by the appropriate Vice President or President. Out-of-state travel shall be approved in advance by the President. The employee at his/her discretion may travel in-district on College business. A good faith effort to submit requisitions at least five days prior to the date of travel should be made.

**LODGING REIMBURSEMENT**

Lodging reimbursement may be by per diem or by actual charges, but not a blend of the two methods. The travel request must indicate the method of reimbursement and be approved by the appropriate Vice President or the President in advance:

Per Diem Rate:	Room	\$55.00
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**MEALS REIMBURSEMENT**

Meals reimbursement may be by per diem or by actual charges, but not a blend of the two methods. The travel request must indicate the method of reimbursement and be approved by the appropriate Vice President or the President in advance:

Per Diem Rates:	Breakfast	\$ 6.00
	Lunch	\$ 6.00
	Dinner	\$15.00

**TRANSPORTATION REIMBURSEMENT**

Employees who are traveling in-district may use College vehicles, if available. If there are no vehicles available, employees will be reimbursed at the rate of \$.45 per mile for use of their personal vehicles.

Employees choosing to use personal vehicles for approved out of district travel shall be reimbursed at \$0.45 per mile.

Any exceptions to this procedure must be approved by the appropriate Vice President or the President.

The employee is responsible for liability and comprehensive insurance for his/her personal vehicle used for College travel. Employees using personal vehicles for College travel, shall provide current proof of vehicle insurance and a current Oregon Driver's License.

The College will not reimburse for multiple vehicles going to the same conference/destination/event unless the number of staff traveling requires additional vehicles.

Requests for travel reimbursement must be submitted to the Business Office within fifteen (15) working days after returning from the travel.

## **INTERNATIONAL TRAVEL**

International travel shall be approved in advance by the President. Oregon law and the College's workers' compensation carrier provide statutory Oregon Workers' Compensation Benefits to subject workers while they are working temporarily outside of the United States. When traveling outside of the United States, workers' compensation coverage is not provided under the laws of the other state or country; it is provided under **Oregon** law. In the event an employee or covered volunteer pursues recovery under the laws of another jurisdiction, the College's workers' comp carrier would be unable to come to their defense. In order to be entitled to the benefits under the College's workers' compensation insurance, claims should be filed only with the current Oregon workers' compensation carrier. In all cases involving a worker or volunteer injury, the injury/incident should be reported to Administrative Services within 24 hours.

BP 7075

Procedure #1.038 April 11, 1977

Revised: January 20, 1986

Revised: February 24, 1992

Revised: July 18, 1994

Revised: September 22, 1997

Revised: May 18, 2011

Revised: July 1, 2012 (Formerly Admin. Policy 4.002)

**PART-TIME FACULTY COMPENSATION**

It is the Administrative policy of Southwestern Oregon Community College that part-time faculty shall be compensated accordingly in the following areas:

**SALARY COMPENSATION GUIDELINES**

Employees teaching lecture, lecture laboratory, laboratory, non-credit, and drop-in laboratory assignments shall be paid for the number of work load credits and calculated by course type specified on the approved course outline in the Office of Instruction.

Employees working as interpreters and librarians shall be paid for the number of assigned work hours.

Adjustments will not be made for holidays, official college calendar adjustments after a term begins, or for emergency closure of less than one week.

Additional work load credits given for preparation time, lecture rates for laboratory assignments, and any other special pay incentives shall be approved by the appropriate Dean and the Vice President of Instruction before contracts are prepared.

**WORKLOAD EQUIVALENTS**

For purposes of work load calculation, some proportion of a part-time faculty work load credit will result from a work assignment unit equivalent to 10 to 12 student contact hours of lecture instruction, lecture/laboratory instruction, laboratory instruction, or drop-in lab instruction. When necessary, a step may be converted to an hourly rate by dividing the 1 Workload Credit Step rate by 11 to reach an hourly rate.

Twenty (20) work load credits for one academic term is a one (1) FTE work load for part-time faculty.

Each unit of 10 to 12 student contact hours will be weighted as follows for the purpose of work load credit calculation:

Lecture instruction	1 work load credit
Lecture/Laboratory instruction	.75 work load credit
Laboratory instruction, interpreter, Librarian, Counselor	.66 work load credit
Drop-in Labs(e.g., math, writing)	.43 work load credit
Practicum Instruction	.25 work load credit

**STEP ADVANCEMENT**

Part-time faculty shall be eligible for a step advancement on the Part-Time Faculty Salary Schedule when the employee has:

- taught forty-five workload credits, or
- has been employed for eight (8) academic terms.

## COOPERATIVE WORK EXPERIENCE AND FIELD EXPERIENCE

It is the Administrative policy of Southwestern Oregon Community College that Faculty of Record shall be compensated \$100 (one hundred dollars) per student completing an approved Cooperative Work Experience or Field Experience program. Payment will be at the end of the term after copies of student/employer agreements, grades, and reports of work-site visits have been submitted as required by the appropriate administrator.

Adopted by Board of Education:

Policy #4.010 October 18, 1976

Revised: October 24, 1988

Revised: September 16, 1991

Changed to Administrative Policy January 22, 1996

Reviewed: September 27, 2004

Revised: October 9, 2019 (formerly admin. policy 6.5.008 – Includes language from: 6.5.014, 6.5.002 and 6.5.010 which were retired 10/9/19)

Revised: December 11, 2019

## APP 5013

### EMERGENCY ACTION PLAN

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It is the Administrative procedure of Southwestern Oregon Community College that Southwestern shall maintain an Emergency Action Plan in conformance with OAR 437-002-0042 Emergency Action Plan. The Emergency Action Plan is found at the link below:

### [Emergency Action Plan](#)

Adopted by Board of Education:

Procedure #8.056

Revised: October 24, 1988

Changed to Administrative Procedure January 22, 1996

Reviewed January 11, 2013 (Formerly Admin Policy 4.004)

Revised: September 11, 2019

## VEHICLE USE

### APPROVAL TO DRIVE

Driving approval is required to drive college vehicles, rentals, or personal vehicles on college business. Forms can be picked up at the Facilities Services Office or found on MyLakerLink, [Request to Drive](#). Approval for students and volunteers is valid for the fiscal year (July 1-June 30) in which the application is completed. Approval for staff members is valid until otherwise notified. Applications are due a minimum of five business days before expected driving date.

### WHO MAY DRIVE COLLEGE VEHICLES OR PERSONAL VEHICLES ON COLLEGE BUSINESS?

College vehicles are only for college business and are not for public use.

#### Employees:

- Employees who meet college requirements outlined in this document may drive their personal vehicles on college business. Keep in mind that when operating your personal vehicle, this is a volunteer action and the vehicle owner's personal insurance will be primary in the event of an accident. Employees are never to transport a student in their own personal vehicle without at least one other person in the car without advanced written approval from their supervisor.
- College vehicles shall be available to advisors of student affiliated groups.

#### Students:

- Unless given specific approval, a student is not authorized to use a personal vehicle to transport other students or equipment or in any other manner drive a personal vehicle on behalf of the college.
- Students are allowed to drive college vehicles and rental vehicles up to nine passengers, if they meet the driver approval criteria.

#### Volunteers:

- If driving a personal vehicle for a college event, volunteer drivers must complete the "Request to Drive" form, provide current proof of insurance, and a DMV printout. They must also complete a [Volunteer Agreement Form](#).
- If driving a college vehicle for a college event, volunteer drivers must complete the "Request to Drive" form, provide a DMV printout and complete a "Volunteer Agreement" Form.

### DRIVER APPROVAL CRITERIA

Drivers are approved to drive either a college vehicle (rented or owned by the College) or a personal vehicle being used for college business.

Driving approvals are subject to the following criteria:

- A driver has had no major violations of traffic laws in the past three years, including:
  - Driving under the influence of alcohol or drugs
  - Driving while license is suspended or revoked
  - Leaving the scene of an accident
  - Reckless driving
  - Speeding in excess of 20 MPH over the posted speed limit
  - Road rage incidents
- A driver has had no more than two minor violations in the previous three years, including:
  - Speeding 20 MPH or less over the posted speed limit
  - Failure to obey a traffic control or signal
  - Improper lane change
  - Failure to signal
  - Failure to yield right of way
- A driver has had no more than one at-fault accident in the previous three years. All accidents are considered at-fault unless proven otherwise. An accident counts as a minor violation.

## RESPONSIBILITIES OF OPERATOR

The operator is responsible for:

- Having their driver's license in their possession at all times.
- Abiding by rental regulations, applicable State, and local laws.
- Properly caring for the vehicle which includes, but is not limited to:
  - Using recommended grade of gasoline, checking the oil on long trips, reporting needed service or repairs by noting on the vehicle trip slip.
  - Making sure the vehicle is returned in a clean condition
  - Locking the vehicle when it is not in use and placing personal possessions out of sight in vehicle. Southwestern is not responsible for stolen items.
  - Paying any traffic/parking fines incurred during usage
  - Using and parking the vehicle in a manner that will not reflect unfavorably on Southwestern
  - Picking up and returning vehicle at the appointed times
  - Immediately reporting to Facilities any damage to the vehicle
  - Prohibiting the use or possession of alcoholic beverages or controlled substances in a Southwestern or rental vehicle
  - Not talking or texting on a cell phone while driving and remaining "hands free".

## LOSS OF DRIVING PRIVILEGES

Any of the following actions will result in the loss of college vehicle or rental driving privileges:

- Driving to a destination other than that approved on your travel request with the exception of hotels and dining options
- Allowing an unauthorized driver to drive the vehicle (one not listed on the vehicle reservation confirmation and/or has not completed the college's driving requirements)
- Use of Facilities issued credit card(s) for purchases other than fuel
- Violating state and federal traffic laws, damaging other vehicles or property, driving while intoxicated, transporting alcohol or drugs, or any other illegal or irresponsible use of a college vehicle
- Any unsafe, prohibited, or inappropriate use of college vehicles, or failure to follow the rules as indicated, may result in the loss of driving privileges
- Change in DMV record or vehicle alerts that causes driver to not meet "Driver Approval Criteria"

## DRIVER SAFETY TECHNOLOGY

The College fleet vehicles are equipped with driver safety technology. Driver safety technology allows the College to monitor performance, location, elevation, and velocity. This technology provides the College with information about the vehicle's location, speed, routes, condition, maintenance needs, mileage, and recalls. Be aware that the device and system is there for your safety and to protect you from prosecution or unwarranted claims. The information gathered by the driver safety technology can be used in a court of law, should this become necessary.

Vehicle alerts for these devices are for instances of hard braking and speeding. **The College's expectation is that all drivers follow the posted speed limits when driving.** If driving behavior causes a vehicle alert, a notification will be sent to the Facilities department. The alerts will be treated as minor or major violations according to the driving approval criteria above. The alerts will stay with the Driver's Application to Drive for three years. The additions of these alerts can affect the approval status of an Application to Drive. Alerts are as follows:

- *Speeding 1-10 miles over the speed limit* – Considered a minor violation for driving approval criteria. Upon a verified policy violation, the driver will be required to take the National Safety Council's Defensive Driving Course Online Abridged (2 hours) to retain the approved driving status.
- *Speeding 11-19 miles over the speed limit* - Considered a minor violation for driving approval criteria. Upon a verified policy violation, the driver will be required to take the National Safety Council's Defensive Driving Course Online (4 hours) to retain the approved driving status.
- *Speeding 20+ miles over the speed limit* - Considered a major violation for driving approval criteria. Upon a verified policy violation, the driver will be required to take the National Safety Council's Defensive Driving Course Online (4 hours) to retain the approved driving status.
- *Hard Braking* - Considered a minor violation for driving approval criteria. Upon a verified policy violation, the driver will be required to take the National Safety Council's Defensive Driving Course Online Abridged (2 hours) to retain the approved driving status.

The costs associated with the National Safety Council's training will be the responsibility of the driver's department. If a driver has already completed the abridged version of the training, and obtains a second policy violation, they will be required to complete the National Safety Council's Defensive Driving Course: Distracted Driving Online (90-minutes).

## PERSONAL VEHICLE USAGE

Personal Vehicles are only to be used under the following conditions:

- Travel is limited to local areas within the College District or approval has been granted by the employee's supervisor to use their personal vehicle on the trip identified
- If requesting to drive your personal vehicle on College business, proof of current auto insurance for the vehicle must be on file. Please note, when driving your own personal vehicle on College business, if you are in an accident, you will be liable and your insurance will be responsible.
- Vehicle is to be in good working order with no known mechanical issues
- Cost for repairs or damages to a traveler's private automobile while traveling on college business are considered the personal expense of the owner. Full reimbursement for the use of a personal vehicle is made through the standard mileage allowance.
- No reimbursement will be made for parking or traffic violation fines; such fines are the individual's personal responsibility
- When operating your personal vehicle, this is a volunteer action and the vehicle owner's personal insurance will be primary in the event of an accident
- Employees are never to transport a student in their own personal vehicle without at least one other person in the car. Advanced written approval from their supervisor may be granted in specific situations.

## DAMAGE

The department of the staff/student driver driving a college vehicle may be charged the first \$500.00 deductible in certain circumstances.

Southwestern will not assume financial responsibility for damage caused by the negligence of the driver driving a Southwestern or rental vehicle. This includes, but is not limited to, situations where the driver was not acting in good faith, had been using the vehicle for non-Southwestern related reasons, failed to meet licensing requirements, or comply with these regulations. In these cases, the driver may be required to pay all costs resulting from the accident.

Body damage or accidents in or on the vehicle must be reported immediately to Facilities. Any other issues including maintenance issues, that need to be addressed, may be reported on the vehicle mileage slip. Rarely, vehicles may be deemed unsafe to drive and must be pulled off the line for immediate maintenance. Facilities will do everything we can to supply a substitute vehicle on these occasions.

## WEATHER

All college vehicles include a set of tire chains. Use of chains and choosing to drive in inclement weather is at the user's discretion. Any financial liability resulting from negligence of the driver will not be assumed by Southwestern. By choosing to drive the vehicle in inclement weather, you are agreeing that you know how to properly attach chains to tires and drive appropriately with chains in inclement weather conditions. If chain sets are missing upon return of the vehicle, the department of the responsible driver will be charged to replace them.

## CLEANLINESS

Users are responsible for removing all garbage from vehicles and maintaining its cleanliness. Pets, smoking, smokeless tobacco, vaping, and alcohol are prohibited in all rental or Southwestern vehicles. Vehicles that are returned in an excessively dirty condition will be will be charged a \$50 fee for cleaning.

Adopted by Southwestern Administration as APP: October 5, 2016

Revised: December 6, 2017

Revised: March 6, 2019



## AUTHORIZED USE OF COLLEGE EQUIPMENT AND MATERIALS

### PURPOSE

It is the administrative policy/procedure of Southwestern Oregon Community College that college equipment and materials shall be used only for college business. College equipment shall be used in conformance with [Oregon Revised Statutes 244](#) and the [Oregon Government Standards and Practices Commission Advisory Opinion Number 98A-1003](#) (henceforth referred to as "the Opinion").

Board Members, candidates for Board positions, and employees shall avoid actions as public officials or public employees that result in private, personal or financial benefit or avoidance of detriment of the person or the person's relatives.

On occasion, and only if it does not interfere with college operations, college equipment may be used for activities in support of other public agencies, community functions and/or promotional events which result in enhancement of college goals or of the College's public image.

### PERSONAL USE OF COLLEGE COMPUTING FACILITIES AND SERVICES

As a benefit for employees of the College, personal use by employees of the College's computing facilities, internet connections and email are acceptable as long as it does not violate the provisions of acceptable use as contained in the College's *APP 5059 Acceptable Use of Information Technology Resources*.

1. It does not interfere with the employee's ability to perform job duties;
2. It does not interfere with the ability of others to carry out their job duties; and
3. It does not interfere with student use of these facilities and services.

Management and bargaining unit retirees may be allowed the same computing privileges as employees under the restrictions cited above.

Access for employees and retirees will be discontinued if it becomes economically unfeasible.

### EXPLANATORY NOTES AND EXAMPLES

In general, an employee may not use college equipment for personal gain. The Opinion from the Government Standards and Practices Commission should be read carefully by all employees. This document is particularly helpful in addressing the "gray areas" of computer and telephone use.

Other uses of college-owned facilities and equipment offer various challenges of interpretation and judgment. The following Questions and Answers are an attempt to address some specific examples:

- Q: May an instructor in Welding bring their car in to college facilities and use college tools and equipment to repair it?
- A: If the instructor is improving skills needed in teaching by repairing their car, then they may use the facility. They may use college tools and equipment as long as such use does not shorten the useful life of the equipment or tools. Determining whether the instructor would be improving skills needed in teaching is primarily a judgment call of the department head or supervisor.

Q: May this instructor use college purchased welding wire or other disposable supplies?

A: No.

Q: May the instructor use college welding wire if they reimburse the College for its cost?

A: No. The College usually pays a bulk cost for disposables. The instructor would be receiving personal benefit not generally available to the public.

Q: May the instructor (following the above rules) repair a neighbor's car and charge the neighbor for the repair?

A: No. The instructor may not receive personal financial gain.

Q: May a college employee borrow a piece of equipment (such as a computer, wheelbarrow or calculator) to use off campus for doing college work?

A: Yes. However, the employee should receive permission from their supervisor.

Q: May a college employee borrow a piece of equipment (such as a wheelbarrow or a calculator) for personal use?

A: No. Even though the useful life of the equipment is not shortened, employees cannot benefit from their employment at the College by having personal use of equipment, regardless of whether the equipment is used on or off campus (except as provided for in this or other policies. See *Personal Use of College Computing Facilities*, above).

Q: An employee who is not enrolled in a ceramics class wants to use the kiln on college premises to make a Christmas gift using their own disposable materials. May they do so?

A: No. Unless the employee is using the kiln to improve their own job skills, they may not use the kiln to make personal gifts.

Adopted as Administrative Procedure/Policy: January 9, 2019

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**RECORDS RETENTION**

It is the Administrative policy/procedure of Southwestern Oregon Community College that the College shall follow OAR 166-450-0000, Division 450 *Community Colleges Rules for Records Retention*. All Southwestern employees have an important role in keeping information and records in accordance with Oregon Administrative Rules. Each employee shall take steps to protect records within their control and shall dispose of records in the appropriate manner, whether by recycling or destruction. The Oregon State Archivist grants authorization to Oregon government agencies such as Southwestern, in the form of records retention schedules, for the retention or disposition of commonly occurring public records in their custody.

The Administrative Assistant to the Vice President of Administrative Services is the College's designated custodian of records. After checking the [Community College Records Retention Schedule](#) (OAR 166-450-0000) for retention requirements, staff shall send a brief email to the Administrative Assistant in Administrative Services describing the records requested to be destroyed. For instance, staff wishing to dispose of Volunteer Agreement Forms (which have a 5 year minimum retention) could send an email stating, "Disposed of Volunteer Agreement Forms 2010-2012".

The [Community College Records Retention Schedule](#) prescribes minimum retention periods for public records created and maintained by community colleges. Retention periods apply to the official copy of all public records, regardless of medium or physical format (either hard copy or electronic files). Unless otherwise stated, a retention period shall be calculated from the date the public record was created. For assistance with records retention questions, please contact Administrative Services.

To access the Southwestern Records Retention Schedule, click this hyperlink: [Records Retention](#)

Adopted as Administrative Policy/Procedure: May 6, 2015

Reviewed/revise: August 7, 2019

**Southwestern Oregon Community College**

**BP: 5020**

**SECURITY AND ACCESS**

The Board of Education seeks to provide an atmosphere of openness for the encouragement of collegiate activity at College-controlled facilities. This must be balanced by controls on access which are designed to promote security in College facilities.

The College is committed to working with community agencies to reduce the opportunity for criminal/antisocial activities and providing a safe and secure environment for staff and students. Campus Security shall be primarily responsible for carrying out the mandates of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

The President shall develop Administrative Policies and Procedures necessary to implement this policy and to meet the requirements of the law.

END OF POLICY

**Legal Reference(s):**

OAR 437-002-0020 to -0033

OAR 437-002-0040 to -0043

OAR 437-002-0060 to -0075

**Administrative Policies and Procedures:**

5.021

5.020

**Southwestern Oregon Community College****BP: 7095****PERSONNEL RECORDS****PURPOSE**

To maintain an effective college-wide system for documenting the terms, conditions and circumstances that arise in the course and scope of employment.

**STATEMENT**

The Board directs the President to maintain Administrative rules, procedures and practices to assure personnel files are maintained, made accessible, and disposed of by Human Resources in accordance with requirements of applicable federal and state laws.

**Bargaining Unit Employees**

Instructions related to personnel records for collectively bargained faculty and classified employees are contained within each group's collective bargaining agreement. Where bargaining agreements are silent, Board Policies and Administrative Rules shall apply.

**Non-Bargaining Employees**

Instructions related to personnel records for non-bargaining unit employees shall be governed by Board Policies and Administrative Rules shall apply.

**END OF POLICY****Legal Reference (s):**

See Oregon Administrative Rules (OAR's)

See Oregon Revised Statutes (ORS)

Americans with Disabilities Act of 1990

**Administrative Policies and Procedures:**

7095 (*formerly numbered 6.2.002*)

DATE OF ADOPTION: 06/27/11

DATE(S) OF REVISION(S): 11/25/19

DATE OF LAST REVIEW:

Southwestern Oregon Community College does not discriminate on the basis of race, color, gender, sexual orientation, marital status, religion, national origin, age, disability status, gender identity, or protected veterans in employment, education, or activities as set forth in compliance with federal and state statutes and regulations.



*A Union of Professionals*

Local 3972, Southwestern Oregon  
Community College Classified Federation

**COLLECTIVE BARGAINING AGREEMENT**

**By and Between**

**BOARD OF EDUCATION OF  
SOUTHWESTERN OREGON  
COMMUNITY COLLEGE DISTRICT**

**and**

**SOUTHWESTERN OREGON COMMUNITY  
COLLEGE CLASSIFIED FEDERATION, LOCAL 3972,  
AFT, AFL-CIO**



**July 1, 2017 to June 30, 2021**

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## PREAMBLE

This Agreement is entered into between the Southwestern Oregon Community College Classified Federation, Local 3972 of the American Federation of Teachers, AFL-CIO, affiliated with AFT-OREGON, hereinafter called the Federation, and the Board of Education of Southwestern Oregon Community College District, hereinafter called the Employer. The term "Employer" or "College" used hereinafter shall mean the Board of Education or its lawfully delegated representatives.

## ARTICLE 1 - RECOGNITION

- 1.1 The Employer recognizes the Federation as the exclusive bargaining representative for all full-time classified employees and all part-time classified employees who are scheduled to work a minimum of one hundred twenty (120) hours in any twelve (12) consecutive week period, excluding supervisory and confidential employees as defined by ORS 243.650(6) and (23), administrative employees, and faculty, casual employees, and temporary employees.

## ARTICLE 2 - EMPLOYEE AND POSITION DEFINITIONS

### 2.1 Employee Definitions:

#### A. Probationary Period

1. **Probationary Period**<sup>1</sup>: Newly hired employees shall serve a six (6) month probationary period. The probationary period is six (6) months of active employment within the job the employee was hired into. The Supervisor will provide feedback to employees regarding their performance during the probationary period. During the probation period, employees shall not be permitted to apply for other positions.
2. **Extension of Probation**. The Employer and Federation will mutually agree to any extensions of an employee's probationary period for an additional three (3) calendar months. The employee and the Federation shall be given a copy of the extension and the reason(s) for the extension.
3. **Application of Agreement**. During their probationary period, employees are eligible to accrue and use any employee benefits, except as set forth in Article 19.3, Vacation. Discharge of employees during this probationary period, including an extension may occur at the discretion of the employer, be with or without cause, shall not be subject to the grievance process under this Agreement, and must include a Federation representative.

<sup>1</sup> The term "probationary employee" is used throughout the Agreement to reference those employees that are serving their probationary period.

**B. Full-time (regular) Employee:** A full-time employee is an individual who is regularly scheduled to work a minimum of 416 hours in a calendar quarter or thirty-two (32) or more hours per week.

- C. Part-time Twenty (20) Hour (regular) Employee:** A twenty (20) hour part-time employee is an employee who is regularly scheduled to work a minimum of 260 hours in a calendar quarter or at least twenty (20) hours but less than thirty-two (32) hours per week.
- D. Part-time Ten (10) Hour (regular) Employee:** A ten (10) hour part-time employee is an employee who is regularly scheduled to work a minimum of 130 hours in a calendar quarter or at least ten (10) but less than twenty (20) hours per week.
- E.** In the event any employee defined in B, C, or D above is assigned a permanent increase in hours or to an employment classification of more quarterly hours, the Supervisor will issue a Personnel Action Form to the employee and the Federation. If the increase in hours renders the employee eligible for benefits described in this Agreement, those benefits will be immediate and retroactive to the point when the employee begins working the increased hours. In no case shall the Employer be required to modify the employee's classification, or wage level. Quarters are based on the calendar year.
- F. Temporary Employee:** A temporary employee is an employee hired to fill a position for no longer than five hundred twenty (520) hours per fiscal year, and is not entitled to any of the rights and benefits described in this Agreement. A temporary employee may work in multiple temporary positions.
- G. Temporary Position:** A temporary position is for a duration of not more than five hundred twenty (520) hours per fiscal year, which is created for special projects (with the Federation's agreement) or when a bargaining unit position is vacant (1) due to authorized leave or (2) while the recruitment is being conducted to fill the position. The Federation will be provided reports on temporary positions/employees on a monthly basis.
- H.** In the event that a temporary employee or an employee in a temporary position exceeds five hundred (520) hours per fiscal year, the employee shall receive all of the wage, insurance and leave within this Contract upon working the 521st hour per fiscal year and will be considered a regular bargaining unit employee; however, Article 14 "Layoff and Recall" will not apply in this instance.
1. In the event the Administration opts to convert a temporary position to a regular position, it will be posted in accordance with Article 10 of this Agreement.
- I. Vacated position:** This is a position that has been vacated by a regular employee, but not yet posted by the College. This position may be filled by a temporary employee for no longer than 45 days. The position will be posted within the 45 day period. Anything beyond 45 days will require consultation with the Federation.

### **ARTICLE 3 – FEDERATION RIGHTS**

- 3.1 The Federation and its members shall have the right to use the College facilities for meetings without charge, provided that such use shall not interfere with nor interrupt normal college operations, nor shall cause increased operational costs to the college, and that arrangement for such use shall be made in accordance with established procedures. The Federation shall pay for the use of the facilities that involves increased operational costs, including but not limited to additional custodial and maintenance services, technical support or use of specialized facility equipment such as sound and audio-visual systems in the Performing Arts Center.
- 3.2 The Federation President or another designated Federation member shall be provided with a copy of the College's Employment Status form for classified employees within seven (7) calendar days from

the time the Human Resource Department receives the completed form. The status form shall include the employees' names, addresses, date of hire, job titles, pay code and salary, including salary level and step. This information shall be held in confidence by the Federation officers and only used for Federation business.

- 3.3 Duly authorized representatives of the Federation shall be permitted to transact official Federation business on the college campus.
- 3.4 The Federation shall have the right to use College owned equipment, including but not limited to, personal computers, copiers, calculating machines and all types of media equipment, without costs, when such equipment is not otherwise in use for instructional purposes, provided no additional cost to the College is incurred. This excludes the use of motor pool.
- 3.5 The Federation shall also have the right to use College owned materials and supplies incidental to such use of equipment at cost.
- 3.6 The Federation shall have the right to use classified bulletin boards for posting notices of its activities and shall have the use of other internal channels of communication on campus, including but not limited to the SWOCC newsletter, and classified employee mailboxes, for communications with classified members. All mass distributions shall clearly indicate the Federation as the distributor of the material.
- 3.7 The Federation shall be entitled to an ex officio position at all Board of Education meetings and District Budget Committee meetings, and shall be allowed to enter and speak on agenda items in accordance with Board of Education policy.
- 3.8 The Federation shall be furnished agendas, minutes, published budgets and study materials at the same time and in the same form as those furnished the Board of Education except for that information which, in its current stage of discussion, must be considered confidential to prevent public embarrassment to an individual, individuals or the college, in accordance with Oregon State law. Such information shall not include the President's letter of transmittal.
- 3.9 The Employer shall furnish the Federation one (1) copy of all official Board of Education minutes.
- 3.10 Employees shall not conduct Federation or Union business on the Employer's work time except as expressly set forth in Section 3.11.
- 3.11 Contract administration meetings shall be at times mutually scheduled by the Federation and the Employer. Time spent by the grievant, a representative designated by the Federation and/or members of committees designated by the Employer to attend such meetings shall result in no loss of pay if the meetings occur during normal working hours, and shall require no additional compensation directly from the Employer if beyond normal working hours.
- 3.12 The Employer shall reproduce this Agreement and distribute it to all present employees.

- 3.13 For any new employees hired during the term of this Agreement, the Employer shall provide the following information:
- A. A copy of this Agreement;
  - B. A job description of duties for the position;
  - C. Materials pertaining to benefits provided by the Employer;
  - D. Information provided by the Federation;
  - E. Other materials of interest to new employees, such as services and facilities available for use.

#### **ARTICLE 4 – MANAGEMENT RIGHTS**

- 4.1 The Employer retains and reserves to itself all rights, powers, authority, duties and responsibilities conferred upon or vested in it by law, including but not limited to the right to:
- A. Determine and revise the purpose, mission, objectives and policies and procedures of the College.
  - B. Determine the management and administrative organization of the College and the selection of employees for administrative and supervisory positions.
  - C. Determine the type and location of facilities and equipment, including the establishment of new facilities and the closure or relocation of existing facilities.
  - D. Manage the affairs of the College to maintain order and efficiency and to determine the methods, means, procedures and personnel required to conduct College programs.
  - E. Determine the financial policy, budgeting, and accounting procedures and reports. When the Board determines that economic conditions prevent the College from opening or seriously affects the operation of its facilities or programs (e.g., state funding reduced by five percent (5%) or ore), the Employer may declare a financial emergency.
  - F. Establish and revise the College calendar.
  - G. Administer the personnel system of the College, including but not limited to the recruitment, screening, selection, appointment, evaluation, training, retention, promotion, assignment, transfer, discipline, supervision, demotion and discharge of employees.
  - H. Direct, supervise, schedule and assign the work force, including but not limited to determining the place of work, the number of employees, and the allocation and assignment of work to employees.

- I. Establish standards and criteria for job performance.
- J. Create, combine, modify or eliminate any employee jobs.
- K. Contract out work, in whole or in part, when it determines that such is necessary for efficiency, economy, quality, emergency or other college considerations. Before implementing a decision to contract out work resulting in a layoff of currently working bargaining unit employees, the Employer agrees to negotiate the decision and/or the effects of the decision on affected employees with the Federation. However, the Employer reserves the right to implement its contracting out decision sixty (60) calendar days after first notifying the Federation of its intention to contract out. The Employer agrees to be available to meet with the Federation to begin negotiations within ten (10) calendar days after the notification to the Federation.

4.2 The exercise by the Employer of the powers, rights, authority, duties and responsibilities in Section 4.1 and the adoption of policies, rules, procedures, regulations and practices in furtherance thereof and the use of judgment and discretion in connection therewith shall be limited only by the specific terms of this Agreement including all authority rights, functions and powers not specifically abridged, deleted or modified by the Agreement.

4.3 The Employer reserves the right to conduct employee evaluations as it deems appropriate on an annual basis.

4.4 All employees shall comply with rules and regulations, which are not inconsistent with this Agreement, which from time to time may be promulgated by the Employer, including, a campus tobacco use policy and drug and alcohol policy.

## **ARTICLE 5 – FEDERATION SECURITY**

5.1 The Employer agrees to deduct the regular Federation membership dues once each month from the pay of those employees who individually request, in writing, that such deductions be made. The amount to be deducted shall be certified to the Employer by the Treasurer of the Federation.

5.2 Consistent with applicable statutes, the Employer agrees to deduct, each month, a fair share fee in lieu of dues from the pay of those employees who do not request deduction for regular Federation membership dues. The amount to be deducted shall be certified to the Employer by the Treasurer of the Federation; provided, however, that the fair share fee in lieu of dues shall not exceed the amount established for regular monthly Federation membership dues. The Federation agrees to provide the Employer with any information relating to fair share procedures and/or practices required by federal or state statute.

- 5.3 The aggregate deductions for membership dues and fair share fees shall be remitted together with an itemized statement to the Treasurer of the Federation by the 10th day of the succeeding month after such deductions are made.
- 5.4 The Federation and the Employer agree that the rights of non association of any employee, based upon bona fide religious objections as specified in Subsection (1) of ORS 243.666 shall be protected by that statute.
- 5.5 Voluntary Committee on Political Education (hereinafter referred to as C.O.P.E). Payroll Deductions: The Employer and the Federation agree that upon written request on a form provided by the Union, members of the Union may have voluntary C.O.P.E. contributions deducted from their paychecks. The amount to be deducted will be certified by the Treasurer. The amount will be forwarded to the Union with regular dues and Fair Share deductions, with the C.O.P.E. amount so specified.
- 5.6 The Federation shall indemnify and save the Employer harmless from all actions taken by the Employer in compliance with this Article.

### **ARTICLE 6–NONDISCRIMINATION**

- 6.1 The Federation and the Employer agree that the provisions of this Agreement shall be applied equally to all classified employees without discrimination as to age, race, religion, sex, sexual orientation, national origin, disability, marital status, political activity or union activity, and other protected status in accordance with applicable law.
- 6.2 Allegations of discrimination in violation of state or federal laws for which there exist external remedies shall not be grievable under this Agreement. However, complaints of unlawful employment discrimination or harassment should be immediately filed according to the Employer's complaint procedure set forth in its Equal Opportunity Plan and Affirmative Action Program.
- 6.3 The Federation agrees that classified employees shall provide services in a manner, which does not violate the terms of this Article. Classified employees shall not discriminate against other College employees in violation of this Article.

### **ARTICLE 7 – HOURS OF WORK AND OVERTIME**

- 7.1 Workweek
  - A. For full-time employees the normal workweek shall be four (4) to five (5) consecutive days, Sunday through Saturday. For any part-time employees the normal workweek shall be regularly scheduled Sunday through Saturday, consecutive days if possible.

- B. The Employer, at its discretion may establish a workday of up to ten (10) hours and a workweek of any four (4) consecutive workdays for some or all employees. Before implementing this decision, the Employer agrees to negotiate with the Federation the decision and the effects of the decision on affected employees. However, the Employer reserves the right to implement its decision thirty (30) calendar days after first notifying the Federation of its intent to establish a workday of ten (10) hours and workweek of any four (4) consecutive workdays. The Employer agrees to be available to meet with the Federation to begin negotiations within ten (10) calendar days after the notification to the Federation.
- C. At the Employer's discretion a non-consecutive workweek may be established for positions in the following areas:  
  
Campus Security; Custodian; Athletic/PE Cage; Recreation Center; Dining Services; and/or positions directly associated with the Performing Arts Center.

## 7.2 Modifying an Employee's Workweek or Shift:

- A. Permanent Change:  
  
For Bargaining Unit employees 30 calendar days advance written notice shall be given an employee prior to permanently changing his/her workweek or shift. The days required for this advanced notice may be reduced if mutually agreed upon. Permanent workweek or shift changes shall be transmitted to the Federation President or designee.
- B. Temporary Change:  
  
For all Bargaining Unit employees one (1) week advance notice shall be given an employee prior to temporarily changing his/her workweek or shift. For all Bargaining Unit employees, no advance notice shall be required prior to temporarily changing his/her workweek or shift if mutually agreed upon. For the purpose of this section a temporary change shall be defined to mean a change of three (3) calendar months or less.
- C. The 30 calendar day advance written notice or one (1) week advance notice shall not apply if:
  - 1. The Employer calls employees to work outside their regular shift on any day of the workweek or on Sunday for scheduled events, for employee absences, for formal student registration, or for an emergency.
  - 2. At the time of an employee's hire, he/she was assigned a variable workweek and/or work shift.

D. Work Beyond Scheduled Work Hours:

Employees must obtain prior authorization and approval from their immediate supervisor or an appropriate administrator prior to working any time beyond their scheduled work hours whenever possible.

7.3 Workweek Preference:

- A. For all Bargaining Unit employees, assignments to a workweek that include Saturday and/or Sunday shall be offered to the senior employee, with the same or similar job title or a similar job at the same or similar job site/office who in the Employer's judgment, is qualified as defined in 14.1(B) to perform the required work. For the purpose of this Section, a similar job is defined to mean that the similar job contains the same essential job duties compared to the employee's present job. In the event no senior qualified employee with the same or similar job title and at the same or similar job site/office accepts such an assignment, the Employer reserves the right to assign the workweek to the least senior employee with the same or similar job title at the same or similar job site/office who in the Employer's judgment is qualified as defined in Section 14.1(B) to perform the required work.

- 7.4 Shift Preference For Bargaining Unit Employees: For all Bargaining Unit employees, assignments to a shift shall be offered to the senior employee with the same or similar job title or a similar job and at the same or similar job site/office, who in the Employer's judgment, is qualified as defined in Section 14.1(B) to perform the required work. For the purpose of this Section, a similar job is defined to mean that the similar job contains the same essential job duties compared to the employee's present job. In the event no senior qualified employee with the same or similar job title and at the same or similar job site/office accepts such a shift assignment, the Employer reserves the right to assign the shift assignment to the least senior employee with the same or similar job title and at the same or similar job site/office who in the Employer's judgment is qualified as defined in Section 14.1(B) to perform the required work.

- 7.5 Shift Differential: Full-time regularly scheduled Bargaining Unit employees having a designated swing and/or graveyard shift shall be paid a shift differential for hours actually worked. However, shift differentials shall not be paid for any paid time off.

- A. Swing shift has a designated starting time between 3:00 pm. – 10:29 pm. and shall be paid fifty cents (.50) per hour as a shift differential for hours actually worked.
- B. Graveyard shift has a designated starting time between 10:30 pm – 4:00 am. and shall be paid seventy-five cents (.75) per hour as a shift differential for hours actually worked.



7.6 Overtime Assignment:

- A. The Employer reserves the right to require reasonable daily or weekend overtime assignments unless excused by the Employer. (Overtime for custodial staff shall be awarded on a rotating basis among employees on the shift requiring the overtime work, unless special skills are required.)

7.7 Overtime Work:

- A. Overtime work is defined as hours actually worked in excess of eight (8) hours in one (1) day or forty (40) hours in one (1) workweek. However, during periods when employees are working a ten (10) hour day within a four (4) day workweek, daily overtime work shall be defined as actual work in excess of ten (10) hours in one (1) day rather than the above eight (8) hours.
- B. Employees must obtain prior authorization and approval from their immediate supervisor or an appropriate administrator prior to working any overtime hours whenever possible.
- C. For the purpose of this Article a workweek shall be defined as beginning Sunday and ending Saturday at 11:59 P.M., except as otherwise determined by the Employer.

7.8 Computing Overtime Work:

- A. For the purpose of computing overtime work, only hours actually worked shall be counted.
- B. Hours worked by an employee because they have exercised flex time as set forth in Section 7.12 shall not be counted as hours worked for the purpose of computing overtime work.
- C. Paid time off including but not limited to holidays, vacations, leaves with pay, and/or other paid hours not actually worked shall not be counted for the purpose of determining overtime work.

7.9 Overtime Pay:

- A. Pay for actual overtime hours worked shall be at the rate of one and one-half (1½) times the employee's regular rate of pay. However, in lieu of overtime pay as set forth above, employees may request compensatory time off as set forth in Section 7.10.
- B. Work outside an employee's normal workweek as set forth in Section 7.1, shall not entitle employees to overtime pay except as set forth in this Section.

7.10 Compensatory Time:

- A. Upon mutual agreement between the Employee and the Employer, the Employee shall accrue compensatory time with pay at the rate of one and one-half (1½) hours for every overtime hour worked in lieu of overtime pay as set forth in Section 7.9.
- B. Employees may accrue up to two hundred forty (240) hours of compensatory time during a fiscal year. No more than eighty (80) hours of compensatory time may be carried from one fiscal year to the next fiscal year.
- C. Any employee who has accrued more than eighty (80) hours of compensatory time at the end of a fiscal year shall be paid in cash for the excess hours.
- D. Any employee who has accrued two hundred forty (240) hours of compensatory time during a fiscal year shall be paid in cash for any additional hours of approved overtime work.

7.11 Minimum Work: Employees called to work outside their regular shift or workweek shall receive a minimum of two (2) hours work at the applicable rate. In the event two (2) hours work is not required, employees shall receive a minimum of two (2) hours pay. Such application shall not apply to early beginnings or extensions of regular shifts.

7.12 Flex Time:

- A. All Bargaining Unit employees may request in writing unpaid time off for personal business. With the written concurrence of the supervisor, the unpaid time off may be arranged but normally not to exceed four (4) hours per week. The time shall be made up within the pay period and overtime shall not accrue for the made up time. The time off must be taken by the employee as scheduled with the supervisor unless the supervisor requires the employee to cancel their scheduled time off because of conditions beyond the Employer's control.
- B. This Section is expressly intended as a waiver of the provision of ORS 279.340 as is required by ORS 279.342 (5) (b).

## **ARTICLE 8 – WAGES**

8.1 The minimum wages effective during the term of this Agreement are set forth in Appendix A, and incorporated by reference and constitute part of this Agreement.

**Pay Table Increase:**

- For the period beginning July 1, 2017 and continuing through June 30, 2018, the wages on the pay table will be adjusted up by 2.50% over the previous year and rounded to the nearest two decimals.

- For the period beginning July 1, 2018 and continuing through June 30, 2019, the wages on the pay table will be adjusted up by 1.50% over the previous year and rounded to the nearest two decimals.
- For the period beginning July 1, 2019 and continuing through June 30, 2020, the wages on the pay table will be adjusted up by 1.50% over the previous year and rounded to the nearest two decimals.
- For the period beginning July 1, 2020 and continuing through June 30, 2021, the wages on the pay table will be adjusted up by 1.50% over the previous year and rounded to the nearest two decimals.
- Minimum Wage Adjustment: Any step that is below the current minimum wage is void and cannot be assigned in the wage placement process.
- An employee at Step 15 shall be frozen and will not receive additional steps.

**Step Increase:**

- For the period beginning July 1, 2017 and continuing through June 30, 2018, employees shall receive one (1) step on the 2017-2021 wage schedule, representing a 2.5% increase to base wage.
- For the period beginning July 1, 2018 and continuing through June 30, 2019, employees shall receive one (1) step on the 2017-2021 wage schedule, representing a 2.5% increase to base wage.
- For the period beginning July 1, 2019 and continuing through June 30, 2020, employees shall receive one (1) step on the 2017-2021 wage schedule, representing a 2.5% increase to base wage.
- For the period beginning July 1, 2020 and continuing through June 30, 2021, employees shall receive one (1) step on the 2017-2021 wage schedule, representing a 2.5% increase to base wage
- An employee at Step 15 shall be frozen.

**Longevity Bonus:**

Employees who have been employed by the College for twelve (12) years and have advanced to and been at Step 15 for three (3) or more years will be given a longevity bonus equal to one and one half (1.5%) percent of their annual wage every two years.

Compared to the prior year, should a five percent (5%) or more reduction occur in the Employer's General Fund revenues during any year of this contract, the Employer reserves the sole and exclusive right to open this Agreement for the purposes of renegotiating the applicable monthly and hourly wage schedules, and the Employer's health and welfare contributions set forth in Section 20.1 and 20.2. In the event the Employer opens this Agreement for renegotiations, it shall notify the Federation in writing of its intention

to open and renegotiate the above provisions. The Employer and the Federation shall agree to meet within ten (10) working days of the College's receipt of notification of financial reduction to negotiate replacement sections to this Agreement. Upon the Employer submitting such written notice to the Federation, employees shall continue to be paid in accordance with the then current wage schedule and Sections 20.1 and 20.2 until replacement provisions have been negotiated or the Employer implements replacement sections in accordance with the Public Sector Bargaining Act

## 8.2

- A. New members to the bargaining unit shall not be placed above Step 5 on the current wage schedule unless the Federation approves such placement. Placement above Step 5 will take into consideration the wage of current employees relative to their comparable experience, knowledge, skills, and abilities.
- B. The minimum wages set forth in Appendix A and any subsequent monthly and hourly schedules are minimums and from time to time, employees may receive wages that are greater than those provided in this Appendix. Such greater wages are paid at the sole discretion of the Employer and may be discontinued at the Employer's sole discretion. The exercise of this discretion shall not be subject to the grievance procedure.

8.3 Employees shall contribute to the Public Employees Retirement System (PERS) in compliance with PERS rules.

8.4 All employees shall be paid monthly at an hourly rate based on actual hours worked calculated at an hourly rate as set forth in Appendix A.

8.5 Regular full-time and regular part-time employees and probationary employees shall receive time off with pay for eleven (11) Fridays during the Summer period between graduation and Labor Day, and five (5) days off during the winter break, provided the employee is regularly scheduled to work during the summer period and winter break.

Paid time off shall be accrued based on the employee's regular work schedule, computed at .20 hours PTO for every 8 hours worked.

Exception: At the employer's discretion, employees in public safety or other positions as determined by the Employer may be required to work during the PTO for the holiday break. In such cases, an alternative time for these employees to use their paid time off holiday benefit shall be arranged and agreed upon, in writing, by both the employee and the employer.

- A. Exception: In its discretion, the Employer may opt, based upon extenuating circumstances, to pay employees for lost PTO days instead of re-scheduling the day. The Employer will notify the Federation President when this exception is utilized.

## **ARTICLE 9 – POSITION CLASSIFICATION**

- 9.1 Whenever the Employer creates a new bargaining unit position or substantially modifies an existing position, it shall serve written notice upon the Federation, including a copy of the job description and the assigned salary level the Classification Committee deems appropriate. The Employer reserves the right to fill the new position as set forth in Article 10.
- 9.2 Salary level placement for each position will be set forth by the established Classification Committee and will be commensurate with job requirements.
- 9.3 Salary Level Placement:
- A. Assignment to a Higher Salary Level: In the event an employee's position has been substantially modified resulting in the employee being placed in a higher salary level, the employee shall be placed at the new regular level and current step.
  - B. Assignment to a Lower Salary Level: Whenever an employee's position has been substantially modified resulting in the employee being placed in a lower salary level, the employee shall be placed at the new regular level and step nearest to, but not higher than his/her current salary level and step; however wage shall be frozen until the wage at the new salary level/step becomes equal or exceed the frozen wage.
- 9.4 A request for a position reclassification may be initiated by the employee or the employer. Employees will review position descriptions at least annually during the employee's performance review. In the event an employee's position has been permanently and substantially modified the employee or employer may request a reclassification.
- 9.5 The Employer reserves the right to establish or modify its evaluation process to determine if there has been a substantial change in the job duties of a position but cannot be arbitrary or capricious in how the evaluation process is applied to employees.

## **ARTICLE 10 – JOB VACANCIES**

- 10.1 Filling Vacancies in Regular Positions:
- A. When the Employer fills a vacancy in a regular position as defined in Section 2.1, it shall notify the president of the Federation. Notification shall include:
    - 1. A written job description;
    - 2. Wage level set by the Classification Committee and;
    - 3. Date by which interested bargaining unit employees must notify the Employer of an interest in the position.

- B. Regular vacancies shall be posted for five (5) working days before the Employer fills the vacancies. The Employer shall interview current Classified Employees who submit a complete online application. The same interview questions will be used for internal and external candidates. If no internal candidate is selected for the position, the Employer reserves the right to use other methods for soliciting job applicants, including but not limited to, College-wide posting and outside advertising. The Employer and the Federation may also elect to communicate directly with individuals regarding the job notice.
- C. The Employer reserves the right to select individuals with the greatest qualifications, skills and abilities as defined in Section 14.1 B. Where the qualifications, skills and abilities as defined in Section 14.1 B of the job applicants are equal, the individual with the greatest seniority, if any, shall be selected for the vacancy. The Employer shall be the sole judge of the qualification factors set forth above and shall make the final decision in hiring matters, except its decision shall not be arbitrary or capricious.
- D. Application of the Collective Bargaining Agreement: Employees filling vacancies in regular full-time or part-time positions shall be covered by the terms of this Agreement.

#### 10.2 Filling Temporary Positions:

- A. The Employer reserves the sole right to fill a vacancy in a temporary position.
- B. Current bargaining unit employees filling temporary positions shall retain all rights and benefits in this Contract, including wage increases.
- C. Temporary Employees who fill current bargaining unit positions 520 hours or less are entitled the wages contained in the parties Salary Schedules.

#### Non-current bargaining unit temporary position:

1. Wages can be no lower than minimum wage but no higher than current bargaining unit employees' who perform similar duties.

#### 10.3 Trial Periods and Employee Disqualifications from Positions:

- A. Regular Employee Filling Vacancies in a Regular or Temporary Positions:
  1. Trial Period: Upon filling vacancies in a regular position with a regular employee, he/she shall serve a trial period not to exceed three (3) months except as set forth below:
    - a) In the event the employee is unable to demonstrate that he/she can successfully perform all of the essential job functions to the satisfaction of the Employer, the employee's trial period may be extended upon mutual

agreement between the Employer, the Federation and the involved employee, not to exceed five (5) months. The Employer shall be the sole judge of the employee's qualifications to perform the required work, except the decision shall not be arbitrary or capricious.

b) In the event the Employer determines not to retain the regular employee in the position, the employee shall have the right to return to his/her former position or one of a substantially similar nature including similar F.T.E. assignments.

2. Employee Disqualification During the Trial Period as set forth in Section 10.3 A (1): Regular employees filling vacancies in a regular position may disqualify themselves from their new position only during the trial period as set forth in Section 10.3 A (1), and be returned to their former position or one of a substantially similar nature including similar F.T.E. assignments, provided:

a. The employees submit their disqualification notice at least fourteen (14) calendar days in advance of the day they intend to be disqualified from the position; and

b. The disqualification notice is submitted more than fourteen (14) calendar days prior to the expiration of the trial period set forth in Section 10.3 A(1).

#### 10.4 Step Placement:

A. **Level:** When an employee fills a new position in accordance with Section 10.1, the level for that position is set by the Classification Committee.

B. **Step:** The employee shall retain their current step and may be placed up to two (2) steps higher at the discretion of the employer.

#### 10.5 Wage Level/Step Placement for Temporary Position Assignments Within the Bargaining Unit:

A. All regular full-time or part-time employees temporarily transferred or assigned to another position for four (4) or more consecutive working days by the Employer shall receive his/her regular rate or the wage rate for the position they are filling, whichever is higher, retroactive to the first (1st) workday.

B. **Cross-Training:** a current bargaining unit employee engaged in a cross training program and performing work at a lower or higher pay level shall continue to receive their regular rate of pay or a higher pay level as solely determined by the Employer, except its decision shall not be arbitrary or capricious.

#### 10.6 Wage Level/Step Placement for Temporary Lead Assignments:

A. A bargaining unit employee who continues to perform their regular assigned duties but is temporarily assigned lead responsibilities, or is assigned to train incoming employees in the

duties of their position, by the Employer for one (1) or more consecutive working days and through the end of the temporary assignment/training period, shall receive a two (2) wage level increase, beginning on the first (1st) workday. Employees on the two highest levels in Appendix A will receive an increase equal to two (2) times the average percent increase between Appendix A levels. Agreements to temporarily assign an employee at a higher pay level will be recorded on a "Personnel Adjustment Form" (PAF) and signed by the Supervisor. A copy of the PAF will be sent to the Federation.

- B. Lead duties include the distribution of work and tasks, and may include training normally provided by a Supervisor but not to the extent that the assigned work, tasks or training alter directions from a Supervisor, or allow another employee to receive lead pay. Cross training does not qualify an employee for lead duties or lead pay. Lead duties are assigned at the sole discretion and direction of the Employer.

### **ARTICLE 11 – PERSONNEL FILES**

- 11.1 Each employee shall have the right, upon request, to review and copy the contents of his/her own personnel file. An employee may request a copy of his/her personnel file not more than once in a twelve (12) month period, excluding any new materials that have been added to the file since the last request.

A representative chosen by the employee may, with the employee's written authorization, review the employee's file and/or accompany the employee in this review.

- 11.2 Disciplinary notice or performance appraisal shall be acknowledged, signed and dated by the employee. Within thirty (30) calendar days after the employee's signed acknowledgment, the employee reserves the right to include in the file a written response to such material placed in the file, and this response shall be attached to the material in question.
- 11.3 The employee shall have the right to include in the file any material or information considered relevant to that employee's employment.
- 11.4 The employee shall have the right to remove disciplinary actions from their file after two (2) years. The two-year period ends after the last date of any related document associated with the disciplinary action being removed. The employee is exclusively responsible for requesting the removal of the disciplinary action after the two-year waiting period.
- 11.5 Excluding personnel and legal applications, material in the personnel file can only be released with the permission of the employee and/or in accordance with state and federal law.



## **ARTICLE 12 - DISCIPLINE AND/OR DISCHARGE**

- 12.1 The Employer agrees that for regular employees discipline and/or discharge shall be only for just cause. Employees issued discipline shall acknowledge receipt of the disciplinary notice with their signature. The signed employee acknowledgment does not necessarily mean that he/she agrees with the issued discipline.

Disciplinary Meetings: Management shall notify the Union and the employee when a meeting is for the purpose of investigating and/or administering discipline. The employee shall be informed prior to the meeting that they may have a Federation representative present if they so choose.

Paid administrative leave shall be granted if Management decides such is needed in order to conduct an investigation of an employee's actions, however, the decision to place an employee on paid administrative leave shall not be construed as discipline and shall not be arbitrary or capricious.

- 12.2 Probationary employees may be disciplined or discharged with or without cause at any time at the discretion of the Employer and their discipline or discharge shall not be subject to Article 21, Grievance Procedure.

## **ARTICLE 13 – SENIORITY**

- 13.1 Definition: Seniority is defined as an employee's length of service with the Employer. It shall be computed from the date of hire in a position within the bargaining unit. Seniority shall be expressed in full hours of regular compensation directly from the Employer.
- 13.2 Lists: The Employer shall make available three (3) seniority lists based upon the employment classifications set forth in Article 2: one for full-time employees, one for part-time twenty (20) hour employees, and one for part-time ten (10) hour employees. Any objections to the seniority list provided must be raised by the Federation within thirty (30) days of receipt of the monthly posting of payroll, or shall be considered waived.
- 13.3 Qualifying for Seniority: Upon satisfactory completion of the probationary period, the eligible employees will be placed on one of the above seniority lists. Seniority shall be accrued but does not apply during an employee's initial probationary period.
- 13.4 Scope of Seniority: Seniority shall apply as specifically and expressly provided in this Agreement.
- 13.5 Retention of Seniority When Accepting Positions Outside the Bargaining Unit: Bargaining unit employees accepting positions outside the bargaining unit shall retain, but not accumulate, seniority for a maximum of nine (9) months. Employees returning to the bargaining unit within nine (9) months shall have no bumping rights as set forth in section 14.3 C but shall be placed on the recall list.

### 13.6 Termination of Seniority and Employment

- A. An employee's seniority and employment in the bargaining unit may be terminated for anyone (1) of the following reasons:
1. Discharge for cause;
  2. Resignation;
  3. Layoff in excess of twenty-four (24) months;
  4. Employment in a position outside the bargaining unit for longer than nine (9) months;
  5. Rejecting or failing to accept a recall offer or job assignment within the time allowed as indicated in Article 14.4.B;
  6. Violating the terms of the leaves set forth in Articles 16 and 17;
  7. Retiring; or
  8. Failing to notify the Employer as soon as possible of the receipt of a doctor's release for work.

## **ARTICLE 14 - LAYOFF AND RECALL**

### 14.1 Definitions:

- A. Layoff: A layoff shall be defined as a reduction in force when a position is terminated and the employee cannot be reassigned to a newly created or vacant position at the same pay level with the same scheduled F.T.E.
- B. Qualifications, Skills and Abilities: Qualifications, skills and abilities shall be defined to include but not limited to experience, education, licensure, certifications, knowledge, skills, and abilities as specified in the current job description, and an employee's ability to safely, efficiently, and productively perform the work to the Employer's standards. Training or a trial period will include minimal training and minimal orientation on a job, if needed. Experience in a job obtained through temporary assignment or performance of a job through previous employment shall not of itself indicate that the employee has the qualifications, skills and ability to perform the work.

### 14.2 Advance Layoff Notice:

- A. Advance Notice to the Federation: After the Employer's President has finalized the budget for the Budget Committee identifying positions to be eliminated; the Employer shall notify the Federation as soon as possible.

- B. Advance Written Notice to Bargaining Unit Employees: Special project and/or grant regular employees who are laid off shall receive thirty (30) calendar days advance written notice or pay and benefits in lieu thereof. All other regular employees who are laid off shall receive forty-five (45) calendar days advance written notice or pay and benefits in lieu thereof. All probationary employees who are laid off shall receive fourteen (14) calendar days' advance written notice or pay and benefits in lieu thereof. The pay in lieu of notice shall equal the amount of pay the employee would have earned on his/her work schedule had he/she been issued applicable advance notice minus the amount the employee actually earned following the issuance of the layoff notice.
- C. Non-Application of Advance Notice to the Federation and/or Employees: The advance notice or pay in lieu of such notice provisions of this Section shall not apply in the event of:
  1. Strikes or work stoppages in connection with a labor dispute;
  2. An employee refusing to accept an assignment or re-assignment;
  3. An employee leaves the job of his/her own volition, quits, is suspended or discharged;
  4. Financial emergency.

14.3 Application:

- A. Regular employees identified for layoff may apply for job vacancies in accordance with Article 10, Job Vacancies.
- B. In the event of a layoff as defined in Article 14 and if more than one regular employee has the same position, the principle of retention by seniority shall apply, provided qualifications as defined in 14.1 B are substantially equal.
- C. A regular employee identified for layoff shall be required to bump the most junior employee on his/her seniority list, College wide, for whom the senior employee's qualifications as defined in 14.1 B, equal or exceed the junior employee's qualifications. In the event the employee identified for layoff is unable to bump the most junior employee as set forth above because of a lack of necessary qualifications, the employee identified for layoff shall be required to bump the next most junior employee on his/her seniority list, College wide, for whom the senior employee's qualifications as defined in 14.1 B, equal or exceed the junior employee's qualifications. This process shall continue until the employee has exhausted his/her layoff rights as set forth in this paragraph.
- D. The Employer shall be the sole judge of the employee's qualifications to perform the required work, except the decision shall not be arbitrary or capricious.

E. Regular employees bumping into higher or the same pay level positions shall be placed at a non-probationary level and step that is nearest to his/her current salary and step. Employees bumping into lower pay level positions shall be placed at the salary and step at the lower level or the employee may opt for layoff and be placed on the recall list.

F. Trial Period: Upon bumping he/she shall serve a trial period not to exceed three hundred forty- seven (347) hours of compensation directly from the Employer as set forth in Article 10.3.A, with the same process and exceptions.

However, in the event the Employer determines not to retain the employee in the position, the employee will be given a layoff notice and will be subject to recall.

G. Regular employees on the various seniority lists shall not be allowed to bump employees on other seniority lists, regardless of accumulated seniority.

#### 14.4 Recall:

A. The most senior laid off regular employees shall only have recall right to vacancies in their former position for up to two (2) years after the layoff date. However, laid off regular employees may apply for job vacancies in accordance with Article 10, Job Vacancies.

B. In the event of recall from layoff, an employee shall be given notice by certified mail and shall report within fourteen (14) calendar days after such notice or forfeit recall rights. For this Section, notice is defined to mean the date of the receipt of the Employer's certified mailing or the return of the certified mailing as undelivered, but not to exceed five (5) days after the date of the Employer's certified mailing receipt. It is the obligation and responsibility of the employee to provide the Employer and Federation with his/her latest mailing address.

C. If the employee has been on the recall list for 6 or more months, the recalled employee will have a 347 hour trial period when recalled to the former position. The trial period will follow the process and exceptions set forth in Article 10.3.A. If the employee is not successful during the trial period, the employee returns to layoff status with the same original layoff date and recall date.

D. Employees on recall may apply as an internal applicant for any vacant position for which there are no remaining recall obligations. Those employees who meet the minimum qualifications are guaranteed an interview for the vacant position.

**ARTICLE 15 - TUITION WAIVERS, BOOKSTORE DISCOUNT AND ADMISSION TO  
COLLEGE FUNCTIONS**

- 15.1 All full time and part time employees may, with the supervisor's approval, enroll in one SWOCC job- related credit course per term. The Employer shall waive credit hour tuition, fees, and provide approved texts for courses identified as job related.
- A. Supervisors may, at their discretion, grant release time to attend one course per term as identified in Section 15.1. However, supervisor denial of release time shall not be for arbitrary or capricious reasons.
  - B. In the event a job related credit course is a physical activity/development course that requires a clothes change and the supervisor has granted release time from work, the employee shall receive ten (10) minutes release time for each clothes change that is necessary during work hours.
  - C. In the event a supervisor expressly prevents an employee from attending a job-related course after release time has been granted and such prevention prohibits the employee from obtaining a satisfactory grade (C or above), the employee may withdraw from the course or convert the credit course to an audit of the course in accordance with the College policies. In addition, the employee's supervisor may at his discretion, allow the employee to convert the credit course to an audit course in accordance with College policy.
  - D. In the event a job-related credit course is taken without the use of release time, the employee has the right to withdraw from the course or convert the credit course to an audit course in accordance with College policies.
- 15.2 Employee Waivers:
- A. In addition to courses as identified in Section 15.1, All full time and part-time employees may enroll in any other SWOCC course, and the Employer will waive tuition, per credit billing fees and per course registration fees. Self support fees and special program fees shall be paid by the employee.
  - B. OCCI students will receive waivers equivalent to the tuition based on enrolled credits, per credit billings fees and per course registration fee per term as covered in Article 15.2.A.
- 15.3 Spouse/Dependent Waivers:
- A. All full-time and part-time employees' spouses and dependent children as defined in I.R.S. Code and Regulations shall be permitted to enroll in SWOCC courses and the

Employer will waive the tuition, per credit billing fees and the per course registration fees. Self support fees and special program fees shall be paid by the employee.

- B. OCCI students will receive waivers equivalent to the tuition based on enrolled credits, per credit billings fees and per course registration fee per term as covered in 15.3.B.

15.4 Laid Off Employee Waivers: For full time and part time employees on the recall list the Employer shall waive tuition and per credit billing fees and the per course registration fees. Self support fees and special program fees shall be paid by the employee.

15.5 Bookstore Discount: All full time and part time employees, their spouses and dependent children; as defined in IRS Code and regulations shall be granted the opportunity to purchase items at the SWOCC bookstore at a discount:

- A. Twenty percent (20%) discount excluding edible, short discontinued and consignment items.
- B. All required class books related to taking a course applicable toward a degree may be purchased at cost. Books not being used in a subsequent term are to be returned to the bookstore so the bookstore may resell the book to other students.

15.6 Admission to College Functions: All full time and part time employees, their spouses and dependent children as defined in IRS Code and regulations shall be admitted free of charge to all District functions except the following:

- A. Functions that are self-supporting and/or jointly sponsored by the College and another entity, or
- B. Functions at the Performing Arts Center, unless specifically waived by the College.

## **ARTICLE 16 - LEAVES WITHOUT PAY**

16.1 Conditions of Unpaid Leaves

- A. Employees granted unpaid leaves will be required to use any available earned paid leave benefits before any unpaid time off is granted except when prohibited by law.
- B. If more than one type of leave applies to the employee's time off, all leaves will run concurrently unless prohibited by law.

16.2 On-The-Job Injury/Illness (or Worker's Compensation) Leave

- A. Employees shall be granted leave for the period they are unable to perform their regular job or other available duties offered by the Employer due to an on-the-job injury or illness in accordance with applicable law.

- B. Employees off work on work-related injuries or illnesses are required to keep the Employer apprised weekly of their anticipated date of return to work and any changes in their medical condition. The Employer may require written certification regarding the nature, extent, duration and other conditions for the leave from the attending physician. Independent medical opinions may be required by the Employer or insurance as permitted by law. Such leave shall not count as regular service for the purpose of receiving step increases or accrual of benefits or seniority.
- C. Employees who are absent from work due to on-the-job injuries or illnesses are eligible to receive workers' compensation benefits.
- D. In order to have reinstatement rights, an employee returning from an on-the-job disability must request reinstatement within seven (7) calendar days of the date they receive notice from the Employer's insurance company that their attending physician released them to return to work. A request for reinstatement must be submitted in writing. Employees who make timely requests for reinstatement will be reinstated to their former position, upon written verification by the attending physician that the employee is able to perform the duties of their position and further provided that their position exists. In the event their former position no longer exists, the employee shall be reinstated to the next available and suitable position in accordance with applicable law.

### 16.3 Domestic Violence Leave And Accommodation

- A. Domestic Violence Leave and Accommodation shall be granted consistent with applicable laws and Employer policies.

### 16.4. Family Medical Leave, Parental, or Pregnancy Leave (OFLA and FMLA)

- A. Family Medical Leaves, Parental or Pregnancy Leaves shall be granted consistent with applicable laws and Employer policies. For more information, employees should contact Human Resources.

### 16.5 Military Leave: Military leave shall be granted consistent with applicable state and federal laws.

### 16.6 Other Leave For Non-Medical Reasons

- A. Authorized Written Leaves without pay for up to one (1) year may be granted to regular employees at the discretion of the Employer. The authorized written leave shall include the employee's anticipated date of return. Any modifications in the return date must be requested by the employee in writing and authorized in writing by the College. Such leaves in excess of thirty (30) days shall require an adjustment in seniority to reflect the entire period of leave upon the employee's return to work.

Employees on an approved leave without pay shall be granted the opportunity of continuing benefits available to other employees on a self-pay basis if allowed by the underwriter. Failure of an employee to return to work upon the above return date shall constitute a violation of the leave as set forth in 13.6 A (6).

16.7 Other Leave for Medical Reason - (for those not eligible for FMLA/OFLA)

- A. Probationary employees that are not otherwise eligible for FMLA or OFLA shall be granted an unpaid leave of absence for medical reasons for up to thirty (30) calendar days. Medical certification is required for all leave requests.
- B. If the initial period of leave is not enough, the College will consider a written request for one extension of no more than 30 calendar days. The granting of an extension of leave is at the discretion of the Employer. The written request should include the employee's anticipated date of return and medical certification to support the extension of leave.
- C. Failure of an employee to return to work upon agreed upon return date shall constitute a violation of the leave as set forth in 13.6 A (6).

**ARTICLE 17 - LEAVES WITH PAY**

17.1 Definitions

- A. Definitions: For the purpose of this Article immediate family shall mean:
  - a. Spouse of an employee which includes:
    - i. Individuals in a marriage recognized under state law in the state in which the marriage was entered into;
    - ii. Individuals in a marriage validly performed in a foreign jurisdiction;
    - iii. Individuals in a common law marriage that was entered into in a state that recognizes such marriages; and
    - iv. Individuals who have lawfully established a civil union, domestic partnership or similar relationship under the laws of any state. Individuals described in this subsection are not required to obtain a marriage license, establish a record of marriage or solemnize their relationship.
  - b. Biological, adoptive, parent-in-law or foster parent of the employee;
  - c. Child of the employee, which includes a biological, adopted, or foster or stepchild, the child of an employee's same-gender domestic partner or a child with whom the employee is or was in a relationship of in loco parentis.



- d. Grandparent or grandchild of the employee; and
- e. A person with whom the employee was or is in a relationship of in loco parentis or who is an integral part of the employee's household. See ORS 659.150.

## 17.2 Sick Leave

### A. Benefit Accrual:

- 1. All Bargaining Unit employees shall accrue eight (8) hours of sick leave benefits for every 173.33 hours of compensation directly from the Employer.
- 2. All Bargaining Unit employees shall be advanced twenty-four (24) hours of sick leave upon hire. If the employee utilizes the advanced sick leave prior to its accrual pursuant to Section 17.2.A.1 and terminates employment with the College, the unaccrued hours of sick leave will be deducted from the employee's final paycheck.

### B. Eligibility for Sick Leave Benefits:

To be eligible for accrued sick leave benefits for a workday, the employee shall make a reasonable attempt to notify his/her supervisor before or at the beginning of each workday, unless otherwise directed by the supervisor.

### C. Use of Sick Leave Benefits:

- 1. Employees' sick leave benefits may be used when the employee is absent due to illness or injury or when the employee is absent to attend to an ill or injured member of the employee's immediate family as defined in Section 17.1 A.
- 2. Employees may only use accrued sick leave benefits except as specified in Section 17.2.A.2.
- 3. Sick leave benefits may only be used for scheduled hours missed.
- 4. The Employer reserves the right to require a physician statement verifying an illness or injury including the employee's inability to work and his/her fitness to return to work when:
  - a. An employee has been absent for more than three (3) or more regular scheduled working days.
  - b. The employee has incurred an on the job injury or illness in accordance with the college's workers compensation policy; or

- c. The Employer reasonably determines that a physician statement is necessary to determine that the employee can adequately or safely perform his/her job.
- D. Employees upon retirement shall have unused accumulated sick leave apply to computations regarding retirement benefits according to existing state laws.

### 17.3 Bereavement Leave:

- A. The Employer shall allow bargaining unit employees up to three (3) days off after the death of his/her immediate family member, as defined in Section 17.1. Eligible employees shall be compensated only for actual hours missed to a maximum of twenty-four (24) hours.
- B. Additional time off may be taken and deducted from accrued sick leave for eligible employees.

### 17.4 Civil Leave:

All Bargaining Unit employees shall receive time off with pay for required appearances during scheduled work hours in court or hearings resulting from a call to jury duty or subpoena to appear to testify where the employee is not personally involved in the action as the plaintiff, the defendant, or the object of the investigation. Any remuneration for such appearances held on a workday, less travel costs, shall be endorsed to the Employer. The Employer at its sole discretion may change a part-time employee's workday, shift or workweek to correspond to time when an employee is not required to appear for civic duty.

### 17.5 Personal Leave:

- A. Eligible full-time and part-time twenty (20) hour Bargaining Unit employees shall receive two (2) hours of paid personal leave benefits for every 173.33 hours of compensation during the previous fiscal year to a maximum of twenty-four (24) hours. Beginning July 1 of each fiscal year, personal leave is cumulative up to a maximum of forty (40) hours; each employee may carry forward up to 16 hours of Personal Leave into the next fiscal year.
- B. Use of Personal Leave Benefits:
  - 1. The employee must give the Employer no less than twenty-four (24) hours advance notice whenever possible before taking personal leave, but is not required to divulge the personal reason(s) necessitating the leave request.

- 2. Eligible employees may only use accrued personal leave benefits.
- C. Classified Union Officers may use up to thirty-two (32) hours of accrued vacation leave per academic year as personal leave to conduct Union related activities not covered under this agreement.

**ARTICLE 18 - HOLIDAYS**

18.1 The Designated Holidays are as Follows:

New Year's Day	Labor Day
Martin Luther King Day	Veteran's Day
President's Day	Thanksgiving Day
Memorial Day	Friday after Thanksgiving
Independence Day	Day before Christmas Day
	Christmas Day

New Year's Eve Only: Except for Campus Security and Custodians working in enterprise funded projects such as the Newmark Center, Family Center, Dining Services, and/or Student Housing, the Employer shall schedule all other second and/or third shift custodians to complete their New Year's Eve shift no later than 8:00 P.M. unless special circumstances occur. In the event that special circumstances arise, the Employer may schedule these custodians to complete their New Year's Eve shift later than 8:00 P.M.

Floating Holiday (equal to the number of hours the employee was scheduled to work on the floating holiday but not to exceed eight (8) hours and with the approval of the supervisor.)

The above holidays shall be observed in accordance with the instructional calendar of the College.

18.2 Regular full-time employees shall receive time off with eight (8) hours of holiday pay, provided the employees work their last scheduled workday before and their first scheduled workday after the holiday and these scheduled workdays fall within five (5) calendar days of the holiday or the employees are on paid absences, e.g., sick leave, personal leave, vacation, leaves with pay, on the above workdays.

18.3 Regular part-time twenty (20) hour employees shall receive holiday pay for regularly scheduled work hours not worked because of the holiday, but not to exceed eight (8) hours of holiday pay, provided the employees work their last scheduled workday before the holiday and their first scheduled workday after the holiday and these workdays fall within five (5) calendar days of the holiday or the employees are on paid absence, e.g., sick leave, personal leave, vacation, leaves with pay, on the above workdays.

- 18.4 Part-time ten (10) hour employees shall receive holiday pay for regularly scheduled work hours not worked because of the holiday, but not to exceed eight (8) hours pay per holiday, provided the employees work their last scheduled workday before the holiday and their first scheduled workday after the holiday and these workdays fall within five (5) calendar days of the holiday or the employees are on paid absence, e.g., sick leave on the above workdays.
- 18.5 Employees required to work on a holiday shall be paid their holiday pay in accordance with Sections 18.2 or 18.3, if eligible, plus the applicable straight-time rate of pay for all hours actually worked, unless the employee has actually worked over forty (40) hours in the workweek and then the employee shall be paid time and one-half (1½) for the hours actually worked over forty (40) hours.

**ARTICLE 19 - VACATION**

- 19.1 All Bargaining Unit employees shall accrue paid vacations for every two thousand eighty (2080) hours on the following basis:

Hours of Compensation directly from the Employer	Vacation Accrual for 2080 hours of compensation directly from the Employer	Maximum Accrual
1 through 8,320 hours	80 hours	160 hours of unused vacation
8,321 through 18,720 hours	120 hours	280 hours of unused vacation
18,721 hours and thereafter	160 hours	320 hours of unused vacation

- 19.3 Vacation leave shall be available to employees after one thousand forty (1040) hours of compensation directly from the Employer. Upon termination of employment or layoff of ninety (90) calendar days or more with an expected duration of ninety (90) calendar days or more, with more than one thousand forty (1040) hours of compensation directly from the Employer, employees shall be paid a lump sum for all accrued, but unused vacation leave up to a maximum of one hundred sixty (160) hours.
- 19.4 Use of vacation leave shall not exceed one hundred sixty (160) consecutive working hours, unless special arrangements are made with the supervisor.
- 19.5 Vacation Scheduling: Supervisors shall post during the months of January and February a vacation calendar for employees to designate their vacation preference. Vacation preference shall be granted to employees with the greatest seniority. However, after March 1, vacation preference shall be granted to employees in the order in which

vacation requests are received by the Employer, with those received first given first priority. During the first calendar year in which an employee is assigned to a new work area, the employee shall forfeit his/her previously scheduled vacation should it conflict with the vacation schedule in the new department.

- 19.6 Employee vacation requests denied more than 30 days from the requested vacation start day will not lose accrued vacation hours that exceeded their maximum accrual limit. For example, if the employee requested 16 hours of vacation at least 30 days prior to the requested vacation start date, which was denied by the supervisor, the employee would not lose those 16 hours of vacation leave due to exceeding the maximum accrual limit. Instead, the employer will work with the employee to reschedule the requested leave within 30 days of the requested start date and accrual will not stop during the time that vacation is being arranged.

**ARTICLE 20 - HEALTH AND WELFARE**

20.1 The Employer shall contribute to employer sponsored health plan(s) for eligible full-time employees the following amounts:

- A. July 1, 2017 through September 30, 2017, the College will pay a monthly contribution toward Medical, Dental, and Vision premiums as follows:

Employee only contribution is 662.16

Employee + Spouse contribution is 1394.79-

Employee + Child contribution is 1281.97-

Family contribution is 1878.84

For those employees that choose the Evergreen Plan (former Plan H) with a Health Savings Account (HSA), the employer contribution is as follows:

	Premium	HSA	Total
Employee only contribution is	528.83	133.33	662.16
Employee + Spouse contribution is	1128.12	266.67	1394.79
Employee + Child contribution is	1015.30	266.67	1281.97
Family contribution is	1612.17	266.67	1878.84

Health Savings Account deposits will be conducted on a biannual basis in October and April of each plan year. An employee with an emergent need may contact Human Resources to have funds deposited outside of the deposit schedule noted above.

Effective October 1, 2017 through June 30, 2021, should the deductible for the Evergreen or equivalent plan (HSA) increase, the employer shall contribute the amount of the increase to all bargaining unit employees with Health Savings Accounts (HSAs), but maximum monthly contributions by the College to employee sponsored health plans will remain unchanged. If the employer is already making the maximum monthly contribution, the HSA contribution will increase and the premium will decrease. HSA contributions made by the employer will never exceed maximum monthly contributions by the employer.

Employees selecting one of the available healthcare plans shall pay through a payroll deduction the difference, if any, between the amount of the selected plans and the Employer's contribution.

- B. The Employer shall pay all long-term disability, life and AD&D insurance premiums for eligible employees, in accordance with the Employer's OEBC insurance policy in effect as of October 1, 2014.

20.2 The Employer shall contribute to employer sponsored health plan(s) for eligible part-time twenty (20) hour employees the following amount:

- A. July 1, 2017 through September 30, 2017, the College will pay a monthly contribution toward Employee Only Medical, Dental, and Vision premiums as follows:

Employee only contribution is 662.16

For those employees that choose the Evergreen Plan-(former Plan H) with a Health Savings Account (HSA), the employer contribution is as follows:

	Premium	HSA	Total
Employee only contribution is	528.83	133.33	662.16

Employees selecting one of the available healthcare plans shall pay through a payroll deduction the difference, if any, between the amount of the selected plans and the Employer's contribution.

- B. Part-time twenty (20) hour employees are ineligible for Employer paid long-term disability, life and AD&D insurance premiums.

20.3 The College will increase its contributions toward medical, dental, and vision premiums over the previous plan year’s premiums effective October 1, 2017 through September 30, 2018; October 1, 2018 through September 30, 2019; October 1, 2019 through September 30, 2020; and October 1, 2020 through June 30, 2021 as follows:

<b>Based on Average Percent Increase in Health Insurance Plan Premiums</b>				
College will pay the first 6%				
Classified employees will pay the increase above 6% and less than or equal to 10%				
Classified employees and College will equally share the increase (50-50) above 10% and less than or equal to 15%				
Article 20 Sections 1, 2, and 3 of the CBA will be opened to discuss the increase above 15%				
	<b>Example 1</b>	<b>Example 2</b>	<b>Example 3</b>	<b>Example 4</b>
<b>Example Premium Increases</b>	<b>3%%</b>	<b>8.8%</b>	<b>14%</b>	<b>17%</b>
College will pay the first 6%	3%%	6%	6%	6%
Classified employees will pay the increase above 6% and less than or equal to 10%	-	2.8%	4%	4%
Classified employees and College will equally share the increase (50-50) above 10% and less than or equal to 15%	-	-	2% each	2.5% each
Article 20 Sections 1, 2, and 3 of the CBA are opened to discuss the increase above 15%	-	-	-	Article 20 Opens

20.4 Part-time ten (10) hour employees are ineligible for insurance coverage as set forth in this Section.

20.5 The Employer retains the right to change the Plan benefits, insurance carriers, and/or administrators as long as it provides benefits comparable to the current healthcare plan.

20.6 The Employer shall continue without cost to the employee an IRS Section 125 Plan for employee contribution set forth in Sections 20.1, 20.2, and 20.3.

20.7 Full-time and Part-time (20) employees shall be eligible for medical, dental, and vision insurance from the employer upon initial date of hire. Insurance coverage will be contingent upon the employee properly completing and submitting all of the necessary paperwork in a timely manner.

20.8 For all employees, the employer may institute a cost effective measures program for medical coverage.

## **ARTICLE 21 - GRIEVANCE PROCEDURE**

21.1 A grievance is hereby defined as an alleged violation of the terms of this Agreement by the Employer or the Federation.

21.2 A grievance may be filed by an employee, group of employees, the Federation or the Employer.

21.3 Informal:

An attempt should be made to satisfactorily resolve the grievance through informal meetings and discussions beginning at the lowest possible level of the administrative organization that has the authority to resolve the grievance.

In the event of a resolution, and if requested by either party, the employee or the supervisor, such resolution shall be reduced to writing and forwarded to the Human Resources Director and the Federation prior to it becoming binding.

However, no resolution shall be in direct conflict of this collective bargaining agreement. The failure to utilize the informal grievance process shall not deem the grievance untimely should the employee elect to utilize the formal grievance process.

21.4 Formal:

If the grievance is not satisfactorily resolved through the informal process or in cases concerning the discharge of employees, or Employer grievances against the Federation, the grievance shall be reduced to writing within thirty (30) calendar days of the date the grievant knew or should have known of the alleged violation.

The written grievance shall include a concise and factual summary of the allegations, including the date of the occurrence, reference to the specific contract provisions in dispute, and the remedy of such. The written grievance shall be sent or delivered to the Vice President of Administrative Services. For purposes of this Article, working days shall be defined as Monday through and including Friday, excluding contractually recognized holidays or Paid Time Off.

The following procedure shall be used to resolve the grievance; Step 1:

Within ten (10) working days of receipt of the written grievance, and at a mutually agreeable time, the Vice President of Administrative Services shall meet with the grievant and/or Federation representative (s), the immediate supervisor (if applicable), and the Human Resources Director to discuss the grievance. The Vice President of Administrative Services shall respond to the grievance within ten (10) working days of the meeting.

Step 2:

If there is no satisfactory resolution of the grievance and the Federation or grievant elects to move the grievance forward, the President shall be notified in writing within ten (10) working days after the Step 1 response. Within ten (10) working days of the notification, at a mutually



agreeable date and time the Federation and the grievant shall meet with the President or his/her designee and attempt to resolve the grievance.

The President or designee shall respond to the grievance in writing ten (10) working days after the next regularly scheduled meeting of the Board of Education.

Step 3:

If there is no satisfactory resolution of the grievance, the Federation within ten (10) working days of receipt of the President's response or the College within ten (10) working days of the receipt of the Union's response, may appeal the decision to arbitration by filing a request to the American Arbitration Association via certified mail with a return receipt for a list of seven (7) proposed arbitrators, with a copy to the Vice President of Administrative Services. It is the intention of both parties that selection of an arbitrator shall occur within thirty (30) working days of receiving the list of arbitrators. In the event the parties are unable to agree upon an arbitrator, the Employer and the Federation shall alternately strike from the list one name at a time, until only one name remains on the list. Both parties shall accept the name of the arbitrator remaining on the list and a hearing on the grievance shall be scheduled and conducted in accordance with the Voluntary Rules of the American Arbitration Association.

- 21.5 In the event that a salary level placement grievance is submitted to arbitration, the Federation shall have the burden of persuasion to prove beyond a reasonable doubt that the job position has been substantially modified by the Employer or has been inappropriately classified by the Employer and the appropriateness of the salary level placement of the position. In arbitration, the arbitrator shall determine only whether the employee's actual job duties are consistent with the salary level placement to which the employee's job has been assigned and may award back pay for duties performed at a higher salary level on a temporary basis. However, in no case may the arbitrator direct that the employee's job be reclassified to a higher salary level placement. In no case shall the Employer be required to pay back pay for extra duties assumed by the employee and not assigned in writing by the Employer.
- 21.6 Jurisdiction of the arbitrator is limited to grievances which involve an alleged violation of a specific section or provision of this Agreement, and grievances which are presented to the other party in writing during the term of this Agreement and which are processed in the manner and within the time limits herein provided.
- 21.7 The arbitrator shall have no power to modify, add to, subtract from, change or amend any term or condition of this Agreement or render an award which is in conflict with the provisions of this Agreement.
- 21.8 The fees and expenses of the arbitrator shall be paid by the losing party as determined by the arbitrator. The decision of the arbitrator shall be final and binding upon the Employer, the Federation and the employees affected, consistent with the terms of this Agreement.

- 21.9 The grieving party may choose to drop the grievance at any step in this process by notification to the other party or by not taking action to pursue the matter to the next higher level within the time limits set out in the procedure. If the grieving party fails to meet the timetable in the process, the grieving party may pursue the matter to the next higher step. Both parties may mutually agree to extend the time limits of the grievance process.
- 21.10 The arbitrator shall render his award within thirty (30) calendar days after the close of the hearing or the submission of any written briefs presented by the parties, whichever is later.
- 21.11 The Employer shall not be required or obligated under the terms of this Agreement or otherwise to submit to arbitration any claim or cause of action which it may have or assert on account of any alleged violation of this Agreement. The Employer shall have the right to sue at law or in equity in any court of competent jurisdiction, Federal or State, to enforce this Agreement and to recover for any breach or violation of this Agreement.

## **ARTICLE 22 – TRAVEL**

- 22.1 All reasonable and necessary expenses for travel, food and lodging of any employee incurred while on authorized business outside of the community shall be paid by the Employer. Such reimbursement shall be consistent with the Board policy applicable to all other employees.

## **ARTICLE 23 - COLLEGE CLOSURE OR DELAYED OPENING (temporary)**

- 23.1 In General: In the event of unusual circumstances resulting from adverse weather, natural disaster, fire or other emergency beyond Employer's control, the Employer may delay the opening of classes and/or close some or all of its campus or other facilities. Campus closures and/or delayed openings will be for specific locations. Closure of one location shall not affect the status of other locations.
- 23.2 Delayed Opening: In the event of delayed opening of classes, all employees scheduled to work shall report to work at their regular starting time unless otherwise notified. If employees are unable to report to work, they shall notify their supervisor as soon as possible. In the event employees are unable to report for work, such absences shall be unpaid unless the employee deducts accrued benefits in the following sequence:
- A. Accumulated compensatory time; and/or,
  - B. Accrued paid vacation leave.
- 23.3 Closure of College Facilities: It is the desire of the College that no loss of pay will result from a situation where the campus is closed for reasons beyond the control of the College. Therefore, in the event of a campus closure, the affected employees will not have their pay reduced for

time they were scheduled to be at work but were unable to report, told not to report, or were sent home before the end of their regular shift. Employees shall have a reasonable expectation of decision and notification by management in a timely manner of delay or closure.

- A. Full-time employees shall be compensated for the number of hours scheduled to work during the closure period(s). The maximum number of compensated hours is twenty-four (24) hours in a fiscal year. Part-time employees shall be paid for the hours scheduled to work on any closure day. The fiscal year entitlement for part-time employees shall be based on the F.T.E. approved for the job to which they are assigned.
- B. Employees who were not scheduled to work or were on any form of paid or unpaid leave at the time of the campus closure shall not be compensated for closure time but will receive compensation for any paid leave used.

#### **ARTICLE 24 – HEALTH & SAFETY**

24.1 The Employer, Union, and employees agree to comply with all applicable state and federal Occupational Safety and Health Laws and Regulations. Prior to seeking redress through the grievance procedure for allegations that employee health and safety has been compromised, employees shall utilize existing college procedures to report their concerns. Employees reporting concerns may be assisted by a representative of the Association.

24.2 All bargaining unit employees shall comply with all safety rules and regulations established by the Employer.

24.3 Workplace Violence and Bullying

The Employer will foster an environment free from violence, threats of violence, harassment, intimidation, bullying and other disruptive behavior. Prior to seeking redress through the grievance procedure for allegations that an employee has been subjected to workplace violence and bullying they shall utilize the college's complaint resolution process and procedures to address their concerns. Employees reporting concerns may be assisted by a representative of the Association. Grievances filed related to the violation of this section will not advance beyond Step 2 of the Grievance Procedure.

## **ARTICLE 25 – CLASSIFIED TEACHING**

- 25.1 Regular Classified employees may, accept assignments to teach a class beyond their classified job duties under the following circumstances:
- A. The teaching assignment should not conflict with their regular work schedule, and their number of work hours per week as a classified employee plus their number of contact hours per week as an instructor should not total more than forty (40); or
  - B. The supervisor(s) agrees to pay the employee for all hours worked, including any overtime, if appropriate; or 25.2
- 25.2 Part Time Faculty Assignment and Pay
- A. The regular rate of pay for classified employees performing instructional assignments will be determined by Administrative Policies and Procedures regarding initial placement, compensation, and workload of Part Time Faculty. Any overtime rate will be calculated pursuant to the Fair Labor Standards Act.
  - B. All classified employees teaching assignments must receive prior approval by their direct supervisor.
  - C. All classified employees must receive approval to teach through the part time faculty approval process as set forth by the VP of Instruction.
- 25.3 Teaching Assignments shall not conflict with the Faculty Collective Bargaining Agreement in effect during the duration of this agreement.

## **ARTICLE 26 - NO STRIKE**

- 26.1 The Federation agrees that there will be no work stoppages or interruptions of regularly assigned duties, in violation of Oregon Revised Statutes, during the term of this Agreement. Any employee participating in any such work stoppage or interruption of work in violation of Oregon Revised Statutes shall be subject to discipline as determined by the Employer, irrespective of the discipline, if any, imposed upon other employees. However, the Employer shall not exercise such a disciplinary right in an arbitrary or capricious manner.
- 26.2 The Board of Education agrees not to lock out employees during the term of this Agreement.

## **ARTICLE 27- SCOPE OF AGREEMENT**

- 27.1 This Agreement constitutes the full and complete agreement between the parties and may be altered, changed, added to, deleted from or modified only by mutual consent of the parties in a written signed amendment.
- 27.2 This Agreement shall modify, replace or add to any policies, rules, regulations, procedures or practices of Southwestern Oregon Community College for members of the classified bargaining unit which are contrary to or inconsistent with its terms.
- 27.3 The parties agree that negotiations will not be reopened on any item during the life of the Agreement except by mutual consent.
- 27.4 The parties agree to apply the terms and conditions of this Agreement in a fair and equitable manner.
- 27.5 If any provision of this Agreement is held to be invalid by operation of law or by any tribunal of competent jurisdiction, or if compliance with or enforcement of any provision should be restrained by any such tribunal, the remainder of the Agreement shall not be affected thereby, and upon the request of either the Federation or the Employer the parties shall enter into negotiations for the purpose of attempting to arrive at a mutually satisfactory replacement for such provision.

**ARTICLE 28 - DURATION**

- 28.1 This Agreement shall remain in full force and effect from July 1, 2017 through June 30, 2021.
- 28.2 For the purposes of negotiating a successor Agreement, either party may give written notice during the period of December 1, 2020 through January 15, 2021 of its desire to negotiate a successor Agreement specifying those new subjects or sections of this Agreement it proposes to negotiate. Such negotiations shall commence with an exchange of written proposals by the parties no later than the first week of February 2021. Those sections of this Agreement not opened by said notices or by subsequent mutual agreement shall automatically become part of any successor Agreement.

FOR THE FEDERATION:

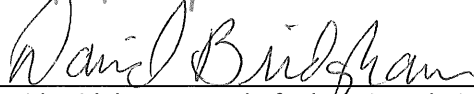
  
\_\_\_\_\_  
Vickie Brumit, Classified Union President

Date: 10/23/17

FOR THE EMPLOYER:

  
\_\_\_\_\_  
Patty Scott, Ed.D, College President

Date: 10/23/17

  
\_\_\_\_\_  
David Bridgham, Board of Education Chair

Date: 10/17/17

## APPENDIX A

<b>2017-2018 Appendix A - with 2.5% Increase Rounded to 2-decimals</b>															
<b>LEVEL /STEP</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>
<b>B</b>			10.18	10.43	10.69	10.96	11.23	11.51	11.80	12.10	12.40	12.71	13.03	13.35	13.69
<b>C</b>	10.42	10.68	10.95	11.23	11.51	11.79	12.09	12.39	12.70	13.02	13.34	13.68	14.02	14.37	14.73
<b>D</b>	11.20	11.48	11.77	12.06	12.37	12.68	12.99	13.32	13.65	13.99	14.34	14.70	15.07	15.44	15.83
<b>E</b>	12.10	12.40	12.71	13.02	13.35	13.68	14.03	14.38	14.74	15.10	15.48	15.87	16.27	16.67	17.09
<b>F</b>	13.07	13.40	13.73	14.07	14.43	14.79	15.16	15.53	15.92	16.32	16.73	17.15	17.58	18.02	18.47
<b>G</b>	14.06	14.41	14.77	15.14	15.52	15.91	16.31	16.72	17.13	17.56	18.00	18.45	18.91	19.39	19.87
<b>H</b>	15.14	15.52	15.91	16.30	16.71	17.13	17.56	18.00	18.45	18.91	19.38	19.86	20.36	20.87	21.39
<b>I</b>	16.30	16.70	17.12	17.55	17.99	18.44	18.90	19.37	19.86	20.35	20.86	21.38	21.92	22.47	23.03
<b>J</b>	17.56	18.00	18.45	18.91	19.38	19.87	20.36	20.87	21.39	21.93	22.48	23.04	23.61	24.20	24.81
<b>2018-2019 Appendix A - with 1.5% Increase Rounded to 2-decimals</b>															
<b>LEVEL/ STEP</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>
<b>B</b>				10.59	10.85	11.12	11.40	11.69	11.98	12.28	12.59	12.90	13.22	13.55	13.89
<b>C</b>	10.58	10.85	11.12	11.39	11.68	11.97	12.27	12.58	12.89	13.21	13.54	13.88	14.23	14.59	14.95
<b>D</b>	11.37	11.66	11.95	12.25	12.55	12.87	13.19	13.52	13.85	14.20	14.56	14.92	15.29	15.68	16.07
<b>E</b>	12.28	12.58	12.90	13.22	13.55	13.89	14.24	14.59	14.96	15.33	15.71	16.11	16.51	16.92	17.35
<b>F</b>	13.26	13.60	13.94	14.28	14.64	15.01	15.38	15.77	16.16	16.57	16.98	17.40	17.84	18.29	18.74
<b>G</b>	14.27	14.63	15.00	15.37	15.76	16.15	16.55	16.97	17.39	17.83	18.27	18.73	19.20	19.68	20.17
<b>H</b>	15.37	15.75	16.14	16.55	16.96	17.39	17.82	18.27	18.72	19.19	19.67	20.16	20.67	21.18	21.71
<b>I</b>	16.54	16.96	17.38	17.81	18.26	18.72	19.18	19.66	20.15	20.66	21.18	21.70	22.25	22.80	23.37
<b>J</b>	17.82	18.27	18.72	19.19	19.67	20.16	20.67	21.18	21.71	22.26	22.81	23.38	23.97	24.57	25.18
<b>2019-2020 Appendix A - with 1.5% Increase Rounded to 2-decimals</b>															
<b>LEVEL/ STEP</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>
<b>B</b>					11.01	11.29	11.57	11.86	12.16	12.46	12.77	13.09	13.42	13.76	14.10
<b>C</b>		11.01	11.28	11.57	11.85	12.15	12.45	12.77	13.08	13.41	13.75	14.09	14.44	14.80	15.17
<b>D</b>	11.54	11.83	12.13	12.43	12.74	13.06	13.39	13.72	14.06	14.41	14.77	15.14	15.52	15.91	16.31
<b>E</b>	12.46	12.77	13.09	13.42	13.75	14.10	14.45	14.81	15.18	15.56	15.95	16.35	16.76	17.18	17.61
<b>F</b>	13.46	13.80	14.15	14.50	14.86	15.23	15.61	16.00	16.40	16.81	17.23	17.67	18.11	18.56	19.02
<b>G</b>	14.49	14.85	15.22	15.60	15.99	16.39	16.80	17.22	17.65	18.09	18.55	19.01	19.48	19.97	20.47
<b>H</b>	15.60	15.99	16.39	16.80	17.22	17.65	18.09	18.54	19.00	19.48	19.97	20.46	20.98	21.50	22.04
<b>I</b>	16.79	17.21	17.64	18.08	18.53	19.00	19.47	19.96	20.46	20.97	21.49	22.03	22.58	23.15	23.72
<b>J</b>	18.09	18.54	19.00	19.48	19.97	20.47	20.98	21.50	22.04	22.59	23.16	23.73	24.33	24.94	25.56
<b>2020-2021 Appendix A - with 1.5% Increase Rounded to 2-decimals</b>															
<b>LEVEL/ STEP</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>
<b>B</b>							11.75	12.04	12.34	12.65	12.97	13.29	13.62	13.96	14.31
<b>C</b>				11.74	12.03	12.33	12.64	12.96	13.28	13.61	13.95	14.30	14.66	15.03	15.40
<b>D</b>	11.71	12.01	12.31	12.62	12.93	13.25	13.59	13.93	14.27	14.63	15.00	15.37	15.76	16.15	16.55
<b>E</b>	12.65	12.96	13.29	13.62	13.96	14.31	14.67	15.03	15.41	15.79	16.19	16.59	17.01	17.43	17.87
<b>F</b>	13.67	14.01	14.36	14.72	15.08	15.46	15.85	16.24	16.65	17.07	17.49	17.93	18.38	18.84	19.31
<b>G</b>	14.71	15.07	15.45	15.84	16.23	16.64	17.05	17.48	17.92	18.36	18.82	19.29	19.78	20.27	20.78
<b>H</b>	15.83	16.23	16.63	17.05	17.47	17.91	18.36	18.82	19.29	19.77	20.26	20.77	21.29	21.82	22.37
<b>I</b>	17.04	17.47	17.90	18.35	18.81	19.28	19.76	20.26	20.76	21.28	21.82	22.36	22.92	23.49	24.08
<b>J</b>	18.36	18.82	19.29	19.77	20.27	20.77	21.29	21.82	22.37	22.93	23.50	24.09	24.69	25.31	25.94

## APPENDIX B

SOUTHWESTERN OREGON COMMUNITY COLLEGE

RE: DEGREE SALARY SUPPLEMENT PLAN

- A. Introduction: In addition to the employee's salary as set forth in Appendix A, the Employer shall pay each eligible regular full-time employee covered by this Agreement, an annual supplement of Six Hundred Dollars (\$600.00) for possessing an Associate Degree or a Bachelor's Degree from an accredited college or university.
- B. Effective Date: This Degree Salary Supplement Plan shall be effective July 1, 1998.
- C. Eligibility: To be eligible for this Degree Salary Supplement Plan an employee must be a regular, full-time employee covered by the attached Collective Bargaining Agreement. All other employees are ineligible for this Degree Salary Supplement Plan.
- D. Degree Requirement: To be eligible to receive this Degree Salary Supplement Plan an employee must furnish the employee with proper verification as determined by the Employer that the eligible employee possesses an Associate Degree or a Bachelor's Degree from an accredited college or university.
- E. Amount of the Degree Salary Supplement Payment: The Six Hundred Dollar (\$600.00) Degree Salary Supplement shall be payable monthly or hourly as is appropriate, less normal payroll deductions. This Degree Salary Supplement payment shall be paid on the same basis as are the monthly salaries set forth in this Agreement.
- F. Receipt of Payment: Upon the first pay period ten (10) days after furnishing the Employer with the proper verification as set forth in paragraph D above, the employee shall be eligible to receive his or her first Degree Salary Supplement payment.



## APPENDIX C

### SOUTHWESTERN OREGON COMMUNITY COLLEGE

#### JOB INTEREST FORM

Name \_\_\_\_\_ College Phone # \_\_\_\_\_

Current position \_\_\_\_\_ Level \_\_\_\_\_

Date of college hire \_\_\_\_\_

I am interested in being considered for the position of \_\_\_\_\_

\_\_\_\_\_

Please attach a resume and limit your narrative comments to this page. The College may request additional information from you. I believe I am qualified for this position because of my experience in the following:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I understand that completion of this form does not guarantee me an interview or placement in the position. I understand that a potential new supervisor may have access to my personnel file and/or may speak with my former or current supervisor(s). I understand that if I am a probationary employee and accept the above position, I will remain a probationary employee as set forth in Article 10, Section 10.3B.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## **APPENDIX D**

SOUTHWESTERN OREGON COMMUNITY COLLEGE

RE: EMPLOYER AND FEDERATION MEETINGS

The Employer agrees that its representatives shall meet with representatives of the Federation upon request, but not more frequently than once each month for the purposes of reviewing the administration of this Agreement. However, upon mutual agreement, the parties may agree to meet more frequently. These meetings are not intended to bypass the grievance procedure and shall not constitute an invitation to continuously renegotiate the provisions of this Agreement. Both parties shall submit an agenda of items they wish to discuss. Neither party shall have any control over the selection of the representation of the other party. It is agreed that neither party shall have more than three (3) representatives at such meetings. It is further agreed that nothing in this Appendix shall be construed to obligate either party to modify, limit, restrict or reduce their rights or prerogatives as outlined elsewhere in this Agreement.

## **APPENDIX E**

SOUTHWESTERN OREGON COMMUNITY

COLLEGE RETIREMENT POLICY

The Employer reserves the right to establish, revise or discontinue its retirement policy without negotiations with the Federation. It is understood that any retirement policy established or revised by the Employer shall apply equally to all employees of the College.

## APPENDIX F

### SOUTHWESTERN OREGON COMMUNITY

### FEDERATION LEAVE AND RELEASE TIME

Effective September 25, 2017, SOUTHWESTERN OREGON COMMUNITY COLLEGE and SOUTHWESTERN OREGON COMMUNITY COLLEGE CLASSIFIED FEDERATION, LOCAL 3972, AFT, AFL-CIO agree to the following:

#### A. Federation Meeting Leave

1. Federation members may take up to four (4) hours of Federation leave per school year to attend quarterly Federation meetings that are scheduled during a member's regularly scheduled work day.
2. The Federation will provide the Human Resources Director a meeting sign-in sheet within seven (7) days of the quarterly Federation meeting for the purpose of meeting attendance verification.
3. Federation members must record this leave on his or her time sheet.

#### B. Release Time for Union Activities:

1. Up to 32 hours release time per year will be available to be distributed among bargaining unit members as needed to fulfill the responsibilities of union membership that are allowed under state and federal laws. Unused time will not accumulate from year to year. This time must be approved by the Classified Union President or their designee. Upon request, Human Resources will instruct the Classified Federation Members on how to properly fill out the leave report.





**SOUTHWESTERN**  
AN OREGON COMMUNITY COLLEGE

**Faculty Handbook 2019-2020**



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*Southwestern Oregon Community College does not discriminate on the basis of race, color, gender, sexual orientation, marital status, religion, national origin, age, disability status, gender identity, or protected veterans in employment, education, or activities as set forth in compliance with federal and state statutes and regulations.*

## Southwestern Oregon Community College

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Southwestern Oregon Community College is a public institution dedicated to serving as a center of learning, information, and culture for Coos, Curry, and Western Douglas counties. The College is pleased to work with our community partners in all aspects of learning. Southwestern is especially proud of the excellent cadre of full-time faculty, part-time faculty and the large corps of remarkable practitioners and professionals who teach throughout the college district. The College relies on them to bring to the classroom precisely what students need. Wherever a Southwestern class is held, on campus, through distance learning, or off campus, all faculty and instructors need to have essential information to support them in what they do best. This handbook is dedicated to that end.

### **A Brief History**

Southwestern Oregon Community College was formed in May of 1961. The original district included Coos and Western Douglas Counties with services contracted to Curry County. In 1995, the residents of Curry County voted to annex themselves to the district. Thus the College area nearly doubled in size extending to the California border. A Curry campus has been built in Brookings and a full range of college services is now offered in Curry County.

During the early years, campus classes were held in surplus U.S. Navy facilities and Coos Bay School district buildings. An old hotel served as the first administration building. The main campus is now located on the shores of Empire Lakes with a Curry County campus in Brookings. All high schools in the district also provide space for college classes.

The enrollment of the College has grown from 266 students in 1961 to over 13,000 students or 3,400 FTE annually. Staff has grown from 15 to over 50 full-time faculty and from 11 to over 275 part-time instructors. Cultural and athletic events at the College attract 20,000 men, women, and children each year. Over the past forty years, the College has evolved instructional offerings that include two-year degrees, certificates, short-term certificates that are occupational by nature, adult education, adult high school diploma, adult enrichment classes, and summer camps for all ages.

## **Accreditation**

Southwestern is accredited by the Northwest Commission on Colleges and Universities, a nationally recognized regional accrediting agency by the U.S. Department of Education. The Northwest Commission on Colleges and Universities officially reaffirmed Southwestern Oregon Community College's accreditation on July 22, 2013, following a peer evaluation of the 2013 Year One Report. A year three review was completed in the form of a Mid-Cycle Evaluation (MCE) report and a site visit in April 2015. This Mid-Cycle report included two parts. For Part I, Southwestern responded to recommendations as related to Standard 1 - Mission, Core Themes, and Expectations. Informed and guided by Standards 1 and 3-5. For Part II, we provided representative examples of how Southwestern has operationalized its mission and core themes, progressing from objectives to indicators to outcomes. Results of this most recent visit are currently in process.

## **Vision Statement**

Southwestern leads and inspires lifelong learning.

## **Mission Statement**

Southwestern Oregon Community College supports student achievement by providing access to lifelong learning and community engagement in a sustainable manner.

## **Core Themes and Objectives**

### *Learning and Achievement*

1. Students demonstrate progress
2. Students complete certificates, degrees, and transfer
3. Students demonstrate that they have met institutional learning outcomes

### *Access*

1. Students access varied learning opportunities
2. Students access services that support learning
3. Students access relevant curricula that support lifelong learning and achievement

### *Community Engagement*

1. Southwestern serves our communities by providing quality training and business development to address the changing community workforce needs
2. Southwestern provides our community members access to a wide range of quality, lifelong learning activities
3. Our community members participate and contribute to the College

### *Sustainability*

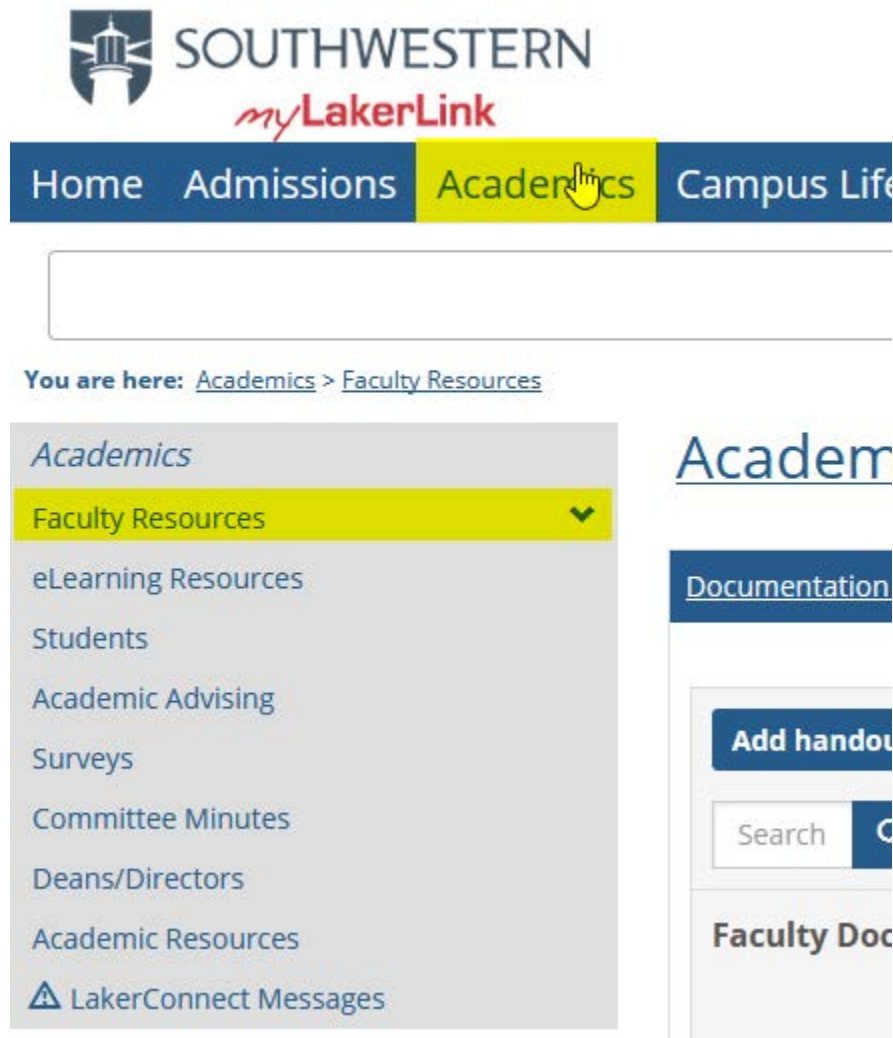
1. Southwestern provides responsible fiscal management
2. Southwestern builds and maintains a sustainable infrastructure of human, technology, and facility resources
3. Southwestern delivers viable quality instruction

## Web Links

The faculty and instructors at Southwestern represent a cross section of professionals ranging from those with considerable academic preparation and teaching experience to those with specific skill preparation. This handbook attempts to provide information concerning procedures and policies relating to classroom instruction and college services. Please take time to familiarize yourself with the contents.

The Office of Instruction manages several pages on the faculty portal in myLakerLink where forms and resources are stored for faculty. You must log into myLakerLink to view the information found on the **Academics** tab, under **Faculty Resources**:

<https://mylakerlink.socc.edu>



The screenshot displays the myLakerLink website interface. At the top, the Southwestern logo is followed by the text "SOUTHWESTERN" and "myLakerLink" in red. Below this is a navigation bar with tabs for "Home", "Admissions", "Academics", and "Campus Life". The "Academics" tab is highlighted in yellow and has a mouse cursor pointing to it. Underneath the navigation bar is a search input field. Below the search field, the breadcrumb text reads "You are here: [Academics](#) > [Faculty Resources](#)". A dropdown menu is open under "Academics", listing several options: "Faculty Resources" (highlighted in yellow), "eLearning Resources", "Students", "Academic Advising", "Surveys", "Committee Minutes", "Deans/Directors", "Academic Resources", and "LakerConnect Messages" (with a triangle icon). To the right of the dropdown menu, the word "Academ" is partially visible. Below this, there is a "Documentation" section with a blue button labeled "Add handou" and a search box with the text "Search" and a blue button labeled "C". At the bottom right, the text "Faculty Doc" is partially visible.

If you need information that is not found in this handbook or on the above portal page, please contact your supervisor or the Office of Instruction.

**Please Note: Documentation listed below on myLakerLink requires the user to be logged into myLakerLink to open document.**

Academic Master Plan

[myLakerLink > Academics > Faculty Resources in Documentation](#)

College Catalog

[myLakerLink > Academics > Academic Resources](#)

Course Outline Template

[myLakerLink > Academics > Faculty Resources in Course Information / Templates](#)

Faculty Constitution

[myLakerLink > Academics > Faculty Resources in Documentation](#)

Faculty Evaluation Resources

[myLakerLink > Academics > Faculty Resources in Evaluation Resources](#)

Syllabus Template

[myLakerLink > Academics > Faculty Resources in Course Information / Templates](#)

Student Complaint Resolution

[myLakerLink > Academics > Academic Resources > Student Forms](#)

Academic Calendar

[myLakerLink > Academics > Faculty Resources in Faculty Documentation](#)

Board Meeting Dates

[Southwestern Website > Quicklinks > Board of Education > Meeting Dates](#)

Bookstore (Including Book Orders)

[Southwestern Website > Quicklinks > Bookstore](#)

Campus Community Events Calendar

[Southwestern Website > Calendar](#)

Campus Employee Directory

[Southwestern Website > Directory > Faculty & Staff Directory > Campus Faculty & Staff Directory](#)

Setting up an Email account

- Part-time faculty contact your Dean/Assistant to the Deans
- Full-time faculty contact Admin Assistant/Office Manager in the Office of Instruction

Group Email Announcements

Full-time Faculty – [faculty-announce@socc.edu](mailto:faculty-announce@socc.edu)  
Part-time Faculty – [ptfaculty-announce@socc.edu](mailto:ptfaculty-announce@socc.edu)  
Managers Group – [massc-announce@socc.edu](mailto:massc-announce@socc.edu)  
Classified Staff – [classified-announce@socc.edu](mailto:classified-announce@socc.edu)  
Informational – [socctalk@socc.edu](mailto:socctalk@socc.edu)

Faculty and Staff Website Navigation

[Southwestern Website > Quicklinks > Faculty & Staff](#)

Faculty Contract

[Southwestern Website > Quicklinks > Human Resources > Contracts & Handbooks](#)

[FERPA](#)

[Final Exams Schedule](#)

[Financial Aid Information](#)

[Oregon Coast Culinary Institute](#)

[Office of Instruction Webpage](#)

[Human Resources Department](#)

[Student First Stop Center](#)

[Textbook Adoptions Form](#)

[myLakerLink](#)



## Instructional Organization

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The College Switchboard in Dellwood Hall periodically updates the complete telephone list throughout the year. For the list of full time employed staff visit the [Staff Directory](#)

### Vice President of Instruction

Dr. Ali Mageehon 541-888-7417 Tioga 506 C

ali.mageehon@socc.edu

*Deans report directly to the Vice President of Instruction*

### Executive Dean of Curry Campus

Doug Bunn, 541-813-1673

### Instructional Dean (Interim)

Meredith Stone, Tioga 306, 541-888-7353

### Dean of Career Technical Education

Dan Koopman, Randolph 11D, 541-888-7252

### Dean of LDC and Developmental Education

Rod Keller, Randolph 11B, 541-888-7292

### Executive Directors and Directors

Michelle Benoit	TRIO/SSS Director/Retention Specialist	541-888-7421	Randolph 6	mbenoit@socc.edu
Randy Torres	OCCI Executive Director	541-888-1546	OCCI	randy.torres@socc.edu
Julie Ryan	Director EMT/Paramedic Programs	541-888-1554	Fire Science Bldg	julie.ryan@socc.edu
Taya Noland	Director of Family Studies and Childhood Education	541-888-7336	Family Center 102	taya.noland@socc.edu
Tony Peters	Director of Fire Science Programs	541-888-7296	B -2A	tony.peters@socc.edu
John Bacon	Director of Southwestern Business Development Center	541-888-7001	Newmark 214	john.bacon@socc.edu
Joannie Miller	Director of Nursing & Allied Health	541-888-7342	Sumner 8	joannie.miller@socc.edu

## Instructional Services Support Staff

Shellie Brandt	Admin Asst. to Instructional Deans	541-888-7369	Randolph 11	sbrandt@socc.edu
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Jackie Hansford	Academic Scheduler	541-888-7214	Tioga 506 A	jhansford@socc.edu
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Anna Cole	Community Education & Workforce Coordinator	541-888-7328	Dellwood 7	anna.cole@socc.edu
Jade Stalcup	Nursing Secretary	541-888-7443	Sumner 4	jstalcup@socc.edu
Ciera Milkewicz	Curriculum Technician	541-888-7416	Tioga 507	ciera.milkewicz@socc.edu

## Curry Campus

*Calls from the Coos Campus need to only dial the last four digits of any 813 number.*

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Stacy Bergstedt	Curry First Stop Representative	541-813-1665	Curry 108	sbergstedt@socc.edu
John Jenkin	Curry First Stop Representative	541-813-1668	Curry 108	john.jenkin@socc.edu
Scott Battleson	Curry Facilities Maintenance	541-813-1675	Curry 140	scott.battleson@socc.edu
Drew Hanson	ITS Support Technician	541-888-1676	Curry	Drew.hanson@socc.edu

## Instructional Services Reporting Structure

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### Ali Mageehon, Vice President of Instruction

541-888-7417, Tioga 506C

#### Culinary Arts

Randy Torres	Executive Director Oregon Coast Culinary Institute	541-888-1546	OCCI	randy.torres@socc.edu
Kellie Neel	Executive Chef Dining Services	541-888-1546	OCCI	kellie.neel@socc.edu
Lynne Whitley	Catering and Events Director	541-888-7189	Empire Café 110	lynne.whitley@socc.edu
Chelsea Gaudette	Baking and Pastry Instructor		Sitkum 2A	Cgaudette.socc.edu
Larua Williams	Culinary Arts Instructor	541-888-7302	OCCI	laura.williams@socc.edu

#### Community Education/Workforce Development

Anna Cole	Community Education and Workforce Development Coordinator	541-888-7328	Dellwood 7	anna.cole@socc.edu
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#### Small Business Development Center/REEF

John Bacon	Executive Director of SBDC/REEF	541-888-7001	Newmark 214	john.bacon@socc.edu
Michelle Ramey	SBDC/REEF Assistant	541-888-7182	Newmark 214	Michelle.ramey@socc.edu

#### Information Resources and Instructional Librarian

Noelle Ebert	Librarian	541-888-7431	Tioga 2nd Floor	noelle.ebert@socc.edu
Suzy Villers	Library Technician	541-888-7429	Tioga 2nd Floor	suzan.villers@socc.edu
Tamara Bumpbell	Library Technician Technical Services	541-888- 7262	Tioga 2nd Floor	tamara.bumpbell@socc.edu

**Dan Koopman, Instructional Dean**

541-888-7252 , Randolph 11D

**Department of Business and Technology-***Accounting, Business, Computer Information Systems/Computer Science, Welding*

Jessica Engelke	Business/Marketing	541-888-7308	Sitkum 2E	jessica.engelke@socc.edu
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**Public Safety, Fire Science, EMT/Paramedic Program**

Gary Will	Criminal Justice	541-888-1571	Lampa 13	gary.will@socc.edu
Julie Ryan	EMT/Paramedic Program Director	541-888-1554		julie.ryan@socc.edu
Tony Peters	Fire Science Program	541-888-7296	Tioga 316A	tony.peters@socc.edu
Anthony Gantenbein	EMT/Paramedic Instructor			Anthony.gantenbein@socc.edu

**Family Studies & Early Childhood Education**

Maidie Rosengarden	Childhood Education/Family Studies Faculty	541-888-1575	Family Center	<a href="mailto:maidie.rosengarden@socc.edu">maidie.rosengarden@socc.edu</a>
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Taya Noland	Childhood Education Director	541-888-7336	Family Center	<a href="mailto:taya.noland@socc.edu">taya.noland@socc.edu</a>
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Kathy Barber	Parenting Education Specialist	541-888-7123	Family Center	<a href="mailto:kbarber@socc.edu">kbarber@socc.edu</a>
Charity Grover	Parenting Program Assistant	541-888-7123	Family Center	<a href="mailto:Charity.grover@socc.edu">Charity.grover@socc.edu</a>

**Director of Allied Health and Nursing- Joannie Miller**

*AAS Nursing, Phlebotomy, Pharmacy Tech*

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Leigh Eswonia BSN, RN – LAB	Nursing faculty		Sumner 6	<a href="mailto:Leigh.eswonia@socc.edu">Leigh.eswonia@socc.edu</a>

**Rod Keller, Instructional Dean**

541-888-7292, Randolph 11B

**Department of Health/PE**

Mike Herbert	Director of Athletics	541-888-7208	Prosper 201	Mherbert@socc.edu
Jason Cash	Health/PE/Track Coach	541-888-7334	Prosper 204	jason.cash@socc.edu
David Deutschman	Health/PE/Baseball Coach	541-888-7348	Rec Center 2	david.deutschman@socc.edu
Trevor Hoppe	Health/PE/Men's Basketball Coach	541-888-7279	Prosper 207B	thoppe@socc.edu
Kelly Lundquist	Health/PE Faculty	541-888-7624	Lampa 12	kelly.leavitt@socc.edu
Adam Whitlatch	Assistant Professor, Health/PE/Wrestling Coach	541-888-7228	Prosper 208	awhitlatch@socc.edu

**Department of Humanities***Literature, Speech, Foreign Language, Music, Art, Philosophy, Writing*

Amber Ridgway	Humanities/English Faculty	541-888-7295	Randolph 10A	amber.ridgway@socc.edu
Nicole Freim	English, Faculty	541-888-7275	Empire 219	nicole.freim@socc.edu
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Jed Wyman	English, Faculty	541-888-7337	Empire 217	jediah.wyman@socc.edu
Bernadette Kapocias	Speech, Faculty	541-888-7374	Lampa 9	bkapocias@socc.edu
Peter Mantey	Speech, Faculty	541-888-7121	Lampa 8	peter.mantey@socc.edu
Michael Winston	English, Faculty	541-888-1504	Sitkum 2D	michael.winston@socc.edu
Mark Wilson	English, Faculty	541-888-7498	Lampa 10	mwilson@socc.edu

**Department of Social Science***History, Psychology, Anthropology, Education, Geography, Political Science, Sociology*

Fred Brick	History/Political Science, Faculty	541-888-7363	Empire 208	fbrick@socc.edu
Cheryl Davies	Psychology, Faculty	541-888-7291	Lampa 4	cdavies@socc.edu
Nate Douda	Psychology, Faculty	541-888-1616	Tioga 316F	nathaniel.douda@socc.edu

## Department of Math

### Math

Ben Holt	Mathematics	541-888-7608	Sitkum 2B	benjamin.holt@socc.edu
Sean Hutcherson	Mathematics	541-888-7230	Lampa 11	shutcherson@socc.edu
Lou Rushton	Mathematics	541-888-7608	Tioga 316G	lrushton@socc.edu
Kyriakos Kypriotakis	Mathematics	541-888-7249	Lampa 5	kkyriotakis@socc.edu
Brian Truka	Mathematics	541-888-1502	Lampa 7	brian.truka@socc.edu

## Meredith Stone, Instructional Dean

541-888-7353, Tioga 321

## Department of Science

*Forestry/Natural Resources, Gen Science, Life Science, Physical Science, Physics*

Daniel Brouse	Biology	541-888-7245	Lampa 2	dbrouse@socc.edu
Bob Fields	Biology	541-888-1500	Sitkum 2D	bfields@socc.edu
Ron Metzger	Earth Sciences	541-888-7216	Coaledo 7	rmetzger@socc.edu
Mike Springer	Chemistry	541-888-1507	Lampa 3	mike.springer@socc.edu
Tasha Livingstone	Forestry/Natural Resources	541-888-7284	Tioga 316B	Tasha.livingstone@socc.edu
Aaron Coyner	Physics/Engineering	541-888-7244	Coaledo 5A	aaron.coyner@socc.edu
Mia Bryan	Science	541-888-7252	B2 A	mia.bryan@socc.edu

## Learning Resources

*Library, E-Learning*

Terry Stroh	Learning Mgmt Sys Support Assistant	541-888-1504	Tioga 323	Terry.stroh@socc.edu
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## Transitional Ed (GED/ABS/ESL)

Meredith Stone	Instructional Dean	541-888-7353	Tioga 321	meredith.stone@socc.edu
Mark Stueve	Director of Corrections Education	541-751-2253	Shutter Creek	mstueve@socc.edu
Curtis Buell	Resource Assistant	541-888-1593	Tioga 3 <sup>rd</sup> floor	curtis.buell@socc.edu

## Tim Dailey, Vice President of Student Services

541-888-7439, Dellwood 9

## Educational Support/Counseling

*Advising, Counseling, Human Development, Internships, Orientation, Placement Testing, Disability Services*

Jared Gardner	Dean of Student Success and Transfer	541-888-7413	Stensland	jared.gardner@socc.edu
Ron Bell	Counselor	541-888-7407	Stensland 109	rbell@socc.edu
Michelle Benoit	Director of TRIO and Student Support Services	541-888-7421	Randolph 6	mboenit@socc.edu
Trish Price	Internship Coordinator	541-888-7349	Stensland 106	trish.mcmichael@socc.edu
Patrick Platt	Academic Advisor	541-888-7272	Stensland 105	pplatt@socc.edu
Susan Stuntzner	Director of Disability Services	541-888-1578	Stensland 107	Susan.stuntzner@socc.edu

## Academic Calendar 2019-2020

### SOUTHWESTERN OREGON COMMUNITY COLLEGE ACADEMIC CALENDAR 2019-2020

SUMMER 2019-2020 (8 weeks)	
Apr 29	Advising begins for Summer and Fall terms
May 6-June 26	Registration for Summer. <i>Make payment arrangements with Student First Stop Center at time of registration</i>
Jun 17	Summer bookstore charging begins
Jun 20	Waitlist completed; see instructor
Jun 21	Check-In Day for housing residents
Jun 24	Day and night classes begin
Jun 26	Last day to register without instructor consent
Jul 3	Last day for refunds and to withdraw without being assigned a "W" (For course length 5 weeks or longer)
Jul 3	Fin. Aid students must complete all add/drops, including wait list classes, for correct check disbursement (funds disbursed based on today's enrollment status)
Jul 4	CAMPUS CLOSED (Independence Day)
Jul 11	Fin. Aid disbursement begins
Jul 25	Last day to change to audit
Jul 31	Last day to withdraw
Aug 1	Fall Graduation Applications due
Aug 12-15	Finals Week
Aug 12-15	Textbook buyback; buyback will be extended for classes that continue past August 22
Aug 17	Check-Out Day for housing residents
Aug 19-Sept 20	Term Break (Fall classes begin Sept 23)
Aug 28	Grades available via myLakerLink

*Note: Academic calendar subject to change. Please check the Schedule of Classes each term for registration information.*

The campus will be closed on Fridays during the Summer beginning June 21 through August 30, 2019 (11 weeks).





<b>FALL TERM 2019-2020 (11 weeks)</b>	
Apr 29	Advising for Fall term begins
May 6-June 26	Registration for Fall term. <i>Make payment arrangements with Student First Stop Center at time of registration</i>
Sept 2	CAMPUS CLOSED - Labor Day
Sept 16	CAMPUS CLOSED *All Campus In-Service for Staff and Faculty
Sept 17	Fall bookstore charging begins
Sept 17	*Faculty In-Service Day (8 hrs)
Sept 18	*Faculty In-Service Day (8 hrs)
Sept 19	Move-In Day for new housing residents; waitlist completed; see instructor
Sept 19	*Faculty In-Service Day (8 hrs)
Sept 20	*Student Engagement Day. Faculty participation (4 hrs Engagement Activities/New Faculty Orientation and 4 hrs prep)
Sept 23	Day and night classes begin
Sept 25	Last day to register without instructor consent
Oct 2	Last day for refunds and to withdraw without being assigned a "W" (for course length 5 weeks or longer)
Oct 2	Financial Aid students must complete all add/drops, including waitlist classes, for correct check disbursement (funds disbursed based on today's enrollment status)
Oct 11	Financial Aid disbursement begins
Nov 1	Winter Graduation Applications due
Nov 1	Last day to change to audit
Nov 4	Advising for Winter Term
Nov 11	CAMPUS CLOSED (Veteran's Day observed)
Nov 12	Registration begins for Winter term. <i>Make payment arrangements with Student First Stop Center at time of registration</i>
Nov 27	Last day to withdraw
Nov 28-29	CAMPUS CLOSED (Thanksgiving observed)
Dec 2-5	Finals Week
Dec 2-6	Textbook buyback
Dec 7	Last day to check-out of student housing
Dec 9-Jan 3	Term Break ( <i>Winter classes begin Jan 6</i> )
Dec 9	Winter bookstore charging begins
Dec 11	Grades available via myLakerLink
Dec 23-Jan 1	CAMPUS CLOSED

\*In-service Dates for Faculty

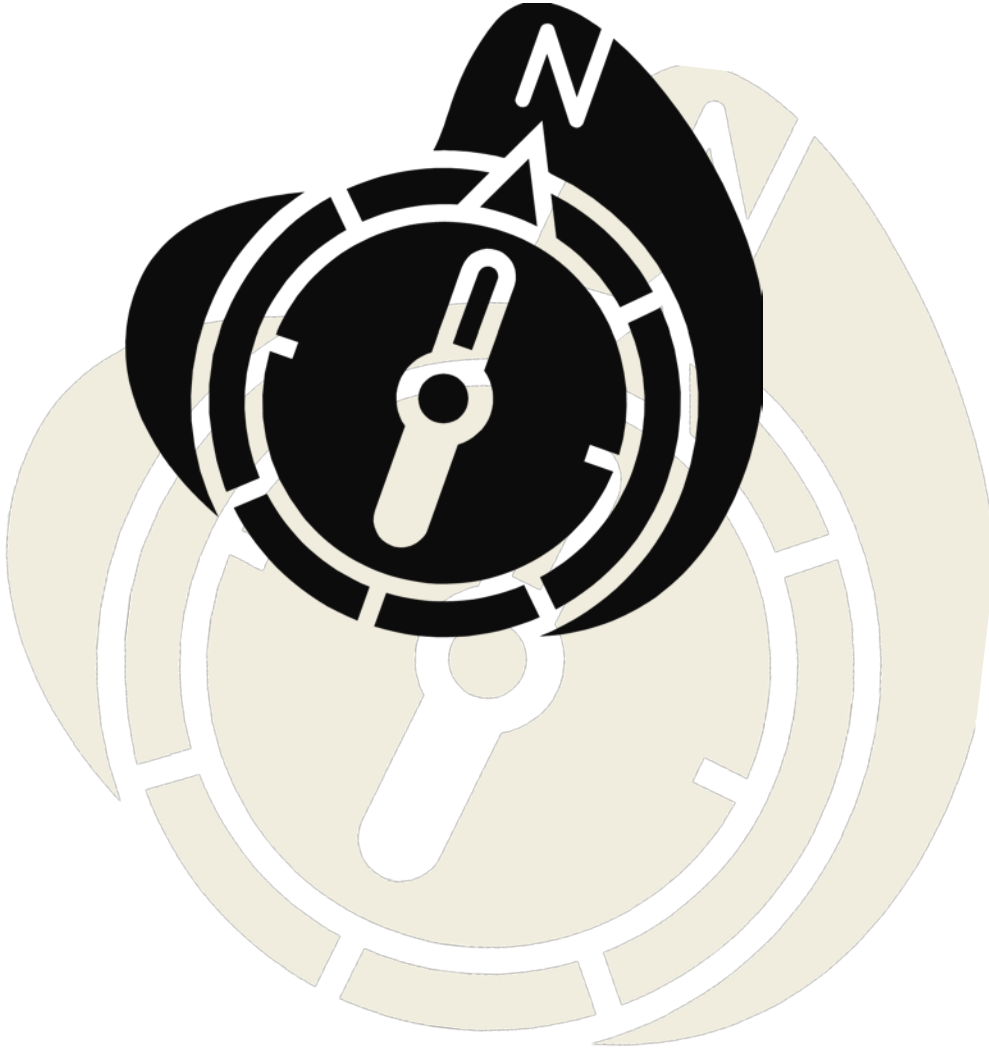
<b>WINTER TERM 2019-2020 (11 weeks)</b>	
Nov 12-Jan 8	Registration for winter term. <i>Make payment arrangements with Student First Stop Center at time of registration</i>
Jan 1	CAMPUS CLOSED (New Year's Day) Southwestern Foundation General Scholarship <i>Applications available for 2020-21</i>
Jan 2	Waitlist completed; see instructor
Jan 3	CAMPUS CLOSED <b>*All Campus In-Service for Staff and Faculty</b>
Jan 4	Move-In Day for housing residents
Jan 6	Day and night classes begin
Jan 8	Last day to register without instructor consent
Jan 15	Last day for refunds and to withdraw without being assigned a "W" (For course length 5 weeks or longer)
Jan 15	Fin. Aid students must complete all add/drops, including wait list classes, for correct check disbursement (funds disbursed based on today's enrollment status)
Jan 20	CAMPUS CLOSED (Dr. Martin Luther King, Jr. Day)
Jan 24	Fin. Aid disbursement begins
Jan 31	Spring Graduation Applications due
Feb 7	Last date to change to audit
Feb 17	CAMPUS CLOSED (Presidents Day)
Feb 18	Advising begins for Spring term
Feb 24	Registration begins for Spring term
Mar 1	Southwestern Foundation General Scholarship <i>Application deadline for 2020-21</i>
Mar 11	Last day to withdraw
Mar 16-19	Finals Week
Mar 16-20	Textbook buyback
Mar 21	Check-Out Day for housing residents <u>not</u> returning spring term
Mar 23	Spring bookstore charging begins
Mar 23-27	Term Break (Spring classes begin March 30)
Mar 25	Grades available via myLakerLink

*\*In-service Dates for Faculty*

### SPRING TERM 2019-2020 (11 weeks)

Feb 24-Apr 1	Registration for Spring term. <i>Make payment arrangements with Student First Stop Center at the time of registration</i>
Mar 23	Spring bookstore charging begins
Mar 26	Waitlist completed. See Instructor
Mar 27	Move-In Day for housing residents
Mar 30	Day and night classes begin
Apr 1	Last day to register without instructor consent
Apr 8	Last day for refunds and to withdraw without being assigned a "W" (For course length 5 weeks or longer)
Apr 8	Fin. Aid students must complete all add/drops, including wait list classes, for correct check disbursement (funds disbursed based on today's enrollment status)
Apr 17	Fin. Aid disbursement begins
Apr 27	Advising begins for Summer and Fall terms (2020-21)
May 1	Summer Graduation Applications due
May 1	Last day to change to audit
May 4	Registration begins for Summer and Fall terms (2020-21)
May 25	CAMPUS CLOSED (Memorial Day)
Jun 3	Last day to withdraw
Jun 8-11	Finals Week
Jun 8-12	Textbook buyback
Jun 12	Commencement
Jun 13	Check-Out Day for housing residents <u>not</u> returning summer term
Jun 15	Summer bookstore charging begins
Jun 15-26	Term Break
Jun 17	Grades available via myLakerLink

# TEACHING INFORMATION



## Archiving Guidelines for Faculty

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### *Intent*

To ensure student privacy by providing faculty with record keeping guidelines and providing a secure and convenient way to dispose of records.

### *Steps/Responsibilities*

- Instructors are to keep all unreturned, graded assignments for 30 days after the final grade has been submitted as students have up to 30 days to appeal a final grade.
- The official record copy for the College is the electronically submitted end of term grades in myLakerLink.
- Grade books should be turned into the Dean of Financial Aid and Registration Services's office at the Student First Stop Center for storage in the vault whenever a faculty member leaves the College or no longer wants to store grade books over a year old.
- Student advising records are to be kept for one academic year after the last year the student was enrolled.
- All material containing a grade, a student's academic information, or a student I.D. number are to be placed in a confidential shredding barrel. This includes advising information from ESPS, printed materials with student I.D. numbers or placement scores, and all papers and tests with grades and students' names.

### *Outcomes*

Ensures Southwestern protects students' privacy.

## Academic Freedom and Responsibility

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As referenced from the current Faculty Contract, as the employer, Southwestern subscribes to the statements regarding Academic Freedom of the American Association of University Professors:

*The purpose of this statement is to promote public understanding and support of academic freedom and agreement upon procedures to assure them in colleges and universities. Institutions of higher education are conducted for the common good and not to further the interest of either the individual teacher or the institution as a whole. The common good depends upon the free search for truth and its free exposition. Academic freedom is essential to these purposes and applies to both teaching and research. Freedom in research is fundamental to the advancement of truth. Academic freedom in its teaching aspect is fundamental for the protection of the rights of the teacher in teaching and of the student in freedom in learning. It carries with it duties correlative with rights.*

*The teacher is entitled to full freedom in research and in the publication of the results, subject to the adequate performance of his/her other academic duties, but research for pecuniary return should be based upon an understanding with the authorities of the institution.*

*The teacher is entitled to freedom in the classroom in discussing the subject, but he/she should be careful not to introduce into his/her teaching controversial matter which has no relation to his/her subject.*

*The college or university teacher is a citizen, a member of a learned profession and an officer of an educational institution. When he/she speaks or writes as a citizen, he/she should be free from institutional censorship or discipline, but his/her special position in the community imposes special obligations. As a person of learning and an educational officer, he/she should remember that the public may judge his/her profession and his/her institution by his/her utterances. Hence, he/she should at all times attempt to be accurate, should exercise appropriate restraint, should show respect for the opinions of others and should make every effort to indicate that he/she is not an institutional spokesman.*

Additionally, see the Faculty Collective Bargaining Agreement, Article 5 for American Library Association statement for further reference.

## Academic Notification

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To help students be successful, the Academic Notification System has been developed to monitor the academic progress of students. The Academic Notification System is a three-step process designed to alert students to potential lack of progress during their academic career.

**Step 1 – Academic Notification** – This status results when the student’s term grade point average (GPA) is below satisfactory progress (2.0) or the student has received two or more “U” or “F” grades on one term.

**Step 2 – Academic Probation** – If the student has received academic notification status and the term GPA is again below 2.0 or the student has received two or more “U”, or “F” grades in one term, the student is placed on academic probation. (The student will continue on probation until the cumulative GPA is 2.0 or higher, provided that satisfactory progress is maintained during this time.)

**Step 3 – Academic Suspension** – If, during any term while on probation (or previous suspension), the student does not make satisfactory progress, the student will be suspended. This status results when the term GPA and current cumulative GPA are below 2.0.

## Academic Plagiarism and Cheating

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The following information should be included in all syllabi and distributed to students at the first class session:

Academic Dishonesty: Plagiarism and Cheating: The policy of the Board of Education of Southwestern Oregon Community College on Student Rights and Student Code of Conduct which outlines penalties ranging from admonition through expulsion for violations including plagiarism and academic cheating. In the policy academic plagiarism is defined as: “The intentional submission for evaluation to a college instructor or administrator of material based, in significant part, on work done by someone other than the submitter without reasonable written indication to the evaluator of the material’s true source.” Academic cheating is defined as “The intentional submission for evaluation to a college instructor or administrator of material based, in part, on a source or sources forbidden by generally accepted standards or by regulation established by the evaluator and disclosed in a reasonable manner.”

## Academic Ethics and Confidentiality

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It is the responsibility of everyone engaged in the learning experience to respect the rights and feelings of their fellow learners. Information gathered in the classroom and from on-line discussions and exercises is to be considered confidential. At the same time, students must recognize that the instructor and the College cannot guarantee the confidentiality of what the student may choose to disclose. Students must use their own discretion when engaging in classroom discussion.

## Add/Drops

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The last day to add courses without instructor consent is still the first Wednesday. Now using Course Authorization in myLakerLink, students will be able to add courses via myLakerLink (after faculty consent is obtained) through the second Wednesday, 5:00 pm. After the first Wednesday, faculty will go to Course Authorization in myLakerLink and choose Capacity for the Authorization Condition to allow a late registration (log into myLakerLink and go to: Course Authorization Instructions).

After the second Wednesday, 5:00 pm, myLakerLink registration will be closed and in-person student registration is required. Exclusions include community education courses which will stay open for myLakerLink registration all term.

## Administrative Withdrawal of Students

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Students who miss the first meeting of a course may be administratively withdrawn at the instructor’s request. Students are responsible for withdrawing from courses they no longer wish to attend. Students



need to withdraw within the published withdrawal period, or grades will be issued and the students will be responsible for payment of all charges. Students who miss the first course meeting and have made prior arrangements with the instructor will remain enrolled in the course.

By 4 pm, on the **second Tuesday each term**, any student that has not attended class or participated online must be **Administratively Withdrawn** by the faculty. Faculty are responsible for completing this process for all their classes with in myLakerLink, under mid-term grading. For instructions, please go online and log into myLakerLink. Go to [Academics](#), [Faculty Resources](#), [myLakerLink Instructions](#) and choose [Administrative Withdrawal](#). If you need assistance in the Administrative Withdrawal process, please contact the Dean of Financial Aid and Registration Services at ext. 1583.

Student enrollment directly affects Financial Aid and OCCURS data. Your help in correctly withdrawing inactive students assists us in accurately reporting our student information.

The College reserves the right to administratively withdraw a student for poor academic progress, failure to meet financial obligations, failure to attend courses or inappropriate behavior. Students who are administratively withdrawn from their courses after the refund period are still responsible for payment of courses. It is the student's responsibility to formally withdraw within the refund period if he/ she does not wish to be billed for the courses. Billing statements and/or withdrawal notifications are sent to students each month.

Any student whose behavior disrupts the educational process of a course can be administratively withdrawn from that course. It is the procedure of Southwestern Oregon Community College that an individual will be subject to involuntary administrative withdrawal from campus and related instruction if it is determined, by clear and convincing evidence, that the individual is suffering from a physical, emotional and/or behavioral disorder, and as a result of the disorder engages or threatens to engage in behavior which:

- Poses a danger of causing physical harm to self or others;
- Could cause property damage; or
- Could directly and substantially impede the educational process and/or the lawful activities of others.

The College reserves the right to request for good cause a physical, psychological or psychiatric examination of a student any time the examinations may be in the best interest of the College and/or the student. The College shall pay for the examinations.

## Advanced Placement

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See Placement Tests. Southwestern is working to provide credit for prior work experience.

## **Advising (Full-Time Faculty only)**

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Tenured, tenure track, and visiting faculty members shall normally be assigned student advisees. Credit for advising and the assignment of advisees is located in Articles 12.10 and 12.11 of the Faculty Collective Bargaining Agreement.

Advisor training for new and returning faculty occurs during Fall In-Service. New advisors receive training at in-service and are partnered with an experienced faculty mentor. For additional information regarding advising, see your supervisor.

## **Americans with Disabilities Act (ADA)**

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*(Tim Dailey, Coordinator--888-7439)* The Americans with Disabilities Act (ADA) is a priority of this institution. The College is committed to providing equal employment and educational opportunities to disabled persons who are qualified for jobs, which are within their capability to perform, with or without reasonable accommodation. No individual will be discriminated against because of a physical or mental disability that does not affect his or her ability to perform the job with or without reasonable accommodation. Employment and advancement decisions will be based solely on each person's job qualifications and/or job performance. All applicants and employees who believe themselves to be covered by the Rehabilitation Act of 1973 as amended, and the Americans with Disabilities Act of 1990 and who wish to benefit under an equal opportunity program, are invited to identify themselves to the Equal Opportunity Officer. Please contact the Office of Administrative Services at 888-7206 for more in-depth information including the booklet: Working with Students Who Have a Disability.

## **Articulation**

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Various programs throughout the College's curriculum have formal articulation agreements with universities in the state and the region. It is our goal to continue and extend those articulation agreements. Questions regarding current agreements or articulation development can be directed to your supervisor or the Curriculum Technician.

## **Attendance**

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You may base grades on the attendance of your students. If you grade on attendance, you are required to take attendance and keep records. You may also use participation in addition to or in lieu of attendance in the evaluation process. If participation is included, it needs to be in your grading structure and on your course syllabus.

## **Auditing Classes**

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Audit is an enrollment status. It differs from being enrolled for credit in that students may audit a course without responsibility for a grade. The student may participate fully in class activities but will not be required to take tests or complete assigned projects, and will not earn credits. An audited course will not fulfill prerequisite requirements.

The following guidelines apply to auditing:

A student may audit a course if he/she has met the prerequisites for the course.

- Financial aid and veteran students will not receive funding for courses audited.
- A student auditing courses participates fully in the courses but is not required to take tests and does not receive grades.
- Registration cannot be changed at a later date in order to obtain credit for courses audited.
- Students registering for credit will not receive a tuition refund if they choose to change their enrollment status to audit during the term.
- Audit allows students to register for a course or courses at a discounted rate (one-half of the regular tuition) on a space available basis. Registration of audit status is required within the refund period.
- Only students with an original audit status will receive the tuition discount.
- Discount applies to tuition only; students are responsible for all course fees. Some classes are not eligible for this discount because they have prerequisites or require admittance to a program (i.e. nursing). Some classes are fee based rather than tuition (i.e. web classes, OCCI and community education classes that are self-supporting) and are excluded from the discount.

## Cancelled Classes

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The College reserves the right to cancel classes that do not meet the minimum enrollment. The part-time faculty of a cancelled credit course may receive some compensation upon the request of your supervisor. If the class is cancelled, the College will attempt to inform students using their SWOCC email. However, you should meet with the class at the next regularly scheduled time after the cancellation occurs to make sure students are informed as requested by your Dean or supervisor. Part-time faculty may be compensated for the time they have met with the class. In order to comply with the full-time faculty contract, it may be necessary to reassign a full-time faculty member to a course that a part-time faculty member was originally scheduled to teach.

### Roster Review Using MyLakerLink

You are required to review your class rosters through myLakerLink by the end of the first week of each term. If a student appears on your roster, but the student has not been attending your class, you must notify the Student First Stop Center immediately to have the student Administratively Withdrawn. Email the Student First Stop Center at [first.stop@socc.edu](mailto:first.stop@socc.edu), or send by mail a list of your students who need to be Administratively Withdrawn from your classes. If you have any questions, please call the Student First Stop Center at 888-7352 or 888-7221. If a student does not appear on your roster, but the student has been attending your class, notify the student of this. The student will need to add the class before the end of the term by returning an instructor signed Add/Drop Slip to the Student First Stop Center. You may also request the student be added to your class by email to the First Stop Center. Please note that a student who adds a class after the end of the term will be charged a \$250 fee.

If you need a password for myLakerLink, please call 888-7425. If you need a computer with Internet capabilities, you may use a computer in the library or Lampa 1. If you are having difficulties accessing myLakerLink or your ID and password, please contact the Integrated Technology Services Department at 888-7425 for instructions.

## Faculty Absences

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Should faculty need to be absent and cancel a class session for any reason, you must inform the College. Please remember to call in your absences and class cancellations to the Office of Instruction with as much advance notice as possible. On most mornings, the Office of Instruction is on duty by 7:30 am and can receive your cancellation information by phone.

The regular number to call during regular campus hours is: (541) 888-7214 or 1-800-962-2838 ext. 7214. If your phone call is not answered, please call the alternative number: (541) 888-7369 or 1-800-962-2838 ext. 7369; or (541) 888-7424 or 1-800-962-2838 ext. 7424. Please be diligent in trying to get a live human on the phone as there may be times when people are out of the office. **Your call must be followed up by an email** to [jhansford@socc.edu](mailto:jhansford@socc.edu). If she is not available, email [sbrandt@socc.edu](mailto:sbrandt@socc.edu) or [lisa.crockett@socc.edu](mailto:lisa.crockett@socc.edu). This ensures and confirms that your information is received and handled appropriately.

It is important to call in your absence before 8:30 a.m. for daytime classes and before 5 p.m. for evening classes so the cancellation can be processed.

If your absence allows for a day or two of notice, your respective Dean/Director will be notified in case there is a possibility of scheduling coverage.

Students are notified of your absence and class cancellation(s) several ways, all initiated from your phone call into the Office of Instruction:

- 1) A Cancellation Card is posted on the door of your class(es).
- 2) A group email notice is sent to Deans, Department Assistants, Switchboard, and various other key areas and contacts on campus to notify them that you are not available on campus.
- 3) A RAVE Notification System is used to notify students via email and a text message that their class is cancelled. Usually, this system is used when there is at least one hour between the time you call in your absence and the time your first class begins.

Remember to document your leave appropriately on your time card.

## Classroom Order and Morale

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Establish a positive learning environment by being flexible, by having well-planned and integrated lessons, by considering student problems and questions, by being available to help students, by giving clear expectations, and by considering student feedback. Part of a positive learning environment includes reducing the avoidable disruptions caused by student conduct. In order to maintain an environment conducive to learning without unnecessary distractions, maintain an adult level of discourse, and provide for the safety and security of those using college facilities, children and babies are not allowed in the classroom and laboratory facilities of Southwestern Oregon Community College except for those facilities specifically designed and/or engaged for their use. Instructors may make individual exceptions in classes for short periods of time (one or two days) on a case-by-case basis.

If issues arise due to order and morale, see the Southwestern Guidelines for Classroom Management on the following page and/or the Students Rights and Responsibilities/Conduct Code section of the Student Handbook.

## Guidelines for Classroom Management

Precipitating Events	Distressed Behavior	Disruptive Behavior	Dangerous Behavior
Observable Symptoms	Student demonstrates distressed behavior but does not disrupt the class. Distressed behavior includes: Anxiety, irritation, depression, or an inability to concentrate. ↓	Student demonstrates inappropriate behavior that disrupts class. Disruptive behavior includes: Unrelated or bizarre comments, defiance, verbal abuse, written abuse, anger or focusing attention on self. ↓	Crisis event: exists whenever a person's behavior poses imminent danger of: <ul style="list-style-type: none"> <li>• Causing harm to self or others</li> <li>• Impeding the lawful activities of the other members of the campus community</li> <li>• Causing significant property damage</li> <li>• Interfering with the health, safety or well-being of other members of the SWOCC community.</li> </ul> ↓
Initial Classroom Response	Speak with a student privately and confidentially. Express concern. Clarify appropriate classroom behavior and set expectations. ↓	Speak with student privately and confidentially. Express concern. Clarify appropriate classroom behavior and set expectations. ↓	Protect safety of others and self, if possible. Buy time with the student by talking calmly and with concern. ↓
Initial Student Follow-up and Contact Referral	Inform student of assistance on campus through counseling, disability services and other Student Support Services. Arrange an appointment or walk them over to Stensland Hall or call a counselor at ext. 7405 or 7371. ↓	Inform student of assistance on campus through counseling, disability services and other Student Support Services. Arrange an appointment or walk them over to Stensland Hall or call a counselor at ext. 7405 or 7371. The student may be asked to leave for the remainder of the class. If student refuses, call Public Safety at ext. 7399. ↓	Call Public Safety Emergency Ext. 7399 or Public Safety's cell phone 541-297-4200 or ext. 7911 if life threatening. Then call a counselor at Ext. 7405, 7407, 7371 ↓
Documentation	Document incident. If pattern develops or in extreme cases file an "Conduct Response" form in the Maxient system. ↓	Document incident. File and "conduct Response" form in the Maxient system. ↓	Call Dean of Students for notification of event and document incident file with "Conduct Response" in Maxient system. ↓
Student Follow Up	If distressed behavior persists to the point to where it disrupts class, sanctions referred to in the disruptive behavior column may be followed. ↓	Instructor may also require the student to meet with the Dean of Students to identify and set conditions for his/her return to class. Any discipline imposed will occur pursuant to the provisions of the Code of Conduct. ↓	Vice President of Instruction/Student Services notified immediately and appropriate conditions set pursuant to the provisions of the Code of Conduct. ↓
De-brief	Instructor invited to meet with Dean of Students or Academic Dean or Vice-President of Instruction/Student Services to de-brief.	Instructor invited to meet with Dean of Students or Academic Dean or Vice-President of Instruction/Student Services to de-brief.	Instructor invited to meet with Dean of Students or Instructional Director or Vice-President of Instruction/Student Services to de-brief.
<p><b>All courses regardless of the mode of delivery follow the same guidelines. Please adapt communication to student in distance classes.</b></p> <p><b>In case of life threatening behavior, contact 911.</b></p>			

## Permanent Student Removal

Students can only be permanently removed from class or receive an “F” as a consequence after their rights for due process have been provided. Refer to the Students Rights and Responsibilities/Conduct Code available in the Student Handbook.

## Emergency/Support Services

Area to Contact	Phone Number	Location on Campus
Public Safety Emergency	7399 or 297-4200 Night and Emergencies Only	Umpqua Hall
Life threatening	7911	
ADA	7405 7439 7371	Stensland Hall
Counseling	7405 7407 7439	Stensland Hall
Vice President of Administrative Services	7206 7233 297-3542 Emergencies only	Tioga 5 <sup>th</sup> Floor
Vice President of Instruction	7424 7417	Tioga 5 <sup>th</sup> Floor
Instructional - General Assistance	7369	Randolph 11C
Student First Stop	7352 7423 7221	Dellwood Hall Front Lobby
Testing	7371 7405	Stensland Hall

## Jenzabar/myLakerLink

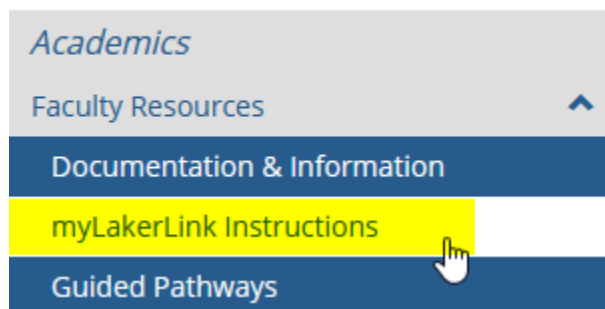
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Jenzabar EX is the administrative network information system that contains student data among other things.

JICS is the portal referred to as myLakerLink. It pulls real time data from Jenzabar EX specific to individual log-in credentials. Students, faculty, advisors, staff all have portal pages that provide quick access to commonly used information.

Resources for instructional uses of Jenzabar/myLakerLink can be found by logging into myLakerLink and choosing the **Academics** tab, **Faculty Resources** page, then **myLakerLink Instructions**.

You are here: [Academics](#) > [Faculty Resources](#)



## Computer Software Copyright Protection

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It is the Administrative procedure (APP 5062) of the Southwestern Oregon Community College District that the College will adhere to copyright laws and comply with license agreements and/or policy statements contained in the computer software packages owned or leased by the college.

1. Under no circumstances shall illegal copies of copyrighted software be made or used on college equipment.
2. College employees will be informed that they are expected to adhere to the College's software copyright procedure.
3. The College President, the Vice President of Administrative Services, or the Executive Director of Integrated Technology are designated as the only individuals who may sign license agreements for software used within the College.
4. A back-up copy of software is permissible in order to archive the original to help prevent the loss of software due to disk damage or virus attacks.
5. One copy of a software package may not be installed on more than one computer unless covered by a license agreement.
6. Users may examine a software package, currently in use at the College, for a period not to exceed 30 days to determine the desirability of purchasing the software. After the trial period the user will remove the software.

## Confidentiality of Student Records

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The College maintains the confidentiality of all student records in accordance with the 1974 Family Education Rights and Privacy Act (FERPA), and OAR 589-004-0100 through 589-004-0750 are designed to protect the confidentiality of student records and student access to those records. Reference the complete First Stop's Release of Student Records Procedure at: <http://www.socc.edu/ferpa>

### **The following is extremely important relating to Students' Right to Privacy:**

- Do not discuss student's performance with their parents or guardians.
- Any exception to this rule needs to go through the Student First Stop Supervisor at 888-7221.
- Do not discuss any student's performance with other students or the general public.
- Do not post grades.
- Do not distribute student's work without protecting confidentiality of students.
- Do not leave student's work anywhere outside of your office for student to pick up. For example, leaving student work outside your door in a box or in your mailbox or any manner that students would have access to other student's work.
- Do not ask students for personal information in classroom or online discussions that could be damaging to themselves or others.



## Course Outline Template

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A course outline describes specific outcomes, objective context methodologies, and assessment for a course of study within a curriculum. Outlines describe the purpose and scope of the class, number of hours, skills and knowledge outcomes expected, as well as the grading options. A part of the syllabus is constructed from this outline. Copies of active and inactive courses are available from the Curriculum Technician in the Office of Instruction.

### Credit Course Outline Template

*You must log into myLakerLink to access:*

[myLakerLink > Academics > Faculty Resources > Course Information/Templates](#)

## Complaint Resolution Options

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For options on the type of complaint to be filed in specific cases for students, please view the Student Complaint Resolution document online.

[myLakerLink > Administrative Services > Admin Policies](#)

## Administrative Policies

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Administrative Policies are publically posted online in myLakerlink at: myLakerLink > Administrative Services > Admin. Policies

Below are frequently used policies related to Faculty and instruction:

[APP 7165](#) Discrimination and Harassment Policy\_(.pdf, 356K)

[APP 7165](#) Discrimination and Harassment Complaint Form\_

[APP 4040](#) Dual Credit Tuition Waived Courses

[APP 6045](#) Tuition and Fees

[APP 8061](#) Fees

[APP 8061A](#) Fee Schedule

[Student Grievance Procedure](#) 9.070\_

[Student Grievance Procedure Form](#) 9.070\_

[APP 7074](#) Initial Step Placement on PT Faculty Salary Schedule

APP 7077 Part Time Faculty Salary Schedule

[APP 7079](#) Part Time Faculty Tuition Waiver Credit

[APP 7175](#) Faculty Minimum Qualifications

[APP 7190](#) Faculty Selection

[Compensation Schedule](#), CWE and Field Experience Teacher-Supervisors 6.5.002

[Faculty Rank](#) 6.5.000

[Instructional Specialists Salaries](#) 6.5.012

[Part Time Faculty Salary Compensation Guidelines](#) 6.5.010

[Part Time Faculty Work Load Equivalents](#) 6.5.014

[Part Time Faculty Workload Equivalents for Lab Teaching](#) 6.5.014A

[Step Advancement for PT Faculty](#) 6.5.008

[Advisory Committees](#) 8.018

[APP 4010](#) Curriculums

[APP 4015](#) Courses

[APP 4021](#) Archiving Guidelines for Faculty

[APP 4022](#) Classroom Recordings

Continuing Education Credits 8.012

Degrees and Certificates 8.000

Guarantee that Credits will Transfer 8.010

Honorary Degrees 8.002

Learning Resource Center Collection Selection 8.016

Service Work for the College Community 8.026

## Board Policies

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Board of Education Policies are publically on the Southwestern website here:  
<http://www.socc.edu/board/policies>

Below are some of the policies that are directly relevant to faculty and instruction:

- [1020](#) - Equal Educational Opportunity
- [1025](#) - Equal Employment Opportunity and Affirmative Action
- [4010](#) - Approval of Instructional Offerings
- [4020](#) - Instructional Assessment
- [4025](#) - Reproduction of All Copyrighted Materials
- [4031](#) - Academic Freedom
- [4035](#) - Teaching About Controversial Issues
- [4040](#) - Dual Credit-College Now
- [4045](#) - Alternative Student Credit
- [4046](#) - Alternative Instruction
- [4055](#) - Non-Reimbursable Classes
- [5015](#) - Emergency Closures
- [5020](#) - Campus Security
- [5025](#) - Insurance Programs
- [5030](#) - Authorized Use of College Equipment and Materials
- [5031](#) - Approval of College Affiliated Groups
- [5052](#) - Electronic Communications
- [5055](#) - Electronic Data Management
- [5060](#) - Copyrights & Patents
- [8015](#) - College Admissions
- [8025](#) - Student Rights and Conduct
- [8035](#) - Student Complaints
- [8040](#) - Animals on College Campus
- [8045](#) - Education Records
- [8050](#) - Student Publications
- [8060](#) - Admission Criteria for Instructional Offerings with Restricted Enrollment
- [8065](#) - Substance Abuse
- [8070](#) - Campus Posting
- [8075](#) - Directory Information
- [8080](#) - Personally Identifiable Information
- [10015](#) - Community Use of College Facilities

## Disruptive Students in the Classroom

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**Dial: 7-911** or use black security phone (for faculty on campus.)

You have the authority to remove a student from the classroom if the student is creating a disruption in the learning process or is endangering herself/himself or others. If the student refuses to leave, call Security using one of the black security phones located in each building or dial 7-911. You can also dismiss class if you are unable to reach security or feel the student is a danger.

Counselors are available to attend your class to observe the student if you want assistance in assessing the student's mental state. If you are able to suggest to the student that he/she talks to a counselor, you can always walk the student to the Educational Support Programs and Services, Stensland Hall.

Removal of the student from the classroom is a temporary measure. The Vice President of Instruction can approve permanent removal of the student.

## Early Alert

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*(For Early Alert - Stensland 104, 541- 888-7419)*

[Go to myLakerLink to see the most updated documentation on Early Alert.](#)

Instructors can also generate Early Alert letters that are sent by Educational Support Programs and Services (ESPS) to any students who are having difficulty in the instructor's class due to poor performance or poor attendance. During the third week of each term, instructors are asked to input Mid Term Grades in myLakerLink for any student that is currently receiving a **D** or **F**. The Early Alert letters created from these Mid Term Grades inform the students that they are in academic jeopardy in one or more of their classes. The letters remind the students of resources that are available to them on campus and recommend that they contact their instructor and advisor to come up with a plan to successfully complete their classes. Instructions for grading can be found by logging into myLakerLink and viewing Entering Grades instructions.

## E-Learning

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The Teaching and Learning Center, located in Tioga 323, offers training and support for full and part-time faculty to develop totally online and/or hybrid courses (online/face to face). Each term, the department offers workshops on e-Learning (online course management system) and a variety of other technology /tools to support teaching and learning. Contact the office via email at [elarningsupport@socc.edu](mailto:elarningsupport@socc.edu), (541) 888-1504 or your Dean for more information.

## Emergency Evacuation

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See Injury, Incident, Accident or Serious Illness and Appendix H for Emergency Evacuation Procedures.

## Employee Assistance and Wellness Program (RBH)

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1-866-750-1327

This program can provide help for you and your family in a confidential setting outside your workplace. It can help you with personal problems before your job performance is affected. Seeking counseling does not jeopardize job security or promotional opportunities. Contact with the EAP is confidential. Many choices of counselors are available. Additionally, the program can provide resources for legal and financial services; will preparation, and identity theft recovery. Complete information is available the Human Resources outlining Insurance Information.

## Employee Tuition Credit Waivers

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It is the Administrative procedure of Southwestern Oregon Community College that approved part-time faculty can qualify for tuition waiver credit awarded for the upcoming academic year based on how many contact hours of instruction they have had in the previous academic year.

When using tuition waiver, approved part-time faculty or their dependent shall register for the course on the last day of registration for the term. Enrollment in the course will only be granted if space is available.

Tuition Waiver Credit accrual will be based on the following formula:

<u>Contact hours in the previous academic year</u>	<u>Tuition waived for the upcoming academic year</u>
1 to 66 hours	3 credits
67 to 99 hours	6 credits
100 or more hours	9 credits

Human Resources is responsible for tracking individual tuition credits and all inquiries on your tuition credit availability should be referred to the Human Resources Contracts Coordinator.

For further information on tuition credits as well as guidelines for using earned credits, please refer to [APP 7079](#)- Part Time Faculty Tuition Credit Waivers.

## Free Use of Recreation Center

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Free use of the Recreation Center has been extended to the dependents of part-time faculty. Part-time faculty teaching in the current term, along with their documented dependents, PE0519 The Benefit of Fitness for use of the Coos Bay Campus' Recreation Center without tuition or fees associated. Please read the stipulations and requirements thoroughly outlined in [APP 7079](#)- Part Time Faculty Tuition Credit Waivers.

Alternative considerations may be made from Curry part-time faculty on a case by case basis.

This benefit continues to be extended to all full-time faculty and their dependents.

Please remember to communicate your dependents list with Human Resources at least two weeks prior to registering.

## Exceeding Class Size Limits (Overloading Limits)

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Each class has a maximum number of students allowed to enroll based on the course outline. If student interest in the course exceeds this capped amount, a process is in place to accommodate additional students if possible.

The following is the procedure for exceeding the class limits:

1. Each faculty is allowed to overload their class limit by +5 students. This is at the faculty's discretion.
2. If the faculty wants to add students past the +5 overload, the faculty must send an overload request to the division Dean.
3. If the Dean approves the additional overload, it is sent to the Academic Scheduler to make room in the class.
4. The Academic Scheduler informs the Dean and the faculty that the change has been made. The faculty will enter the course authorizations on myLakerLink and the student can then enroll.

## Evaluation of Full-Time Faculty

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Full-time tenured, visiting, and adjunct faculty are evaluated every three years on a rotational schedule. Probationary (tenure-track) faculty are evaluated annually each fall term. (If problems are noted, all faculty can be evaluated at any time, as needed, and solutions proposed and acted upon.) Specifics on the Faculty Evaluation process can be found in the Faculty Contract under Article 16, Evaluation. Evaluation planning documentation and timelines can be found by logging into myLakerLink and viewing documents on the Evaluation Resources.

## Evaluation of Part-Time Faculty Teaching Credit Classes

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All new part-time instructors can be evaluated every term, every class for the first three years of employment. Additionally, if an instructor who has been teaching is given a substantially new assignment; he/she will can be evaluated the first term of the new assignment.

After the third successful year of teaching, part-time faculty should be evaluated at least once a year or more frequently if deemed necessary by the appropriate department's supervisor Dean, or the Vice President of Instruction and Student Services.

Evaluations of part-time faculty, as determined and coordinated by the Dean of each area may include:

- Student Ratings of instruction in myLakerLink
- Self-appraisal and/or classroom observation (as deemed appropriate by department supervisor). Classroom observations may be conducted by a department supervisor or an assigned faculty peer evaluator.
- Administrative review of instructional materials collected.
- Meeting/sharing information with the part-time faculty.
- Submittal of the administrative review to the Vice President of Instruction and Student Services.

Based on the information gained from the self-appraisals and/or classroom observations, the Deans will recommend future in-service activities or other activities geared to the part-time instructor needs. If the part-time instructor being evaluated believes that they are not being evaluated fairly, they may present their objections to the Dean or Supervisor within 15 working days of receipt of the written summary of the evaluation. If the part-time instructor believes that the Dean or Supervisor has not properly or adequately dealt with their objections to the evaluation being conducted, they may present any objections to the Vice President of Instruction within 30 working days of receipt of the written summary of the evaluation.

If the part-time faculty member requests the Vice President of Instruction to review this process, the Dean or Supervisor will submit to the Vice President all materials used in the evaluation process.

## Evaluations of Part-time Faculty Teaching Non-Credit Classes

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Part-time faculty teaching non-credit courses may be directed to evaluate their courses using a customized evaluation for the particular course or workshop. Please contact the Community Education Coordinator to determine if this applies to you. This excludes part-time faculty teaching Adult Basic Education, GED or English as a Second Language course. Evaluations of courses and workshops will be given the first term that the course is taught and then only on a periodic basis. Instructors will be sent either copies of the evaluations or a tally sheet for their records.

## Exams, Tests, & Final Exams

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You are encouraged to design your examination process to become another form of learning. This can be done by the construction of the tests and/or by returning the test in a timely manner so students may use the

information as study guides. Be certain to protect rights to privacy when returning students' work as outlined by FERPA.

### **Final Exam Week**

Faculty are required to meet with their classes during finals week. There should be some type of meaningful activity that occurs in this final exam time with students. Faculty who want to change the allotted time or location of the final exam with any of their classes, need gain prior approval from their area Dean. Please contact your Dean or the Vice President of Instruction with any questions.



## Final Exams Schedule

### FINALS SCHEDULE

Time	Monday	Tuesday	Wednesday	Thursday
6 T TH				6-7:50
6 M W F			6-7:50	
7:30 T TH		7:30-9:20		
8 M W F	8-9:50			
8 T TH				8-9:50
9 or 9:30 M W F			9-10:50	
9 or 9:30 T TH		9-10:50		
10 M W F	10-11:50			
10 or 10:30 T TH				10-11:50
11 M W F			11-12:50	
11 T TH		11-12:50		
12 or 12:30 M W F	12-1:50			
12 or 12:30 T TH				12-1:50
1 M W F			1-2:50	
2 T TH		2-3:50		
2 M W F	2-3:50			
3:30 T TH				3:30-5:20
3 or 3:30 M W F			3-4:50	
4 T TH		4-5:50		
4 M W F	4-5:50			

(COMMON COURSE GRID)

If your class begins at **5:30 pm or later**, or if your class meets on **Saturdays**, final examinations will be given on the **first** day of the week the class normally met in the term (i.e. a class on Mon & Wed at 5:30 p.m. would have finals on Monday at 5:30 p.m.).

If your class meets only once a week, final examinations will be given during the regularly scheduled day for class (i.e. a class on Thursday that meets at 12 p.m. would have finals on Thursday at 12 p.m.)

**Faculty:** If your class does not fit into this schedule or if special arrangements are necessary, please contact the Office of Instruction.

**Students:** If your class time does not fit into this schedule please contact your instructor for special arrangements or alternative times. Students taking **online courses** must confirm with their instructor the requirements and time intervals for finals.

**TO HOLD EXAMINATIONS AT ANY TIMES OTHER THAN THOSE LISTED ABOVE, PRIOR APPROVAL FROM THE VICE PRESIDENT OF INSTRUCTION AND STUDENT SERVICES IS NECESSARY.**

**NOTE:** Students will not be required to take more than three final examinations in one day. Should students find themselves in this situation, they should contact the instructors to make other arrangements.

## Faculty Office Supplies

Please see your immediate supervisor for details.

## Family Educational Rights and Privacy Act (FERPA)

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Please review the definitions, rights, disclosure, policy, etc. related to FERPA guidelines used across the SWOCC campus at: <http://www.socc.edu/ferpa>

## Field Trips

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Student charges for out-of-district instructional field trips:

### Charge Share

Share of charge to be paid by students at time of registration and are as follows:

Charge per mile for college vehicles:

- College Bus - \$1.50 per mile
- College Vans - .50 per mile
- College Cars - .31 per mile

### *Rental Cars*

Enterprise rental car rates are subject to change. Go to myLakerLink to see the most updated rates:  
[Rental Rates](#)

## Scheduling

Procedure for scheduling out-of-district student field trips:

1. At least 20 days before the trip, send an email with the date of the trip, the type of vehicle reservation needed and the estimated cost of mileage and send to the appropriate Dean or Director. Out-of-State travel requests require email notification to the Vice President of Instruction and the College President.
2. After the emailed travel information is approved by the Dean and the Vice President of Instruction and/or the College President, the faculty member will then give the Student First Stop Center the names of staff, faculty, and students planning to take the trip. The names must be at the Student First Stop Center at least 10 days prior to the trip.
3. You will inform all students going on the trip that payment must be made in advance. The Student First Stop Center will give receipts. A list of those who have paid will be kept by the Student First Stop Center and it will be the responsibility of the faculty member to allow only those who have paid for the trip to go. Field trip participants will be responsible for phone calls, movies and room service they use on college field trips.
4. Students need to complete the [Field Trip Conduct Form](#) and [Hold Harmless Statement Form](#) located at on the Administrative Services myLakerLink portal.

## Reserving/Renting Vehicles

The most up to date procedures, policies, and rates for renting vehicles can be found on myLakerLink:

[myLakerLink > Finances > Purchasing > Documentation](#)

## Financial Aid

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(541) 888-7337/7410/7236, Dellwood Hall, Room 12

The Financial Aid Office is located in Dellwood Hall. Service for students is provided through the Student First Stop Center – open from 8:15 am to 5 pm Monday-Friday. During most of summer, the campus is closed on Fridays.

Southwestern Oregon Community College offers a number of financial aid programs in the form of grants, loans, tuition scholarships, and employment. Students interested in financial aid are encouraged to apply online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) or to contact the [Financial Aid Office](#) for information. Funds are limited and students should apply early. Consumer information is available at the Student First Stop Center including policies and procedures, application processes, and disbursement information.

Financial aid funds are disbursed by Electronic Funds Transfer (EFT) or by mail after the student accounts have been credited. Disbursement begins Friday of the third week of each term. Further disbursements are processed by each Friday beginning the third week of the term. Students receiving financial aid are to have all add/drops, bookstore charges and required paperwork processed by the end of the last business day of the second week of the term in order to have an accurate check disbursement. Students are responsible for paying all tuition and fees in excess of financial aid funding by the payment/withdrawal deadline date listed in the REFUNDS section of the Schedule of Classes.

To be awarded federal student loans, or to begin working under Federal Work-Study, students need to have completed all the necessary paperwork and workshops.

Federal and State aid is disbursed to students based on the eligible enrollment status as of Wednesday of the second week of the term. Refer to award letters for any further requirements.

Bookstore charges are available for all financial aid students who qualify. Check the Academic Calendar for each term's start date for charging. For information contact the [Financial Aid Office](#) at (541) 888-7337, (541) 469-5017 or (541) 247-2741. A list of scholarship information is available from Educational Support Programs & Services in Stensland Hall and at the Brookings Campus.

Procedures regarding the financial aid process at Southwestern are available online at: <http://www.socc.edu/financialaid>. The financial aid academic calendar begins summer term and ends spring term.

### Financial Aid on the Web

[www.fafsa.ed.gov](http://www.fafsa.ed.gov)

PIN information: [www.pin.ed.gov](http://www.pin.ed.gov)

Southwestern's School Code: 003220

## Grades

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Faculty should not radically vary from the norm set by the department or the division. In addition to the grades, it is important to keep class enrollment figures and dates that students drop classes. Check Administrative Withdrawal in the Student Handbook as well as the following Grade definitions.

### Definition of Grades

- A (4 grade points) Excellent
- B (3 grade points) Above Average
- C (2 grade points) Average
- D (1 grade point) Below average
- F (0 grade point) Failing
- S (0 grade point) Satisfactory – equivalent to a “C” or better. Credit as specified. Course credit is not used in computing grade point average
- U (0 grade point) Unsatisfactory – no credit earned. Course credit is not used in computing grade point average
- I Incomplete “I” grade is given for work that could not be completed during the finals week of the term because of circumstances beyond the student’s control. “I” grades require the student’s current earned letter grade to be attached to the “I” grade and the date when the Incomplete contract is to expire. If the student does not fulfill her-his contract within the designated time, the grade will automatically revert to the given grade. An Incomplete Grade Contract form (log into mylakerlink must be made between the student and instructor must be signed by the appropriate Dean. The student has one term to complete the contract. After that time, the grade reverts to the default grade on the contract.
- IB (3 grade points) Incomplete: “B” earned
- IC (2 grade points) Incomplete: “C” earned
- ID (1 grade point) Incomplete: “D” earned
- IF (0 grade point) Incomplete: “F” earned
- IU (0 grade point) Unsatisfactory earned
- AU Change to Audit (Changing status to audit after midterm)
- Z Grades were not received from instructor. Student will be notified when grade is posted to the Transcript.

You must turn in your grade book and supporting documentation to your Dean/Supervisor when you leave employment at Southwestern. This includes full and part-time faculty. This allows the administration to support your grades if there is a grievance.

### ‘Incomplete’ Grade

Incompletes (‘I’) should only be given when a student is unable to complete their last assignments during the last week of class due to some emergency and the grade given is what they would earn if none of those assignments were completed. The Incomplete process includes:

- Students must sign the complete the [Incomplete Grade Contract](#) form before grades are submitted. This form can be found by logging into myLakerLink and accessing through the Academics tab, Faculty Resources page.
- The incomplete assignments must be completed in one term. Incompletes given at the end of the spring term must be completed by the end of the following fall term.

- The incomplete forms need to be sent to your dean to sign and keep.
- Faculty will still enter Incomplete grades as done before in myLakerLink, but only for forms signed by students and turned into the Dean. The Deans will get a report from the Dean of Financial Aid and Registration Services after grades are submitted. This will allow Incomplete grades submitted to be matched to [Incomplete Grade Contract](#) forms submitted to Deans.

## Grade Appeal Process

The purpose of the [grade appeal process](#) is to address concerns regarding the final grade in a class and is utilized for only that purpose. Students may not appeal disagreements with items such as teaching methodologies, attendance policies or grade weighting methods.

After receiving final grades at the end of a term, students may decide to formally appeal a final grade. Students may appeal final course grades for the following reasons:<sup>1</sup>

- Grade miscalculation
- Inconsistency between the grading policy written in the syllabus and what is practiced

If a student chooses to pursue a final grade appeal, then the process must be completed the following term. The grade appeal process will be conducted as follows **(0-6 weeks total):**<sup>2</sup>

**Step 1.** The student must meet with the instructor to discuss the final grade in dispute. This meeting must occur **by the close of the business day on Friday of Week 2 of the subsequent term after the grade was posted.** The meeting must be in a manner that is consistent with the course syllabus (in-person, telephone, or email). Students are encouraged to attempt to communicate with the instructor using multiple means, including in person, via telephone and via email. Students are encouraged to review the syllabus to determine how to contact the instructor.

- a. If the instructor cannot be reached, the student must contact the appropriate academic dean. It is the dean's responsibility to communicate the grade in dispute with the instructor, and set up a time to mediate a discussion between student and instructor.
- b. If the student misses the period of time for which to pursue a grade appeal, she/he can still meet with the instructor and see if the grade dispute can be resolved informally. However, if the deadline has passed to proceed with the formal grade appeal process, the committee will not make exceptions to hear the appeal.

**Step 2.** If Step 1 has been met (with the exception of 1b), and the dispute is not resolved, the student must complete the Grade Appeal Form to officially request a grade appeal hearing. This form must be completed and submitted to the appropriate academic dean **by the close of the business day on Friday of Week 3 of the subsequent term after the grade was posted.**

- a. The academic dean is responsible for informing the instructor and the Academic Standards Committee of the request for a grade appeal within one business day of receiving the Grade Appeal Form.
- b. The student must contact the Vice President of Enrollment and Student Services to seek an advocate for the grade appeal.

- c. The faculty member may request a meeting with the student to be completed **by the close of the business day on Friday of Week 4 of the subsequent term after the grade was posted**. The dean or designee shall facilitate this meeting. The Vice President of Enrollment and Student Services or designee may accompany the student at the student's request. The instructor may have a representative present as well.

**Step 3.** The Academic Standards Committee will conduct a formal grade appeal hearing **by the close of the business day on Friday of Week 5 of the subsequent term after the grade was posted**.

- Prior to the grade appeal hearing, the student must meet with the Vice President of Enrollment and Student Services for support and meeting preparation. The student must provide appropriate documentation for review.
  - Prior to the grade appeal hearing, the instructor is encouraged to seek professional guidance for support and meeting preparation. The instructor must provide appropriate documentation to the Academic Standards Committee for review.
- a. Meeting participants include:
    - Student
    - Instructor
    - Dean
    - Vice President of Enrollment and Student Services
    - Academic Standards Committee members (quorum required)
  - b. Student presents her/his case. Instructor will not be present during student's presentation.
  - c. Instructor presents her/his case. Student will not be present during instructor's presentation.
  - d. After presentations, the Academic Standards Committee will deliberate.

**Step 4.** The Academic Standards Committee will reach a conclusion and provide written rationale to resolve the matter **by the close of the business day on Friday of Week 6 of the subsequent term after the grade was posted**. A completed Grade Appeal Form must be provided to the Office of Instruction and to the Dean of Financial Aid and Registration Services. The Office of Instruction must inform all parties of the decision.

Footnotes:

1. For issues outside of the reasons listed, refer to the student handbook or seek assistance from student services.
2. There is no current mechanism for handling spring term grade appeals during summer term. These grade appeals will be handled during fall term.

## Grievance Procedure For Students

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See [Student Life Handbook](#) online.

## Learning Resources for Students

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### Writing Center

(541) 888-7299 Tioga 3<sup>rd</sup> Floor

The [Writing Center](#) supports developmental, as well as freshman and advanced, composition courses. The center is open Monday-Friday from 10 am – 3pm each term except for summer and is staffed by full-time, adjunct, and part-time faculty. The Writing Center is free of charge to Southwestern students.

### **Online Writing Tutor**

This service provides access to writing tutors 24/7 with a 24-hour turn around except for weekends. The goal of Southwestern's online writing tutorial service is to help the student become an independent writer.

Students can request for online writing tutoring/assistance by submitting a request to [onlinewritingtutor@socc.edu](mailto:onlinewritingtutor@socc.edu) using their SWOCC student email address which ends in SOCC.edu. Emails not submitted from a student email address will not be accepted.

### **Tutoring Center**

(541) 888-7234 Tioga, 3<sup>rd</sup> Floor

The [Tutoring Center](#) supports most courses offered, including advanced courses offered on Southwestern's campus. Open during the week Monday – Thursday 8:00 AM-8:00PM and Fridays 8:00AM-5:00PM, the lab is staffed by students who have completed the courses they are tutoring with a grade of A or B and have the recommendation of a faculty member. The Tutoring Center is free of charge for Southwestern students.

### **Educational Support Programs and Services**

(541) 888-7405 Stensland Hall, Room 101

[Educational Support Programs and Services \(ESPS\)](#) engages, challenges, and supports students by providing services and programs that facilitate student success and learning. This department includes: internship placement, services for students with disabilities, new student orientation, career and transfer center, counseling services, testing services, assignment and coordination of advising services, and the TRIO/Student Support Services Program.

### **TRiO Student Support Services**

(541) 888-7419 Stensland Hall, Room 104

[Student Support Services \(SSS\)](#) is one of the federally funded TRiO programs for education. The goal of this program is to help students graduate from SWOCC, to encourage students to transfer, and to assist with the transfer process. Services are provided FREE to qualified students who are first-generation, low-income, or have a disability and have academic need. Services include: visits to four-year colleges, coordination of peer mentor program, personal, career, and academic advising, tutoring in the SSS study area, and supplemental grant aid (money) for returning qualified students.

### **Transitional Education**

(541) 888-1593 Tioga, Third Floor

The Transitional Education program is for students and community members who are ready to make a positive change in their lives! They provide information, practice skills, and resources to help participants earn their GED credential, improve their English language abilities, and brush up on reading, writing, and math skills. Courses cost \$57 per term.



## Office Hours

Faculty Office Hours are to be maintained so that full-time faculty are available to students at least one hour per day for the five-day work week. Please post hours outside your office doors and provide your Dean with a copy of the weekly office hours by logging into myLakerLink and using [Office Hour Cards](#) instructions on the Academics tab, Faculty Resources page. Copies will be forwarded to the Switchboard Operator and the Administrative Assistant to the Instructional Deans in Randolph.

## Office Space

Office space is at a premium, but all full-time faculty have some designated space with a desk and phone soon after they are hired. Unfortunately, due to limited space, part-time faculty do not have designated offices. Part-time faculty are invited to use the Faculty Resource Room in Lampa 1.

## Placement Tests

The College requires placement testing in math, reading, and writing and provides developmental resources in those areas for students who need them. These resources include several courses in math and writing. Students must receive appropriate scores on the placement tests to take writing and mathematics classes. Please see the Supplemental Roster in myLakerLink Reports to see if your students have been properly placed.

## Checking Prerequisites: The Supplemental Report

You are responsible for ensuring that students in your class have the proper prerequisites needed. You can access this Supplemental Report through myLakerLink for your specific classes. You are responsible for administratively withdrawing any student that does not have appropriate prerequisites in place to participate in your class. Instructions on how to run a Supplemental Report can be found by logging into myLakerlink, choosing the **Academics** tab, **Faculty Resources**, **myLakerLink Instructions**, choose **Reports for Each Term** which includes the Supplemental Report option.

The screenshot shows the myLakerLink interface. At the top, the navigation bar includes 'Home', 'Admissions', 'Academics', 'Campus Life', 'Finances', 'Employee Info', 'Administrative Services', 'Resource Center', 'Foundation', and 'My Pages'. The 'Academics' tab is active. Below the navigation bar, the breadcrumb trail reads 'You are here: Academics > Faculty Resources'. The left sidebar contains a menu with 'Academics' selected, and 'Faculty Resources' is highlighted. The main content area is titled 'Faculty Resources' and includes a search bar and several sections: 'Documentation & Information' with an 'Add a Handout' button, 'Faculty Development / Teaching Excellence Funding' with a description and a list of committee members, and 'Evaluation Resources' with a list of links. The right sidebar is titled 'myLakerLink Instructions' and contains a list of links, with 'Reports for Each Term' circled in red.



## Prerequisite Waiver Form

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The Prerequisite Waivers are used when students want to take a class that has a prerequisite that the student has not taken but in your judgment feel that the student has the knowledge and skills to succeed in your class. You may then authorize to have the prerequisite waived for a particular student to attend your class. You may waive prerequisites in myLakerLink for individual students.

## Services to Students

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### Vice President of Enrollment and Student Services

Dellwood, 16A, (541) 888-7213

- Academic Excellence (honor roll/dean's list)
- Academic Notification (probation/suspension)
- Advising concerns/suggestions
- Discipline and behavioral issues
- Grievance procedures
- Legitimate educational interest
- Student advocacy
- Student Rights and Responsibilities
- Financial Aid
- Interpretation of FERPA (Family Educational Rights and Privacy Act)
- Official student records
- Student petition process for exemptions to curriculum
- Veteran's Certification

### Dean of Enrollment Services

Dellwood, Room 4 (541) 888-7611

- College and program admission criteria
- In-District High School
- International Students
- Recruitment

### Athletic Director

Prosper Hall, (541) 888-7705

- Coaching assignments
- Sports Schedules
- Athletic Training

## Student Awards Convocation

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This is an opportunity for faculty and staff to honor students of exceptional or outstanding performance. Faculty are encouraged to nominate students they would like to see recognized. The convocation is held near the end of spring term. See the current [Academic Calendar](#) for specific date.

## Student Learning Outcomes

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See [Appendix B](#)

## Syllabus

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(See [APPENDIX B SYLLABUS](#))

You will create a syllabus for your students, your Dean, and the Office of Instruction. You are required to turn in your syllabus each term, for each class you teach. The document gives-students basic information about your expectations, your grading criteria, your office hours, and the title of the textbooks and other pertinent information. For non-credit classes, a formal syllabus is not necessary, but students appreciate a basic information sheet about the class content and about you. Use of the approved Syllabus Template provides consistency in information included in Syllabi. The template is found by logging into [myLakerLink](#) > Academics > Faculty Resources > Forms.

The syllabus is a contract between you and the student and is housed by the Office of Instruction for accreditation purposes. Once you have given the syllabus to your students, you need to adhere to stated policies. The instructor reserves the right to alter course sequence of presentations, readings, assignments, and exams/projects.

## Term Schedule

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All full-time faculty must complete a term schedule, which includes information about class title, class time, location and daily office hour information, **must** be turned in to your Dean at the beginning of each term. Log into myLakerLink to use the [Office Hour Card Template](#).

## Textbooks

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Faculty are responsible for inputting all textbook orders into the online Textbook Ordering system. Log into the Textbook Requisition site here: [http://textreq.thecampushub.com/v3.0/Login.aspx?bookstore\\_id=9024](http://textreq.thecampushub.com/v3.0/Login.aspx?bookstore_id=9024)

USER NAME: your southwestern ID number  
PASSWORD: textbooks (unless you changed it)

Remember even if the book is a carry over, same as last year, or no book required – the law still requires a book order. Additional Bookstore information is available at <http://bookstore.socc.edu/>

## Volunteers / Field Trips / Off Campus Activities

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Those who wish to volunteer their time must submit a Volunteer Agreement Form for insurance purposes. Forms are available through Human Resources.

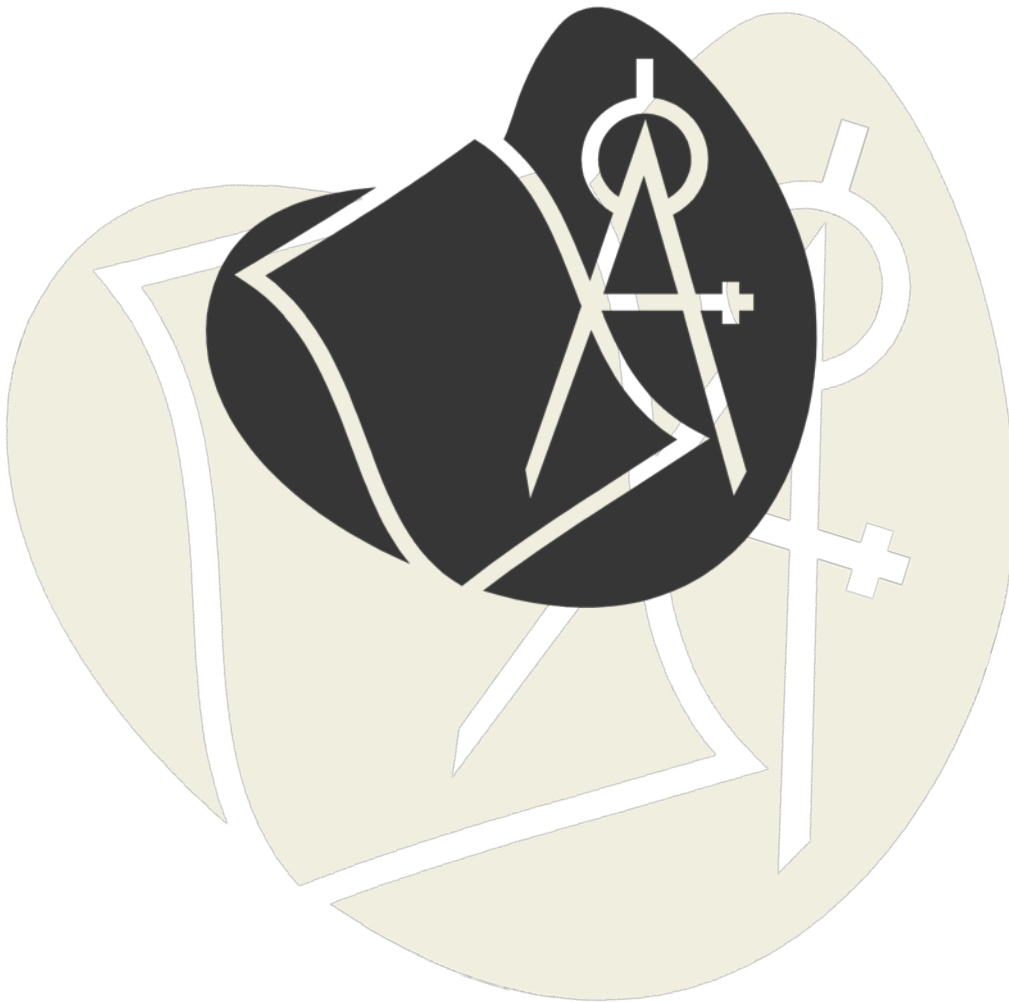
A [Hold Harmless Statement](#) and a [Student Field Trip Conduct Form](#) is required for any off campus activity that is associated with a specific Southwestern class. This includes job shadowing opportunities and volunteer field trips that are coordinated by the CASE grant staff, faculty, and/or other staff members who are working to assist students in career/degree exploration. A [Hold Harmless Statement](#) is required for students to participate, regardless of whether the opportunity is outside of regular class meeting times or during regularly scheduled class meeting times.

The procedure to complete the [Hold Harmless Statement](#) is as follows:

- The coordinator of the off campus activity must provide the [Hold Harmless Statement](#) during the initial introduction to students and specify that participation requires the statement be completed and turned into the instructor of the class. This is a requirement of participation, even if the student(s) will be driving private vehicles.
- The instructor of the class must make certain that forms include the relevant course number and section number of the class.
- If the off campus event is mandatory, the instructor of the class will verify that each student signs a [Hold Harmless Form](#). The instructor will initial each statement and forward the forms in a single batch to the Office of Instruction.
- If the event is voluntary, the instructor will initial each statement received and forward the forms in a single batch to the Office of Instruction.

This is the minimum requirement for coordinating an off campus event for Southwestern students.

# COLLEGE SERVICES AND BASIC INFORMATION



If you are new to teaching at Southwestern, or have been around for a while, this section attempts to provide basic information to full-time and part-time teaching staff.

## Bookstore

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(541) 888-7264 Stensland Hall  
(See TEXTBOOKS, in this Handbook)

The Bookstore is located on the first floor of Stensland Hall. Bookstore hours are 8:00 – 5:00 Monday thru Friday. All full and part-time faculty receive a 20% discount at the bookstore.

## Classrooms

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The Office of Instruction makes classroom arrangements for full term classes on the Coos Bay Campus. Contact the Academic Scheduler at 888-7214 to discuss classroom any changes. The Facilities Scheduler coordinates scheduling classes in outlying areas, special events, and less than full term classes. Curry County classrooms are arranged by staff in Curry County.

You will need to arrange for an office key with your supervisor. Classroom doors are unlocked for scheduled classes during regular operating hours. If you are unable to open your classroom after 5 p.m. or you have an emergency, please contact Public Safety at 297-4200 or 297-4324. Please report problems with physical facilities to the Office of Instruction and your supervisor as soon as possible. During daytime hours, ask a full-time instructor who is in the building for a key or the Switchboard Operator in Dellwood Hall. Keys are issued through a request process. If you feel you need a key, contact your supervisor.

Scheduling of buildings and facilities requires advance notice to the Office of Instruction Academic Scheduler. Classroom requests and alterations by faculty must be made through your Dean/supervisor. A faculty member for an educational activity or a group activity may schedule classrooms and conference rooms. College buildings and facilities will not be available for personal gain. There are fees charged for building and facility rental. Please ask the Facilities Scheduler at 888-7250 for the current fee schedule.

**Under no circumstances is a faculty member to change their classroom assignments, hours or days of teaching without notification to your Dean/Supervisor AND the Office of Instruction.** In the case of an illness or student emergency, the Office of Instruction is not able to notify the students if you have changed assignments without proper notification.

Most classes are scheduled on a Common Course Matrix to end either at 10 minutes before the hour or twenty minutes after the hour. It is important to give students equivalent breaks if you are teaching a 3-hour class. Ending on time is important because you and the students need to have time to clean up and get to the next class. In addition, the instructor following you needs time to set up. As a representative of the College, you are responsible for straightening your room, leaving it as you found it or in a tidier condition. This includes leaving a clean board and overhead, and/or calling Media Services if the projector light bulb burns out. Do not move furniture from other classrooms or offices. If you need additional furniture, contact your supervisor. Please remind students to pick up after themselves, too. Unless another class is waiting to use the room, you need to turn off the lights and secure the door. In off-campus locations your actions help maintain good relations with those that make instructional space available to us.

## Common Meeting Schedule 2019-2020

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[https://mylakerlink.socc.edu/ICS/Academics/Faculty\\_Resources.jnz](https://mylakerlink.socc.edu/ICS/Academics/Faculty_Resources.jnz)

### Common Meeting Schedule 2019/2020 Fall Term

#### All Meetings Combined

Monday, August 12	Jenzabar User Group (JUG)	3-5	Tioga 505
Monday, September 9	Jenzabar User Group (JUG)	3-5	Tioga 505
Wednesday, September 18	Safety Committee	1-2	Tioga 505
Wednesday, September 25	Faculty Senate	3-5	Tioga 505
Monday, September 30	ESSLT	2-3:30	TBD
Wednesday, October 2	College Council	3-5	Tioga 505
Thursday, October 3	Curriculum Committee	3-5	Tioga 303
Tuesday, October 8	Guided Pathways	9-10	Tioga 505
Wednesday, October 9	Division Meetings	3-5	Lakeview E/F
Thursday, October 10	Accreditation	2-3	Tioga 505
Thursday, October 10	Instructional Council	3-5	Tioga 505
Monday, October 14	Jenzabar User Group (JUG)	3-5	Tioga 505
Wednesday, October 16	Safety Committee	1-2	Tioga 505
Wednesday, October 16	Faculty Senate	3-5	Tioga 505
Thursday, October 17	Curriculum Committee	3-5	Tioga 303
Thursday, October 17	Diversity, Equity, Inclusion	3-5	Tioga 505
Monday, October 21	Board of Education	6-9	Tioga 505
Tuesday, October 22	Guided Pathways	9-10	Tioga 505
Wednesday, October 23	Art Committee	3-5	Tioga 505
Wednesday, October 23	Grant Writing	3-5	Lakeview E
Wednesday, October 23	Faculty Professional Development	3-5	Tioga 105
Wednesday, October 23	General Education/GSLOs	3-5	Tioga 305
Wednesday, October 23	Instructional Design	3-5	Lakeview F
Wednesday, October 23	Academic Standards	3-5	Dellwood 21
Thursday, October 24	Accreditation	2-3	Tioga 505
Thursday, October 24	Instructional Council	3-5	Tioga 505
Monday, October 28	ESSLT	2-3:30	TBD
Tuesday, October 29	PT Faculty Quarterly Meeting	5:30-7	Tioga 505
Wednesday, October 30	College Council	3-5	Tioga 505
Thursday, October 31	Curriculum Committee	3-5	Tioga 303
Thursday, October 31	Diversity, Equity, Inclusion	3-5	Tioga 505
Wednesday, November 6	Faculty Senate	3-5	Tioga 505
Thursday, November 7	Accreditation	2-3	Tioga 505
Thursday, November 7	Instructional Council	3-5	Tioga 505
Tuesday, November 12	Guided Pathways	9-10	Tioga 505
Tuesday, November 12	Jenzabar User Group (JUG)	3-5	Tioga 505
Wednesday, November 13	Division Meetings	3-5	Lakeview E/F
Thursday, November 14	Curriculum Committee	3-5	Tioga 303
Thursday, November 14	Diversity, Equity, Inclusion	3-5	Tioga 505
Monday, November 18	ESSLT	2-3:30	TBD
Wednesday, November 20	Safety Committee	1-2	Tioga 505

**Common Meeting Schedule 2019/2020**  
**Fall Term**

Wednesday, November 20	General Faculty	3-5	<i>Eden 1</i>
Thursday, November 21	Accreditation	2-3	Tioga 505
Thursday, November 21	Instructional Council	3-5	Tioga 505
Monday, November 25	Board of Education	6-9	Tioga 505
Tuesday, November 26	Guided Pathways	9-10	Tioga 505
Wednesday, December 4	Art Committee	3-5	Tioga 505
Wednesday, December 4	Grant Writing	3-5	Lakeview E
Wednesday, December 4	Faculty Professional Development	3-5	Tioga 105
Wednesday, December 4	General Education/GSLOs	3-5	Tioga 305
Wednesday, December 4	Instructional Design	3-5	Lakeview F
Wednesday, December 4	Academic Standards	3-5	Dellwood 21
Thursday, December 5	Accreditation	2-3	Tioga 505
Thursday, December 5	Curriculum Committee	3-5	Tioga 303
Monday, December 9	Jenzabar User Group (JUG)	3-5	Dellwood 21
Monday, December 9	Board of Education	6-9	Tioga 505
Wednesday, December 11	College Council	3-5	Tioga 505
Thursday, December 12	Instructional Council	3-5	Tioga 505
Wednesday, December 18	Safety Committee	1-2	Tioga 505

**Common Meeting Schedule 2019/2020  
Winter Term**

**All Meetings Combined**

Wednesday, January 8	College Council	3-5	Tioga 505
Thursday, January 9	Accreditation	2-3	Tioga 505
Thursday, January 9	Instructional Council	3-5	Tioga 505
Monday, January 13	Jenzabar User Group (JUG)	3-5	Tioga 505
Tuesday, January 14	Guided Pathways	9-10	Tioga 505
Wednesday, January 15	Safety Committee	1-2	Tioga 505
Wednesday, January 15	Faculty Senate	3-5	Tioga 505
Thursday, January 16	Curriculum Committee	3-5	Tioga 303
Thursday, January 16	Diversity, Equity, Inclusion	3-5	Tioga 505
Wednesday, January 22	Division Meetings	3-5	Lakeview E/F
Thursday, January 23	Accreditation	2-3	Tioga 505
Thursday, January 23	Instructional Council	3-5	Tioga 505
Monday, January 27	Board of Education	6-9	Tioga 505
Tuesday, January 28	Guided Pathways	9-10	Tioga 505
Wednesday, January 29	ESSLT	2-3:30	<i>Dellwood 21</i>
Wednesday, January 29	Art Committee	3-5	Tioga 505
Wednesday, January 29	Grant Writing	3-5	Lakeview E
Wednesday, January 29	Faculty Professional Development	3-5	<i>TBD</i>
Wednesday, January 29	General Education/GSLOs	3-5	Tioga 305
Wednesday, January 29	Instructional Design	3-5	Lakeview F
Wednesday, January 29	Academic Standards	3-5	Dellwood 21
Thursday, January 30	Curriculum Committee	3-5	Tioga 303
Wednesday, February 5	College Council	3-5	Tioga 505
Thursday, February 6	Accreditation	2-3	Tioga 505
Thursday, February 6	Instructional Council	3-5	Tioga 505
Monday, February 10	Jenzabar User Group (JUG)	3-5	Tioga 505
Tuesday, February 11	Guided Pathways	9-10	Tioga 505
Wednesday, February 12	Faculty Senate	3-5	Tioga 505
Thursday, February 13	Curriculum Committee	3-5	Tioga 303
Thursday, February 13	Diversity, Equity, Inclusion	3-5	Tioga 505
Wednesday, February 19	Safety Committee	1-2	Tioga 505
Wednesday, February 19	ESSLT	2-3:30	<i>Dellwood 21</i>
Wednesday, February 19	Art Committee	3-5	Tioga 505
Wednesday, February 19	Grant Writing	3-5	Lakeview E
Wednesday, February 19	Faculty Professional Development	3-5	<i>TBD</i>
Wednesday, February 19	General Education/GSLOs	3-5	Tioga 305
Wednesday, February 19	Instructional Design	3-5	Lakeview F
Wednesday, February 19	Academic Standards	3-5	Dellwood 21
Thursday, February 20	Accreditation	2-3	Tioga 505
Thursday, February 20	Instructional Council	3-5	Tioga 505
Monday, February 24	Board of Education	6-9	Tioga 505



Common Meeting Schedule 2019/2020  
**Winter Term**

Tuesday, February 25	Guided Pathways	9-10	Tioga 505
Wednesday, February 26	General Faculty	3-5	<i>TBD</i>
Thursday, February 27	Curriculum Committee	3-5	Tioga 303
Thursday, February 27	Diversity, Equity, Inclusion	3-5	Tioga 505
Wednesday, March 4	ESSLT	2-3	<i>Dellwood 21 tbd</i>
Wednesday, March 4	Division Meetings	3-5	Lakeview E/F
Wednesday, March 4	PT Faculty Quarterly Meeting	5:30-7	Tioga 505
Thursday, March 5	Accreditation	2-3	Tioga 505
Thursday, March 5	Instructional Council	3-5	Tioga 505
Monday, March 9	Jenzabar User Group (JUG)	3-5	Tioga 505
Tuesday, March 10	Guided Pathways	9-10	Tioga 505
Wednesday, March 11	Faculty Senate	3-5	Tioga 505
Thursday, March 12	Diversity, Equity, Inclusion	3-5	Tioga 505
Wednesday, March 18	Safety Committee	1-2	Tioga 505
Wednesday, March 18	College Council	3-5	Tioga 505
Thursday, March 19	Accreditation	2-3	Tioga 505
Monday, March 23	Board of Education	6-9	Tioga 505

Common Meeting Schedule 2019/2020  
Spring Term

All Meetings Combined

Wednesday, April 1	College Council	3-5	Tioga 505
Wednesday, April 1	Art Committee	3-5	Lakeview G
Wednesday, April 1	Grant Writing	3-5	Lakeview E
Wednesday, April 1	Faculty Professional Development	3-5	<i>TBD</i>
Wednesday, April 1	General Education/GSLOs	3-5	Tioga 305
Wednesday, April 1	Instructional Design	3-5	Lakeview F
Wednesday, April 1	Academic Standards	3-5	Dellwood 21
Thursday, April 2	Accreditation	2-3	Tioga 505
Thursday, April 2	Instructional Council	3-5	Tioga 505
<i>April 8 – April 10</i>	<i>Accreditation Site Visit</i>	<i>ALL DAY</i>	<i>MULTIPLE</i>
Wednesday, April 8	Faculty Senate	3-5	Tioga 505
Thursday, April 9	Diversity, Equity, Inclusion	3-5	Tioga 505
Monday, April 13	Jenzabar User Group (JUG)	3-5	Tioga 505
Tuesday, April 14	Guided Pathways	9-10	Tioga 505
Wednesday, April 15	Safety Committee	1-2	Tioga 505
Wednesday, April 15	Division Meetings	3-5	Lakeview E/F
Thursday, April 16	Accreditation	2-3	Tioga 505
Thursday, April 16	Instructional Council	3-5	Tioga 505
Friday, April 17	ESSLT	2-3:30	<i>TBD</i>
Wednesday, April 22	General Faculty	3-5	Eden/TBD
Thursday, April 23	Diversity, Equity, Inclusion	3-5	Tioga 505
Monday, April 27	Board of Education	6-9	Tioga 505
Tuesday, April 28	Guided Pathways	9-10	Tioga 505
Wednesday, April 29	College Council	3-5	Tioga 505
Thursday, April 30	Instructional Council	3-5	Tioga 505
Tuesday, May 5	PT Faculty Quarterly Meeting	5:30-7	Tioga 505
Wednesday, May 6	Faculty Senate	3-5	Tioga 505
Thursday, May 7	Diversity, Equity, Inclusion	3-5	Tioga 505
Friday, May 8	ESSLT	2-3:30	<i>TBD</i>
Monday, May 11	Jenzabar User Group (JUG)	3-5	Dellwood 21
Monday, May 11	Board of Education – Budget	6-9	Tioga 505
Tuesday, May 12	Guided Pathways	9-10	Tioga 505
Wednesday, May 13	College Council	3-5	Tioga 505
Wednesday, May 13	Art Committee	3-5	<i>TBD</i>
Wednesday, May 13	Grant Writing	3-5	<i>TBD</i>
Wednesday, May 13	Faculty Professional Development	3-5	<i>TBD</i>
Wednesday, May 13	General Education/GSLOs	3-5	Tioga 305
Wednesday, May 13	Instructional Design	3-5	<i>TBD</i>
Wednesday, May 13	Academic Standards	3-5	Dellwood 21
Thursday, May 14	Accreditation	2-3	Tioga 505
Thursday, May 14	Instructional Council	3-5	Tioga 505
Monday, May 18	Board of Education	6-9	Tioga 505
Wednesday, May 20	Safety Committee	1-2	Tioga 505
Wednesday, May 20	Division Meetings	3-5	Lakeview E/F
Thursday, May 21	Diversity, Equity, Inclusion	3-5	Tioga 505

**Common Meeting Schedule 2019/2020  
Spring Term**

Wednesday, May 27	General Faculty	3-5	Eden/TBD
Thursday, May 28	Instructional Council	3-5	Tioga 505
Friday, May 29	ESSLT	2-3:30	<i>TBD</i>
Wednesday, June 3	Faculty Senate	3-5	Tioga 505
Monday, June 8	Jenzabar User Group (JUG)	3-5	Tioga 505
Wednesday, June 17	Safety Committee	1-2	Tioga 505
Monday, June 22	Board of Education	6-9	Tioga 505

## Contracts and Payroll

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Paychecks are direct deposited by the Payroll Department into your checking account.

### Part-Time Faculty

A contract will be sent to part-time faculty indicating their teaching assignments prior to the beginning of each term. A valid contract must be signed by you and returned to the Human Resources. If you have questions regarding your contract, please contact the Office of Instruction.

Part-time faculty are paid twice each term and checks are distributed on the 10th of the month. Step advances are earned for each 8 terms or 45 credits of teaching.

### Part-Time Clinical/Hourly Faculty

Part-time Nursing faculty will be paid an hourly wage instead of by credits. The placement will be based on education using the following categories and levels:

1. Master's or Doctorate Degree \$34.96/hour
2. Bachelor Degree \$29.14/hour
3. Associate degree \$25.63/hour

### Full-Time Faculty

An annual contract will be sent before the beginning of the new academic year. A valid contract and other payroll information must be signed and returned to the Human Resources Contracts Coordinator (ext. 7280).

Payroll checks for full-time faculty are distributed on the 10th of each month. When the 10th is a Saturday or Sunday, payday will be on the preceding Friday.

For questions regarding payroll issues, please call the Payroll Specialist at ext.7204.

### Leave Reports (timesheets)

Full-time faculty must complete their monthly online Leave Reports (timesheets) through myLakerLink (under the Employee Info tab) at the end of each month. HR requires the process be complete by the last business day of each month. Please complete in time for your supervisor to approve and process before the monthly HR deadline. Please remember to note all contracted holidays on your Leave Report.

## Credit Union

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As an employee of the College district, you can become a member of the Coos Educators Federal Credit Union and the First Community Credit Union for the purpose of borrowing or investing funds. You need to specify you are a College employee. They can be of assistance to you in opening accounts, making deposits and withdrawals, and applying for loans. Payroll deductions can be arranged through the Compensation Coordinator, call 888-7204.

## Email

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All full and part-time faculty have a socc.edu email address assigned to them. It is important that you access and use this service to obtain critical college information, i.e., campus events, student communications and emergency notifications. Your Outlook email can be accessed on your computer Outlook program or online using the [Office 365](#) log-in screen.

## Faculty Resource Room

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The Faculty Resource Room is located in Lampa Hall, room 1, and has been developed for part-time faculty. This room is equipped with tables, telephones, computers, printers, fax and a scanner. There are two separate work areas that have a computer and telephone specifically for part-time faculty. Please see your Dean to complete the paperwork to obtain a key card.

## Full-time Equivalent-FTE (Students)

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Each 510 hours of instructional time provided to students in reimbursable courses represents one FTE for reimbursement. College funding is based in part on the development of FTE.

## Illness

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See CANCELLED CLASSES in this handbook.

## In-Service Schedule

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Opportunities for faculty training, information sharing and campus updates are made available through annual in-service dates that are held the week before each fall term. Additional in-service dates are offered at the start of winter term. For questions about current in-service schedule, please contact the Office of Instruction.

# Technology Support

## SWOCC Links

myLakerLink	<a href="https://mylakerlink.socc.edu/ICS">https://mylakerlink.socc.edu/ICS</a>
Main Web Page	<a href="http://www.socc.edu">http://www.socc.edu</a>
ITS Web Page	<a href="https://www.socc.edu/its">https://www.socc.edu/its</a>
Office 365 / Web mail	<a href="https://login.microsoftonline.com">https://login.microsoftonline.com</a>
Service Desk	<a href="http://laytonsd.socc.edu/laytonservicedesk/">http://laytonsd.socc.edu/laytonservicedesk/</a>
Maintenance Work Orders	<a href="https://login.myschoolbuilding.com">https://login.myschoolbuilding.com</a>
Hoonuit Learning	<a href="https://mylakerlink.socc.edu/ICS/Employee_Home.inz">https://mylakerlink.socc.edu/ICS/Employee_Home.inz</a> (login mLL first)

Click on Hoonuit Learning link on right

### REQUESTING HELP FROM INTEGRATED TECHNOLOGY SERVICES (ITS)

**Preferred** way to request help for technology at SWOCC:

- Login to Service Desk (<http://laytonsd.socc.edu/LaytonServiceDesk/>) and create a service request.

*This process will automatically assign the request to the appropriate person based on the request type selected.*

**Alternatively:**

- Send an email message to [itshelp@email.socc.edu](mailto:itshelp@email.socc.edu) with a description of the issue.

*This process creates a request in Service Desk, but it does not assign the request to anyone as it doesn't know the type of request. Therefor the request may sit awhile until an analyst takes ownership of the request.*

**Emergency:**

- When you can't use a computer to access Service Desk or you need immediate attention, please call (541) 297-5008. This number will be monitored from **7 AM** to **8 PM** on regular workdays during Fall, Winter and Spring Terms (7 to 5 during the summer).

## Who do I call????

ITS Phone (541) 888-7999

Password Resets, please call first stop @ (541) 888-7352

E-Learning Support: [eLearningSupport@socc.edu](mailto:eLearningSupport@socc.edu) (Terry Stroh (541) 888-1504)

# Integrated Technology Services Staff

## Randolph 1

Balogh, Heather	Enterprise Systems Support Analyst	<a href="mailto:heather.balogh@socc.edu">heather.balogh@socc.edu</a>	541-888-7218
Thompson, Nathan	Enterprise Resource Planning Systems Administrator	<a href="mailto:nathan.thompson@socc.edu">nathan.thompson@socc.edu</a>	541-888-1646

## Randolph 3

Chilson, James	Programmer Specialist	<a href="mailto:james.chilson@socc.edu">james.chilson@socc.edu</a>	541-888-7631
Gerisch, Carl	Executive Director of Integrated Technology Services / Chief Information Officer	<a href="mailto:carl.gerisch@socc.edu">carl.gerisch@socc.edu</a>	541-888-7707
Lowe, Richard	Web Systems Specialist	<a href="mailto:richard.lowe@socc.edu">richard.lowe@socc.edu</a>	541-888-7425
Parker, Brian	Windows Systems Administrator	<a href="mailto:bparker@socc.edu">bparker@socc.edu</a>	541-888-7426

## Randolph 7

Enriquez, Michael	Technology, Software and Media Support Technician	<a href="mailto:michael.enriquez@socc.edu">michael.enriquez@socc.edu</a>	541-888-7606
Petenbrink, Dallas	Coordinator of Media and Events Technology	<a href="mailto:dpetenbrink@socc.edu">dpetenbrink@socc.edu</a>	541-888-1519
Richardson, Danny	Technology, Software and Media Support Technician	<a href="mailto:danny.richardson@socc.edu">danny.richardson@socc.edu</a>	541-888-1531
Shreckengost, Ryan	Technology, Software and Media Support Technician	<a href="mailto:ryan.shreckengost@socc.edu">ryan.shreckengost@socc.edu</a>	541-888-7235
Taylor, John	Director of Technology Support	<a href="mailto:jtaylor@socc.edu">jtaylor@socc.edu</a>	541-888-7428
Willms, Zach	Technology, Software and Media Support Technician	<a href="mailto:zachary.willms@socc.edu">zachary.willms@socc.edu</a>	541-888-7266

## Curry

Hanson, Drew	Curry Technology Support	<a href="mailto:drew.hanson@socc.edu">drew.hanson@socc.edu</a>	541-888-1676
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ITS (541) 297 - 5008

## **Injury, Incident, Accident or Serious Illness**

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(541) 297-4200

An ambulance will be immediately called in the event of any injury, accident or serious illness, and the College district shall guarantee payment to the ambulance service if the party fails to make payment. Procedures for handling accidents and illness have been developed by Administrative Support Services and distributed to the College community.

It is expected that you will react to emergency situations in a professional manner, which demonstrates primary concern for safety of students and facilities. As soon as possible, the on-campus instructor should notify the appropriate emergency and college personnel. Off-campus instructors should contact any necessary emergency personnel and their supervisor. Any accident involving personal injury or property damage requires a written Incident Injury Report including circumstances, action taken, and other relevant information, which should be submitted to Administrative Services in Tioga Hall, Room 512 or call (541) 888-7206. See Appendix H for Emergency Evacuation Procedures.

## **Key Request**

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On-campus facilities will generally be open when classes are in session. Offices, support spaces, and some instructional spaces may be locked to protect individuals and college property. Facilities will be locked when classes are not in session. Keys will be issued to college staff with a continuing need to enter specific locations. Keys shall not be issued for community use of facilities or for student use without the approval of a college representative. Community use will be scheduled through the Office of Instruction, and college building security shall provide access on a prearranged schedule. Also see CLASSROOMS or access the online [Key Request Form](#). The Plant Services Department issues keys to you. Please see your supervisor.

## **Library**

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(541) 888-7270 Tioga Hall, 2nd floor

As you develop your course or search for materials to supplement your class, feel free to use the resources of the Library. The Library is open 8:00 AM to 7:00 PM Monday through Friday. These resources include books, periodicals (print and electronic), and audiovisual collections (video, audio, CDs and DVDs) selected to support college programs and courses. The Coastline Library Catalog includes the collections of all Coos County Libraries. Searches can be limited to college materials only.

All faculty members are encouraged to participate in the selection of books, audio-visual materials and periodicals for the library collection. Collection development requests from faculty members may be submitted online through forms found on the library web page. Call (541) 888-7270 for the password.

## Lost and Found

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(See SECURITY in this handbook)

## Mail and Print Services (MPS)

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Tioga Hall, Room 100, (541) 888-7282

MPS is open five days per week, 8:00 a.m. to 5:00 p.m. They are occasionally closed for lunch during times of low staffing. They offer duplicating services, bindery services, mailing, fax service, letterhead, envelopes and more. The Mail and Print Services website lists all of the services and even has samples of paper that is available.

The [Work Order Form](#) is located at online on the Mail and Print Services website. You may submit the work order via email and attach your job to it. There are also fill-in forms for business cards, etc.

Most services can be utilized for personal use with a surcharge added. MPS accepts cash or checks. Personal mail and packages cannot be received, however, because of limited space and staff.

### Mail

(541) 888-7446

Provides mail and fax services. MPS is a full-service mailing center, offering USPS, UPS, and FedEx. MPS keeps a supply of stamps on hand for your convenience. They carry mailing supplies (boxes, envelopes, CD mailers, padded envelopes, etc.)

Incoming mail is received once per business day and is distributed by approximately 1:00 p.m. to your assigned mailbox. Outgoing mail deadline is 1:30 p.m. Be sure to put your account number on all-outgoing mail and packages. A mail drop box is located near the entrance. Please be sure to rubber band your mail, keep mail to residence students separate, as it is delivered straight to their boxes.

MPS will deliver large packages to your office when time permits.

If you have a bulk mailing, please contact MPS for more details and to coordinate the mailing date.

### Faxes

Faxes received are placed in your mailbox. Faxes can also be sent for you. Fax number: 541-888-7285.

### Printing

(541) 888-7446

MPS offers 72-hour turnaround service on most straight copy orders. If your job requires folding, drilling, perforating, padding, laminating, etc., more time will be required. Simply fill out a Work Order Form and MPS will duplicate your job and deliver it to your mailbox or to one of the tables across from your mailbox. Tests are held in a secured cabinet for your pick-up.

MPS adheres to copyright laws.



## **Copiers**

(541) 888-7446

Self-serve copiers are located in Lampa, Randolph, Sitkum, and Stensland halls. See your supervisor for more information. Individual access codes are available from MPS and are issued for the copy machine nearest your office.

## **Supplies**

(541) 888-7446

MPS is the distribution point for letterhead, envelopes, scratch pads, copy and printer paper.

## **Maintenance of Building and Grounds**

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(541) 888-7250

If you need custodial or maintenance services, please call Plant Services.

## **Marketing Your Class**

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Specific courses may be advertised by flyers, newspapers etc. Please work with your Dean to explore options.

## **Media Services**

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(541) 888-7266/1531 Randolph 7

Audio-visual and classroom multi-media equipment can be requested by emailing Media Services at [media@socc.edu](mailto:media@socc.edu). As media services have limited amounts of equipment, it is best to submit your request as early as possible.

If you have forgotten to request equipment in advance, please call the Media Services department and they will attempt to accommodate you. Equipment is oftentimes placed in a classroom prior to the actual class time for which the equipment has been requested. By moving the equipment you may be disrupting another class.

When an off-campus class is held in another area school, our instructors are usually able to use equipment belonging to that school. If the equipment you need is not available at your teaching site, please make arrangements to borrow what you need (if it is available) from the Media Services department.

Media Services houses several notebook computers that are available for check out. It is preferred that check out be limited to one week at a time. These computers are used by faculty and staff for off-campus training events, presentations, and other college-related activities.

This department provides audio, videotape and DVD duplication services. Dubbing services are limited to instructor requests and personal recordings. Materials with a copyright will not be duplicated without proof of copyright waiver.

Media Services also houses the Teleconferencing Center and provides administrative and technical support for all teleconferencing activities. This consists of one classroom on the first floor of Tioga Hall equipped with various types of video conferencing systems, including I.P. Video (Internet Protocol) interactive video conferencing. Media Services provides numerous other materials and services for use by faculty and staff, both on and off campus. For further information, contact Media Services.

## Notice of Non-Discrimination

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Students, their families, employees and potential employees of the Southwestern Oregon Community College District are hereby notified that Southwestern Oregon Community College does not discriminate on the basis of race, color, gender, sexual orientation, marital status, religion, national origin, age, disability status, gender identity, or protected veterans in employment, education, or activities as set forth in compliance with federal and state statutes and regulations. Any persons having inquiries concerning Southwestern's compliance with Title II, Title IV, Title VI, Title IX and/or Section 504 may contact:

Jeff Whitey, Vice President of Administrative Services  
Southwestern Oregon Community College  
1988 Newmark Ave.  
Coos Bay, OR 97420  
(541) 888-7402

Southwestern Oregon Community College offers the following career and technical education programs for all students regardless of race, color, gender, sexual orientation, marital status, religion, national origin, age, disability status, gender identity, or protected veteran status, including those with limited English proficiency: Business, Office Technology, Computer Technology, Childhood Education, Criminal Justice, Culinary, Fire Sciences, Health Sciences, and Welding and Fabrication. Persons seeking further information concerning the vocational education offerings and specific prerequisite criteria should contact:

Dr. Ali Mageehon, Vice President of Instruction  
Southwestern Oregon Community College  
1988 Newmark Ave.  
Coos Bay, OR 97420  
(541) 888-7417  
ali.mageehon@socc.edu

## Personal Checks

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Personal checks may be cashed at the Student First Stop Center in Dellwood Hall subject to availability of cash and are typically limited to \$20. There is also an ATM machine located in Stensland Hall.

## Photocopying and Printing

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See MAIL AND PRINT SERVICES

## Posting Policy

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If you would like to post flyers on campus, first check with your supervisor. Upon approval, you must take them to the Coordinator of Student Life in Empire Hall, Room 205. If flyers are not stamped, they will be removed.

## Security

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(Coos Bay Campus Security cell telephone number is 541-297-4200)

Security Staff hired by the College is primarily responsible for the physical security of the campus buildings and facilities. Individuals on campus (students, employees, visitors, etc.) should take active responsibility for their personal property.

Should the need arise to contact emergency assistance from campus telephones: pick up an emergency telephone for automatic dial, or dial 7-911, or 9-911. All college security personnel are equipped with portable radios at all times enabling them to dial 911 from any location on campus to contact the Coos Bay Police Department (541-269-8914) to respond to criminal actions or other agencies for on campus emergencies (fire, accident, etc.) In addition, security personnel will render any individual assistance they are able to provide.

### **Automobile, Damage, or Thievery**

If you are involved in an accident on campus, please notify the campus Public Safety Department and your insurance company. All criminal and theft complaints should be reported to the campus Public Safety Department, your insurance company, and the Business Manager. If unable to locate the campus Public Safety Officer, notify the Coos Bay Police Department.

### **Emergency Procedures**

It is expected that you will react to emergencies in a professional manner, which demonstrates primary concern for safety of students and facilities. This includes any type of violence or violent behavior you may encounter. As soon as possible, the on-campus instructor should notify the appropriate emergency and college personnel. An online Maxient Incident Report must be completed, which will notify the Dean of Students of the circumstance or situation. Off-campus instructors should contact any necessary emergency personnel and their supervisor. Any accident involving personal injury or property damage requires a written Incident Injury Report which will include circumstances, action taken, and other relevant information which should be submitted to Administrative Services.

## **Lost & Found**

The Lost and Found is located with the Public Safety Department, (541) 888-7399. You can help by delivering all Lost and Found items to the telephone switchboard in Dellwood Hall or to the Public Safety in the Newmark Center.

## **Missing College Equipment**

If a piece of equipment is missing, immediately file a report through the campus public safety department and notify your Dean or supervisor. Prompt action will assist in locating and reclaiming stolen or lost articles.

## **Operation of Motor Vehicles on Campus**

Please drive at speeds so your vehicle will not endanger foot traffic. You must follow posted directional signs at all times. Posted speed limits are:

- 20 mph on all campus roads
- 10 mph in all campus parking areas

Vehicles, motorcycles, and bicycles are not allowed on campus walkways except for loading and unloading or when there is an emergency.

The campus shall be closed to traffic at 11:00 p.m. and opened to traffic at 7:00 a.m. College staff should carry college identification. Individuals on campus between 11:00 p.m. and 7:00 a.m. may be stopped and questioned by campus security. Motor vehicles need to be operated at all times in conformity with the laws of the State of Oregon and ordinances of the City of Coos Bay. Traffic tickets are issued by the Coos Bay Police Department. Southwestern cannot change the ticket or fines.

## **Personal Property on Campus**

The College does not carry fire or theft insurance on any personal property that you have in your office or classrooms. Safety and accident prevention will be a primary consideration in any college activity. It is the College's responsibility to provide a safe environment. It is your responsibility to perform duties in a safe manner in compliance with safety rules and practices. Safety rules and procedures have been developed by the College administration and are distributed upon request to college staff through the Office of Administrative Services in Tioga Hall, Room 511.

## **Smoking-Tobacco Use**

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### **BP # 7155**

Southwestern Oregon Community College is committed to providing a safe and healthy environment for its employees, students and visitors. In light of findings of the U.S. Surgeon General that exposure to secondhand tobacco smoke and use of tobacco products are significant health hazards, it is the intent of the Board to establish a restricted tobacco-use environment. Consequently, except in designated smoking areas, the use or carrying of any lighted smoking instrument in College buildings or on College premises, at events on College premises, or in College-owned, rented or leased vehicles is prohibited. The distribution and/or sale of tobacco including any smoking device, is prohibited. For the purpose of this policy, "tobacco" is defined to include any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette, and any other smoking product; and smokeless or spit tobacco, also known as dip, chew, snuff or snus, in any form.

All College employees, students, visitors and contractors are required to comply with this policy, which shall remain in force at all times. The Board or its designee shall set and approve fair and uniform fines for violations of these rules and shall provide adequate means for the enforcement and collection of such fines. No tobacco-related advertising or sponsorship shall be permitted on the College property, at College-sponsored events or in publications produced by the College, with the exception of advertising in a newspaper or magazine that is not produced by the College and which is lawfully sold, bought or distributed on campus property. For the purposes of this policy, “tobacco-related” applies to the use of a tobacco brand or corporate name, trademark, logo, symbol or motto, selling message, recognizable pattern of colors or any other indicia of product identification identical to or similar to, or identifiable with, those used for any brand of tobacco products or company which manufactures tobacco products. Exceptions may be granted by the President or designee.

The College President will develop administrative policies and procedures as necessary to implement this policy, including provisions for notification, signage, disciplinary consequences, complaint procedures and enforcement. Procedures will be developed to offer or promote prevention and education initiatives that actively support non-use and address the risks of all forms of tobacco use. Procedures will also be developed to offer or promote programs and services that include practical evidence-based approaches to end tobacco use for students and employees who want to quit. This policy will take effect July 1, 2012.

## Standards of Employee Conduct

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### APP # 6.2.001

Southwestern Oregon Community College has established standards of employee conduct. Employee violation of these standards may result in disciplinary action up to and including discharge from employment at Southwestern Oregon Community College. This procedure applies to all Southwestern Oregon Community College employees.

Employees are expected to maintain these Standards of Employee Conduct. Such standards of employee conduct include, but are not limited to, the following:

1. **Employee Conduct:** Employees must comply with all College Board Policies and Administrative Procedures and Policies. Employees must comply with the Tobacco Use Environment policy and smoke only in designated areas. Employees must comply with the Alcohol and Drug-Free Workplace policy and may not be under the influence of illegal drugs or alcohol during working hours. Employees may not possess a firearm, dangerous weapon, or destructive device on College property. Violent, threatening, or destructive behavior on College premises or at a College-sponsored activity is prohibited.
2. **Attendance:** Employees are expected to be reliable and punctual in reporting for scheduled work. The College recognizes that illness, injury, and other unforeseen circumstances may occur, and has therefore established sick leave and other leave benefits plans to compensate eligible employees for certain time loss. When an employee cannot avoid being late to work or is unable to work as scheduled, the employee is expected to notify the supervisor at least one hour before your scheduled start time, or as soon as practical. This notice must be given on each day that you are late or absent, unless the College has received documentation authorizing you to be absent until a specific date. When reporting an absence, employees must provide sufficient information for the College to determine if the absence

qualifies for Family Medical Leave under state and/or federal laws, (e.g., hospitalization; under a doctor's care; illness of a family member, etc.). You must also follow the College's established procedures for this kind of leave. Excessive absenteeism, tardiness, or extension of breaks will result in discipline. Examples of absenteeism/tardiness that may be considered excessive include, but are not limited to:

- Absences of more than 3 days in 3 months, or 6 days in 6 months.
- Tardiness more than 1 time in a week, or more than 2 times in a month. (Tardiness of more than 30 minutes shall be counted as an absence under this policy.)
- Any pattern of absenteeism, such as consistently missing days prior to or following a weekend or holiday.

If an employee fails to report to work without notifying his/her supervisor for three (3) consecutive days, the position may be deemed abandoned.

3. **Work Performance:** Employees are expected to be professional, reliable, and efficient in completing their assigned job duties. Employees must follow established procedures or work methods and meet performance standards in completing their duties. Employees must follow safe working practices and promptly report workplace accidents or injuries.
4. **Relationships with Others:** Employees will not use his/her position or influence to derive a financial benefit or otherwise profit from a relationship with a student. Each employee will conduct himself/herself so as to promote an atmosphere free from discrimination and harassment. Employees will be flexible and cooperative in working with others and will be professional in communications with other employees, students and College patrons. Insubordination, including a refusal to follow oral or written directions or instructions of a supervisor, is not tolerated. Fighting, discourteous and offensive behavior is prohibited.
5. **College Property:** Employees must use and maintain College property, equipment, and materials appropriately. Employees will not use the College's name, property, or resources for non-educational benefit or purpose, except as otherwise allowed by College policy or employment agreements. Unauthorized use of employment time or College resources for personal purposes is prohibited. Employees must comply with the College's *Acceptable Use of Information Technology Resources* procedure in using the College's computers, e-mail, and website.
6. **Employment Records:** Employees must present accurate employment records to the College, including accurate information of spouse, dependents, and/or immediate family for purposes of medical or other employee benefits. Employees are expected to be timely in completing necessary paper work, such as leave requests, travel reimbursements, payroll, grades, and class rosters. Falsification of any document or misrepresentation directly related to employment or professional duties is prohibited.
7. **Confidential Records:** Employees must use and maintain all student records and employee records, including electronically stored information, in a confidential manner as required by federal and state law and College Policies and Procedures.

## Student Ratings of Instruction

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The purpose of the Student Survey is to provide feedback on the effectiveness of the course, the performance of job functions as specified in the job description, assist the instructor in the performance of their duties and to encourage/support their professional development.

Anonymous surveys protect students through orderly procedures against prejudiced, arbitrary, or capricious academic evaluation. At the same time, they are responsible for maintaining standards of academic performance established for each course in which they are enrolled.

Student Surveys are initiated by the Curriculum Technician through an online process in CoursEval. Surveys are applied to all student accounts in myLakerLink at the end of week 7 of the term. They remain on accounts until the end of week 10 for students to complete. Surveys are published and released after grades for the term are published.

For additional information on the Student Ratings process, contact the Curriculum Technician.

## Telephone

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(See INFORMATION TECHNOLOGY SERVICES 541-888-7209)

The College uses the Call Xpress Voicemail system. Questions about the operation of the telephone system should be directed to the Telecommunication Technician (x7425). Telephones are available to you for college business. Local calls may be placed by dialing “9”, wait for outside dial tone, and dial the area code and number desired. Long-distance service is provided for college business. Faculty who use long distance service regularly will be assigned a UNICOM number by the Administration Service Office (ext. 7206). Personal long-distance calls should be charged to your personal telephone number or calling card.

### Long Distance

If you are calling a toll free long distance number you must dial (1) before the long distance number or you will not reach the long distance number you desire. Southwestern’s toll free line is 800-962-2838.

How to use UNICOM:

9+1+Area Code + Phone Number + UNICOM Code

Dir. Assist. 9+1+Area Code +555 +1212 +UNICOM Code

Overseas example: 9-011-49-2-888-8888+ UNICOM Code

Southwestern Oregon Community College policy is that “collect calls are not accepted.” Questions about the telephone service should be directed to Information Technology.

### Voicemail Settings

All faculty will need to set up their phone’s voicemail to accept and retrieve messages.

### INSTRUCTIONS

- To set up your voicemail when you are off campus:
  1. Call 541-888-2525
  2. When you hear “Welcome to Southwestern...”, enter # plus your 4 digit phone extension.
  3. You will be asked for a security code – enter 0000 for your security code.
  4. Complete the setup by entering a new security code, name and greeting. Your voicemail will not work until you complete the setup.
- To set up your voicemail when you are on campus, dial 7435 and complete steps 2, 3, and 4 as listed above.



## Travel

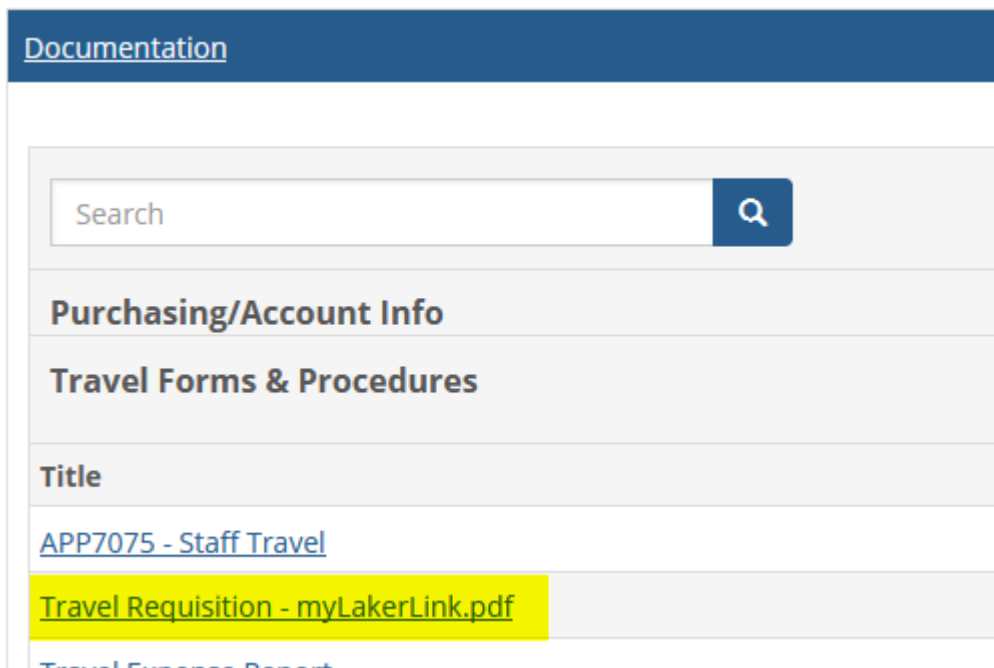
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You may be reimbursed for approved travel, subject to budget limitations. Your supervisor and the Vice President of Instruction and Student Services must approve all faculty travel before the travel commences. Your supervisor and the Vice President of Instruction and Student Services must approve requests for reimbursement for travel, honorariums, and other expenses through the online requisition system.

Out-of-state travel needs to be approved in advance by first the President, then your supervisor and then the VP of Instruction. As the online requisition system does not have an approval track to all three administrators, please email a copy of your Requisition number and outline your travel plans to the President immediately after you create the online requisition.

To travel within the district for the academic year, work with your supervisor to create a requisition in myLakerLink with a “blanket” approval.

Specific instructions for Travel Requisitions are outlined on myLakerLink. Go to the Finances tab, under Documentation: <https://mylakerlink.socc.edu/ICS/Finances/>



Questions related to Travel Requisitions can be emailed to Accounting Technician in the Business Office.

### Payment of Approved Faculty Expenses

Requests to travel must be submitted through the Online Requisition System with estimated expenses for accommodations, transportation, meals input on a Blanket Purchase Order in order the business office to collect online purchase approvals. You must also submit a Faculty Leave Memo (log into myLakerLink to view) with instructions for your class coverage or cancellation instructions during your absence.



Remember that hotel receipts are required but meal receipts are not as they are based on per diem amounts. You will need to attach receipts and outline the number of meals taken on the Travel Expense Report. All forms must be turned into the Business Office within two weeks of your return date unless other arrangements with your supervisor have been made. Reimbursement may require up to two weeks. See the Accounts Payable Bookkeeper located in Dellwood Hall, Room 15 or call 888-7241 for more information.

### **Faculty Development Committee Travel**

If using Faculty Development Committee funds, you must submit your Travel Expense Report to the Office of Instruction after your supervisor has approved your travel request by signing the Faculty Development Funds Application. The Administrative Assistant to the VP of Instruction will input your online travel request, and the subsequent Travel Expense Report you complete upon your return, into online requisition system.

### **Transportation Reimbursement**

The most updated information on procedures, policies, and rates for reimbursement can be found here: The most up to date procedures, policies, and rates for renting vehicles can be found on myLakerLink:

[myLakerLink > Finances > Purchasing > Documentation > Staff Travel Procedure](#)

Any exceptions to this procedure must be approved by the appropriate Vice President or the President. The employee is responsible for liability and comprehensive insurance for his/her personal vehicle used for College travel. Employees using personal vehicles for College travel, shall provide current proof of vehicle insurance and a current Oregon Driver's License.

The College will not reimburse for multiple vehicles going to the same conference/destination/event unless the number of staff traveling requires additional vehicles.

Requests for travel reimbursement must be submitted to the Business Office within fifteen (15) working days after returning from the travel.

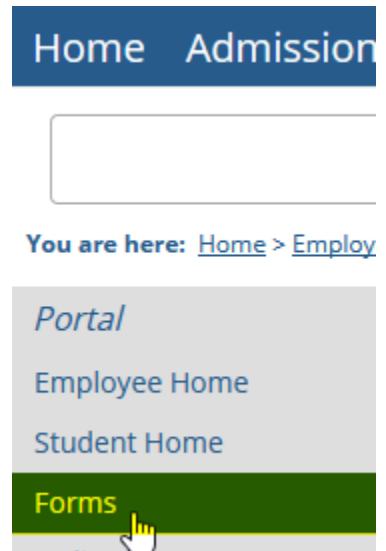
## Reserving a Vehicle

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The most updated policies, procedures, and rates for renting a vehicle can be found on myLakerLink: [myLakerLink > Finances > Purchasing > Documentation](#)

To use a fleet vehicle or reserve a rental car, please follow the process below. For questions, please contact the Facilities Coordinator in Plant Services Department:

1. Please use the Vehicle Reservation Form on the Home Tab, under Forms in mylakerlink to make requests. You must fill out this reservation form after you receive your PO. All requests should be made at least 48 hours before you depart. Tip: If you do not have a Requisition Number, when filling out the form please put in 0000.
2. Vehicles are to be driven by authorized college personnel only. Please make sure that a Request to Drive Application has been filled out and signed. Reservations cannot be made without this information.
3. When vehicles are picked up from Plant Services, you will receive a Vehicle Binder. Included in the Binder will be the vehicle keys, a Trip Slip, Gas Cards and a pocket for Gas Receipts.
4. The vehicles must be returned with a full tank of gas. Please place all gas receipts in pocket of Binder.
5. DO NOT FORGET!!!! To fill in the beginning and ending odometer miles used during the trip in the spaces provided on the Trip Slip. Without correct miles, charges to accounts will not be exact; charges will be estimated to a higher amount.
6. In case of a break down or accident, please call Campus Security at 541-297-4200.



### Rental Car Requests

- Please give at least 48 hour notice for Rental Cars, 72 hour notice for Suburban's (these are by special request only). Rental Vehicles may not be available if requests are made later than the 48/72 hour notice.
- If a cancellation needs to be made, please send an e-mail or call as soon as possible. If the car has already been delivered to the Plant Services Office, there will be a daily rate charged.
- A computer generated e-mail confirmation will be sent to you from Enterprise Rental Car. Please disregard the statement "pick-up vehicle at the Coos Bay Branch." Please pick up vehicle, keys and vehicle binder from Plant Services.
- You will need to pick up the Vehicle Binder from Plant Services during regular hours Monday-Friday, 8:00 am-12:00 pm and 2:00 pm-5:00 pm. If requested dates are for pick-up on a Saturday or Sunday, vehicles will need to be picked up from the North Bend Airport Enterprise Branch, by appointment only. Please be prompt in picking up the vehicles from the Airport. Picking up the rental vehicles from the Airport is a privilege extended to us by our local Enterprise Office Management. If this becomes an issue, we may have vehicles being delivered on Friday afternoons and be charged for the weekend.

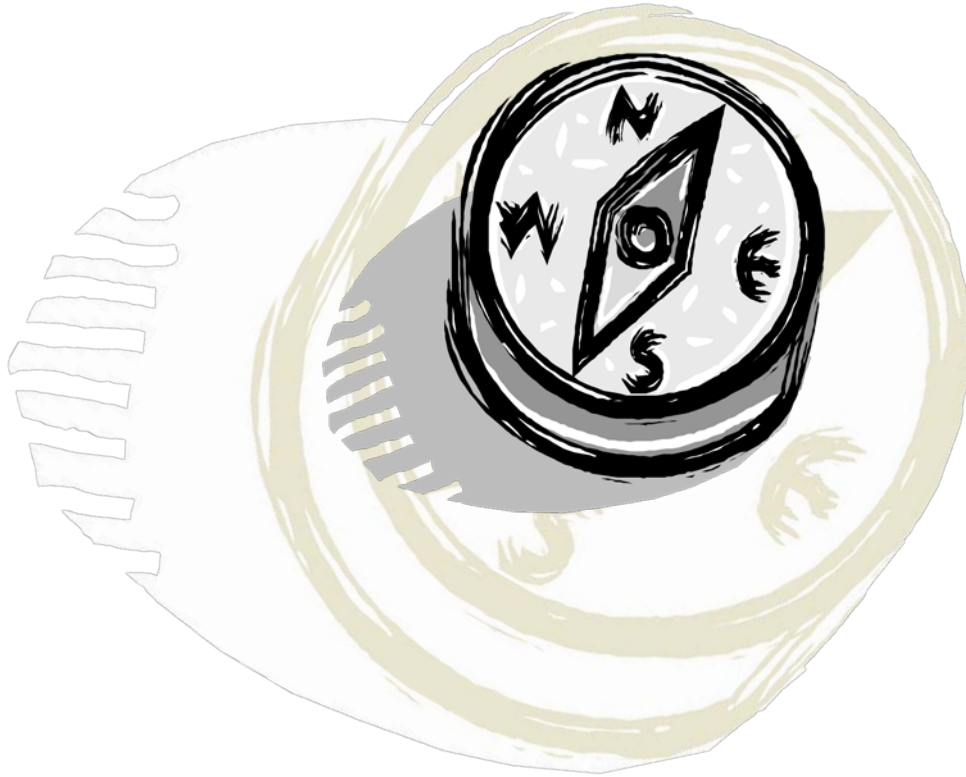
- Vehicles must be returned with a full tank of gas. Enterprise will charge a fill-up fee, which is usually at a higher rate per gallon.
- If Plant Services is closed when you return from a trip, drop the keys in the Enterprise Drop Box on the wall to the right of the door to Plant Services Office. Place the Binder with all paperwork in the mail slot next to the Drop Box.

## University Center

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Visit in Stensland 1<sup>st</sup> floor or [online](#).

# POLICY INFORMATION



In addition to the policies reviewed in this handbook, all employees of Southwestern are responsible to adhere to all Administrative Policies established by Southwestern can be found on the [Administrative Services myLakerLink portal](#). A number of policies are currently under review for revision.

## Alcohol Policy and Related Information

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It is the Administrative Policy of Southwestern Oregon Community College that the College is committed to the prevention of the misuse and abuse of alcohol and drugs by both students and employees. Drug and alcohol abuse is a significant public health problem which has spread throughout our society, affecting performance and productivity, as well as our level of general health. In addition, the use of alcohol and drugs can adversely affect an organization's level of safety as well as its public confidence and trust.

"...no institution of higher education shall be eligible to receive funds or any other form of financial assistance under any Federal program, including participation in any federally funded or guaranteed student loan program, unless it certifies to the Secretary that it has adopted and has implemented a program to prevent the use of illicit drugs and the abuse of alcohol by employees..." (The Drug-Free Schools and Communities Act Amendment of 1989 Public Law 101-226.)

In brief, this policy has been developed by Southwestern Oregon Community College to comply with the recently enacted federal law and to educate and inform its students and employees of the health risks, counseling and treatment resources, and sanctions for noncompliance. The College will biennially review this program to determine its effectiveness and implement changes if needed, and to ensure that the sanctions required are consistently enforced. Note: "Controlled substances" do not include over the counter or prescribed medications. It refers to illicit drugs.

## Assistance

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The College shall make drug and alcohol information available to students, employees and their families:

Information about the health risks associated with the use of illegal drugs and the abuse of alcohol;  
A description of local, state and federal laws and sanctions;

### Assistance Programs

The College recognizes that alcohol and drug abuse are diseases that require treatment and assistance to combat. Insurance benefits available to employees may cover the cost of treatment programs. Students with abuse problems are encouraged to visit the counseling center in Stensland Hall. Counselors can provide preliminary assessment and can refer students to community agencies. Several support groups for persons in recovery, and for their families, meet on the Southwestern campus. Information about these groups is posted on college bulletin boards, and is available from the counseling center in Stensland Hall.

### Related Policies

Administrative Policy 5.008	Alcohol and Drug Abuse Policy
Administrative Policy 5.012	Liquor on Campus
Administrative Policy 6.2030	Employee Alcohol on Campus
Public Law 101.226	The Drug-Free Schools & Communities Act Amend. of 1989

### Liquor on Campus

It is the policy of the Southwestern Oregon Community College to restrict the possession, serving, and use of alcohol on the College campus. (Administrative Policy 5.012)

The possession of alcoholic beverages is not permitted on the College campus or in any facility that is rented, leased, owned, or occupied by the College at any time except as specifically approved by the college president. Approval shall be limited to serving wine and beer in connection with functions beneficial to the general goals of Southwestern Oregon Community College.

The intent of this policy is to allow the College the ability to provide complete meal and beverage services for special social, cultural, and educational gatherings. The policy is not meant to allow other agencies, clubs, or individuals to have a blanket approval mechanism for serving alcoholic beverages on campus. The College is not in the business of earning money from the sale of alcohol. Because of the public nature of the College's support and its sensitivity to its public, the College must judiciously approve the serving of alcoholic beverages.

### **Civic or Not-For-Profit Community Organization:**

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Requests to serve or have alcohol on the College campus will be reviewed on a case-by-case basis by the college president. Approval for use or possession must be requested from the college president at least four (4) weeks in advance of the event. When reviewing a request, the college president will consider the following criteria:

- The group must be a broad-based civic or not-for-profit community organization. See Administrative Policy 5.020, Scheduled Community Use of College Buildings and Facilities.
- The serving of alcoholic beverages in conjunction with a function will be physically separated from other activities or classes including the general student population.
- The group desiring to serve alcohol must have a demonstrated history of accepting responsibility for the monitoring of its program, functions, and participants. Participation in the activities shall be limited to adults 21 years of age or older.
- The group must agree to hold the College harmless for any liability or expenses that arise from the activity.
- The group must be able to reach a mutual agreement with the catering contractor with regard to food and alcohol service. All alcohol must be purchased and served by the campus food service provider. Groups are not allowed to directly purchase or serve alcohol.
- The serving of alcoholic beverages in conjunction with a function will be physically separated from other activities or classes including the general student population.
- The group desiring to serve alcohol must have a demonstrated history of accepting responsibility for the monitoring of its program, functions, and participants. Participation in the activities shall be limited to adults 21 years of age or older.
- The College will provide personnel for maintenance, clean up, and security. These costs will be reflected in the fee structure. The College's food service provider will provide necessary licenses and liability insurance for alcoholic beverage service.
- The group must agree to hold the College harmless for any liability or expenses that arise from the activity.

### **Special College-Related Events**

The College President may grant special permission to allow alcohol to be served during a special college event. Special permission will be granted for beer and/or wine only. No general fund revenues may be used to purchase alcohol for a special college event. The Board of Education will be notified, as an informational

item, when the college president grants special permission allowing alcohol (beer and wine only) to be served during a special college event.

## **Electronic Communications Policy**

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It is the Administrative procedure (APP 5052) of the Southwestern Oregon Community College District to encourage the responsible use of electronic communication to facilitate learning, teaching, research and other College business in support of the College mission. This procedure governs the use of, access to, and disclosure of electronic communications to assist in ensuring that the College's resources serve those purposes. Please refer to the APP 5052 for complete definitions, uses, available listservs along with privacy and security information:

[https://mylakerlink.socc.edu/ICS/Portlets/ICS/Handoutportlet/viewhandler.ashx?handout\\_id=43c4a29a-2813-4442-ac7d-efe0c122a698](https://mylakerlink.socc.edu/ICS/Portlets/ICS/Handoutportlet/viewhandler.ashx?handout_id=43c4a29a-2813-4442-ac7d-efe0c122a698)

## **Part-time Faculty Tuition Waiver Credit**

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It is the administrative policy of the Board of Education of the Southwestern Oregon Community College District that part-time faculty/spouse or child will receive a tuition waiver credit to take eligible courses at Southwestern Oregon Community College. Specifics for Tuition Waiver accrual are outlined in APP 7079 [https://mylakerlink.socc.edu/ICS/Portlets/ICS/Handoutportlet/viewhandler.ashx?handout\\_id=fab07676-7507-4e11-849b-e6a063b80f97](https://mylakerlink.socc.edu/ICS/Portlets/ICS/Handoutportlet/viewhandler.ashx?handout_id=fab07676-7507-4e11-849b-e6a063b80f97)

Enrollment will be on a space available basis. The part-time faculty member should determine before, or at the beginning of the course, if the course is already full or likely to be full by speaking to the appropriate Dean.

## **Possession of Firearms, Destructive Devices, Weapons and Knives**

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(on College Property)

Please see Administrative Procedure # 5.014:

### **POSSESSION OF FIREARMS, DESTRUCTIVE DEVICES, WEAPONS AND KNIVES ON COLLEGE PROPERTY**

## **Standards of Conduct**

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### **Students**

The Southwestern Oregon Community College Student Rights and Responsibilities document defines the following behaviors as violations of the standards of student conduct: The possession of alcoholic beverages or controlled substances on the College campus or any other facility that is rented, leased, owned or occupied by the College at any time when classes or student activities are scheduled, except as provided for in Southwestern Oregon Community College Board Policy 5.012--Liquor On Campus.

## **Sanctions - Students**

Sanctions, which may be imposed on students for violations of the code, include: disciplinary probation (a verbal or written warning by the college president or other administrator); temporary exclusion (removal from classes, privileges, or activities for a specified period); expulsion (termination of student status).

## ***Employees***

The success of the educational program depends on the health of the college employees. Impaired functioning due to alcohol or substance abuse obstructs the success of the educational process and is a hazard to the health of the college employees. It is the responsibility of the College and its employees to maintain a safe, healthful, and effective educational environment, and to make a good faith effort to maintain an alcohol and drug free workplace.

The unlawful manufacture, distribution or possession of alcohol or controlled substances by a college employee while on college business or while on the College's premises is strictly prohibited at Southwestern Oregon Community College District. The College's premises are defined as any building, room, outdoor space, or vehicle that is owned, rented, leased or used by the College. For the purposes of this policy, private vehicles on the College property are considered college premises.

## **Sanctions - Employees**

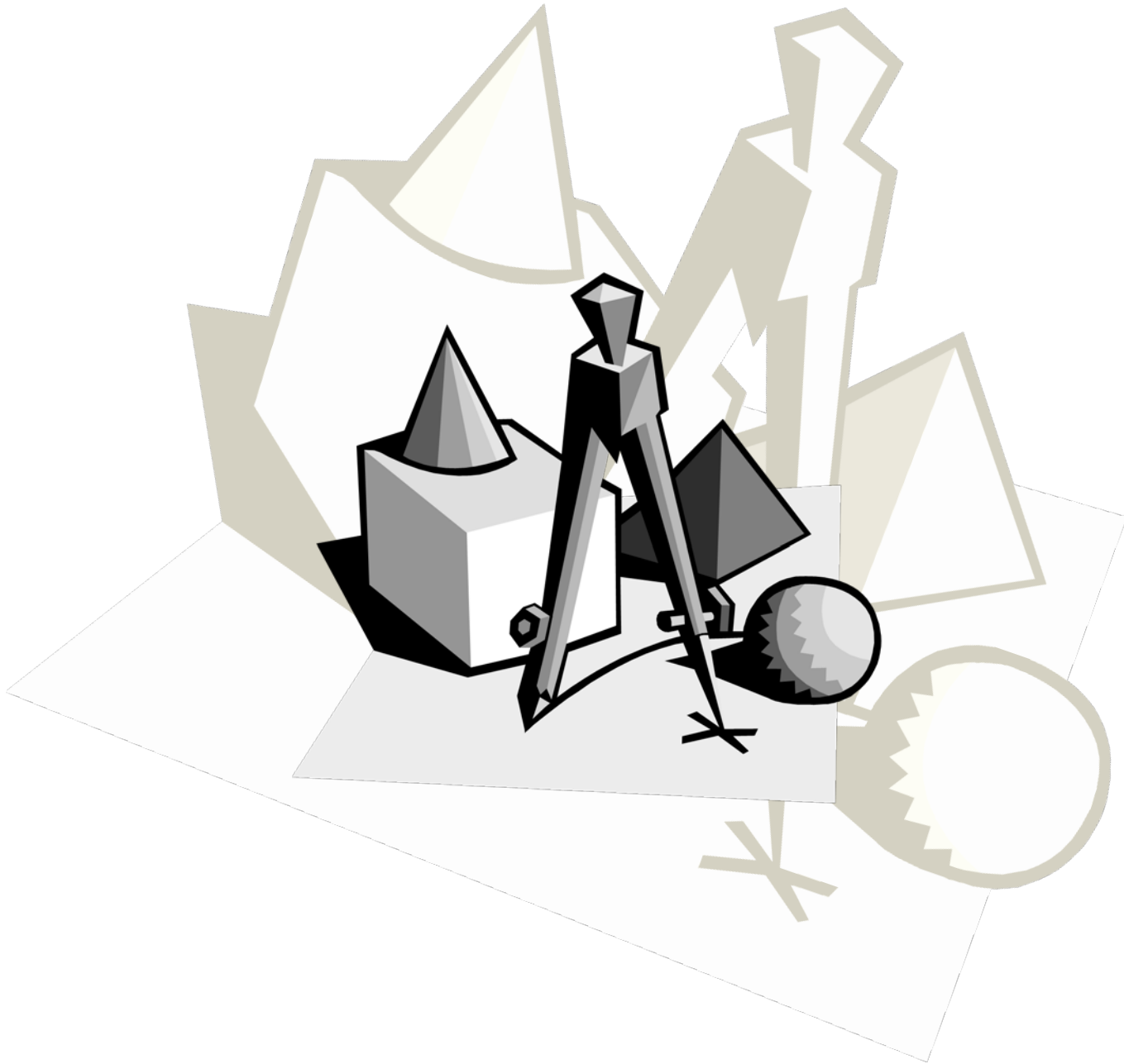
Any employee under the influence of alcohol or a controlled substance which impairs judgment performance or behavior while on the College premises or while on college business will be subject to sanctions which may include but are not limited to termination, suspensions or the requirement that the employee satisfactorily complete an approved alcohol or drug rehabilitation program.

Sanctions imposed may include disciplinary probation (the suspension of a more severe penalty for a specific time period, based upon good behavior), suspension (the temporary barring from employment for a specific time period, without pay) and/or termination (the severing of employment with the College).

The employee shall notify the employer within 5 days if the employee is convicted of a criminal drug offense occurring while the employee was on the College's premises or on college business. The employee's failure to notify the employer will constitute grounds for termination. The employer may impose sanctions 185 on the convicted employee, which may include but are not limited to, termination, suspensions or the requirement that the employee satisfactorily complete an approved drug rehabilitation program.



# APPENDICES



## **Appendix A Course Information**

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**General Information Regarding Courses**

**Course Outline Recommendations**

**Recommendations for Filling Out Official Course Outlines**

**Course Outline Approval Information**

**Special Topics**

**Library Resources for Course Support**

**Articulation Information**

**Credit Course Outline**

**Non-Credit Course Outline**

**Cultural Literacy Rubric**

## GENERAL INFORMATION REGARDING COURSES

For the most up to date information regarding types of courses, go to the [Community College and Workforce Development \(CCWD\) Handbook here](#).

### LOWER DIVISION COLLEGIATE (LDC) COURSES

- Lower Division Collegiate (LDC) 100-200 level courses provide an introduction or synthesis of a content area or discipline. They can be part of any degree or program of study.
- Lower Division Collegiate (LDC) courses are freshman and sophomore level instruction and are comparable (nature, content, and level of credit) to those at an Oregon University System institution. They represent a full range of academic and professional fields, carry regular transfer credit, and are generally accepted for transfer credit by OUS institutions.
- Each OUS institution lists equivalent transfer courses for each community college. To ascertain transferability for an LDC course, go to these college websites:
  - o Eastern Oregon University
  - o Oregon Institute of Technology
  - o University of Oregon
  - o Oregon State University
  - o Portland State University
  - o Southern Oregon University
  - o Western Oregon University
- Community colleges are not allowed to offer courses that are generally considered to be upper-division at an OUS institution, grant upper-division credit, or use collegiate level numbering (alpha numeric 100-299) on courses normally offered during high school.  
[http://www.oregon.gov/CCWD/pub\\_rpts.shtml](http://www.oregon.gov/CCWD/pub_rpts.shtml)
- ***New and revised courses must be submitted to the State at least 60 days prior to the date for which the course is to be offered.***

### OCCUPATIONAL PREPARATORY

- "Occupational preparatory program" is defined as a state-approved professional technical program which is designed to prepare persons for employment in a specified occupation or cluster of closely related occupations.
- Occupational preparatory courses must also meet the criteria outlined on OAR 589-006-0400; they are governed by Oregon Administrative Rule and are typically "approved as part of an approved program." OAR 589-006-0300(5) further specifies the following:
  - o *Courses are delivered under the direct control of the college and are either:*
    - Approved as part of a community college certificate of completion, associate of applied science degree program, or associate of applied science degree option; or
    - Approved as a stand-alone occupational preparatory course. (See approval process below)
  - o Courses are collegiate level and provide education and training directed to the development of abilities, skills, understanding and attitudes needed to enter into an occupation.

- Courses are designed for occupational employment and are not necessarily directed toward completion of baccalaureate degree requirements.
- Courses are developed and operated with the advice and counsel of employers, employees and other persons knowledgeable about the requirements of the occupations involved.
- Courses will not adversely impact or detrimentally duplicate similar inter segmental courses offered locally.

### **NON-REIMBURSABLE COURSES**

If the course you plan does not meet the six hour minimum criteria for self-improvement it is considered non-reimbursable and a non-reimbursable course outline needs to be created. Elderhostel courses are designated as non-reimbursable.

### **SHORT-TERM COURSES**

ALL short-term courses, submitted under an umbrella course number such WKPL 9033 must include the syllabus, a flyer or something produced to show the general outline for the course. This should be submitted to the Office of Instruction Academic Scheduler along with a Change of Schedule form.

### **TBA/TBS HOURS**

Any course that lists TBA or TBS hours MUST insure that these hours are documented. You must be able to verify that students have spent the number of hours in the course that have been designated. A signup sheet kept on file is sufficient for this purpose.

### **CALCULATING HOURS**

For an 11 week term:

One credit of Lecture = 11 hours per week

One credit of Lecture/Lab = 22 hours per week

One credit of Lab = 33 hours per week

One credit of PE/Activity = 33 hours per term

One credit of CWE = 33 hours per term

*(360 hours a term max per student / 440 hours max for lifetime of student)*

### **SPECIAL TOPICS COURSE PROCESS (199/299)**

- The purpose of offering a course as a Special Topic is to offer a subject on an experimental basis. After being offered three (3) times it needs to be constructed into a regular course outline with its own number assigned.
- When you want to offer a 199 or 299 course, fill out the New Course Proposal and submit it for review to the appropriate Dean.

- If approved, the Dean will forward the proposal to the Curriculum Technician who will see that it is reviewed by the Curriculum Committee and forwarded on to Curriculum Committee where stakeholders will discuss the proposal. Faculty are expected to present their own courses to Curriculum Committee. Then, the course goes to Instructional Council for approval/review by the Vice President of Instruction.
- Course will be reviewed and approved through the standard process prior to being offered.
- Upon internal approval the course will be assigned an alpha extension. It will be reviewed by the office of Community Colleges and Workforce Development (CCWD) and if approved, entered into Jenzabar EX and the Curriculum Technician will notify the Dean and the creator of the course.
- Curriculum Committee and Instructional Council approve courses for the next academic year. For example, if a course was proposed in December of 2019, the course could not be offered until the start of the 2020-2021 academic year, so Summer term 2020. For each year's schedule, consult with the Curriculum Technician.

**The Dean will submit a request for a Change of Schedule to notify the Academic Scheduler.**

### **Library Resources for Course Support**

#### **ADDING NEW MATERIALS TO LIBRARY COLLECTION VIA NEW AND UPDATED COURSE OUTLINES**

Instructor meets with the Librarian.

The Librarian and instructor will browse collection for overview of materials that library has on the subject and determine how a course can best be supported by our library.

### **TRANSFERABLE vs. ARTICULATION COURSES**

#### **ARTICULATED COURSES**

An articulated course is a course at one college that will fulfill a subject matter requirement at another college (University Y). The course content of the articulated course has been reviewed by the two institutions who have determined that the courses are comparable. This means that the articulated course can be taken at Southwestern Oregon Community College and will be used "in lieu of" the comparable course at the transfer college. The articulated course will satisfy a specific major preparation or general education requirement at the transfer college. For example, a student takes Math 1 at a community college. Math 1 at the community college has been articulated (determined to be comparable) with Math 14 at the transfer college. Math 1 at the community College can safely be taken and will be used to satisfy the subject matter requirement that would have been fulfilled had the student taken math 14 at the transfer college.

Importantly, the student and the instructor at the receiving institution can be sure that the student is fully prepared for a course at the next level because the student has successfully completed the articulated course.

**TRANSFERABLE NON-ARTICULATED COURSES**

A non-articulated transferable course will only be used for transfer credit at the transfer college. This type of transferable course does not satisfy any subject requirement and can only be used for unit or elective credit.

It is critical that the student planning to transfer take all required articulated courses that will meet general education or major preparation requirements before taking any courses that are transferable but not articulated.

**CREDIT COURSE OUTLINE, NON-CREDIT COURSE OUTLINES, AND CULTURAL LITERACY RUBRIC**

All required documents for new courses and programs can be found in [Faculty Resources on myLakerLink](#).

SOUTHWESTERN  
myLakerLink

Home Admissions **Academics** Campus Life Fin

Text

You are here: [Academics](#) > [Faculty Resources](#) > [Documentation & Information](#)

Academics

Faculty Resources ^

Documentation & Information

Academics

Documentation & Infor

## Appendix B Syllabus

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### Syllabus Requirements

#### Syllabus Template

#### Syllabus Template Part 2-Other Components

#### Refund Policies and Student Outcomes

These forms and more can be found by logging into myLakerLink, Academics tab, then Faculty Resources:  
[myLakerLink > Academics > Faculty Resources > Course Information/Templates](#)

### Syllabus Requirements

Create a syllabus for your students and the Office of Instruction using the SWOCC Syllabus Template. The document will give students basic information about your expectations, your grading criteria, your office hours, and the title of the textbooks and other pertinent information. For non-credit classes, a formal syllabus is not necessary but students appreciate a basic information sheet about the class content and about you. The syllabus is a contract between you and the student and is housed by the Office of Instruction for accreditation purposes. Once you have given the syllabus to your students, you need to adhere to stated policies. The instructor reserves the right to alter course sequence of presentations, readings, assignments, and exams/projects.

You must also send a copy of your syllabi to your Dean or the Deans' Assistant by the second week of class each term. Every class must have a syllabus recorded for every term it is being taught.

The only exclusions that do not need syllabi are:

- MUP (music instruction)
- Individualized classes
- Welding
- PE 185 (unless it is *not* a sport)

### Refunds

Students who stop attending classes during the term must formally withdraw by either dropping their classes through myLakerLink or by filing a drop form with the Student First Stop Center. In emergencies a phone call followed by a written request will enable us to process a withdrawal for you. Refunds are computed from the date of formal withdrawal, not from the date you stopped attending classes.

COURSE LENGTH	REFUND DEADLINE
5 weeks or longer	Second Wednesday of the term at 5 p.m.
1 week to less than 5 weeks	Second day of the first week
1 week or less	Day before course first meets
"R" symbol next to course	5 business days prior to the day of the course

For courses five weeks or longer, a 100% refund is given if the formal withdrawal is completed by the end of the second Wednesday of the term at 5:00 p.m.

For courses that are scheduled to meet more than one week and less than five weeks, a 100% refund will be given if the formal withdrawal is completed by the end of the second day of the first week the course is scheduled to meet.

For courses that are one week or less in duration, a 100% refund will be given if the formal withdrawal is completed by the end of the day before the first meeting. This applies to courses that start on the first day of the regular term (summer, fall, winter, spring) or at some other time during the term; it is possible that a student would have to withdraw from a course before the course actually meets to receive a full refund.

Courses preceded with an “R” symbol in the schedule have a refund period of five business days prior to the day of the course.

Students who feel that their circumstances are extraordinary and warrant exception from this process may appeal with documentation to the Student First Stop Center by completing a Request for Refund and Exception to Procedure form. Requests must be submitted within the current term with appropriate documentation.

The refund process begins the third week of the term in which the students are enrolled. Students who receive financial aid funds will receive a refund after any funds owed to the College or the U.S. Department of Education are deducted. When the refund amount is less than \$5, students will be notified by mail to come to a Student First Stop Center to receive a cash disbursement.

Students withdrawing from courses after the refund period are responsible to pay the balance due on any federal student loans, payment plans and accounts receivable.



## **Competencies**

Competencies are knowledge, skills and attitudes (dispositions) that students will acquire through SWOCC degree program curriculum. These essential elements are expected to be demonstrated by SWOCC degree graduates.

The five essential competencies for all SWOCC degree graduates, with an accompanying definition, are listed below.

### **I. Communication**

Students completing a degree will be able to demonstrate effective knowledge, skills and attitudes in reading, writing, speaking, and listening, presentation of self and of information.

### **II. Computation**

Students completing a degree will be able to demonstrate effective knowledge, skills and attitudes in technology skills, computer proficiency, math proficiency, decision analysis (synthesis & evaluation), understanding of and ability to apply mathematical concepts and reasoning, analyzing and using numerical data.

### **III. Creative, Critical & Analytical Thinking**

Students completing a degree will be able to demonstrate effective knowledge, skills and attitudes using curiosity, learning strategies, information gathering, analysis, synthesis, evaluation, creativity, research, and problem solving.

### **IV. Community/Global Consciousness & Responsibility**

Students completing a degree will be able to demonstrate effective knowledge, skills and attitudes involving respect, citizenship, cultural awareness, interpersonal skills, ethics, lifelong learning, community service, self-esteem, integrity and empathy.

### **V. Discipline Content**

Students completing a degree will be able to demonstrate effective skills and attitudes that are specific to a discipline or career.

Approved by Faculty Senate – January 28, 2005

Modified from the League for Innovations

## **Additional Information for Instructors**

### **Student Learning Outcomes and Learning Assessment**

“Learning Outcomes are statements of the knowledge, skills, and abilities the individual student possesses and can demonstrate upon completion of a learning experience or sequence of learning experiences (e.g., course, program, degree).” Based on the work of Barr, McCabe, and Sifferlen - League for Innovation, 2001 at: [http://www.league.org/league/projects/lcp/lcp3/Learning\\_Outcomes.htm](http://www.league.org/league/projects/lcp/lcp3/Learning_Outcomes.htm)

### **Institutional Expected Student General Learning Outcomes**

Students graduating from Southwestern Oregon Community College with a two-year degree are expected to have gained the knowledge, skills and attitudes (dispositions) and to demonstrate competency for the following institutional general learning outcomes:

#### **Communication**

Students completing a degree will be able to demonstrate effective knowledge, skills and attitudes in reading, writing, speaking, and listening, presentation of self and information. Writing CAAP SWOCC 2008 Mean Score: 62  
National Mean Score: 62.1  
Writing CAAP SWOCC 2007 Baseline Mean Score: 61.7  
National Mean Score: 62.2

#### **Computation**

Students completing a degree will be able to demonstrate effective knowledge, skills and attitudes in technology skills, computer proficiency, math proficiency, decision analysis (synthesis & evaluation), understanding of and ability to apply mathematical concepts and reasoning, analyzing and using numerical data. Math CAAP 2008 Mean Score: 56  
National Mean Score: 56.2  
Math CAAP SWOCC 2007 Baseline Mean Score: 55.8  
National Mean Score: 56.1

#### **Creative, Critical & Analytical Thinking**

Students completing a degree will be able to demonstrate effective knowledge, skills and attitudes using curiosity, learning strategies,

information gathering, analysis, synthesis, evaluation, creativity, research, and problem solving.

Critical Thinking CAAP SWOCC 2008 Mean Score: 60.5

National Mean 2008 Score: 60.9

Critical Thinking CAAP SWOCC 2007 Baseline Mean Score: 59.5

National 2007 Mean Score: 60.9

Community/Global Consciousness & Responsibility

Students completing a degree will be able to demonstrate effective knowledge, skills and attitudes involving respect, citizenship, cultural awareness, interpersonal skills, ethics, lifelong learning, community service, self-esteem, integrity and empathy.

#### **Discipline Content**

Students completing a degree will be able to demonstrate effective skills and attitudes that are specific to a discipline or career.

#### **Data Collection**

Data is collected from the CAAP tests taken by each graduate to analyze the level of achievement of our students. View the 2008 student learning outcomes information. Expected Degree, Certificate and Program Learning Outcomes  
Each degree, certificate and program at Southwestern clearly identifies the expected student learning outcomes as identified in the catalog and the program flyers (available Fall 2008). Upon completion, students will have learned or will be able to meet a set of expected student learning outcomes listed in areas meeting the identified expected student general learning outcomes.

#### **Expected Course Learning Outcomes**

Each course at Southwestern clearly identifies the expected student learning outcomes as identified in the course outline in the section titled objectives. Upon completion of the course, students will have learned or will be able to meet a set of identified criteria listed in this section in the areas of knowledge, skills and attitudes and values.

## Appendix C - Websites of Interest to Faculty

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### [The National Adjunct Faculty Guild](#)

Information on teaching of particular interest to adjunct faculty.

### [The League for Innovation in Community Colleges](#)

A great website to see what is new in education and technology.

### [Martindale's The Reference Desk](#)

You will find all kinds of reference information at this site.

### [The Chronicle of Higher Education](#)

Good site for news from campuses, research updates, reports on government activities, education statistics and more

### [PERS Website](#)

### [National Institute for Staff and Organizational Development](#)

Articulation equivalency tables for [OSU](#) and [UofO](#)

## Appendix D-Complaint Procedures

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### **Administrative Policy # 7160**

Complaints arising out of a violation, interpretation or inappropriate application of College policies or procedures will be processed in accordance with the following procedures. However, this procedure does not apply to:

- Matters that are covered by a collective bargaining agreement (refer to the applicable collective bargaining agreement for the required procedure and time limits).
- Complaints or concerns regarding unlawful discrimination, harassment or retaliation (refer to the reporting procedure in the College's Non Discrimination/Non-Harassment policy and EEO/AA policy).
- Disciplinary or other actions that have been approved by the President of the College.

### **INFORMAL RESOLUTION**

The College encourages prompt resolution of all complaints, misunderstandings, or disputes. A reasonable effort by the complainant and other involved person(s) to arrive at an informal resolution of differences should occur before the formal complaint procedure is initiated. If the complaint is not resolved, the complainant may initiate the formal complaint procedure.

### **FORMAL COMPLAINT PROCEDURE**

Step I After the complainant has made a good faith effort to resolve the situation with the other involved person(s), and has been unsuccessful in reaching a satisfactory resolution, the complainant, (within thirty (30) days of the occurrence of the complaint, dispute, or misunderstanding), must complete and submit a complaint form to the Office of the Vice President of Administrative Services. The Vice President of Administrative

Services will refer the complaint to the appropriate staff member for investigation and notify the complainant by registered mail. The College official investigating the complaint will arrange meetings to discuss the issue with all concerned parties within ten (10) working days of receiving the complaint. Within an additional twenty (20) College working days, the complainant will receive written notification of the investigator's decision by certified mail. The investigation timeline may be extended if the investigation reveals the need for additional information. In no case will an investigation extend beyond three months from the date of initial filing of the formal complaint.

### **Step II**

If the complainant is not satisfied with the decision at Step I, he/she may submit a written appeal to the Office of the Vice President of Administrative Services. This must be done within ten (10) College working days of receipt of notification of the decision in Step I. A written decision regarding the appeal will be provided by the appropriate College Vice President within ten (10) College working days of receipt of the appeal.

### **Step III**

If the complainant is not satisfied with the decision at Step II, he/she may submit a written appeal to the President or designee. This appeal must be filed within ten (10) College working days of receipt of notification of the Step II decision. The President, upon reviewing the complaint, may request additional information at his/her discretion, or make a decision based solely on the information presented in the complaint and previous responses. The decision of the President shall be final.

Direct complaints related to employment may be filed with the U.S. Department of Labor, Equal Employment Opportunity Commission, the Office of Federal Contract Compliance Programs, or Oregon Bureau of Labor and Industries. Direct complaints related to educational programs or services may be made to the Regional Civil Rights Director, U.S. Department of Education, and Office for Civil Rights.

*The Southwestern Oregon Community College Complaint Form is pictured below.*

SOUTHWESTERN OREGON COMMUNITY COLLEGE COMPLAINT FORM

Name:  Date:

Email:  Telephone:

CHECK ONE:  Student  Employee  Other:

What is the College rule, policy or procedure allegedly violated (if any)?

Description of Complaint (Include names, dates, location of incident, witnesses, etc.; attach any evidence):

What steps have you taken to resolve the issue?

What would you like the College to do to resolve the complaint?

I affirm that all of the information on this form is accurate and true to the best of my knowledge.

Signature:

[Complaint Procedure Form](#) can be found online.

## Appendix E - Emergency Evacuation Procedures

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[Southwestern's Emergency Evacuation Procedures](https://mylakerlink.socc.edu/ICS/Administrative_Services/Emergency_Procedures.jnz) can be found online.

[https://mylakerlink.socc.edu/ICS/Administrative\\_Services/Emergency\\_Procedures.jnz](https://mylakerlink.socc.edu/ICS/Administrative_Services/Emergency_Procedures.jnz)

### Accident and Injury Emergency Procedures

#### Emergency Numbers

#### Emergency Equipment

#### Evacuation and Rally Points

#### Hazardous Materials/Exposure/Medical Assessment

#### Actions in the Event of Specific Situations

#### Earthquake/Fire/Explosion/Tsunami

#### Bomb Threat/Violent Crime

#### Procedures to Assist Disabled

#### Active Shooter

### Accident and Injury Emergency Procedures

#### Actions

1. First, determine the extent of the accident or injury. If there is a serious condition, contact 911. If not able to determine if there is a serious condition, contact 911. When in doubt, it is better to get assistance than to hesitate.
2. Before leaving the scene of an accident or injury to call for emergency assistance, calmly survey the scene and determine:
  - Location of the accident
  - Location of the nearest phone
  - What happened
  - How many are injured
  - Condition of the victim(s)
  - Help (first aid) being given

**This information will be needed when calling for assistance.**
3. Contact 911 Emergency Assistance in one of three ways:
  - (1) Pick up a black emergency telephone – this will connect you to Campus Security who will call 911
  - (3) Dial 9-911 from a campus telephone – this will connect you to a 911 Operator. Dial 9, wait for dial tone, then dial 911

Be sure to stay on the line with security personnel or the 911 operator until they have all the information they need.
4. If you call 911 emergency assistance directly, contact Campus Security immediately afterwards to inform them of the situation.
5. For more information on contacting 911, see Emergency Numbers.

### ACCIDENT AND INJURY EMERGENCY PROCEDURES

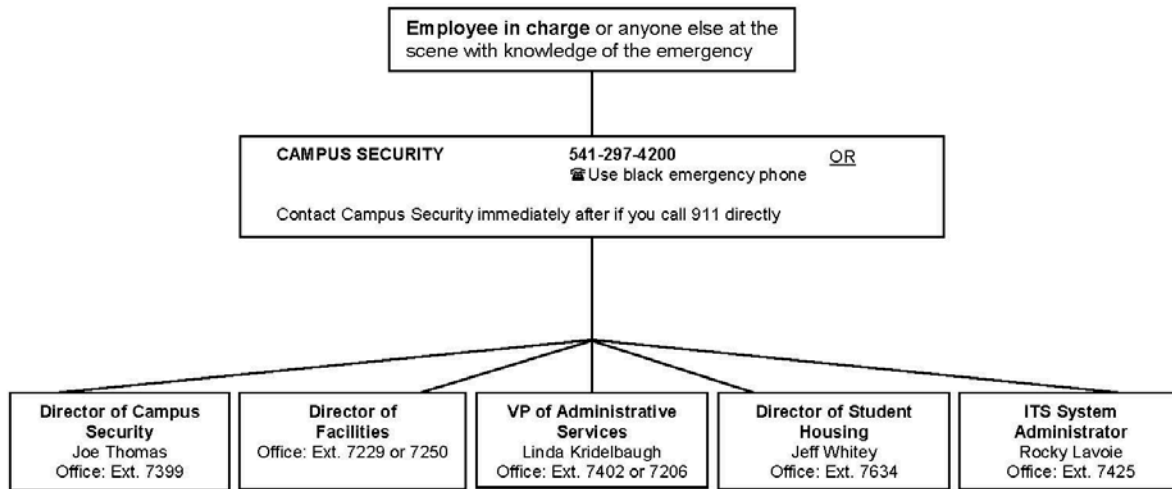
## Emergency Numbers

**When using a College telephone, dial "9" before dialing 911 or any other outside number**

Dial 9-911 from a campus telephone. This will connect you to a 911 Operator.	Campus Security.....541-297-4200
Pick up a black emergency telephone. This will connect you to Campus Security	Campus Security Non-Emergency.....Ext. 7399
Off Campus call 911	Facilities Non-Emergency.....Ext. 7250
Campus or Class Closure Information.....541-888-1503	Facilities Emergency.....541-297-4200

**Important: Store the following number in your cell phone: Campus Security which is available 24/7: 541-297-4200**

### EMERGENCY PHONE LIST: Chain of Notification in the Event of an Emergency



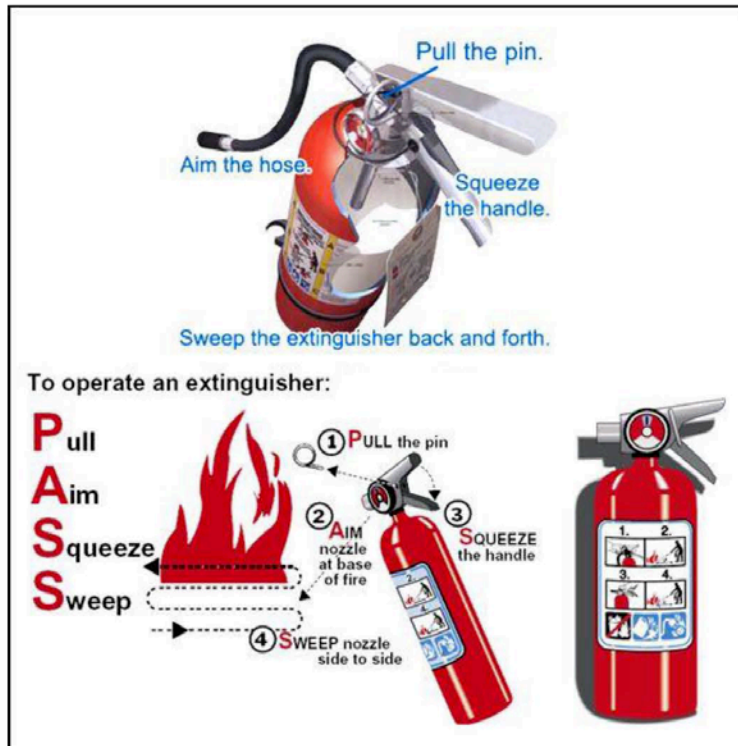
**CAMPUS SECURITY 541-297-4200**
EMERGENCY PHONE NUMBERS
**911**

## Emergency Equipment

First aid kits, fire extinguishers, and fire alarms (pull stations) are located on each floor in each building. All Southwestern employees should know where the closest first aid kit, fire extinguisher, and fire alarms are in relation to their primary work station.

### HOW TO USE YOUR FIRE EXTINGUISHER

The ABC extinguishers found on campus may be used on all classes of fires. In addition, other areas have carbon dioxide extinguishers for use on Class B and C fires.



To view a video of fire extinguisher use, go to <http://www.socc.edu/safety/pgs/training/index.shtml>

### FIRE EXTINGUISHER INSTRUCTIONS

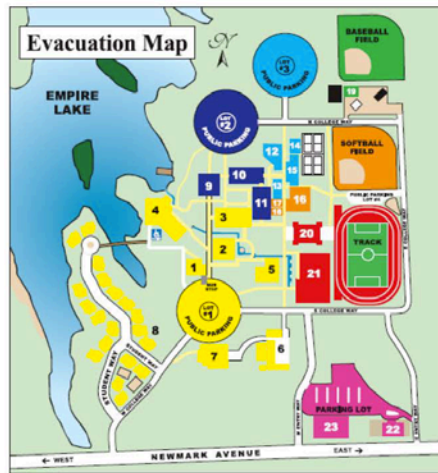


## Evacuation and Rally Points

1. When evacuating a building, walk briskly, do not run. Remain calm and act in a quiet, orderly manner. Help people in need of assistance.
2. The stairways in Tioga, Prosper, and Empire are designed primarily as fire escapes. They are insulated and reinforced, offering the best protection when exiting these buildings. If for some reason your designated exit (stairway or other) is blocked, quickly go to the nearest alternative fire exit. **DO NOT USE THE ELEVATORS**
3. Once outside of the building, go directly to your designated rally point.
4. Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews.
5. Do not return to an evacuated building unless told to do so by the Police, Fire Department, Campus Security, Facilities, VP of Administrative Services, or other designated emergency personnel in charge. The message to return to an evacuated building will be given at the rallying points.

Note: If there is time before evacuating, turn off all computer equipment and other office equipment if possible.

### Designated Rally Points



BUILDING	RALLY POINT	BUILDING	RALLY POINT
1. Stensland	Parking Lot #1	12. Eden	Parking Lot #3
2. Dellwood	Parking Lot #1	13. Lampa	Parking Lot #3
3. Randolph	Parking Lot #1	14. Sunset	Parking Lot #3
4. Empire	Parking Lot #1	15. Sumner	Parking Lot #3
5. Umpqua	Parking Lot #1	16. Fairview	Softball Field
6. Maintenance	Parking Lot #1	17. B-2	Softball Field
7. OCCI	Parking Lot #1	18. Greenhous	Softball Field
8. Student Housing	Parking Lot #1	19. Fire Science	Baseball Field
9. Tioga	Parking Lot #2	20. Prosper	Track
10. Sitkum	Parking Lot #2	21. Rec Center	Track
11. Coaledo	Parking Lot #2	22. Family Ctr.	Parking lot in front
		23. Newmark Ctr.	Parking lot in front

When evacuation is required (for bomb threat, fire, earthquake, etc.), move to a clear area at least 300 feet from affected building(s). Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.

### EVACUATION PROCEDURES

# Hazardous Materials/ Exposures/Medical Assessment

## Chemical Exposure

There are many chemicals that can cause adverse health effects. There are other chemicals that present physical hazards and are unstable; if handled improperly they can cause fires or explosions.

If a major chemical spill occurs, try to contain it by closing doors, windows, etc., before leaving the affected area. Call Campus Security at 541-297-4200.

If someone is exposed to a potentially harmful chemical, a Material Safety Data Sheet (MSDS) for the specific chemical should be found. The MSDS books are located near the first aid kit stations in each building. The MSDS will give you instructions on how to treat someone exposed to the chemical, whether to the skin, eyes, etc. Another way to obtain a MSDS is to go to <http://hazard.com/msds/index.php> on the web. Simply type in the product name and the MSDS for that product will appear. For the College's Hazard Communication program, go to <http://www.socc.edu/safety/pgs/bm~doc/hazard-communication.pdf>

## Body Fluids Exposure

UNLESS IT IS A LIFE AND DEATH SITUATION, DO NOT HANDLE BODY FLUIDS. CONTACT CAMPUS SECURITY AT 541-297-4200 FOR ASSISTANCE. CONTACT FACILITIES AT 541-297-4206 FOR NECESSARY CLEAN UP. If you must handle another person's body fluids, wear disposable gloves at all times. NEVER TOUCH BODY FLUIDS WITHOUT GLOVES. Avoid getting body fluids in your eyes, mouth, open sores, or wounds. If exposed, rinse the affected area immediately and wash with soap and water and contact Administrative Services immediately and complete an incident report form. For the College's Bloodborne Pathogens program, go to <http://www.socc.edu/safety/pgs/bm~doc/bloodborne-pathogens-written-program.pdf>

## Medical Assessment Procedure

If a serious medical condition is encountered, ask yourself the following questions, and follow the appropriate procedures:

- Is it a life threatening condition?
- Does there appear to be breathing difficulty?
- Is there severe bleeding?
- Is the person unconscious or extremely dizzy?

} **If yes to any of these questions, call 911**

After calling 911, contact Campus Security at 541-297-4200.

Before an emergency occurs, please familiarize yourself with where first aid kits are located in your work area. Kits are replenished on a regular basis; if you notice supplies running low, please call the Nursing Lab Tech at 541-888-7269.

After a medical incident, please complete an incident report form (located at [www.socc.edu/admin/pgs/forms/index.shtml](http://www.socc.edu/admin/pgs/forms/index.shtml)) and return it to Administrative Services in T511.

**CHEMICAL EXPOSURE \* BODY FLUIDS \* MEDICAL ASSESSMENT**

## Actions in the Event of Specific Situations

### Severe Weather Conditions

The President or designated representative will make the final decision on campus closure in accordance with Board Policy 5015 Emergency Closures.

In severe weather, call **541-888-1503** for current campus or class closure information. You may also tune to 98.7 FM (KYTT), or 97.3 FM (KSHR). Weather closures will be announced by 6:00 a.m.

The message broadcast will be one of the following:

- Classes being held and offices are open;
- No classes, but offices are open; or
- No classes and offices are closed.

To receive automatic emergency notifications, including campus closures, sign up for RAVE, Southwestern's emergency notification system.

### High Winds, Heavy Rains and Flooding

When a high wind warning has been given, it will be followed by instructions to evacuate (if time permits) or instructions to shelter in place. When there is not ample time to evacuate and you must remain in your building:

- do not attempt to evacuate; remain in the building;
- stay away from windows, doors and outside walls;
- protect your head from falling objects or flying debris, and;
- take cover immediately under something sturdy such as a table.

In heavy rains, be especially aware of flooded areas. Move immediately to a safer location. **DO NOT WAIT FOR INSTRUCTIONS TO MOVE.**

- Stay away from flooded areas. Even if it seems safe, the water may still be rising. Never try to cross a flowing stream on foot.
- Stay away from natural streams and drainage channels during and after rainstorms.
- Watch for and avoid mud slides, broken sewers or water mains, loose or downed electrical wires, and falling or fallen objects.

### Utility Failure

In the event of a utility failure, stay where you are. If there is emergency lighting, evacuate the space. If there is no light, wait for instructions or help to arrive. No open flames (matches, candles, cigarette lighters, etc.) should be used as temporary lighting. If a utility failure occurs, call Campus Security at 541-297-4200, who will then notify the Director of Facilities Services.

### Elevator Failure

In the event of an elevator failure, do not panic.

1. Sound the alarm in the elevator.
2. Use the elevator's phone to call Campus Security at 541-297-4200.
3. If no one answers at the Facilities Office or assistance has not arrived, dial 9-911.
4. Facilities personnel will lower the car to the first floor level and will then open the doors.

**SEVERE WEATHER CONDITIONS ❁ UTILITY FAILURE ❁ ELEVATOR FAILURE**

# Earthquake/Fire/Explosion/Tsunami

## Earthquake

- Keep calm and stay where you are. Most injuries during an earthquake occur when individuals decide to enter or exit buildings.
- If you are indoors, take cover under a desk, table or bench, against an inside wall or wood framed doorway, and hold on. Stay away from glass, windows, outside doors or walls and anything that could fall and hurt you, such as lighting, furniture or fixtures.
- If you are outdoors, stay there. Move away from buildings, trees, street lights and utility wires.
- If you are in a crowded public place or classroom, do not rush for a doorway as other people will have the same idea. Take cover, and move away from objects that may fall.
- Do not be surprised if the electricity goes out or if the sprinkler system or elevator or fire alarms go on as this often happens. **DO NOT USE ELEVATORS.**
- Be prepared for aftershocks, which have been known to occur from less than one minute after the initial shock to more than one year later. Most aftershocks occur 24 to 48 hours later. These secondary shock waves are usually less violent than the main earthquake, but can be strong enough to do additional damage to weakened structures.
- Do not use candles, matches, or open flames either during or after the earthquake because of possible fire danger.
- If told to evacuate, follow Evacuation Procedures.



## Tsunami

If you feel an earthquake, a tsunami may be coming:

- Drop, cover, hold until the earthquake is over
  - Move immediately inland to high ground and away from low-lying coastal areas
  - Follow evacuation route signs
  - Do not wait for an official warning
  - Go on foot if at all possible
  - Do not pack or delay
  - Do not return to the beach – large waves may continue to come onshore for several hours
  - Wait for an “all clear” from local emergency officials before returning to low-lying areas.
- Know your local tsunami hazard zones and evacuation routes. Your work area should have a current tsunami evacuation zone map.



## Fire and Explosion

At the first alert of a fire, evacuate all personnel from the affected area. Small fires can be controlled with a fire extinguisher, but do not try to put out a fire which is getting out of control – get help immediately.

1. Before calling for emergency assistance determine:
  - Location of the fire (building, floor, etc.)
  - Flames or smoke seen
  - What, if anything, has been done so far
2. Call for emergency assistance  
Use black emergency phone to reach Campus Security or dial 9-911 from a campus phone for a 911 operator.  
**Remember to stay on the line until all information is given and you are released. For more information see Emergency Phone Numbers and Fire Extinguisher Instructions.**

## EARTHQUAKE \* TSUNAMI \* FIRE & EXPLOSION

## Bomb Threat/Violent Crime

### Bomb Threat

When a bomb threat is received by phone:

1. record the exact wording of the message,
2. listen closely for voice/speech peculiarities and background noises,
3. listen for repeated use of certain words or phrases,
4. note description of voice (male, female, high, low, muted, etc.)
5. jot down Caller ID#
6. note the time the call was received and what line the call came in on, and
7. if possible, delay the caller by asking questions such as:
  - \* What time is the bomb to explode?
  - \* Where is the bomb?
  - \* What kind of bomb is it?
  - \* How did the bomb get into the building?
  - \* Why was it placed?

When the call is terminated, immediately contact Campus Security to relay the above information as well as your name and place of work. Do not disclose the bomb threat to anyone else.

1. Before evacuating the building, all staff should make a quick visual inspection of their areas and report any suspicious circumstances to Campus Security who will relay the information to the proper authorities. If Campus Security is unavailable, call 911.
2. Under no conditions should any unusual object be touched or disturbed. Do not use cell phones around a potential bomb. Avoid causing any type of vibration.

### Violent Crime

When witnessing or involved in a violent crime, contact Campus Security at 541-297-4200. THE PRIMARY CONCERN IS TO GET HELP. For more information, see "Active Shooter" section.



## Procedures to Assist Disabled

### Visually-Impaired Persons

In the event of evacuation, explain to the person that evacuation procedures have begun and offer to guide her/him to the appropriate exit. Have the person take your elbow. As you walk, describe where you are and advise of any obstacles. When you have reached safety, reorient the person and ask if any further assistance is needed.

### Hearing-Impaired Persons

Persons with impaired hearing may not perceive emergency alarms. Alternate warnings must be given. Two methods are: (1) writing a note telling what the emergency is and the nearest evacuation route, or (2) turning the light switch off and on to gain attention, then indicating through gestures or in writing what is happening and what to do.

### Mobility-Impaired Persons

When assisting a person with a mobility impairment, remember that EvacuTracs are available in:

1. Tioga 3rd and 5th floors. See EvacuTrac instructions at <http://www.socc.edu/safety/pgs/bm~doc/evacu-trac-cd7.pdf>
2. Prosper gym floor level. See EvacuTrac instructions at <http://www.socc.edu/safety/pgs/bm~doc/evacu-trac-cd7.pdf>
3. Newmark Center at the top of the stairs above the central lobby. Instructions are on the EvacuTrac.

Use the EvacuTrac to move a mobility-impaired person. Only carry a person as a last resort.

People using crutches, canes or walkers should be treated as if they were injured persons for evacuation purposes. Carrying options include using a two-person lock arm position or using a sturdy chair, preferably one with arms, to transport the individual.

Most people in wheelchairs will be able to exit from the ground floor without assistance. Some people have minimal ability to move and lifting them may be dangerous to their well being. Non-ambulatory persons' needs and preferences will vary. Always consult the person as to preference in regard to:

- ways of being removed from the wheelchair
- number of people necessary for assistance
- whether a seat cushion or pad should be brought along if the person is removed from the wheelchair
- whether to extend or bend extremities when lifting because of pain, catheter, leg bags, braces, etc.
- being carried forward or backward on a flight of stairs
- care after evacuation, if removed from the wheelchair

Wheelchairs may have many movable or weak parts which were not constructed to withstand the stress of lifting, e.g., the seat bar, foot plates, wheels, arm rests.

Some people in wheelchairs may have electrical artificial respirators attached. They should be given priority assistance if there is smoke or fumes as their ability to breathe is seriously jeopardized.

If the wheelchair is left behind, remove it from the stairway and place it so it does not block others. If the wheelchair is to be taken, remove the batteries (if a power wheelchair) before attempting to transport it. Make sure the footrests are locked and the motor is off.

If the Newmark Center requires evacuation, the top of the stairwells at the east and west ends of the building are areas of rescue assistance. If a person cannot be moved safely down the stairs, these areas are fire-resistant for up to one hour. Push the button at the top of the stairwell; speak clearly into the microphone; you will be heard outside by emergency personnel who know to come to the building to assist you. If Stensland Hall requires evacuation, there are two areas of rescue assistance on the second floor. The first is the door next to the bathrooms marked "Area of Rescue Assistance." The second area is on the exterior landing on the west side of Stensland.

## EVACUATION OF DISABLED PERSONS

# Active Shooter

There are certain things you can do to minimize your chances of becoming a victim of a shooter. Below you will find certain suggestions that faculty, students and staff can take if you are ever confronted with a situation of this nature. Remember to stay calm and try to follow these steps during a shooting.

**DISCLAIMER: The purpose of this information is to present you with tools that may increase your chances of surviving an active shooter incident at SWOCC. The following is general information and is not all-inclusive.**

**Always notify the Police Department by calling 911 as soon as it is safe to do so.  
Do NOT set off the fire alarm in a lock down/active shooter situation.**

## Shooting Incident Outside:

- If possible, immediately run to a building, enter a room, and lock the door if possible. The more distance you can put between yourself and the shooter, the better.
- Try to be a moving vs. a non-moving target. Run in a zig-zag manner. Drop anything you are carrying that may slow you down.
- Use a tree, vehicle, wall, etc., for cover and concealment from the gunman.
- If you are caught out in the open, get on the ground and lay flat. Do not move until the gunman has left the area.

## Shooting Incident in a Classroom, Office, Auditorium, Dining Hall, etc.

- If a gunshot or explosion is heard, lock doors/windows, pull blinds down immediately, and shelter in place. **Stay away from doors and windows.** Reinforce the door with furniture, desks, file cabinets or any other material available to you. Your goal is to keep the shooter from entering the room. Get down on the floor and remain there. . Call 911 if possible.
- If safe to do so, allow others to seek refuge with you.
- If you are not in a secure location and it is safe to move, go to a near-by room that can be locked or barricaded.
- Turn off lights, computer monitors, any radios, and close the blinds and cover any door window with an opaque cover.
- Place all cellular phones on silent. Even vibration mode can give you away.
- Keep people calm and quiet. If able to do so safely, **quietly** discuss with others in the room what you will do if the shooter enters the room.
- If the assailant enters your room and leaves, lock or barricade the door behind them.

## In a Hallway or Corridor

- Attempt to gain access to a classroom or office prior to them being locked and secure as listed above.
- If you cannot get into a secure location, find the nearest exit and get out of the building as fast as possible. When outside of the building, find the fastest way off campus.

## If Confronted by Gunman

- If the gunman confronts you, consider the following options.
  - Listen to what the gunman says; do not do anything to provoke or alarm the gunman. Keep your hands visible. At this point it is up to you to do what you feel is necessary to help save your life and the lives of others around you.
  - If the gunman does start shooting, you must decide how you are going to proceed. You can stay where you are, take cover where possible and hope that you are not hit while the gunman is shooting. You have the option of running to the nearest exit. It is recommended that if you do this, you run in a zig-zag pattern as it will be harder for the shooter to hit you if they fire toward you.
  - If your life is in imminent danger, a last resort would be to attack the gunman. Be aware of your surroundings from the very beginning of the incident. If you find something that you could use to assist in the attack of a gunman, be sure to think about how to use it. Be aware that attacking the gunman is the most dangerous option and should only be considered as a last resort.

**If you are able to call 911 without the gunman hearing you, be ready to provide descriptive information.**

### When Police Arrive:

- The first priority of police will be to neutralize the shooter. Do nothing that may cause you to be confused with the suspect.
- Follow the instructions of the police officers exactly. Keep your hands visible at all times with fingers spread. Put down anything you might have in your hands.
- Do not touch anything at the crime scene.
- Remember, you may be a witness to a crime and may be required to speak with investigators.
- Describe the assailant if he was observed by you.
- Do not open the door to any voice commands even if you recognize the voice. If needed, call 911 to confirm that law enforcement officers have arrived. Do not leave the classroom or office until you have been given the all clear by either a uniformed Police Officer, Campus Security Officer, or recognized SWOCC administrator.

**Emergency notification of an active shooter on campus will be done using the RAVE alert system.**

## Appendix F – Jenzabar Training

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### Integrated Technology Services

The Integrated Technology Services Department (ITS) supports the faculty, staff, and students of Southwestern with their technology needs. The staff of this department supports the use of technology across campus including telephones, the website, computer hardware both purchasing and repair, and software. Some specific software that is supported by this department is listed below. If you have any questions regarding how to contact our ITS staff or uses of specific software, please contact IT at ext. 7425.

### Helpbox

HelpBox is a helpdesk solution that assists in managing all incoming technology service requests and support calls. HelpBox assigns requests to different ITS staff members according to priority, problem type, and technical skills. This helps our ITS department resolve problems faster. HelpBox expedites workflows by improving communication and efficiency in regards to client and internal technical support. Since HelpBox is Web-based, it can be accessed anywhere anytime. Please access Helpbox online at: <http://itjoblog.socc.edu/>

### Jenzabar/myLakerLink

Jenzabar EX is the College's enterprise resource planning solution designed specifically for higher education, which was initiated for campus wide in Fall 2012. Jenzabar is designed to support and interface with all aspects of Southwestern's services including student services, human resources, and financial management. Instructions and resources are available for faculty online. To access documentation, log into myLakerLink, choose Academics tab, then Faculty Resources.

## Appendix G – Miscellaneous Forms

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**Notification of Faculty Leave Memorandum**  
**Application for Faculty Sabbatical Leave**  
**Travel Expense Report Form**  
**Grade Appeal Form**



## Faculty Leave Request

Date(s) of Leave:

### Faculty INFORMATION

Faculty Name:

ID Number:

### Type of leave INFORMATION

*(Please indicate the type and amount of leave you are requesting to take. Review your amount of leave accrued before making request when possible.)*

Type of Leave	Amount of Leave
Sick Leave (1 hour increments)	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8
Personal Leave (2 hour increments)	<input type="checkbox"/> 2 <input type="checkbox"/> 4 <input type="checkbox"/> 6 <input type="checkbox"/> 8
Work Related Leave (not document on timecard)	(Do Event Info:
Union Leave (Leadership must email OOFI)	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8
Vacation Leave (12 month faculty only)	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8
Oregon Sick Time (PT Faculty Only, 1 hour increments)	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8

Refer to Faculty Collective Bargaining Agreement Article 20.3 for use of sick leave and Article 22.2 for personal leave to determine amount of leave to request.

### course Information

No classes scheduled      Post my office only in: \_\_\_\_\_  
 My classes will be covered by: \_\_\_\_\_ (Prior approval by the Dean must be obtained.)

Please post the following rooms: \_\_\_\_\_ My office is at: \_\_\_\_\_

Course Number and Section	Time	Building/Room

Additional Student Instructions/Comments:

**submission**

Faculty Signature		Date
Dean/Supervisor Signature		Date

If leave taken is due to an emergency or unexpected illness, the Office of Instruction will send out a Cancellation Notice to the Dean/Supervisor and other various campus departments. No signature is required. To aid communication with students and the campus, all class cancellations received by the Office of Instruction with at least one hour's notice will have a RAVE Notification text and email notice sent to students in the specified class.

# Application for Faculty Sabbatical Leave

Name: \_\_\_\_\_ Date of Hire: \_\_\_\_\_

Current Position:  10-mo  Tenured Faculty  
 11-mo  Tenure-track, Probationary Faculty  
 12-mo  Visiting Faculty

Have you been employed as full-time faculty for six (6) consecutive academic years?  Yes  No  
Have you taken any previous leaves of absence while employed at SWOCC?  Yes  No

If yes, please describe the leave, omitting any reference to approved FMLA or OFLA:  
\_\_\_\_\_  
\_\_\_\_\_

Dates of proposed Leave: From \_\_\_\_\_ To \_\_\_\_\_

Purpose of Leave:  Intellectual refreshment  Professional growth and development  
By way of:  Study  Research  Travel  Other creative activity

Length/Type of Leave: *See Article 22.4C for more information about types of leave.*  
 one academic year (3 terms or 12 months) @ ½ salary  
 2/3 academic year (2 terms or 8 months) @ ¾ salary  
 1/3 academic year (1 term or 4 months) @ full salary

10-month faculty only:  I request to be employed on a 12-month contract and take a one-term sabbatical leave on the condition that I take an additional one-term leave in another academic year at my own expense.

Briefly but completely describe the nature of your leave request: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe your professional justification for this request: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe your anticipated accomplishments through this proposed sabbatical: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Complete and sign the back of this form. Incomplete forms will be returned to originator.*

Other comments (you may include suggestions for how your SWOCC duties might be covered in your absence): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**APPLICANT SIGNATURE**

I believe that I am eligible to apply for Sabbatical Leave. The information contained in this application is accurate and true to the best of my knowledge. I agree to abide by the conditions of Sabbatical Leaves as outlined in the Faculty Collective Bargaining Agreement and agree to enter into a written contractual agreement prior to beginning my leave, if approved, and I agree to fulfill the obligations set forth in the Bargaining Agreement and in the written contractual agreement. I understand that failure to fulfill my obligations may result in a forfeiture of salary.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

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**APPROVAL / SIGNATURES**

**Human Resources** verification of eligibility:    meets eligibility    does not meet eligibility  
*Has been employed as full-time faculty for 6 continuous academic years without a leave of absence\*.*  
*Has been continuously employed for 6 continuous academic years since previously granted sabbatical.*

Date Received by Dean of Instruction \_\_\_\_\_

Screening Committee    Recommend Approval    Recommend Denial

Comments: \_\_\_\_\_

Division Director    Recommend Approval    Recommend Denial

Comments: \_\_\_\_\_

Dean    Recommend Approval    Recommend Denial

Comments: \_\_\_\_\_

Dean of Instruction    Recommend Approval    Recommend Denial

Comments: \_\_\_\_\_

President    Recommend Approval    Recommend Denial

Comments: \_\_\_\_\_

Board of Education    Recommend Approval    Recommend Denial

Comments: \_\_\_\_\_

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**OUTCOME**

Sabbatical Leave request is:    approved as requested    denied    conditionally approved

Explanation of denial or conditional approval: \_\_\_\_\_

Date filed in personnel file: \_\_\_\_\_

**Applications for Sabbatical Leave must be signed and received by the Dean of Instruction by February 12** of the year prior to the year in which the leave is to take place in order to be submitted for review by the screening committee by February 15. It is the submitting faculty member's responsibility to ensure that the application is submitted in a timely manner and received by the Dean of Instruction. *\*leave of absence for the purpose of eligibility does not include FMLA or OFLA leave.*

**Travel Expense Report**



Grade Appeal Form - This form can be found on [myLakerLink, Academics tab, Academic Resources](#) page.

**Step 1: to be completed by Student by end of Week 2**

<b>Student ID</b>		<b>Student Name</b>	
<b>Year &amp; Term</b>		<b>Course Number &amp; Section</b>	
<b>Course Title</b>			
<b>Instructor Name</b>			
<b>Reason for Grade Appeal</b>	<input type="checkbox"/> Grade miscalculation <input type="checkbox"/> Inconsistency between the grading policy written in the syllabus and what is practiced		
<b>Communication Methods</b> <i>Circle all that apply</i>	<b>Face-to-Face / Telephone / E-mail / Other _____</b> Attach copy of written communication		
<b>Meeting Information</b>	<b>Date:</b>	<b>Time:</b>	<b>Location:</b>
<b>Meeting Outcome</b>			

**Step 2: to be completed by Student, Academic Dean, and Instructor by end of Week 3**

<i>I am pursuing this grade appeal. I understand that I will present my case to the Academic Standards Committee, which is made up of College Faculty and Administrators. I will contact the Vice President of Enrollment and Student Services for help in preparing for the grade appeal hearing.</i>		
<b>Student Signature</b>		<b>Date:</b>
<b>Academic Dean Signature</b> Signature acknowledges student grade appeal.		<b>Date:</b>
<b>Instructor Signature</b> Signature acknowledges student grade appeal.		<b>Date:</b>

**Step 3: to be completed by Academic Standards Committee by end of Week 5**

<b>Grade Appeal Hearing Outcome</b>		
<b>Committee Chair Signature</b>		<b>Date:</b>

**Step 4: to be completed by Office of Instruction by end of Week 6**

Communicate outcome with Student	Communicate outcome with Instructor	Communicate outcome with Academic Dean	File Paperwork with Office of Instruction	File Paperwork with Dean of Financial Aid and Registration Services
<b>Date:</b>	<b>Date:</b>	<b>Date:</b>	<b>Date:</b>	<b>Date:</b>

# Fall 2019 SWOCC In-service Schedule

## Friday September 13th MASSC and Classified Day

**Not mandatory - Campus will be open and staff will need to coordinate with supervisors to attend sessions**

Time	Title	Presenter	Location	NOTES:
11 to 3pm	Benefit Fair and Open Enrollment	Standard Insurance, Reliant Behavioral Health (EAP), Retirement Advisors, Weight Watchers, etc.	PAC Lobby	
11:00 to 12:00	Break out sessions		various see below	
	Effective Hiring Practices	PACE	Tioga 505	<b>Zoom to Curry - Curry staff, please sign up</b>
	Purchasing and Payroll Training	Business Office	Dellwood 21	<b>No Zoom</b>
	Collaborative Problem Solving	Maidie Rosengarden	Eden 1	<b>Zoom to Curry - Curry staff, please sign up</b>
12:00-1:00	Lunch (on your own)			
1:00-2:00	Break out sessions		various see below	
	So Now you're a Supervisor	PACE	Tioga 505	<b>Zoom to Curry - Curry staff, please sign up</b>
	Customer Service	John Bacon	Eden 1	<b>No Zoom</b>
	Alice Training - Refresher	Joe Thomas	Lakeview G	<b>Zoom to Curry - Curry staff, please sign up</b>
2:00 to 2:15	break			
2:15 to 3:15	Break out sessions		various see below	
	Generational Diversity in the Workplace	PACE	Tioga 505	<b>Zoom to Curry - Curry staff, please sign up</b>
	Neo Gov Recruitment and Hiring Training	Debbie Daniels	Tioga 105	<b>No Zoom</b>
	Jenzabar Tips and Tricks	Heather Balogh/Nathan Thompson	Dellwood 21	<b>Zoom to Curry - Curry staff, please sign up</b>
4:00-5:00	Hot Diggity Dog BBQ	Brought to you by C.O.R.E.	Curry to host their own	<b>Ferry Road Park</b>

## Monday September 16th CONSTITUTION DAY!!! Don't forget to grab a copy of the Constitution near the sign in table.

**Campus Closed for All Staff In-Service**

Time	Title	Presenter	Location	NOTES:
8:00-8:30	Continental Breakfast		Hales Lobby	
8:30-10:00	Welcome and Introductions	Dr. Patty Scott	PAC	
10:00 -11:45	Equity-Minded Change Leadership	Dr. Joe Lott	PAC	
11:50 -12:00	Group Photo	Anne Matthews	Outside Hales	
12:00-1:00	Lunch (provided)	Dining Services	Empire Hall	
1:00-2:15	Harassment and Discrimination Prevention	Haley Percell, PACE	PAC	
2:15-2:30	break			
2:30-3:45	Resilience: The Power of Mindset Shifts	Dr. Eric Gustafson	PAC	
3:45-5:00	Faculty and Staff Reception		Hales lobby	

## Tuesday September 17

**All Full-Time Faculty required to attend all day. Campus open**

## Fall 2019 SWOCC In-service Schedule

Time	Title	Presenter	Location	NOTES:
8:00-8:30	Coffee/Pastries		Lakeview E/F/G	Resiliency Tool: Chair Massage - sign up at check in on Monday
8:30-9:30	Vice President Welcome	Ali Mageehon	Lakeview E/F/G	Zoom to Curry for Faculty - address to be given
9:30 - 11:00	Advising	Jared Gardner	Lakeview E/F/G	Zoom to Curry for Faculty - address to be given
11:00 - 12:00	Assessment	Deans/Ali Mageehon	Lakeview E/F/G	Zoom to Curry for Faculty - address to be given
12 - 1	Lunch (on your own)			
1 - 3:30	Faculty Share	Faculty	Lakeview E/F/G	Zoom to Curry for Faculty - address to be given
3:30 - 5:00	OERs	Amy Hofer	Lakeview E/F/G	Zoom to Curry for Faculty - address to be given
5:00 - 6:00	Dinner with Part-Time Faculty		Lakeview E/F/G	
6:00 - 8:30	Part-Time Faculty In-Service Sessions		Lakeview E/F/G	

### Wednesday September 18

**All Full-Time Faculty required to attend all day. Campus open**

Time	Title	Presenter	Location	NOTES:
8:00 - 9:00	<b>New faculty and mentors breakfast</b>			
8:00-8:30	Coffee/Pastries		Lakeview	Resiliency Tool: Yoga - sign up at check in on Monday
8:30 - 5:00	Faculty Prep		Campus Offices	

### Thursday, September 19

**All Full-Time Faculty required to attend all day. This is housing move-in day. Campus open**

Time	Title	Presenter	Location	NOTES:
8:00 - 8:30	Coffee/Pastries		Lakeview	Resiliency Tool: Pound and Cize Fitness Class - sign up at check in on Monday
8:30-3:00	Faculty Prep Time		Campus Offices	
3:00 - 5:00	Dual Credit Cohort Meetings		Eden 1/Sitkum	

### Friday September 20

**All Full-Time Faculty required to attend all day. This is Student Engagement Day. Campus open**

Time	Title	Presenter	Location	NOTES:
8:00 - 8:30	Pastries/Coffee		Lakeview	Resiliency Tool: Be Present for Students/Families - IT's Move In Day!
8:30 - 9:30	"Sasquatch & The Wild Rivers Coast: Engaging Students with Local History & Folklore"	Joseph Tremonti	Curry/Zoom to Coos Eden 1	Zoom from Curry - Classroom
9:30 - 11:30	ALICE Training (Required for new employees and staff that have not previously been trained)	Joe Thomas	Eden 1	Zoom from Curry - Classroom
11:30 - 1:00	lunch (student BBQ)			
1:00 - 1:30	Grant Writing and Grant Management	Cally Steensen/Dina Laskey	Eden 1	Zoom from Curry - Classroom
1:30 - 2:00	Using Zoom - Tips and Tricks	Terry Stroh	Eden 1	Zoom from Curry - Classroom
2:00 - 5:00	Faculty Prep		Campus Offices	



## PROFESSIONAL DEVELOPMENT

### GENERAL

#### Definition:

- A. Professional development: Opportunities for staff which advance the mission of the college and strengthen its ability to serve students. The college encourages participation in such activities for all staff.
  
- B. Activities may include but are not limited to:
  - workshops,
  - seminars,
  - conferences,
  - travel,
  - intermittent educational course work,
  - research,
  - projects, or
  - work experience programs.

### PRE-APPROVAL

Participation in professional development activities may require prior approval from the employee's supervisor, or department leadership. With regard to such pre-approval, employees must determine and follow the guidelines of their individual work groups. In an approval decision, primary consideration will be given to the question of whether the opportunity meets the goal of advancing the mission of the college.

### REIMBURSEMENT/COMPENSATION

When fiscally capable, the college allocates funds from appropriate budget lines to enable employees to participate in professional development activities that require monetary payment. Depending on the circumstances, and available funding, costs may be covered by the departmental budget, or from allotted professional development funds.

When participation in professional development activities is required or assigned by the supervisor, the cost of attendance will be paid in full by the college. For all assigned professional development activities, the time spent in the activity will be considered time worked for the purpose of compensation. Such reimbursement is, generally speaking, not applicable to training which makes an employee minimally qualified to perform their position. Exceptions to this principle may be made with Presidential approval.

### BARGAINING UNIT EMPLOYEES

Professional development opportunities that are accessed by bargaining unit employees are subject to collective bargaining agreements and shall be governed by the respective agreements. Failing such provisions, board policy and administrative policy and procedure shall apply.

Adopted as Administrative Procedure/Policy: August 7, 2019

**Southwestern Oregon Community College**

**BP: 7195**

**PROFESSIONAL DEVELOPMENT**

**PURPOSE**

To provide an excellent learning environment for students and to support the college's shared value of learning through the provision of employee professional development activities.

**STATEMENT**

The Board directs the President to establish and maintain administrative policies and procedures to ensure there are opportunities for employees to engage in a wide variety of professional development activities, while remaining sensitive to applicable fiscal constraints

**BARGAINING UNIT EMPLOYEES**

Professional development opportunities for bargaining unit employees are subject to collective bargaining agreements and shall be governed by the respective agreements. Failing such agreements, Board Policy and Administrative Policy and Procedure shall apply.

**NON-BARGAINING EMPLOYEES**

Professional development opportunities for non-bargaining unit employees shall be governed by Board Policy and Administrative Policy and Procedures

**END OF POLICY**

**Legal Reference(s):**

See Oregon Administrative Rules (OAR's)

See Oregon Revised Statutes (ORS)



## Fall 2018-19 SWOCC In-service Schedule

**Monday, September 17 Constitution Day- get your pocket Constitution at the sign it table**

**Campus Closed for All Staff In-Service**

Time	Title	Presenter(s)	Location
7:30 - 8:15	Continental Breakfast		Empire Lobby
8:15 - 9:00	Seat Assignments/Ice Breaker	Tom Nicholls, Julianna Seldon	Hales Center
9:00 - 10:00	Welcome/Introductions/Years of Service	Dr. Patty Scott	Hales Center
10:00 - 10:15	Break		
10:15 - 11:20	What's Your Story?	Jumoke Warritay	Hales Center
11:20 - 11:50	Civil Rights Compliance	Susan Stuntzner, Jeff Whitey, Tim Dailey, Mike Herbert, Francisco Saldivar	Hales Center
11:50 - 12:00	Photo	Tina Woodworth	Hales Center
12:00 - 1:00	Lunch Hosted by Dining Services/OCCI		Empire Hall

Pick one of the following tracks. All employees who have been hired since Fall 2017 must follow Track 3.

<b>Track 1</b>			
1:00 - 3:00	Social Identity (sign up at registration table, limit 40)	Jumoke Warritay	Lakeview E & F
1:00 - 3:00	Adverse Childhood Experiences (WFOA)	Danaye Gonzalez	Eden 1
3:00 - 4:00	Instructional Surprise (sign up at table 1)	Tasha Livingstone, Gary Will, Aaron Coyner, Julie Ryan	Campus Classrooms
4:00 - 5:00	Annual Compliance Training	Tim Dailey, Jenny Silva	Hales Center
<b>Track 2</b>			
1:00 - 2:00	Instructional Surprise (sign up at table 2)	Tasha Livingstone, Gary Will, Aaron Coyner, Julie Ryan	Campus Classrooms
2:00 - 3:00	Annual Compliance Training	Tim Dailey, Jenny Silva	Hales Center
3:00 - 5:00	Social Identity (sign up at registration table, limit 40)	Jumoke Warritay	Lakeview E & F
3:00 - 5:00	Adverse Childhood Experiences (WFOA)	Danaye Gonzalez	Eden 1
<b>Track 3</b> for employees who have been hired since Fall 2017.			
1:00 - 2:00	Annual Compliance Training	Tim Dailey, Jenny Silva	Hales Center
2:00 - 5:00	New Employee Onboarding	HR, Various Departments	Tioga 505

**Tuesday, September 18**

**All Full-Time Faculty required to attend all day. Items marked by \* indicates the target audience is faculty.**

Time	Title	Presenter(s)	Location
8:00 - 8:30	*Coffee/Pastries		Lakeview E & F
8:30 - 9:00	*Vice President Presents	Dr. Ali Mageehon	Lakeview E & F
9:00 - 9:30	*Turnitin.com	Alicia Mueller, Terry Stroh	Lakeview E & F
9:30 - 11:00	*Guided Pathways & Program Mapping Part 1	Dr. Ali Mageehon, Instructional Deans	Lakeview E & F
10:30 - 11:00	Business Office (Req's, PO's, Credit Cards, Exp Reports)	Leigh FitzHenry, Cheri Rescorla	Tioga 505
11:00 - 12:00	*Veteran students	Tim Dailey, Rory Austin	Lakeview E & F
11:30 - 12:00	Facilities Requests - Work Orders	Sal Lal, Corin Gibson	Eden 1
12:00 - 1:00	Lunch On Your Own		
12:00 - 5:00	*Faculty Senate Retreat		Tioga 505
1:00 - 3:00	Adverse Childhood Experiences (WFOA)	Danaye Gonzalez	Eden 1
3:15 - 4:00	Open Enrollment (OEBB Insurance)	Lisa Fletcher-Gordon	Tioga 401
3:00 - 5:00	Retirement Planning	Financial Services	Lakeview G
1:00 - 5:00	*Faculty prep time		Campus Offices
1:00 - 5:00	Safe Colleges - Catch up on your assignments	Carol Richards	Tioga 403

**The following sessions are geared toward Part-Time Faculty and are optional.**

5:00 - 5:30	Turnitin.com	Alicia Mueller, Terry Stroh	Tioga 505
5:30 - 6:30	Learning Management System (LMS) Basics	Alicia Mueller, Terry Stroh	Tioga 401
6:30 - 7:30	Assessment	Rod Keller	Tioga 401

**Wednesday, September 19****All Full-Time Faculty required to attend all day. Items marked by \* indicates the target audience is faculty.**

Time	Title	Presenter(s)	Location
8:30 - 9:00	*Coffee/Pastries		Lakeview E & F
9:00 - 10:00	*eLearning Updates	Alicia Mueller, Terry Stroh	Lakeview E & F
10:00 - 11:00	How to Complete your Timecard	HR/Payroll	Tioga 401
10:00 - 11:00	*Collaborating with Curry	Marta Wozniak	Lakeview E & F
10:00 - 12:00	Walk about SWOCC	Dr. Mike Herbert	Campus Grounds
11:00 - 12:00	Timecard Approval for Supervisors	HR/Payroll	Tioga 401
11:00 - 12:00	*Advising Training	Patrick Platt, Trish Price	Eden 1
12:00 - 1:00	Lunch on Own		
1:00 - 2:00	Good Customer Service	Lynn Whitley, Susan Anderson, Curtis Buell, Honora Buell, Kelsey Guenther	Stensland 206
1:00 - 3:00	*Peer Evaluation/Classroom Observation	Dr. Ali Mageehon, Dr. Ron Metzger, Dr. Sara Keene, Dr. Maidie Rosengarden, Gary Will	Lakeview E & F
2:00 - 3:00	Open Enrollment (OEBB Insurance)	Lisa Fletcher-Gordon	Tioga 401
3:00 - 4:00	*Faculty Senate Committee Meetings		Sitkum Classrooms Aca Stand-Dellwood 21
3:15 - 4:00	Jenzabar in the Present and Future	Nathan Thompson	Tioga 401
4:00 - 5:00	*Assessment Coach Training	Rod Keller	Lakeview E & F
4:00 - 5:00	*Faculty Prep Time		Campus Offices

**The following sessions are geared toward Part-Time Faculty and are optional.**

5:00 - 5:30	Turnitin.com	Terry Stroh	Tioga 505
5:30 - 6:30	Learning Management System (LMS) Tips and Tricks	Terry Stroh	Tioga 401
6:30 - 7:30	Assessment	Rod Keller	Tioga 401

**Thursday, September 20****All Full-Time Faculty required to attend all day. Items marked by \* indicates the target audience is faculty.**

Time	Title	Presenter(s)	Location
8:30 - 9:00	*Coffee/Pastries		Lakeview E & F
9:00 - 10:00	*Academic Licensing: Copyright and Creative Commons	Noelle Ebert	Lakeview E & F
9:00 - 5:00	Housing Check-In		Student Housing
10:00 - 12:00	*Program Mapping part 2		Lakeview E & F
10:00 - 12:00	Compliance Around Harrassment/Discrimination & 1st Amendment Rights	PACE	Eden 1
11:00 - 12:00	Open Enrollment (OEBB Insurance)	Lisa Fletcher-Gordon	Tioga 401
12:00 - 2:00	*Program Development/Recruitment Training (Lunch Provided)	Instructional Deans	Lakeview E & F
2:00 - 5:00	*Faculty Prep Time		Campus Offices
3:00 - 5:00	Violent Intruder Training – employees hired since Fall of 2017	Joe Thomas	Coaledo 3
3:00 - 5:00	*Dual Credit Mentoring Summit	Teri Grier, Instructional Deans	Lakeview E & F

**Friday, September 21****All Full-Time Faculty required to be on campus all day. Items marked by \* indicates the target audience is faculty.**

Time	Title	Presenter(s)	Location
9:00 - 11:00	*Division Time	Instructional Deans	Eden 1
10:30 - 12:00	Laker Welcome Activities	Kyle Croy	Athletic Field/Track
11:00 - 12:00	*Program Review with Taskstream	Dr. Ali Mageehon, Robin Bunnell	Eden 1
12:00 - 1:00	Laker Welcome BBQ		Stensland Parking Lot
1:00 - 2:00	*Conversations about Teaching	Bernadette Kapocias	Eden 1
2:00 - 3:00	Leadership SWOCC Orientation	Leadership Planning Committee	Tioga 105
2:00 - 5:00	*Faculty Prep Time & Advising		Campus Offices

Southwestern Oregon Community College is an equal opportunity employer and educator.

Part-Time Faculty In-Service  
September 17, 2019  
Lakeview E/F/G

4:30 – 5:00	Information Tables	
5:00 – 6:00	Dinner/Welcome/Introductions	
6:00 – 7:10	Assessment Strategies	Mike Winston, Tony Peters, Linda Stagg-Brown
7:20 – 8:30	LMS Best Practices	Joseph Tremonti



## **WINTER INSERVICE**

**January 3, 2019**

**Curry Campus**

- 8:15 a.m. Depart Coos Campus, Parking Lot #1
- 10:30 a.m. Arrive at Curry Campus (Brookings)
- 11:00 a.m. Lunch/Tour
- 12:30 p.m. Breakout Sessions (rooms will be assigned upon arrival)
- What does Mission Fulfillment mean to you?
  - Discussion on Core Themes
  - How do you see yourself fitting into Core Themes?
- 1:30 p.m. BREAK
- 1:45 p.m. Faculty Activity – Community Room
- Classified and MASSC (rooms assigned upon arrival)
- Program Review & Strategic Plan Sharing
- 2:30 p.m. Depart Curry Campus

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## **WINTER INSERVICE**

**January 3, 2020**

8:15 – 8:45 a.m.	Breakfast
8:45 – 9:00 a.m.	Welcome/Introductions of New Employees
9:00 – 9:45 a.m.	How to Have a Professional Respectful Workplace
9:45 – 10:00 a.m.	Break
10:00 – 11:15 a.m.	Accreditation 2020
11:15 – 12:00 p.m.	Striving for Student Engagement
12:00 – 1:00 p.m.	Lunch (Provided by OCCI)
1:00 – 2:00 p.m.	Faculty Professional Development Session TBD
2:00 – 5:00 p.m.	Faculty Prep Time

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**Southwestern Oregon Community College**

**BP: 7195**

**PROFESSIONAL DEVELOPMENT**

**PURPOSE**

To provide an excellent learning environment for students and to support the college's shared value of learning through the provision of employee professional development activities.

**STATEMENT**

The Board directs the President to establish and maintain administrative policies and procedures to ensure there are opportunities for employees to engage in a wide variety of professional development activities, while remaining sensitive to applicable fiscal constraints

**BARGAINING UNIT EMPLOYEES**

Professional development opportunities for bargaining unit employees are subject to collective bargaining agreements and shall be governed by the respective agreements. Failing such agreements, Board Policy and Administrative Policy and Procedure shall apply.

**NON-BARGAINING EMPLOYEES**

Professional development opportunities for non-bargaining unit employees shall be governed by Board Policy and Administrative Policy and Procedures

**END OF POLICY**

**Legal Reference(s):**

See Oregon Administrative Rules (OAR's)

See Oregon Revised Statutes (ORS)



## APP 7033

### EMPLOYMENT OF MANAGEMENT, ADMINISTRATIVE, SUPERVISOR, SPECIALIST AND CONFIDENTIAL (MASSC) EMPLOYEES

It is the Administrative procedure of the Southwestern Oregon Community College District that Management, Administrative, Supervisor, Specialist, and Confidential employees shall have either a temporary or annual appointment.

#### TEMPORARY APPOINTMENT

A temporary appointment shall be given when a position is for less than one year, is predominantly funded by grant funds, or is designated as temporary by the appropriate Vice President or the College President.

Temporary appointment shall be subject to termination immediately if funding sources are reduced or eliminated. The College will make every effort to provide 90 days notice in situations where funding sources are reduced or eliminated.

Temporary appointments may be subject to termination after 30 days' notice for reorganization.

#### ANNUAL APPOINTMENT

An annual appointment shall be given for a permanent position.

Notice of intent to terminate an annual appointment shall be given by March 1, to become effective on June 30, of the year notice is given.

Annual appointments may be terminated during a contract year because of:

- financial exigency with 90 days' notice or;
- reorganization with 90 days' notice.

#### REASSIGNMENT

The College President may re-assign an employee to another MASSC position in the College for which the employee is qualified. Compensation may be adjusted as appropriate for the position.

Notice of intent to re-assign shall be given 90 days in advance. Any reduction in salary will become effective immediately upon re-assignment.

#### TENURED FACULTY

Effective January 1, 2020, a MASSC employee, who was awarded tenure prior to September 2019; shall be returned to the full-time faculty without loss of rank, tenure, seniority, or other benefits if the employee requests to return to the faculty, or if the employee is terminated, or re-assigned by the College.

If necessary, there will be a provision for resources and staff development time to ensure that the employee is current in the teaching discipline.

For purposes of this procedure, a tenured faculty employee will include an eligible teacher, counselor, or librarian.

### **Overtime Compensation for Confidential appointments**

Compensable Time for Approved Overtime Hours - For non-exempt employees hired after April 15, 1986 compensatory time may be accrued in lieu of cash overtime compensation if an agreement has been arrived at between the College and the employee.

Non-Exempt Employee Compensatory Time Accrual - Non-exempt employees may accrue 240 hours of compensatory time during a fiscal year. No more than 80 hours of compensatory time may be carried from one fiscal year to the next fiscal year.

Any non-exempt employee who has accrued more than 80 hours of compensatory time at the end of a fiscal year shall be paid in cash for the excess hours.

Any non-exempt employee who has accrued 240 hours of compensatory time shall be paid in cash for additional hours beyond 240 of approved overtime work.

## TERMINATION FOR JUST CAUSE

Any MASSC appointment may be terminated at any time for just cause. A series of progressive actions shall generally occur before termination.

Adopted by Board of Education:

Procedure #3.038 September 24, 1986

Revised April 17, 1995

Changed to Administrative Procedure January 22, 1996

Reviewed January 11, 2013 (Formerly Admin Policy 6.4.002)

Revised February 5, 2020

## INITIAL STEP PLACEMENT ON THE PART TIME FACULTY SALARY SCHEDULE

It is the Administrative policy of the Southwestern Oregon Community College District that initial step placement on the part time (PT) faculty salary schedule will be determined according to the following criteria. This includes PT faculty that teach credit classes as well as those that teach FTE reimbursable community ed classes:

- I. Degree (Educational Attainment)
  - a. For teaching CTE classes,
    - i. Professional Certifications in the field  
and a minimum of 3 years related work experience Step 1-3
    - ii. AAS/AS degree in the field  
and a minimum of 3 years related work experience Step 2
    - iii. Bachelor's Degree or Master's Step 3
    - iv. Doctorate Degree Step 4
  - b. For teaching LDC classes,
    - i. Bachelor's Degree in the field (provisional) Step 1
    - ii. A Bachelor's degree in a subject area closely related to that in which the instructor will be teaching **AND** a Master's degree plus at least 12 graduate quarter credit hours in the subject area of the teaching assignment; **OR** for Physical Education Activity and Music Performance Classes, a Bachelor's degree AND significant/relevant experience or relevant certification in the activity/performance area. Step 2
    - iii. Master's Degree in the field or closely related field Step 3
    - iv. Doctorate Degree in related field Step 4
  - c. For teaching Developmental Education and Adult Basic Skills classes,
    - i. Bachelor's or Master's degree in the field Step 1-3
    - ii. Doctorate Step 4
  - d. Workforce/Continuing Education/Non-credit classes
    - i. Appropriate combination of education, training and/or course work and demonstrated required knowledge, skills, and abilities in the subject matter Step 1-2
    - ii. Bachelor's degree or higher AND demonstrated required Knowledge, skills, and abilities in the subject matter Step 3
- II. Experience – The Vice President of Instruction and Student Services can adjust the initial step placement for PT Faculty based on experience using the following criteria:
  - a. Consideration for initial step placement based on experience would focus on the following categories:
    - i. Experience outside of teaching but in the field
    - ii. Experience teaching outside the field or at different level from community college
    - iii. Experience teaching inside the field at a community college
  - b. The initial step placement for PT faculty cannot exceed Step 6

- III. Faculty Emeritus category
  - a. Faculty Emeriti who teach for the college part-time after retirement will be placed at Step 9 of the PT faculty pay scale
  
- IV. PT Nursing Faculty
  - a. PT Nursing faculty will be paid an hourly wage instead of by credits. The placement will be based on education.

The revisions to this procedure apply to part-time faculty initially hired after September 4, 2013.

**Legal Reference(s):**

ORS 341.290(2)

OAR 589-006-0050

OAR 589-008-0100(1)(b)

Adopted by Board of Education:

Policy #4.004 September 18, 1972

Revised: October 24, 1988

Changed to Administrative Policy January 22, 1996

Revised: September 27, 2004

Revised: September 4, 2013

Revised: October 2, 2013 (formerly Admin. Policy 6.5.006)

Revised: June 4, 2014

Revised: June 24, 2015

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**STATEMENT OF PROCEDURE ON LAYOFF AND REDUCTION IN FORCE**

It is the Administrative procedure of the Southwestern Oregon Community College District that Southwestern Oregon Community College shall consider and maintain affirmative action plans and goals when reduction in the number of employees is required as a result of:

1. reduction in revenue that necessitates discontinuance of its educational programs at its anticipated level; or
2. elimination of classes due to decreased student enrollment; or
3. reduction in courses due to administrative decisions.

ORS 341.541

Adopted by Board of Education:

Procedure # 1.034 November 17, 1986

Changed to Administrative Procedure January 22, 1996

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**OREGON TRANSFER OF SICK LEAVE**

It is the Administrative procedure of the Southwestern Oregon Community College District that College employees may transfer accumulated sick leave. Seventy-five (75), eight-hour days of unused accumulated sick leave may be transferred to the College for the purpose of determining retirement benefits or to be used as sick leave, if a person is employed at the College in a position that has sick leave benefits.

Employment must have been with an employer whose employees are covered under the Oregon Public Employees Retirement System.

This procedure will affect employees hired after the date of initial adoption.

Adopted by Board of Education:

Procedure #3.052, 4.014, 5.008 June 23, 1986

Changed to Administrative Procedure January 22, 1996

Reviewed March 11, 2013 (Formerly Admin Procedure 6.3.050)

## CRIMINAL BACKGROUND CHECKS

### PURPOSE

It is the purpose of this procedure to describe the positions requiring such background checks, the individuals responsible for initiating and conducting such checks, and the procedure by which background checks will be conducted. Oregon statutes, Oregon administrative rules, and College procedures require criminal background checks for certain faculty, classified, management, student and volunteer positions. Criminal background checks will be conducted in compliance with state and federal guidelines.

### NARRATIVE

Oregon statutes, Oregon administrative rules, and College procedures require criminal background checks for certain faculty, classified, management, student and volunteer positions.

Criminal background checks will be conducted in compliance with state and federal guidelines. The Chief Human Resources Officer or designee is responsible for initiating the background check.

### COLLEGE PROCEDURES

Every background check will be conducted using the following procedure:

1. Notice shall be provided to the applicant before and after the check. Notice will include information that the individual must provide to facilitate the background check;
2. Applicant's written permission shall be received before conducting the background check;
3. The applicant shall be provided a copy of the report and the opportunity to appeal an adverse employment decision that is based on the criminal background report.

All information obtained in the course of the criminal background check will be kept confidential. Background checks involving current Southwestern Oregon Community College employees will be initiated and/or updated only when required by state or federal statute and only with the explicit authorization of the Chief Human Resources Officer or designee.

### CRITERIA FOR MANDATED CRIMINAL HISTORY BACKGROUND CHECKS FOR PROSPECTIVE EMPLOYEES AND FOR NEW ASSIGNMENTS

Consistent with the required background checks mandated by state and federal laws, the College may identify the need to conduct criminal background checks for positions, assignments or job classifications, if any of the following conditions are true:

1. A person in the position would have direct, unsupervised contact with students under the age of 18 or,
2. A person in the position would have direct, unsupervised contact with developmentally disabled adults or,
3. A person would have access to personally identifiable information of Southwestern students and/or employees, including but not limited to Social Security Numbers, dates of birth, driver's license numbers, medical information, personal financial information, or criminal background information or the background check is required because of an investigation, or
4. A person is providing information technology services and has control over, or access to, information technology systems that would allow the person to harm the information technology systems or the information contained in the systems.

Designation of a position or assignment for background checking requires the approval of the Chief Human Resources officer or designee.

## POTENTIALLY DISQUALIFYING CRIMES

Crimes Relevant to a Fitness for Employment Determination:

1. All felonies;
2. All Class A misdemeanors;
3. Any United States Military or international crime that is equivalent to any crime listed in this section;
4. Any crime of attempt, solicitation, or conspiracy to commit a crime listed in this section (1) pursuant to ORS 161.405, 131.435, or 161.450;
5. Any crime based on criminal liability for conduct of another pursuant to ORS 161.555, when the underlying crime is listed in this subsection (1);
6. Any crime which, if convicted, would require the individual to register as a sex offender.

Evaluation Based on Oregon or Federal Laws: In consultation with College legal counsel, the Chief Human Resources Officer or designee shall evaluate a crime on the basis of Oregon laws and, if applicable, federal laws or the laws of any other jurisdiction in which a criminal records check indicates a subject individual may have committed a crime.

## EXPUNGED JUVENILE RECORD

Under no circumstances shall a subject individual be denied opportunities under these rules because of the existence or contents of a juvenile record that has been expunged pursuant to ORS 419A.260 through 419A.262.

## FITNESS DETERMINATION

In consultation with College legal counsel, the Chief Human Resources Officer or designee must use these criteria to determine whether the subject individual is fit to hold a position, provide a service, or be employed based upon the criminal records check obtained, or on any false statement made regarding criminal history. In making the fitness determination, the Chief Human Resources Officer or designee must consider:

1. The nature of the crime;
2. The facts that support the conviction or pending indictment or that indicate the making of the false statement;
3. The relevancy, if any, of the crime or the false statement to Oregon or federal laws and the specific requirements of the subject individual's proposed position, services, or employment; and
4. Intervening circumstances relevant to the responsibilities and circumstances of the position, services, or employment. Intervening circumstances include but are not limited to:
  - a. The passage of time since the commission of the crime;
  - b. The age of the subject individual at the time of the crime;
  - c. The likelihood of a repetition of offenses or of the commission of another crime;
  - d. The subsequent commission of another relevant crime; whether the conviction was set aside and the legal effect of setting aside the conviction; and
  - e. A recommendation of an employer.



## PROCESS FOR CONDUCTING BACKGROUND CHECKS

If a criminal background check is required, it will be conducted by an authorized agency under the direction of the Chief Human Resources Officer or designee after a conditional offer of employment or a conditional offer for a new assignment is made. The Human Resources Department will pay the cost of the background check. Generally, the applicant may not begin work or be unconditionally hired before the results of the background check are known and meet the above-stated criteria.

The opportunity to become employed will terminate immediately for all prospective employees considered ineligible according to the standards set forth above.

Individuals who refuse to consent to the criminal background check when such background checks are required by state or federal laws or mandated by state or federal regulations shall not be considered eligible for employment in the designated position.

Added as new Administrative Procedure: September 15, 2010

Reviewed March 11, 2013 (Formerly Admin Policy 6.2.009)

Revised August 7, 2019

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**EMPLOYMENT REFERENCES AND VERIFICATION FOR NON-COLLEGE SOURCES**

Occasionally, College employees are asked to provide employment references and verification. Due to the fact that the employee individually and the College jointly are responsible for the content of the reference, inquiries are to be processed as follows:

1. Inform the person or company making the request that it is the procedure of the College not to give any reference information unless the Human Resources Office has a Release of Information on file signed by the person for whom the reference is requested. Direct the person seeking the reference to contact the College's Human Resources Office.
2. The Chief Human Resources Officer will ask for a release. When the release is received, the Chief Human Resources Officer will notify the College employee that a reference may be given or that the Chief Human Resources Officer will respond to the request.
3. Reference information provided must be factual and related only to the person's employment history with the College.
4. Document the name of the former employee, the individual requesting the information, and the information you disclosed. Provide a copy of this documentation to the Human Resources Office.

Creation Date: February 25, 1993

Adopted as Administrative Policy & Procedure April 4, 2012

Formerly Admin Procedure 6.2.011

Revised: August 7, 2019

**PART-TIME FACULTY COMPENSATION**

It is the Administrative policy of Southwestern Oregon Community College that part-time faculty shall be compensated accordingly in the following areas:

**SALARY COMPENSATION GUIDELINES**

Employees teaching lecture, lecture laboratory, laboratory, non-credit, and drop-in laboratory assignments shall be paid for the number of work load credits and calculated by course type specified on the approved course outline in the Office of Instruction.

Employees working as interpreters and librarians shall be paid for the number of assigned work hours.

Adjustments will not be made for holidays, official college calendar adjustments after a term begins, or for emergency closure of less than one week.

Additional work load credits given for preparation time, lecture rates for laboratory assignments, and any other special pay incentives shall be approved by the appropriate Dean and the Vice President of Instruction before contracts are prepared.

**WORKLOAD EQUIVALENTS**

For purposes of work load calculation, some proportion of a part-time faculty work load credit will result from a work assignment unit equivalent to 10 to 12 student contact hours of lecture instruction, lecture/laboratory instruction, laboratory instruction, or drop-in lab instruction. When necessary, a step may be converted to an hourly rate by dividing the 1 Workload Credit Step rate by 11 to reach an hourly rate.

Twenty (20) work load credits for one academic term is a one (1) FTE work load for part-time faculty.

Each unit of 10 to 12 student contact hours will be weighted as follows for the purpose of work load credit calculation:

Lecture instruction	1 work load credit
Lecture/Laboratory instruction	.75 work load credit
Laboratory instruction, interpreter, Librarian, Counselor	.66 work load credit
Drop-in Labs(e.g., math, writing)	.43 work load credit
Practicum Instruction	.25 work load credit

**STEP ADVANCEMENT**

Part-time faculty shall be eligible for a step advancement on the Part-Time Faculty Salary Schedule when the employee has:

- taught forty-five workload credits, or
- has been employed for eight (8) academic terms.

## COOPERATIVE WORK EXPERIENCE AND FIELD EXPERIENCE

It is the Administrative policy of Southwestern Oregon Community College that Faculty of Record shall be compensated \$100 (one hundred dollars) per student completing an approved Cooperative Work Experience or Field Experience program. Payment will be at the end of the term after copies of student/employer agreements, grades, and reports of work-site visits have been submitted as required by the appropriate administrator.

Adopted by Board of Education:

Policy #4.010 October 18, 1976

Revised: October 24, 1988

Revised: September 16, 1991

Changed to Administrative Policy January 22, 1996

Reviewed: September 27, 2004

Revised: October 9, 2019 (formerly admin. policy 6.5.008 – Includes language from: 6.5.014, 6.5.002 and 6.5.010 which were retired 10/9/19)

Revised: December 11, 2019

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**FACULTY MINIMUM QUALIFICATIONS**

It is the Administrative policy of Southwestern Oregon Community College that to achieve the college goal of recruiting and selecting superior teachers, minimum qualifications at Southwestern Oregon Community College for faculty members will be:

1. Lower division collegiate transfer credit programs/courses, Faculty Librarians and Counselors:
  - a. A Master's degree in the subject area (preferred); or
  - b. A Master's degree in a subject area closely related to that in which the instructor will be teaching; or
  - c. A Bachelor's degree in a subject area closely related to that in which the instructor will be teaching AND a Master's degree plus at least 12 graduate quarter credit hours in the subject area of the teaching assignment; or
  - d. For Physical Education Activity and Music Performance Classes, a Bachelor's degree AND significant/relevant experience or relevant certification in the activity/performance area.
  
2. Career-Technical credit programs/courses:
  - a. Professional certifications or an AAS degree in a subject area closely related to that in which the instructor will be teaching, and a minimum of 3 years significant and related experience.
  - b. A Bachelor's degree or higher is preferred.
  
3. Developmental Education and Adult Basic Skills:
  - a. A Bachelor's degree in a related area.
  - b. A Master's degree is preferred.
  
4. Workforce/Continuing Education/Non-credit classes
  - a. Appropriate combination of education, training and/or course work and demonstrated required knowledge, skills, and abilities in the subject matter.

This policy follows OAR 589-008-0100. For Lower Division Collegiate programs/courses, the law includes the statement that *"Institutional standards for instructor qualifications (standards for teachers of lower division collegiate courses) must include a master's degree in a subject area closely related to that in which the instructor will be teaching; however, in subject areas in which individuals have demonstrated their competencies and served in professional fields, and in cases in which documentation to support the individual's proficiency and high level of competency can be assembled, the master's degree requirement may be waived at the discretion of the college president or substituted according to the community college's personnel policy."*

A provisional approval may be made by the Vice President of Instruction if there is a documented plan in place for the faculty member to obtain the minimum qualifications within a three year period, with annual progress reviews. If the full minimum qualifications as listed above are not met by the end of three years, the faculty member would then not be able to teach at the college in that discipline or field.

Faculty members teaching Dual Credit and Enhanced Options classes in secondary institutions have to meet the same minimum qualifications as above. This policy follows OAR 589-007-0200. For Dual Credit programs, the administrative rules state *“Institutional standards for instructor qualifications (standards for teachers of lower division collegiate courses) must include a master’s degree in a subject area closely related to that in which the instructor will be teaching; however, in subject areas in which individuals have demonstrated their competencies and served in professional fields, and in cases in which documentation to support the individual’s proficiency and high level of competency can be assembled, the master’s degree requirement may be waived by the college president or substituted according to the community college’s personnel policy.”*

Replaces Policy #8.008

Adopted by Board of Education:

Policy #8.024 April 18, 1994

Changed to Administrative Policy January 22, 1996

Revised October 2, 2013 (Formerly Admin. Policy 8.024)

Revised May 7, 2014

Reviewed: October 9, 2019

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**FACULTY SELECTION**

It is the Administrative policy of the Southwestern Oregon Community College District that the College shall strive to recruit and select faculty that shall place its central emphasis on teaching.

Before faculty members are employed for full-time teaching positions, they shall be recommended by the Vice President of Instruction and Student Services, approved by the College President, and appointed by the Board of Education.

Before faculty members are employed for part-time teaching positions, they shall be approved by the Vice President of Instruction and Student Services.

The Office of Instruction and Student Services, in cooperation with the college community, shall develop procedures to ensure the recruitment of the best qualified teachers. Minimum qualifications for full and part-time faculty members are detailed in APP 7175.

Adopted by Board of Education:

Policy #8.006 September 19, 1977

Changed to Administrative Policy January 22, 1996

Revised October 2, 2013

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**FACULTY RANK**

It is the Administrative policy of Southwestern Oregon Community College that academic rank shall be awarded faculty on annual contracts who meet the following criteria:

**ASSISTANT PROFESSOR:**

1. Conferred upon hire for tenure-track position.

**ASSOCIATE PROFESSOR:**

1. Conferred upon achieving tenure.

**PROFESSOR:**

Earn tenure and the title of Associate Professor and:

1. Spend six years as an Associate Professor.
2. Tenure plus six years as an associate professor for a total of ten years is the least amount of time that a typical faculty member may spend in service to the college to earn the rank of full professor. The conditions for earning advancement are defined in the CBA and the Faculty Handbook.

Adopted by Board of Education:

Policy #4.020 July 17, 1989

Changed to Administrative Policy January 22, 1996

Revised: October 9, 2019



## SALARY PLACEMENT/STATUS

### FULL-TIME FACULTY

Salary placement and status for regular, full-time faculty are applied in accordance to provisions of the current faculty collective bargaining agreement.

### PART-TIME FACULTY

Salary placement for part time faculty employed on temporary term by term contracts is applied in accordance with *APP 7074 Initial Step Placement on the Part Time Faculty Salary Schedule*.

### CLASSIFIED EMPLOYEES

- A. Pay Levels for classified positions is based on the classification system approved by the College and in accordance to the provisions of the current classified bargaining agreement.
- B. Salary placement and movement for classified employees is applied in accordance to the provisions of the current classified bargaining agreement.

### MANAGERS, ADMINISTRATORS, SUPERVISORS, SPECIALIST, AND CONFIDENTIAL EMPLOYEES (MASSC)

Salary placement and movement for MASSC employees is subject to the President's approval and is based on the current salary guidelines in effect at the time.

### CASUAL/TEMPORARY EMPLOYEES (NON-FACULTY)

Salary placement for casual/temporary employees shall be based on the salary schedule in effect for the classified staff as outlined in the current collective bargaining agreement.

The step placement shall be determined following an evaluation of the individual's education, experience, and skills that are applicable to the responsibilities of the temporary assignment.

#### Legal References:

OAR 839-24-000  
OAR 839-20-005  
OAR 839-20-004 (20)  
ORS 279.340  
ORS 279.342  
ORS 653.10 (10)  
ORS 653.020  
ORS 653.025

#### Adopted by Board of Education:

Policy # 6.6.001 February 28, 1994  
Changed to Administrative Policy January 22, 1996  
Revised May 7, 2014 (Formerly Admin. Procedure 6.6.001)

#### See Also:

Faculty Federation Collective Bargaining Agreements  
Classified Collective Bargaining Agreement  
APP 7074 Initial Step Placement on PT Faculty Salary Schedule  
BP 7070 Compensation and Benefits

**Southwestern Oregon Community College**

**BP: 7020**

**HIRING OF COLLEGE STAFF**

The Board of Education will select and determine the period of appointment for the President of the College and may establish related policies and procedures.

The President has the authority to make hiring and termination decisions of all other College employees and shall establish procedures and guidelines to be followed in making these decisions.

**Bargaining Unit Employees:**

Hiring for employees subject to collective bargaining agreements shall be governed by the respective agreements; failing such provisions, board policies and administrative policies and procedures shall apply.

END OF POLICY

**Legal Reference(s):**

OAR 589-008-0100

## Southwestern Oregon Community College

**BP: 7105**

### **STAFF RESIGNATION**

All resignations shall be submitted in writing to the immediate supervisor and Human Resources.

Management/Exempt staff will provide notification at least thirty (30) days prior to the date of resignation.

#### **Bargaining Unit Staff**

Specific notification periods/procedures are subject to collective bargaining agreements and shall be governed by the respective agreements; failing such provisions, administrative policies and procedures shall apply.

END OF POLICY

#### **Legal Reference(s):**

[ORS 341.290\(2\)](#)

#### **Administrative Policies and Procedures:**

7105A

**Southwestern Oregon Community College**

**BP: 7190**

**FACULTY SELECTION**

The Board of Education directs the College President to develop the necessary administrative policies and procedures to ensure the recruitment of qualified teachers. Minimum qualifications and initial salary placement is determined in accordance with the criteria outlined in the faculty bargaining agreement (full-time) or APPs (Administrative Policies and Procedures) #7074 and # 7175 (part-time).

Before faculty members are employed for full-time teaching positions, they shall be recommended by the Chief Academic Officer and approved by the College President. Before faculty members are employed for part-time teaching positions, they shall be approved by the Chief Academic Officer.

END OF POLICY

**Legal Reference(s):**

ORS 326.051  
ORS 332.505  
ORS 342.934  
ORS 659.805, .850  
ORS 659A.009, .029, .030, .109, .142, .145, .233, .236, .309, .409  
OAR 581-021-0045

**Administrative Policies and Procedures:**

7074  
7175  
7190



RECRUITMENT GUIDE

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Southwestern Oregon Community College

A Guide for Recruitment  
of Employees at  
SWOCC

Under department review for 2020

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# Getting Started

## Beginning the Recruitment Process

*The purpose of this document is to ensure that all participants in the recruitment process at Southwestern Oregon Community College receive the same information regarding the college's recruitment, screening, hiring processes, and to ensure that appropriate procedures, guidelines, and regulations are followed in these processes.*

Your role at the beginning of the hiring process is critical. This vacancy creates an opportunity for you to rethink how your department goes about getting its work done. The primary goal is to hire qualified individuals who have an institutional fit and meet the current departmental needs; and furthermore to encourage career growth of current staff members where applicable.

It is the policy of the College to provide equal employment opportunities to all qualified persons without regard to race, religion, color, sex, national origin, marital status, veteran status, disability, age, sexual orientation, gender identity or expression, or any other protected status or activity in accordance with applicable state and federal laws and regulations. We strive to make employment decisions based on our evaluation of an individual's qualifications, ability and contribution to the success of the College.

### Key terms to remember:

#### Hiring Authority:

The function of the "Hiring Authority" is to make the final hiring decision based on the recommendation of the "screening committee", individual interviews, and references checks. The "Hiring Authority" will also guide key decisions regarding the recruitment such as 1) review of job description, 2) entry of requisition when there is not a separate "Supervising Manager", 3) development and/or review of supplemental questions, and 4) election of HR to screen for minimum qualifications and Veterans Preference.

#### Supervising Manager:

The function of the "Supervising Manager" is to act as the chair of the "Screening Committee" and to lead the committee in its efforts to complete the recruitment process.

#### Screening Committee:

The function of a "screening committee" is to determine if job applicants meet the qualifications outlined in the job description, as determined through the screening and interview processes. The committee recommends those finalists who qualify to the hiring authority.



Please take a few moments to review the legal overview, best practices, reasonable accommodation requests, and veterans preferences associated with the hiring process so that the recruitment process provides you with the best outcome possible while complying with all federal and state regulations.

If necessary, schedule training with HR to review the process and legal considerations with the search committee/interview team. Good Luck Recruiting!

**For the specific employment classification procedures,  
see that section of the manual.**

## **Legal Overview:**

### **Prohibited Employment Policies/Practices (from the EEOC)**

Under the laws enforced by EEOC, it is illegal to discriminate against someone (applicant or employee) because of that person's race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability or genetic information. It is also illegal to retaliate against a person because he or she complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit. The law forbids discrimination in every aspect of employment.

The laws enforced by EEOC prohibit an employer or other covered entity from using neutral employment policies and practices that have a disproportionately negative effect on applicants or employees of a particular race, color, religion, sex (including pregnancy), or national origin, or on an individual with a disability or class of individuals with disabilities, if the policies or practices at issue are not job-related and necessary to the operation of the business. The laws enforced by EEOC also prohibit an employer from using neutral employment policies and practices that have a disproportionately negative impact on applicants or employees age 40 or older, if the policies or practices at issue are not based on a reasonable factor other than age.

### **Job Advertisements**

It is illegal for an employer to publish a job advertisement that shows a preference for or discourages someone from applying for a job because of his or her race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability or genetic information.

For example, a help-wanted ad that seeks "females" or "recent college graduates" may discourage men and people over 40 from applying and may violate the law.

### **Recruitment**

It is also illegal for an employer to recruit new employees in a way that discriminates against them because of their race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability or genetic information.

For example, an employer's reliance on word-of-mouth recruitment by a mostly Hispanic work force may violate the law if the result is that almost all new hires are Hispanic.

## **Application & Hiring**

It is illegal for an employer to discriminate against a job applicant because of his or her race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability or genetic information. For example, an employer may not refuse to give employment applications to people of a certain race.

An employer may not base hiring decisions on stereotypes and assumptions about a person's race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability or genetic information.

If an employer requires job applicants to take a test, the test must be necessary and related to the job and the employer may not exclude people of a particular race, color, religion, sex (including pregnancy), national origin, or individuals with disabilities. In addition, the employer may not use a test that excludes applicants age 40 or older if the test is not based on a reasonable factor other than age.

If a job applicant with a disability needs an accommodation (such as a sign language interpreter) to apply for a job, the employer is required to provide the accommodation, so long as the accommodation does not cause the employer significant difficulty or expense.

## **Job Referrals**

It is illegal for an employer, employment agency or union to take into account a person's race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability or genetic information when making decisions about job referrals.

## **Job Assignments & Promotions**

It is illegal for an employer to make decisions about job assignments and promotions based on an employee's race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability or genetic information.

For example, an employer may not *give* preference to employees of a certain race when making shift assignments and may not segregate employees of a particular national origin from other employees or from customers.

An employer may not base assignment and promotion decisions on stereotypes and assumptions about a person's race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability or genetic information.

If an employer requires employees to take a test before making decisions about assignments or promotions, the test may not exclude people of a particular race, color, religion, sex (including pregnancy), or national origin, or individuals with disabilities, unless the employer can show that the test is necessary and related to the job. In addition, the employer may not use a test that excludes employees age 40 or older if the test is not based on a reasonable factor other than age.

## **Employment References**

It is illegal for an employer to give a negative or false employment reference (or refuse to give a reference) because of a person's race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability or genetic information.

## **Reasonable Accommodation & Disability**

The law requires that an employer provide reasonable accommodation to an employee or job applicant with a disability, unless doing so would cause significant difficulty or expense for the employer.

A reasonable accommodation is any change in the workplace (or in the ways things are usually done) to help a person with a disability apply for a job, perform the duties of a job, or enjoy the benefits and privileges of employment.

Reasonable accommodation might include, for example, providing a ramp for a wheelchair user or providing a reader or interpreter for a blind or deaf employee or applicant.

## **Reasonable Accommodation & Religion**

The law requires an employer to reasonably accommodate an employee's religious beliefs or practices, unless doing so would cause difficulty or expense for the employer. This means an employer may have to make reasonable adjustments at work that will allow the employee to practice his or her religion, such as allowing an employee to voluntarily swap shifts with a co-worker so that he or she can attend religious services.

## **Pre-Employment Inquiries (General)**

As a general rule, the information obtained and requested through the pre-employment process should be limited to those essential for determining if a person is qualified for the job; whereas, information regarding race, sex, national origin, age, and religion are irrelevant in such determinations.

Employers are explicitly prohibited from making pre-employment inquiries about disability. Although state and federal equal opportunity laws do not clearly forbid employers from making pre-employment inquiries that relate to, or disproportionately screen out members based on race, color, sex, national origin, religion, or age, such inquiries may be used as evidence of an employer's intent to discriminate unless the questions asked can be justified by some business purpose.

Therefore, inquiries about organizations, clubs, societies, and lodges of which an applicant may be a member or any other questions, which may indicate the applicant's race, sex, national origin, disability status, age, religion, color or ancestry if answered, should generally be avoided.

Similarly, employers should not ask for a photograph of an applicant. If needed for identification purposes, a photograph may be obtained after an offer of employment is made and accepted.

## **Pre-Employment Inquiries and:**

- **Race**

In general, it is assumed that pre-employment requests for information will form the basis for hiring decisions. Therefore, employers should not request information that discloses or tends to disclose an applicant's race unless it has a legitimate business need for such information. If an employer legitimately needs information about its employees' or applicants' race for affirmative action purposes and/or to track applicant flow, it may obtain the necessary information and simultaneously guard against discriminatory selection by using a mechanism, such as "tear-off" sheets. This allows the employer to separate the race-related information from the information used to determine if a person is qualified for the job. Asking for race-related information on the telephone could probably never be justified.

- **Height & Weight**

Height and weight requirements tend to disproportionately limit the employment opportunities of some protected groups and unless the employer can demonstrate how the need is related to the job, it may be viewed as illegal under federal law. Therefore, unless job-related, inquiries about height and weight should be avoided.

- **Religious Affiliation or Beliefs**

Questions about an applicant's religious affiliation or beliefs (unless the religion is a bona fide occupational qualification (BFOQ)), are generally viewed as non-job-related and problematic under federal law.

Employers should avoid questions about an applicant's religious affiliation, such as place of worship, days of worship, and religious holidays and should not ask for references from religious leaders, e.g., minister, rabbi, priest, imam, or pastor.

- **Marital Status, Number of Children**

Questions about marital status and number and ages of children are frequently used to discriminate against women and may violate Title VII if used to deny or limit employment opportunities.

It is clearly discriminatory to ask such questions only of women and not men (or vice-versa). Even if asked of both men and women, such questions may be seen as evidence of intent to discriminate against, for example, women with children.

Generally, employers should not use non job-related questions involving marital status, number and/or ages of children or dependents, or names of spouses or children of the applicant. Such inquiries may be asked after an employment offer has been made and accepted if needed for insurance or other legitimate business purposes.

The following pre-employment inquiries may be regarded as evidence of intent to discriminate when asked in the pre-employment context:

- Whether applicant is pregnant.
- Marital status of applicant or whether applicant plans to marry.
- Number and age of children or future child bearing plans.

- Child care arrangements.
- Employment status of spouse.
- Name of spouse.

- **Gender**

Questions about an applicant's sex, (unless it is a bona fide occupational qualification (BFOQ) and is essential to a particular position or occupation), marital status, pregnancy, medical history of pregnancy, future child bearing plans, number and/or ages of children or dependents, provisions for child care, abortions, birth control, ability to reproduce, and name or address of spouse or children are generally viewed as non-job-related and problematic under Title VII.

Any pre-employment inquiry in connection with prospective employment expressing or implying limitations or special treatment because of sex (unless based upon BFOQ) or any inquiry made of members of one sex and not the other, is similarly troublesome.

- **Arrest & Conviction**

There is no Federal law that clearly prohibits an employer from asking about arrest and conviction records. However, using such records as an absolute measure to prevent an individual from being hired could limit the employment opportunities of some protected groups and thus cannot be used in this way.

Since an arrest alone does not necessarily mean that an applicant has committed a crime the employer should not assume that the applicant committed the offense. Instead, the employer should allow him or her the opportunity to explain the circumstances of the arrest(s) and should make a reasonable effort to determine whether the explanation is reliable.

Even if the employer believes that the applicant did engage in the conduct for which he or she was arrested that information should prevent him or her from employment only to the extent that it is evident that the applicant cannot be trusted to perform the duties of the position when

- considering the nature of the job
- nature and seriousness of the offense
- length of time since it occurred

This is also true for a conviction.

- **Disability**

Under the law, employers generally cannot ask disability-related questions or require medical examinations until after an applicant has been given a conditional job offer. This is because, in the past, this information was frequently used to exclude applicants with disabilities before their ability to perform a job was evaluated.

Employers are permitted to ask limited questions about reasonable accommodation if they reasonably believe that the applicant may need accommodation because of an obvious or

voluntarily disclosed disability, or where the applicant has disclosed a need for accommodation.

Employers may ask if the applicant will need an accommodation to perform a specific job duty, and if the answer is yes, the employer may then ask what the accommodation would be.

The employer may not ask any questions about the nature or severity of the disability.

- **Medical Questions & Examinations**

The ADA places restrictions on employers when it comes to asking job applicants to answer medical questions, take a medical exam, or identify a disability.

An employer may not ask a job applicant, for example, if he or she has a disability (or about the nature of an obvious disability). An employer also may not ask a job applicant to answer medical questions or take a medical exam before making a job offer.

An employer may ask a job applicant whether they can perform the job and how they would perform the job. The law allows an employer to condition a job offer on the applicant answering certain medical questions or successfully passing a medical exam, but only if all new employees in the same job have to answer the questions or take the exam.

Once a person is hired and has started work, an employer generally can only ask medical questions or require a medical exam if the employer needs medical documentation to support an employee's request for an accommodation or if the employer has reason to believe an employee would not be able to perform a job successfully or safely because of a medical condition.

The law also requires that the employers keep all medical records and information confidential and in separate medical files.

**Additional Federal laws that apply include:**

1. Title VII of the Civil Rights Act of 1964
2. Equal Pay Act
3. Age Discrimination in Employment Act
4. Vocational Rehabilitation Act
5. Pregnancy Discrimination Act
6. Civil Rights Act of 1991
7. Immigration Reform and Control Act
8. The Genetic Information Nondiscrimination Act of 2008 (GINA)
9. The Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA)

## 10. Americans with Disabilities Act

### Best Practices

Tips for fostering an atmosphere that is conducive to open non-discriminatory discussion:

- Ensure that all candidates feel they have been treated fairly.
- Establish adequate records in the event the hiring decision must be justified at some future date.
- Ask only for information that will be used as the basis for the hiring decision. Inquiries not related to the job must be avoided. The questions should be based on the tasks and responsibilities of the position and the knowledge, skills and abilities required to perform the work.
- Obtain the same kind of information from *every* candidate for the same job.
- Remember that under the Americans with Disabilities Act (ADA) it is illegal to refuse to hire a qualified individual on the basis of a disability if, with or without reasonable accommodations, the person can perform the essential functions of the job. If the candidate is a person with a disability who requests a reasonable accommodation, please contact HR to discuss the provision of the accommodation.
- Exercise caution in describing the prospective job. Do not, for example, assure the applicant that if hired, he or she can count on a long career, that there are no layoffs, that discharges always require "just cause," or other similar comments. Discussion of salary, promotional opportunities, and tenure or other job security must be carefully worded. Otherwise, the person hired for the job might interpret this information as an implied employment contract. Any promises made during the interview might subject the employer to lawsuits by discharged employees for breach of implied contract.
- Try to put the applicant at ease at the beginning of the interview. If the applicant feels comfortable he or she will be more likely to share information.
- If you find that the applicant freezes on a particular questions, you may want to skip that questions and *move* on to the next. It takes time for some applicants to relax and feel comfortable with the Recruitment process.
- Try to ask questions that will facilitate discussion. Avoid questions that require yes or no answers.
- Don't ask leading questions. Keep the questions open-ended so that the applicant has the opportunity to speak freely.

### Reasonable Accommodation

Questions concerning reasonable accommodation can arise at any time during the hiring process. If accommodation questions occur during any part of the hiring process, including the interview, contact the Human Resources Office immediately so that accommodations procedures can be addressed separate of the interview.

Reasonable accommodation is:

- to ensure equal opportunity in the application process;
- to enable a qualified individual with a disability to perform the essential functions of a job; and to enable an employee with a disability to enjoy equal benefits and privileges of employment.

An employer's affirmative duty to provide reasonable accommodation only extends to known physical or mental limitations of an otherwise qualified applicant. Employers are not obligated to provide reasonable accommodations until an applicant makes a request.

However, if an applicant has an obvious disability, or one known to the employer, the employer is permitted to make certain inquiries regarding the applicant's ability to perform essential functions of the job. These questions must avoid asking the applicant anything about the disability, its nature or severity or need for treatment. The inquiry should only concern the ability to perform essential functions of the job. This may open lines of communication about reasonable accommodation but does not force discussion of accommodations that the applicant may not desire.

## **Veterans Preference**

Southwestern Oregon Community College provides qualifying veterans and disabled veterans with preference in employment **in accordance with ORS 408.225, 408.230, and 408.235; OAR 105-040-0010 and 105-040-0015**. The Oregon Bureau of Labor and Industries enforces public employer compliance with veterans' preference requirements.

**Qualifying veterans and disabled veterans may obtain preference by submitting** as verification of eligibility a copy of the Certificate of Release or Discharge from Active Duty (DD Form 214 or 215) or a letter from the US Dept. of Veteran's Affairs indicating receipt of a non-service connected pension to your application. Disabled Veterans must also submit a copy of their Veteran's disability preference letter from the Dept. of Veteran Affairs, unless the information is included in the DD Form 214 or 215.

*All veterans that obtain preference by the submitting appropriate documents indicated above and whom meet the minimum qualifications of the position posted shall be granted an interview.*

**Southwestern Oregon Community College will provide Veterans' preference throughout the competitive selection process as follows:**

### **Interviews**

*Scored Interviews:* A veteran or disabled veteran is provided preference in a scored interview process. The agency will add five preference points to a veteran's interview score and add 10 preference points to a disabled veteran's interview score at each level of interview to which a score is received.

### **Selection**

When a veteran or disabled veteran has been determined to be equal to the top applicant(s) for a position upon completion of the Application Examination process, then the veteran or



disabled veteran shall be ranked higher than non-veteran applicants and, a disabled veteran shall be ranked hire than both non-veteran and veteran applicants, and appointed to the position according to ORS 408.230.

**Follow up**

A veteran or disabled veteran applicant who is not selected for a position may request an explanation from the hiring agency. The request must be in writing and be sent within 30 calendar days of the date the agency informed the applicant that he/ she was not selected (OAR 105-040-0015).

**Classified**

## **Classified Recruitment Procedure**

### **New Position**

If the position is new;

1. Hiring Authority or designee works with Human Resources to develop the job description. The final draft is submitted electronically to Human Resources.
2. The Hiring Authority or designee completes a Classification Questionnaire form and routes it to Human Resources for review and routing for necessary signatures with a hard copy of the job description attached. Classification Questionnaire forms are available on myLakerLink under employee resources.
3. Once approved, Human Resources submits the job description to the Classification committee for initial salary level placement in accordance with the salary schedule in the current collective bargaining agreement.
4. Continue with procedure for Current Position Step 2.

### **Current Position (External/Internal Posting)**

#### **Recruitment Process:**

1. Contact Human Resources to review the job description. Review the primary duties and responsibilities of the position and consider any necessary changes. Determine what duties and responsibilities are essential for the employee to perform and what abilities are reasonably required for these tasks. Eliminate unnecessary criteria that might narrow the pool. Non-essential duties should not be included.
    - a. If changes are made, submit electronically to Human Resources for submission to the Classification committee.
    - b. If no changes are made or only those that are unsubstantial, proceed to Step 2 after communication to Human Resources that the job description is current and ready for recruitment.
    - c. Human Resources will upload the job description into the online recruitment system.
  2. Upon notification that the job description has been uploaded into NEO GOV; enter a Requisition to Hire into Neo-Gov. See the "Creating a Requisition to Hire" document on the myLakerLink or if you need additional training contact [debbie.daniels@socc.edu](mailto:debbie.daniels@socc.edu).
    - a. Use the comment fields to justify recruitment if necessary.
-

- b. Be sure to enter any specific publications, list serves, organizations, etc. that you would like us to advertise with. You may be asked to assist in coordinating this aspect of the recruitment.
  - c. Complete position information and screening/interview committee member sections. See Selection of Screening Committee Members and Chair section of this manual for guidance in selecting members
  - d. Select internal/external recruitment.
  - e. Enter appropriate approvers. See Human Resources for help with list of approvers if you are unsure.
  - f. Requisition will move through the online approval process in Neo Gov.
3. Once approved, Human Resources will contact the Hiring Authority or designee to:
- a. Develop supplemental questions for the job posting.
    - 1. Supplemental Questions are useful in helping the screening committee assess each application during the screening process.
    - 11. The Hiring Authority or designee may wish to have the Screening Committee review the supplemental questions prior to job posting.
  - b. Develop Recruitment Timeline
4. Human Resources will post an employment opportunity for your specific requested position on the web and will coordinate an advertising campaign.
5. Internal recruitments are posted for 5 business days. Interested members of the bargaining unit must apply online.
- a. Hiring Authority or designee must interview all internal classified candidates.
    - i. If bargaining unit member is selected - recruitment process ends
  - b. If Hiring Authority chooses not to hire an interested bargaining unit member the position may move to an external posting.
6. Human Resources will contact the Screening/Interview Committee to coordinate a meeting to complete the following prior to the closing date of the job posting (see Screening section of this manual for further information):
- a. Sign confidentiality agreement form
  - b. Review job posting (includes job announcement, job description, supplemental questions, and screening matrix)
  - c. Review/Training on the online screening process
  - d. Review of Veterans Preference, Best Practices, and Legal Hiring Guidelines
  - e. Development of interview questions
  - f. Review the Recruitment timeline and revise as necessary

### **Screening Process:**

- 1. Human Resources will maintain a Screening Matrix for all regular positions developed from the job description. The screening matrix includes the following:
  - a. Required Education
  - b. Required Experience

- c. Veteran Preference
  - d. Position Preferences listed
  - e. Required Knowledge, Skills and Abilities listed
2. Once job posting is closed, HR will do the following;
    - a. Refer applicants with complete applications to the Screening Committee for screening.
    - b. Send the Screening Committee the Screening Matrix and the Online Screening Guide (under construction).
  3. The Screening Committee will complete screening.
    - a. Each committee member completes a screening matrix form.
    - b. All screening matrix forms will be submitted to Human Resources at the conclusion of screening.
  4. The Screening Committee will meet to select interview candidates. If date proposals for Interviews have not previously been determined, HR will acquire this information during the meeting.
    - a. HR will assist the Screening Committee in coordinating their meeting and provide support to ensure all policies/procedures, best practices and legal guidelines are followed.
    - b. Generally no more than three candidates are selected.
  5. The Screening Committee chair will send an email to Human Resources designating which candidates are selected for interview. The email reviewed by EEO/AA review.
  6. Once EEO/AA review is completed, Human Resources will coordinate the interview schedule and keep all parties informed.
    - a. Human Resources contacts the finalists and informs them of times for Interviews.
    - b. If special presentations or skill tests are requested by the committee, arrangements are made for equipment such as computers, overhead projectors, etc.
    - c. Human Resources arranges all appointments and coordinates the schedule for each candidate.

**Interview Process:**

1. Interviews are held, with each committee member providing a numerical rating for each candidate on the interview questions form (see Interviewing section of this manual for guidance in the interview process).
2. If a committee member is unable to make one of the scheduled Interviews then they must excuse themselves from the remainder of the Interviews.
3. Following the Interviews, the committee chair sends the Hiring Authority or designee and Human Resources a memorandum or email (See Interviewing section of this manual for the sample memorandum) that lists the candidates who are recommended for further consideration.

4. The committee may also meet with the manager/hiring authority at this time to discuss the recommendation.
5. Remember, as a screening/interview committee member, your need for confidentiality does not end just because a candidate has been hired.

### **Reference Checks:**

1. The Hiring Authority or designee performs reference checks using reference check form (See Reference check section of this manual).
2. Reference check forms and notes are given to the Human Resources Office to become part of the screening file

**NOTE:** If you have difficulty obtaining reference information from former employers, please tell them that as part of our application process, applicants sign an authorization for release of information. If the former employers need to see the document before they will give you information, ask Human Resources to fax them the release form.

### **Offer of Employment:**

1. The Hiring Authority or designee selects the most suitable candidate to be offered the position. After conferring with HR, VP, and/or President about salary and other considerations the Hiring Authority offers the position (All offers are pending background check).
2. Human Resources is notified of the candidate's acceptance or rejection.
3. If candidate accepts, the Hiring Authority or designee completes the Personnel Action Form and submits to Human Resources for signature routing and processing.
4. Human Resources contacts those candidates who were not selected for the position and the applicants not selected for Interviews.
5. See the Offer section of this manual for guidance in offering employment.

### **Post Offer:**

1. Human Resources will send the successful candidate a Welcome Letter and New hire packet.
2. Newly Hired employee will submit I-9 and other payroll related material to Human Resources on or before their start date.
3. Human Resources will conduct a background check in accordance to policy and procedure.

## **Current Position (Internal Posting Only)**

### **Recruitment Process:**

1. Contact Human Resources to review the job description. Review the primary duties and responsibilities of the position and consider any necessary changes. Determine what duties and responsibilities are essential for the employee to perform and what abilities are reasonably required for these tasks. Eliminate unnecessary criteria that might narrow the pool. Non-essential duties should not be included.

- a. If changes are made, submit electronically to Human Resources for submission to the Classification committee.
  - b. If no changes are made or only those that are unsubstantial, proceed to Step 2 after communication to Human Resources that the job description is current and ready for Recruitment.
  - c. Human Resources will upload the job description into the online recruitment system.
2. Upon notification that the job description has been uploaded in to Neo Gov, submit a Requisition to Hire into Neo Gov. See the "Creating a Requisition to Hire" document (under construction) on the MyLakerLink or if you need additional training contact Debbie.daniels@socc.edu.
- a. Use the comment fields to justify Recruitment if necessary.
  - b. Select internal only.
  - c. Enter appropriate approvers. See Human Resources for help with list of approvers if you are unsure.
  - d. Requisition will move through the online approval process in Neo Gov.
  - e. Once approved, Human Resources will develop the job posting online and send out an announcement to Classified staff members of the opening.
3. Internal Recruitments are posted for 5 business days. Interested members of the bargaining unit must submit an application online at the SWOCC jobs board.
4. Hiring Authority or designee will conduct interviews of all bargaining unit members who have submitted an application.

### **Offer of Employment:**

1. The Hiring Authority or designee selects the most suitable candidate to be offered the position. After conferring with HR, VP, and/or President about salary and other considerations the Hiring Authority offers the position.
2. Human Resources is notified of the candidate's acceptance or rejection.
3. If candidate accepts, the Hiring Authority or designee completes the Personnel Action Form and submits to Human Resources for signature routing and processing.
4. Human Resources contacts those candidates who were not selected for the position.

# Faculty

## Faculty Recruitment Procedure

### New Position

If the position is new;

1. Hiring Authority or designee works with Human Resources to develop the job description. The final draft is submitted electronically to Human Resources.
2. Continue with procedure for Current Position Step 2.

### Current Position

#### Recruitment Process:

1. Contact Human Resources to review the job description. Review the primary duties and responsibilities of the position and consider any necessary changes. Determine what duties and responsibilities are essential for the employee to perform and what abilities are reasonably required for these tasks. Eliminate unnecessary criteria that might narrow the pool. Non-essential duties should not be included.
    - a. If changes are made, submit electronically to Human Resources
    - b. If no changes are made proceed to Step 2 after communication to Human Resources that the job description is current and ready for recruitment.
    - c. Human Resources will upload the job description into the online recruitment system.
  2. Upon notification that the job description has been uploaded into NEO GOV; enter a Requisition to Hire into Neo-Gov. See the "Creating a Requisition to Hire" document (under construction) on the myLakerLink or if you need additional training contact: Debbie.daniels@socc.edu.
    - a. Use the comment fields to justify recruitment if necessary.
    - b. Be sure to enter any specific publications, list serves, organizations, etc. that you would like us to advertise with. You may be asked to assist in coordinating this aspect of the recruitment.
    - c. Be sure to indicate external recruitment.
    - d. Enter appropriate approvers. See Human Resources for help with list of approvers if you are unsure.
-

- e. Requisition will move through the online approval process in Neo Gov.
3. Access the Requisition to Hire on the MyLakerLink. Complete position information and screening/interview committee member sections. Submit to Human Resources for approval. See Selection of Screening Committee Members and Chair section of this manual for guidance in selecting members
4. Develop Recruitment Timeline
5. Human Resources will post an employment opportunity for your specific requested position on the web and coordinate an advertising campaign.
6. Human Resources will contact the Screening/Interview Committee to coordinate a meeting to complete the following prior to the closing date of the job posting (see Screening section of this manual for further information):
  - a. Sign committee participation form
  - b. Review job posting (includes job announcement, job description, and screening matrix)
  - c. Review/Training on the screening process
  - d. Review of Veterans Preference, Best Practices, and Legal Hiring Guidelines
  - e. Development of interview questions and teaching presentation.
  - f. Review the recruitment timeline and revise as necessary.

### **Screening Process:**

1. Human Resources will maintain a Screening Matrix for all regular positions developed from the job description. The screening matrix includes the following:
    - a. Required Education
    - b. Required Experience
    - c. Veteran Preference
    - d. Position Preferences listed
    - e. Required Knowledge, Skills and Abilities listed
  2. Once job posting is closed, HR will do the following;
    - c. Refer applicants with complete applications to the Screening Committee for screening.
    - d. Send the Screening Committee the Screening Matrix and the Online Screening Guide (under construction).
  3. The Screening Committee will complete screening.
    - a. Each committee member completes a screening matrix form.
    - b. All screening matrix forms will be submitted to Human Resources at the conclusion of screening.
  4. The Screening Committee will meet to select interview candidates. If date proposals, tours, etc. for interviews have not previously been determined, HR will acquire this information during the meeting.
-



- a. HR will assist the Screening Committee in coordinating their meeting and provide support to ensure all policies/procedures, best practices and legal guidelines are followed.
  - b. Generally no more than three candidates are selected.
5. The Screening Committee chair will send an email designating which candidates are selected for interview. The email is submitted to Human Resources for EEO/AA review.
6. Once EEO/AA review is completed, Human Resources will coordinate the interview schedule and keep all parties informed.
  - a. Human Resources contacts the finalists and informs them of times for Interviews.
  - b. If the committee requests special presentations, arrangements are made for equipment such as computers, overhead projectors, etc. Each candidate is told what part of the interview cost will be borne by the college, and what part he or she is expected to pay
  - c. Human Resources arranges all appointments and coordinates the schedule for each candidate.
7. Human Resources will refer interview candidates to the Hiring Authority/Manager for their online review in preparation for the interview.

### **Interview Process:**

1. Interviews are held, with each committee member providing a numerical rating for each candidate on the interview questions form (see Interviewing section of this manual for guidance in the interview process).
2. If a committee member is unable to make one of the scheduled Interviews then they must excuse themselves from the remainder of the Interviews.
3. Following the Interviews, the committee chair gives the Hiring Authority and Human Resources a memorandum (See Interviewing section of this manual for the sample memorandum) that lists the candidates who are recommended for further consideration. An email sent to gives the Hiring Authority and Human Resources is also acceptable
4. The committee may also meet with the manager at this time to discuss their recommendation.
5. Remember, as a screening/interview committee member, your need for confidentiality does not end just because a candidate has been hired.

### **Reference Checks:**

1. The Hiring Authority or designee performs reference checks using the reference check form (See Reference check section of this manual).
2. Reference check forms and notes are given to the Human Resources Office to become part of the screening file

**NOTE:** If you have difficulty obtaining reference information from former employers, please tell them that as part of our application process, applicants sign an authorization for release of information. If the former employers need to see the document before they will give you information, ask Human Resources to fax them the release form.

**Offer of Employment:**

1. The Hiring Authority or designee selects the most suitable candidate to be offered the position. After conferring with HR, VP, and/or President about salary and other considerations the Hiring Authority offers the position (All offers are pending background check).
2. Human Resources is notified of the candidate's acceptance or rejection.
3. If candidate accepts, the Hiring Authority or designee completes the Personnel Action Form and submits to Human Resources for signature routing and processing.
4. Human Resources contacts those candidates who were not selected for the position and the applicants not selected for interviews.
5. See the Offer section of this manual for guidance in offering employment.

**Post Offer:**

1. Human Resources will send the successful candidate a Welcome Letter and New hire packet.
2. Newly Hired employee will submit I-9 and other payroll related material to Human Resources on or before their start date.
3. Human Resources will conduct a background check in accordance to policy and procedure.



## **Masse Recruitment Procedure**

### **New Position**

If the position is new;

1. Hiring Authority or designee works with Human Resources to develop the job description. The final draft is submitted electronically to Human Resources for the recruitment process.
2. Continue with procedure for Current Position Step 2.

### **Current Position**

#### **Recruitment Process:**

1. Contact Human Resources to review the job description. Review the primary duties and responsibilities of the position and consider any necessary changes. Determine what duties and responsibilities are essential for the employee to perform and what abilities are reasonably required for these tasks. Eliminate unnecessary criteria that might narrow the pool. Non-essential duties should not be included.
    - a. If changes are made, submit electronically to Human Resources.
    - b. If no changes are made proceed to Step 2 after communication to Human Resources that the job description is current and ready for recruitment.
    - c. Human Resources will upload the job description into the online recruitment system.
  2. Upon notification that the job description has been uploaded into NEO GOV; enter a Requisition to Hire into Neo-Gov. See the "Creating a Requisition to Hire" document (under construction) on the myLakerLink or if you need additional training contact Debbie.daniels@socc.edu.
    - a. Use the comment fields to justify recruitment if necessary.
    - b. Be sure to enter any specific publications, list serves, organizations, etc. that you would like us to advertise with. You may be asked to assist in coordinating this aspect of the recruitment.
    - c. Be sure to indicate external recruitment.
-

- d. Enter appropriate approvers. See Human Resources for help with list of approvers if you are unsure.
  - e. Requisition will move through the online approval process in Neo Gov.
3. Access the Requisition to Hire on the myLakerLink. Complete position information and screening/interview committee member sections. Submit to Human Resources for approval. See Selection of Screening Committee Members and Chair section of this manual for guidance in selecting members
  - a. Develop recruitment timeline.
4. Human Resources will post an employment opportunity for your specific requested position on the web and will coordinate an advertising campaign.
5. Human Resources will contact the Screening/Interview Committee to coordinate a meeting to complete the following prior to the closing date of the job posting (see Screening section of this manual for further information):
  - a. Sign committee participation form
  - b. Review job posting (includes job announcement, job description, and screening matrix)
  - c. Review/Training on the online screening process (under construction)
  - d. Review of Veterans Preference, Best Practices, and Legal Hiring Guidelines
  - e. Development of interview questions and presentation.
  - f. Review the recruitment timeline and revise as necessary.

### **Screening Process:**

1. Human Resources will maintain a Screening Matrix for all regular positions developed from the job description. The screening matrix includes the following:
  - a. Required Education
  - b. Required Experience
  - c. Veteran Preference
  - d. Position Preferences listed
  - e. Required Knowledge, Skills and Abilities listed
2. Once job posting is closed, HR will do the following;
  - a. Refer applicants with complete applications to the Screening Committee for screening.
  - b. Send the Screening Committee the Screening Matrix and the Online Screening Guide(under construction).
3. The Screening Committee will complete screening.
  - a. Each committee member completes a screening matrix form.
  - b. All screening matrix forms will be submitted to Human Resources at the conclusion of screening.

4. The Screening Committee will meet to select interview candidates. If date proposals, tours, etc. for interviews have not previously been determined, HR will acquire this information during the meeting.
  - a. HR will assist the Screening Committee in coordinating their meeting and provide support to ensure all policies/procedures, best practices and legal guidelines are followed.
  - b. Generally no more than three candidates are selected.
5. The Screening Committee chair will send an email designating which candidates are selected for interview. The email is submitted to Human Resources for EEO/AA review.
6. Once EEO/AA review is completed, Human Resources will coordinate the interview schedule and keep all parties informed.
  - a. Human Resources contacts the finalists and informs them of times for interviews.
  - b. If the committee requests special presentations, arrangements are made for equipment such as computers, overhead projectors, etc. Each candidate is told what part of the interview cost will be borne by the college, and what part he or she is expected to pay
  - c. Human Resources arranges all appointments and coordinates the schedule for each candidate.
7. Human Resources will refer interview candidates to the Hiring Authority/Manager for their online review in preparation for the interview.

**Interview Process:**

1. Interviews are held, with each committee member providing a numerical rating for each candidate on the interview questions form (see Interviewing section of this manual for guidance in the interview process).
2. If a committee member is unable to make one of the scheduled Interviews then they must excuse themselves from the remainder of the Interviews.
3. Following the interviews, the committee chair gives the Hiring Authority and Human Resources a memorandum or email (See Form section of this manual for the sample memorandum) that lists the candidates who are recommended for further consideration.
4. The committee may also meet with the manager at this time to discuss their recommendation.
5. Remember, as a screening/interview committee member, your need for confidentiality does not end just because a candidate has been hired.

**Reference Checks:**

1. The Hiring Authority or designee performs reference checks using the reference check form (See Reference check section of this manual).
2. Reference check forms and notes are given to the Human Resources Office to become part of the screening file

**NOTE:** If you have difficulty obtaining reference information from former employers, please tell them that as part of our application process, applicants sign an authorization for

release of information. If the former employers need to see the document before they will give you information, ask Human Resources to fax them the release form.

**Offer of Employment:**

1. The Hiring Authority or designee selects the most suitable candidate to be offered the position. After conferring with HR, VP, and/or President about salary and other considerations the Hiring Authority offers the position (All offers are pending background check).
2. Human Resources is notified of the candidate's acceptance or rejection.
3. If candidate accepts, the Hiring Authority or designee completes the Personnel Action Form and submits to Human Resources for signature routing and processing.
4. Human Resources contacts those candidates who were not selected for the position and the applicants not selected for interviews.
5. See the Offer section of this manual for guidance in offering employment.

**Post Offer:**

1. Human Resources will send the successful candidate a Welcome Letter and New hire packet.
2. Newly Hired employee will submit I-9 and other payroll related material to Human Resources on or before their start date.
3. Human Resources will conduct a background check in accordance to policy and procedure.

# Casual/Temp

## Other Employment (Casual/Temp/Sub) Recruitment Procedure

### Recruitment Process:

**Note:** These positions cannot be for more than 520 hours per fiscal year and should be short term in nature.

1. The Hiring Authority or designee enters a Requisition to Hire into Neo-Gov. See the "Creating a Requisition to Hire" (under construction) document on the MyLakerLink or if you need additional training contact Debbie.daniels@socc.edu.
  - a. Use the comment fields to justify recruitment if necessary.
  - b. Be sure to enter any specific publications, list serves, organizations, etc. that you would like us to advertise with. You may be asked to assist in coordinating this aspect of the Recruitment.
  - c. Enter appropriate approvers. See Human Resources for help with list of approvers if you are unsure.
  - d. Requisition will move through the online approval process in Neo Gov.
2. Once approved, Human Resources will contact the Hiring Authority/Manager to do the following;
  - a. Review job posting
  - b. Review/Training on the online screening process
  - c. Develop a timeline for recruitment, if necessary
  - d. Review of Veterans Preference, Best Practices, and Legal Hiring Guideline
3. Human Resources will post an employment opportunity for your specific requested position on the web and coordinate an advertising campaign if necessary.

### Screening Process:

1. As applicants apply, HR will do the following;
    - a. Refer applicants with complete applications to the Hiring Authority/Manager for screening.
-

**Interview Process:**

1. Hiring Authority/Manager will conduct interviews.
2. All notes used to screen and/or interview are to be submitted to Human Resources at the conclusion of interviewing.

**Offer of Employment:**

1. The Hiring Authority or designee selects the most suitable candidate to be offered the position.
2. Hiring Authority offers position pending background check, notifies Human Resources and submits the Personnel Action Form to HR.
3. Hiring Authority calls any other interviewed candidates that were not selected for the position. Human Resources will contact those applicants that were not selected for interview when a posting or applicant pool is to be closed.

**Post Offer:**

1. Human Resources will send the successful candidate a Welcome Letter and New hire packet.
2. Newly Hired employee will submit I-9 and other payroll related material to Human Resources on or before their start date.
3. Human Resources will conduct a background check in accordance to policy and procedure



# Part Time Faculty

## Part Time Faculty Pool Recruitment Procedure

### Recruitment Process:

1. Enter a Requisition to Hire into Neo-Gov. See the "Creating a Requisition to Hire" document (under construction) on the myLakerLink or if you need additional training contact **Debbie.daniels@socc.edu**.
2. Use the comment fields to justify Recruitment if necessary.
3. Be sure to enter any specific publications, list serves, organizations, etc. that you would like us to advertise with. You may be asked to assist in coordinating this aspect of the recruitment.
4. Enter appropriate approvers. See Human Resources for help with list of approvers if you are unsure.
5. Requisition will move through the online approval process in Neo Gov.
6. Once approved, Human Resources will contact the Instructional Dean to do the following;
  - a. Review job posting (includes job announcement, job description, and screening matrix)
  - b. Review/Training on the online screening process (under construction)
  - c. Review of Veterans Preference, Best Practices, and Legal Hiring Guidelines
7. Human Resources will post an employment opportunity for your specific requested position on the web and will coordinate an advertising campaign:

### Screening Process:

1. Human Resources will maintain a Screening Matrix for all part time faculty positions. The screening matrix includes the following:
    - a. Required Education
    - b. Required Experience
    - c. Veteran Preference
    - d. Position Preferences
    - e. Required Knowledge, Skills and Abilities
  2. As applicants apply, HR will do the following;
    - a. Refer applicants with complete applications to the Instructional Dean for screening.
    - b. Send the Instructional Dean the Screening Matrix and the Online Screening Guide (under construction)
  3. The Instructional Director will complete screening online.
    - a. All screening matrix forms will be submitted to Human Resources at the conclusion of screening.
-

4. Once EEO/AA review is completed, Human Resources will inform the Instructional Dean that they may proceed with interviews.

### **Interview Process:**

1. The Instructional Dean will conduct interview and follow Part Time Faculty Approval process.

### **Reference Checks:**

1. The Instructional Dean or designee performs reference checks using the reference check form (See Reference check section of this manual).
2. Reference check forms and notes are given to the Human Resources Office to become part of the screening file

**NOTE:** If you have difficulty obtaining reference information from former employers, please tell them that as part of our application process, applicants sign an authorization for release of information. If the former employers need to see the document before they will give you information, ask Human Resources to fax them the release form.

### **Offer of Employment:**

1. The Instructional Dean selects the most suitable candidate to be offered the position and follows the part time faculty approval process outlined by the office of instruction.
2. Instructional Dean offers position pending background check, completes the part time faculty approval form, prints out the individuals application materials from NEO GOV and submits to the office of instruction.
3. The Instructional Dean calls any interviewed candidates who were not selected for the position, and Human Resources contacts applicants who were not selected for interviews when an applicant pool or posting is closed.

### **Post Offer:**

1. Office of Instruction, after approval by Vice President, submits part time faculty approval form to Human Resources.
2. Human Resources will send the successful candidate a Welcome Letter and New hire packet.
3. Human Resources enters the new part time faculty member into the system and emails the part time faculty email group that this has been done so that email and grading system set up can be completed by the Instructional Dean or designee.
4. Newly Hired employee will submit I-9 and other payroll related material to Human Resources on or before their start date.
5. Human Resources will conduct a background check in accordance to policy and procedure

6. Once New Hire paperwork is received, Human Resources enters new employee in system and emails Office of Instruction that the person is in so that course assignment and contract generation can begin.

# Screening

## **SCREENING COMMITTEE PROCESS**

### **Selection of Screening Committee Members and Chair**

The Hiring Authority and/or their designee of the department appoints a Screening Committee Chair and recommends a list of screening committee members to the HR Director.

To provide different perspectives, the HR Director ensures that the screening committee consists of a combination of at least one manager, one classified, and one faculty member from the department where the opening occurs, as well as one or two other college staff from outside the department. For Faculty positions, the committee will consist of a majority of faculty.

HR notifies the Chair and the selected committee members by email to coordinate the initial screening committee meeting.

### **Screening Committee Review of Recruitment Process**

HR representative will present a recruitment timeline to the Screening Committee.

Screening Committee will review the following in preparation for interview question development and applicant review:

1. Committee participation form
2. Review job posting (includes job announcement, job description, supplemental questions, and screening matrix)
3. Review/Training on the online screening process
4. Review of Veterans Preference, Best Practices, and Legal Hiring Guidelines
5. Development of interview questions and presentation.
6. Review the recruitment timeline and revise as necessary.

Screening Committee will develop interview questions, presentations, and/or skills test during this meeting.

### **Screening Committee's Review of Applications**

Screening Committees meet with a HR representative prior to reviewing applications (see above).

Applications will not be referred for online screening until position is closed and interview questions have been developed.

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If it is an "open until filled" position, the Chair should notify HR when the committee would like to start screening after the first consideration date has passed.

The Screening Committee will use the screening matrix for the position to screen all applicants referred.

The documents you use and write on during the screening process (screening forms, interview questions, reference check forms) become part of the screening file, retained in the Human Resources Office for three years, according to statutes. These files are seldom accessed during their retention, but anything you write may be used as evidence, should the files ever be subpoenaed for a court case.

### **Responsibilities of the Screening Committee Chair**

The Chair is responsible for the following:

1. Coordinating and scheduling initial screening committee meeting with HR to review screening committee guidelines.
2. Developing interview questions with the committee members and forwarding the document to HR.
3. Notifying HR of the names of candidates to be interviewed using the Recruitment Report.
4. Returning any recruitment documents, printed applications, participation forms, and committee notes to HR.
5. Recommending the committee's selection of finalists to the Hiring Authority or designee using the Post Interview Memo with a copy to HR.

### **Interview Scheduling**

After reviewing all of the applications, Chair ensures that all screening matrixes be returned to HR along with a written listing of the names of the candidates selected for interviews.

Chair reviews recruitment timeline with HR to verify dates, times, etc. for interviews.

HR phones applicants, schedules the interviews, and email the interview schedule to the committee members prior to the scheduled interview date(s)

### **Recommendations of Finalists**

1. The screening committee's charge is to recommend finalists to Hiring Authority or designee.
2. Recommendation should be in writing or via email to the Hiring Authority with a copy to HR (see Post Interview memo).
3. Your foremost responsibility as a screening committee member is to ensure **CONFIDENTIALITY AT ALL TIMES, DURING ALL PHASES OF THE PROCESS**. Breaches of confidentiality can become legally and financially costly for the college.

## Best Practices

The primary purpose and function of a screening committee is to provide a balanced and objective evaluation and recommendation of candidates for positions at Southwestern Oregon Community College (SWOCC).

1. The criteria utilized by a screening committee should be based upon the screening requirements indicated on the announcement of position opening.

2. All applications should be reviewed and evaluated by each committee member.

3. The following are known as "protected classes" under state and federal law. A screening committee should never utilize any of these as criteria in screening and/or questioning candidates:

- Race
- Color
- Gender
- National Origin
- Age, 18 and up
- Marital Status
- Family Relationships
- Expunged Juvenile Record
- Religion
- Opposition to Health/Safety Practices
- Mental/Physical Impairment
- Injured Workers
- Disabled Persons

4. Candidates should be invited for Interviews in sufficient number to allow for attrition and elimination by the committee. Minimally three candidates should be interviewed.

5. The recommendation by the committee to the appropriate Hiring Authority of the interview candidates for further consideration should be made after all Interviews are completed.

6. If none of the candidates are considered suitable for the position, the committee may recommend reopening the search.

7. All materials related to the screening of candidates should be returned to the Human Resources office.

# Interviewing

## **GUIDELINES FOR INTERVIEWERS**

Federal EEO law regulates the types of questions that can be asked during an interview. The EEOC disfavors questions relating either directly or indirectly to age, sex, race, color, national origin, religion, or disabilities and should be avoided. If you are not sure about a question, don't ask it.

Job applicants should only be asked questions that are job related.

When asking an applicant interview questions, the interviewer should ask himself /herself if this information is really needed in order to judge the applicant's qualifications, level of skills and overall competence for the job in questions.

Non-essential job functions or marginal job functions do not enter into consideration. An employer may not refuse to hire an applicant with a disability because the applicant's disability prevents him or her from performing non-essential job functions.

Always remember that you may not ask whether, or not the applicant has a particular disability.

## **THE FOLLOWING ARE EXAMPLES OF QUESTIONS CONSIDERED UNACCEPTABLE:**

- Do not ask the person if he/ she has a disability that will prevent him/her from performing the job.
  - Do not discuss the existence, nature, or severity of a person's physical or mental impairment even when characteristics such as missing limbs are apparent.
  - Do not ask if the applicant has ever requested and/or received reasonable accommodation in performing past jobs.
  - Do not ask whether the applicant wears a hearing aid or needs to wear glasses or contact lenses while on the job.
  - Do not ask about a person's health (mental or physical) or that of a family member, or if he/ she will need to take leave for personal treatment or the health care of someone in the family.
  - Do not discuss the progress of an illness even if the person volunteers information about a medical condition, its remission or treatment.
-

- Do not discuss whether the applicant has ever been hospitalized and if so, for what condition.
- Do not ask if an applicant has ever been treated for drug addiction or alcoholism.
- Do not ask about a person's workers' compensation history.
- Do not commit or discuss a reasonable accommodation on the spot.
- Do not discuss irrelevant things, e.g. the person's age, dependents, and other personal matters. Instead, talk about the job and the person's qualifications for that specific job.
- Do not ask the age of an applicant.
- Do not ask if the applicant has children, who will baby-sit them, or their ages.
- Do not ask when the applicant graduated from high school.
- Do not ask what clubs or organizations the applicant belongs to.
- Do not ask the applicants maiden name.
- Do not inquire about days absent from work because of illness in the last year.
- Do not discuss prescription drug use.
- Do not ask if the applicant smokes.
- Do not ask the applicant if he or she has AIDS or is HIV positive.
- Do not inquire about the applicant's religious denomination, religious affiliations, church, parish, pastor, or religious holidays observed.
- Do not ask the applicant for his or her national origin.
- Do not ask questions related to the applicants weight, color of hair or eyes.
- Do not ask how long he or she has lived here.
- Do not ask how much longer the candidate plans to work before retiring.
- Do not ask what his or her parents do for a living.
- Do not ask if the candidate will continue to work and return to work if they become pregnant and go on maternity leave.
- Do not ask how he or she feels about supervising men/women.
- Do not ask how far their commute is.
- Do not ask if they live nearby.
- Do not ask if he or she has been honorable discharged from the military.
- Do not ask if he or she is a member of the National Guard or Reserves.

**THE FOLLOWING ARE EXAMPLES OF QUESTIONS CONSIDERED ACCEPTABLE:**

- You may ask whether the applicant needs reasonable accommodations or assistance during the hiring or interview process.
- Do ask the applicant if he or she is able to perform the essential functions of the job outlined in the job description with or without reasonable accommodation.
- Do ask if the applicant fully understand the job description as outlined.



- You may ask questions about the applicants qualifications for the job in questions as they relate to education, experience, licenses, training, basic reading and writing skills, mathematical skill, or other minimum qualification standards set by the college that do not specifically relate to physical or mental conditions.
- Do ask if the applicant is lawfully employable in the United States either by virtue of citizenship or by having authorization from the INS and the Labor Department.
- You may ask if the applicant is over the age of eighteen.
- You may state the college's standards of employee conduct and ask the applicant if he or she can meet those standards.
- You may ask what professional or trade groups the applicants belongs to that would be considered relevant to his or her ability to perform the job in question.
- You may inquire about what schools the applicants has attended.
- You may ask if the applicant is known by another name.
- You may state the college's smoking policy and ask the applicant if he or she can adhere to it.
- You may ask what hours and days the applicant can or cannot work.
- You may ask the applicant if they have responsibilities other than work that will interfere with specific job requirements such as traveling.
- You may ask if the applicant has a high school diploma or the equivalent.
- You may state the college's drug and alcohol policy and ask the applicant if he or she can adhere to it.
- You may state the performance standards and expectations for a particular position.
- You may ask what the candidates availability to work.
- You may ask are if the candidate is able to work with our required schedule.
- You may ask what the candidate's long term career goals.
- Do ask if the candidate is available to work overtime on occasion and if the candidate is able to travel.
- You may ask about the candidate's experience with "x" age group.
- Do ask how the candidate became interested in the "x" industry.
- Do ask what the candidate has to offer our company.
- Do ask about the candidate's previous experience managing teams.
- You may ask if the candidate has ever been disciplined for behavior at work.
- You may ask if the candidate is able to start work at 8 am.
- You may ask if the candidate is willing to relocate.
- You may ask about military experience and how that might benefit the company.
- You may take the applicant on a tour of the work site.

# Reference Checks

## **Reference Checking**

Hiring Authority or designee conducts telephone or in person reference checks on the finalists prior to being recommended for hire.

The approved Reference Check form can be found in the forms section of this manual or in myLakerLink

---

# Making the Offer

## Offer of Employment/Salary Placement

### Classified Positions

The Hiring Authority or designee:

- Interviews the finalists recommended by the screening committee
- Selects the best candidate
- Makes offer of employment
- Notifies HR of acceptance of offer of employment and the name of the new hire

HR assists with salary placement in accordance with Classified Collective Bargaining Agreement

### Full-time Faculty Positions

The Vice President or designee:

- Interviews the finalists recommended by the screening committee
- Selects the best candidate
- Makes offer of employment
- Vice President in collaboration with the HR director determines placement on the Faculty Salary Schedule based on salary placement language in the Faculty Collective Bargaining Agreement.
- Notifies HR of acceptance of offer of employment and the name of the new hire and completes the Personnel Action Form and letter of intent to hire.
- Submit Personnel Action Form and copy of letter of intent to hire to Human Resources.

Human Resources notifies Faculty Union of the name of new faculty member and drafts the employment contract

### Management Positions

The Hiring Authority or designee:

- Interviews the finalists recommended by the screening committee
  - Selects the best candidate
  - The Hiring Authority in collaboration with the HR Director determines salary placement on the Management Salary Schedule
-

- Makes offer of employment
- Notifies HR of acceptance of offer of employment and the name of the new hire

Office of Instruction drafts the letter of intent to hire and Human Resources creates the employment contract.

### **Notification of Applicants Interviewed But Not Selected**

HR contacts the candidates who were interviewed by the committee but not recommended for the position as soon as possible after the finalist has accepted the offer of employment.

### **Guidelines for making a hiring decision:**

- Do not refuse to hire an applicant because the applicant has asked for an accommodation.
- Do not refuse to hire or consider an applicant for a position merely because that person has a disability or is associated with a person with a disability.
- Do not refuse to hire or consider an applicant merely because that person has filed a workers compensation claim in the past or has back problems.
- Do not refuse to hire a person because you think it might increase insurance or workers' compensation costs or because you think that they may pose a threat to the health and safety of themselves or others. This decision cannot be made based on speculation; it requires the input of the Human Resources Office and the EEO.
- You must ensure that an individualized analysis is made before an applicant with a disability is rejected because of an inability to perform essential functions of a job or as a direct threat to the health and safety of the applicant or others. These decisions cannot be made based upon generalizations, stereotypes or assumptions.
- You must inform all applicants applying for positions in which a medical examination is required that any offer of employment is conditioned upon satisfactory results of the medical examination.
- You must contact the Human Resources Office or the EEO for advice and guidance on every applicant with a disability that requests reasonable accommodation that you are considering rejecting because of a physical or mental condition, or that you are considering rejecting because of an inability to perform the essential functions of the job.

# Post Offer

## **Post Offer Guidance**

Please remember that no new hire may start work without the new hire packet being completed and received by HR

## **New Employee Orientation (HR)**

When the new employee reports *to* work on the first day, have them come *to* Human Resources *to* schedule their new employee orientation.

## **New Employee Orientation (Manager/Department)**

The Supervisor/Manager should use the New Hire Checklist for orienting the newly hired employee *to* the Human Resource department. The New Hire Checklist for Supervisors/Managers is available on the myLakerLink.

---

# Forms



## Recruitment Timeline

Position Title:

Hiring Authority:

Screening committee Chair: \_\_\_\_\_

Screening committee

Members:

Signed Confidentiality

Agreement from all screening  
members: \_\_\_\_\_

Job description and Interview  
questions reviewed: \_\_\_\_\_

Start Posting: \_\_\_\_\_

Close Posting: \_\_\_\_\_

Schedule pre-screening meeting \_\_\_\_\_

Develop Interview Questions: \_\_\_\_\_

Would you like HR to screen  
for Minimum Qualifications? \_\_\_\_\_

Screening begins: \_\_\_\_\_

Committee meets (screening  
done) and chooses candidates: \_\_\_\_\_

HR schedules interviews: \_\_\_\_\_

How long to schedule each  
interview? \_\_\_\_\_

Sent Schedule to Committee \_\_\_\_\_

Schedule room \_\_\_\_\_

Make packets \_\_\_\_\_

Interview Date/Start Time: \_\_\_\_\_

Reference checks: \_\_\_\_\_

Offer Made: \_\_\_\_\_

Contact candidates not selected \_\_\_\_\_



# SOUTHWESTERN OREGON COMMUNITY COLLEGE

## Screening Committee Participation

As a participant on the Screening Committee, please be aware of the importance and extent of the commitment you are making to this process. Please review the following considerations, and if you are willing to make the commitment described here, please sign and date this form and return it to Human Resources.

### Screening Committee Considerations:

- The Screening Committee time commitment will involve attending the screening committee meetings as scheduled by the screening committee chair, review of the screening committee guidelines, review of each application file, participation in the interview process, and recommendation of finalists to the executive dean or designee.
- Committee members are asked to maintain confidentiality regarding all personal and professional information about the candidates; the content of discussions during committee meetings; rankings and evaluations of candidates; and all other aspects of the search process. Only the Human Resources Director, or a designated spokesperson is authorized to release information about the applicants or the screening committee deliberations.
- Each committee member is expected to read and evaluate all candidates' application files in their entirety.
- Each committee member is expected to adopt a professional and objective approach to the evaluation of candidates' credentials. Only the criteria set forth in the position description for the evaluation of applicants should be applied in the review of applicant files.
- Each committee member should be prepared to participate in all the activities of the screening committee (except in the case of personal illness or other emergency) once the process has begun.

As a member of the screening committee for this position I will

- Comply with College policies and procedures regarding Affirmative Action and Equal Opportunity Employment as well as federal/state guidelines and regulations related to hiring practices;
- Maintain the confidentiality of all applicants, application materials, and selection processes;
- Return any notes, screening matrix sheets, and all materials related to the recruitment process to the Human Resources Office upon conclusion of the hiring process;

Screening Committee Member: \_\_\_\_\_

Date: \_\_\_\_\_



## Memorandum - Post Interview

**Date:** April20,2012  
**To:** Hiring Authority  
**Cc:** Human Resources  
**From:** committee  
**RE:** Committee Interview Report

---

The screening committee for the (position) position has interviewed (#) candidates and finds that the following candidates are qualified and acceptable for further consideration:

(Name of Candidates)

Should the candidates rated as acceptable decline the position, the committee would recommend:

- a. that the alternate candidates be interviewed (list alternates)
- b. that the position be reopened.

# TELEPHONE REFERENCE CHECK FORM

Applicant Name: \_\_\_\_\_

Date: \_\_\_\_\_

Job Title: \_\_\_\_\_

Reference Contacted: - - - - -

Company Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Dates of Employment & Job Titles Verified:                      Yes                      No

**When conducting reference checks, immediately identify yourself and explain the reason for calling. Please indicate that HR does have a signed release of information on file. It is important to keep all questions job-related.**

### GENERAL QUESTIONS

1. [Applicant's Name] has indicated that she/he worked for you. I would appreciate your interpretation of the major responsibilities of the job and how you would describe [Applicant's Name] principle strengths and outstanding successes in performing the work.
  
2. [Applicant's Name] has applied for a position with us that includes the following duties. (Explain job.) Based on your experience with the candidate, how do you assess her/his ability to perform this position?
  
3. How would you describe the candidate's ability to work with others in a team environment and independently?
  
4. We all need to strive for improvement. What are some of the areas of improvement that you discovered are needed by the candidate? Please explain why.
  
5. What additional comments do you have that would help us evaluate whether or not this job is a good match for the candidate?

6. Would [Applicant's Name] be eligible for rehire at [Company's name]? Yes No

**FOR CLASSIFIED POSITIONS ASK THESE ADDITIONAL QUESTIONS**

1. Could you comment on the following in regards to the candidate's performance with your organization:

- a. Attendance
  
  
  
  
  
  
  
  
  
  
- b. Ability to meet deadlines
  
  
  
  
  
  
  
  
  
  
- c. Ability to take on responsibility
  
  
  
  
  
  
  
  
  
  
- d. Degree of supervision needed
  
  
  
  
  
  
  
  
  
  
- e. Overall work performance
  
  
  
  
  
  
  
  
  
  
- f. Ability to keep up to date with technical skills.

2. Does he/she follow institutional procedures, and work well with a supervisor?

**FOR MASSC POSITIONS ASK THESE ADDITIONAL QUESTIONS**

1. Could you comment on the following in regards to the candidate's performance with your organization:

- a. Ability to meet deadlines
  
  
  
  
  
  
  
  
  
  
- b. Ability to take on responsibility
  
  
  
  
  
  
  
  
  
  
- c. Degree of supervision needed
  
  
  
  
  
  
  
  
  
  
- d. Overall work performance
  
  
  
  
  
  
  
  
  
  
- e. Ability to keep up to date with technical skills.

2. Have you seen the candidate function in a management/supervisory capacity?

3. How would you define his/her management style?

4. How would you rate his/her effectiveness as a manager/supervisor?

**FOR FACULTY POSITIONS ASK THESE ADDITIONAL QUESTIONS**

1. Could you comment on the following in regards to the candidate's performance with your organization:

a. Degree of supervision needed

b. Overall work performance

c. Ability to keep up to date with technical skills and/or area of instruction.

2. Have you seen the candidate function in a teaching capacity?

3. How would you define his/her teaching style?

4. How would you rate his/her effectiveness as a teacher?

Name of person conducting reference check: \_\_\_\_\_



**SOUTHWESTERN**  
Oregon Community College

NEOGOV™

# Online Hiring Center Guide

Under Construction



## **Southwestern Oregon Community College Manager Evaluation**

### **360 Feedback Process**

The 360 Feedback process normally will be conducted once every three years, in conjunction with the performance evaluation meeting. Managers who have held their position for over 6 months will be evaluated. The manager being evaluated submits the names of 12-15 performance reviewers (peers, subordinates, superiors, faculty, staff, students, external clients, etc.) to his/her immediate supervisor.

- The immediate supervisor selects 8-10 reviewers from the list provided by the manager being evaluated to provide feedback. The immediate supervisor may add other reviewers to this list, following a discussion with the manager being evaluated.
- Completed feedback forms are returned to the HR Exec Director for compilation; the immediate supervisor will not see the individual feedback forms. (Feedback forms for Human Resource manager(s) will be compiled by the Administrative Assistant to the President.)
- Feedback compilation will be forwarded to the immediate supervisor for review purposes only.

## **Southwestern Oregon Community College Manager Competencies Based upon SWOCC Core Themes and Objectives**

- **Communications Effectiveness**  
Conveys clear, timely, persuasive messages that positively influence the thoughts and actions of others.
- **Customer Focus**  
Builds and maintains internal and external customer satisfaction with the products and services offered by the college.
- **Ethics & Integrity**  
Earns the trust, respect, and confidence of coworkers and customers through consistent honesty, forthrightness and professionalism in all interactions.
- **Performance Leadership**  
Creates and nurtures a performance-based culture that supports efforts to accomplish the college's mission and goals.
- **Relationship Building**  
Builds constructive working relationships characterized by a high level of acceptance, cooperation and mutual respect within the College and the community.
- **Initiative & Results**  
Focuses on results and desired outcomes and how best to achieve them. Identifies what needs to be done and proactively takes appropriate action. Gets the job done.



**Southwestern Oregon Community College  
Manager Performance Evaluation—360 Feedback**

Name of Manager Reviewed	
Title of Manager Reviewed	
Dept. of Manager Reviewed	
Date	
Reviewer's Relationship to Manager (check one)	Peer   Staff   Faculty   Student   Other

Using the following scale, please rate this manager's performance associated with the core competencies listed below:

<b>SCALE:</b>		
3 - Excellent	2 - Acceptable	1 - Not Yet Met

Core Competency	Comments	Scale
Communications Effectiveness		
Customer Focus		
Ethics & Integrity		
Performance Leadership		
Relationship Building		
Initiative & Results		

Identify strengths of this manager

Identify areas in which this manager could use additional training

Additional Comments

Performance Feedback Provided by (print name) _____	
Signature _____	Date _____



# SOUTHWESTERN

AN OREGON COMMUNITY COLLEGE



## Faculty Evaluation Handbook





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## Section 1: Purpose and Scope of Faculty Observation and Evaluation

The purpose and scope of peer observation and evaluation is defined in Article 16 – 16.2 and 16.4B of the faculty collective bargaining agreement.

The primary purposes of evaluation are to (Article 16 – 16.2):

- A. To ensure quality in the teaching and learning environment and enhance student learning.
- B. To support each individual's growth and development.
- C. To support periodic assessment, reflection and mindful development by faculty of their professional service.
- D. To support the continuous improvement of in-service programs and faculty professional development programs.
- E. To support faculty creativity, experimentation and risk-taking.
- F. To support alignment of performance with new needs of the discipline and department/division, and promote departmental/divisional clarity of purpose.
- G. To identify and overcome poor performance and to provide a basis for decisions regarding retention.
- H. To assess the faculty member's performance of job functions as specified in his/her position description.

The primary scope of evaluation is to (Article 16 – 16.4B):

- A. The scope of the tenure-track evaluation will include multiple indices, both in terms of sources of information and activities evaluated, and may include teaching, advising, assessment, scholarly performance and/or research, and service to the profession, college and community as outlined in the evaluation handbook.

### **The Faculty Evaluation Handbook**

This Faculty Evaluation Handbook was created per the Collective Bargaining Agreement Section 16 – 16.8:

**16.8 Evaluation Handbook.** The Southwestern Oregon Community College faculty evaluation (tenure track and tenured evaluation) processes are the product of a collaborative faculty/administration effort. It is in the joint collegial interest of both the faculty and administration to develop and maintain the highest reasonable evaluation standard, which will result from the continuing collaboration of both parties in the ongoing evolution of the evaluation and developmental standards and processes. Therefore, the College and the Faculty Senate have produced an Evaluation Handbook, which is limited

to clarifying statements of the evaluation process, forms, checklists, and instructions. The College and Faculty Senate will regularly review this Handbook and solicit suggestions for its improvement. Any proposed changes to the Handbook will be submitted to the Senate and faculty labor relations representative for timely review for conformance with the CBA.

### **In Conclusion**

Faculty evaluation maintains and strengthens the quality of instruction at Southwestern Oregon Community College. Toward this end, it is important to identify and to document any problems or concerns as early in the evaluation process as possible so that improvement can be identified and documented.

It is important to emphasize that personnel decisions are based in part on peer team reports. Issues of concern raised early in the evaluation process offer valuable benchmarks against which to measure growth and development of faculty members. It is important to recognize that the purpose of the peer evaluation committee is to encourage growth over time. This process must begin at the earliest stages of the faculty member's association with the College and continue throughout the years.

## Section 2: Shared Values of Teaching and Learning at Southwestern

Southwestern Oregon Community College values teaching and learning. All faculty are lifelong learners and regularly model the importance of learning for their students. Teaching is the cornerstone of the community college, and as such, is a key standard for all faculty.

As such, the following are shared values concerning teaching and learning at Southwestern Oregon Community College:

- Mastery of the course content and skills
  - using appropriate discipline-specific andragogy.
  - staying abreast of current knowledge and new developments in the subject matter field.
  - using course materials and co-requisites that complement course objectives and effectively assist students in mastering course content and skills.
- Course structure that
  - allows students the opportunity to succeed.
  - uses class time effectively.
  - clearly defines course outcomes.
  - provides students with adequate time and reasonable preparation to complete assignments and exams successfully.
  - incorporates assessment practices that are consistent, fair, and responsible.
  - gives students regular, timely feedback on their progress and performance in the course.
  - provides students with access to all course materials and feedback on assessments given in the course.
- Communication that includes
  - enthusiasm and passion for the subject, engaging students in the content and motivating them to learn.
  - skills such as voice, level of diction, volume, pace, poise, eye contact, facial expression, movement, gesture, and other non-verbal signs that are effective and advance rather than obstruct instructional goals.
  - examples, explanations and directions that are clear, direct, relevant, and unambiguous.
  - instructor's expectations and evaluation criteria for student work which are clearly articulated in advance of due dates and are consistently applied by the instructor in practice.
- Creation of a learning environment that



- is safe, constructive, and stimulating, including tolerance of disagreement; is open to suggestion and criticism and encourages the expression of multiple points of view, when appropriate.
- uses classroom authority fairly and equitably, without condescension or favoritism to facilitate mutual respect in the classroom.
- effectively employs diverse teaching strategies to accommodate different learning styles in an effort to bring all students into the learning process and keep them engaged.
- allows for taking risks in the spirit of innovation.
- works respectfully and cooperatively with colleagues and students.



### Section 3: Faculty Performance Standards

The following faculty performance standards reflect Southwestern Oregon Community College's values. Faculty are an integral part of the student experience and provide critical service to the institution that leads to student success. The following standards are used in multiple ways: as standards for peer evaluation and administrative evaluation; as a framework for self-reflection; and as a framework for reporting on yearly service for tenured faculty.

The following are performance standards for all faculty at Southwestern Oregon Community College. Although the primary focus of peer evaluation is *Teaching*, a peer evaluator may choose to highlight additional performance standards as part of the peer evaluation process. The faculty member will address the majority of these performance standards in the teaching portfolio.

#### **Performance Standard: Teaching**

Identifies and integrates the central concepts, tools of inquiry, and structures of the discipline(s). Teaches and creates learning experiences that make these aspects of the discipline accessible and meaningful for learners to assure mastery of the content. Connects concepts and uses differing perspectives to engage learners in critical thinking, creativity, and collaborative problem solving related to authentic issues. Creates an organized and well-managed learning environment. Seeks and receives feedback from students and others about teaching performance; reflects on the feedback; and makes adjustments based on the feedback.



#### **Performance Standard: Advising**

Conveys information about program curricular requirements, helps students select a course of study, guides students to integrate co-curricular and extracurricular activities into their academic and career planning, and provides holistic guidance to advisees so that students can make the best use out of available support resources.

#### **Performance Standard: Assessment**

Implements multiple methods of assessment to engage learners in their own growth, to monitor the learner's progress, and to guide continuous improvement of classroom and program practice.

#### **Performance Standard: Communications Effectiveness**

Conveys clear, timely messages that positively influence the thoughts and actions of others.

**Performance Standard: Diversity and Inclusion**

Acknowledges the value of diversity in the workplace. Accepts differences in opinions, thoughts, cultures, and lifestyles.

**Performance Standard: Ethics and Integrity**

Earns the trust, respect, and confidence of coworkers and students through consistent honesty, forthrightness, and professionalism in all interactions.

**Performance Standard: Professional Learning and Scholarship**

Engages in ongoing professional development and uses evidence to evaluate and adapt practice if appropriate. Engages in thoughtful inquiry that produces knowledge to support learning and teaching. Participates in profession-related activities that are of service or usefulness to others, both on and off campus.

**Performance Standard: Collegiality and Service**

Contributes to the enhancement of institutional structure and purpose and to the overall learning environment through activities and interactions with colleagues. Participates in meaningful service activities that impact the academic field, program, and/or college community.





## Section 4: Peer Observation and Evaluation Committee Guidelines

These guidelines are provided as a productive first step toward instituting consistency in our peer observation practices and evaluation criteria. These guidelines are intended as starting points for a conversation within peer evaluation committees. These guidelines should be adapted to best-fit specific teaching situations.

As defined in the Collective Bargaining Agreement Section 16.4 1a, the committee is:

1. Peer Observation Committee:
  - a. Peer Observation Committee: A three-person peer observation committee shall consist of faculty chosen as follows: two faculty members shall be chosen by the person to be evaluated. At least two of the three members on the committee shall be tenured. One of the members chosen by the faculty may be a visiting faculty who has received three positive observation reviews. The third member of the committee shall be a tenured faculty member chosen by the Dean and shall serve as the chair of the committee. When possible, Committee Chairs shall serve as chair for all years of the tenure process. It is preferable that all members of the peer evaluation committee be tenured and at least one is from the same discipline or division as the faculty member being evaluated (16.4 1a).

Each member of the peer evaluation committee is expected to:

- Meet with the faculty member as needed to provide support and guidance.
- Observe the faculty member's teaching.
- Provide feedback on the faculty member's instruction, focusing both on areas of excellence and those that could use improvement. Committee members are encouraged to use the pre- and post-observation forms.
- Submit relevant, timely feedback to the faculty member and committee chair.
- Provide constructive feedback on faculty member's teaching portfolio.

### **Non-Tenured Faculty**

All full-time, tenure-track faculty will have a peer evaluation committee until earning tenure. The faculty member should consider the members of her/his peer evaluation committee as resources to consult concerning any aspects of the primary teaching assignment, procedures at the College, or other areas of concern.

The goals of the peer evaluation committee include:

- the introduction of the faculty member to the procedures and culture of Southwestern
- the development of a collegial/mentoring atmosphere

- the development of an environment aimed at the sharing of ideas on teaching and mutual learning
- the provision of prompt and informal feedback after visitations
- the evaluation of the faculty member's role in the primary teaching assignment
- determining areas for growth or areas of concern
- offering positive, concrete suggestions for that growth
- documenting the faculty member's development as a teacher

From year to year, peer evaluation committee members may change, but it is recommended that the peer evaluation committee chair remain the same throughout the probationary period. The peer evaluation committee does not need to consist of the same members for all non-tenure years, but some consistency with members is warranted.



### **Tenured Faculty**

After earning tenure, faculty members will have regular, periodic evaluations, a Report of Yearly Service (see Appendices), and an optional peer evaluation. The purpose of tenured faculty evaluation will be to highlight and celebrate faculty's strengths and successes, identify areas of growth from previous evaluations, and establish new goals and areas of growth.

Tenured faculty should provide their peer evaluation committee members with a teaching philosophy statement, previous evaluation reports, and previous reports of yearly service. All of this information should be kept in the faculty member's teaching portfolio.

### **Peer Evaluation Committee Initial Meeting**

The Chair will call an initial meeting with all peer evaluation committee members, including the person to be evaluated, to discuss responsibilities and establish deadlines. During this meeting, the faculty member is given the opportunity to share individual goals and requests for feedback from the peer evaluators and to give peer evaluators the opportunity to ask questions and offer suggestions. Examples of these questions include:

- What could the person observing your class focus on that will most help you improve your teaching?
- What are your assessment practices? How do they connect to student learning outcomes?

- What concerns you the most about teaching this course?
- What areas are you having difficulty with, in or outside of the classroom (Student interaction, group work, maintaining policy, resources, etc.)?
- What assistance from the College would be beneficial to help you become a better teacher?

The committee should also consider strategizing visits. Some suggestions to consider include:

- Arranging a sequence of consecutive visits to the same class. This enables evaluators to see the continuity of course material and the “building” of concepts in the same way that the student sees the development of the material.
- Visiting more than just the first term course in the sequence. Visits to second and third-stage courses in the sequence allow you to monitor continuity, concept building, and student development at different stages of the yearlong learning experience.
- Observing both lecture and lab portions of the same course. This enables evaluators to observe teaching in varying formats, giving a better-rounded impression of one’s teaching.
- Several “one-shot” visits to different courses may be useful in order to visit as many different teaching/learning situations as possible.

Additional meetings can take place at any time during the peer evaluation year.

## Classroom Observations

The college recognizes and values the diverse teaching situations and discipline-specific objectives and methods that contribute to the educational experience at Southwestern. As such, the following guidelines are intended to provide a starting point. Evaluators should adapt and modify their approach to meet each specific situation. Open conversation between peer evaluation committee members is essential in balancing the goal of consistency in our evaluation practices and criteria.

If evaluating an online course, see online course observations for additional information (see Appendices).

Prior to your class visit:

- Review the instructor’s Teaching Philosophy Statement.
- Have the instructor complete the Pre-Observation Form. This will provide the evaluator with background information on the course, outcomes, andragogy, as well as give the instructor an opportunity to request areas in which he/she desires feedback.
- Review the “Shared Values of Teaching and Learning at Southwestern.”

While visiting the class:

- Arrive early; be in class before the majority of the students arrive.
- If possible, stay for the entire class period. There could be situations where the entire class period is not appropriate to observe (e.g., a quiz or video). In this case the evaluator and instructor should agree upon an appropriate length in advance.
- Attempt to be inconspicuous; you are there to observe and your presence should not detract from the normal classroom routine.
- Seat yourself in the back of the classroom or position yourself such that you have a good vantage point from which to observe the entire room with special attention to student behavior and interactions with each other and with the instructor.



What to observe:

- Rapport with students
  - Observe student behavior before class begins. (Are they talking with each other about the class, the instructor, the homework? Do they seem interested in the class? Are they collaborating on the material? Are they interested enough in the material to talk about it with one another?)
  - Watch student reactions to the instructor; watch instructor reactions to individual students.
  - Are the students engaged and are they encouraged to participate?
  - Are students comfortable asking questions and is the instructor actively seeking to clarify areas of misunderstanding?
  
- Structure and Organization of the Teaching/Learning Environment
  - The goals for each class session are well defined and clearly conveyed to the students.
  - The presentation and classroom activities support the student learning outcomes.
  - The pace of presentation allows for effective use of the allotted class time.
  - A variety of teaching methods are used to facilitate student learning as appropriate.
  - The lesson is well organized and connections are made across content topics and to real life experiences.
  - The instructor allows adequate time for student questions and (when necessary) review of a prior topic
  
- Skill of presentation
  - The instructor is enthusiastic about the course content.
  - The instructor tries to motivate the students (enthusiasm, enjoyment of material/teaching, beauty, relevance to “real world,” etc.)
  - Presentation is appropriate to level of the material and ability of students.
  - Presentation is clear, unambiguous, and free from instructor bias.
  - Use of teaching/learning aids is appropriate to achieving class goals and outcomes.
  - General communication skills (language appropriate to level of student, body movement, gestures, eye contact, voice is easily heard throughout classroom, instructor is articulate, inflection, poise, and freedom from annoying mannerisms) encourage attentiveness and involvement.
  - Evidence that the instructor is able to re-involve students that get off task or off track.
  - Students are allowed adequate time to respond to questions; instructor is able to guide students to a response through additional and continual questioning.
  - Students are able to get on-task quickly during individual, group, or lab activities.

- Subject Matter and Content Expertise
  - Instructor demonstrates excellent course content knowledge base.
  - Current andragogic practices relative to the discipline are used in the classroom.
  - Instructor demonstrates applicability of subject matter, where appropriate, to “real world situations.”



### **Online Course Observations**

If the course to be evaluated is taught online, evaluators will need to be added as Guest Faculty to the online course. It is recommended that at least one peer team member have online teaching experience.

For more information on online course observations, refer to the administrative policy on regular and substantive interactions (see Appendices).

### **Post-Visitation Conference between Faculty Member and Evaluator(s)**

A post-visitation conference should be held promptly (ideally within 48 hours) between the visiting peer evaluator and the faculty member to debrief on class observations.

### **Peer Evaluation Committee Summary Meeting**

The Chair will call a summary meeting with all peer evaluation committee members, including the person to be evaluated, to review the work completed as part of the peer evaluation process.

### **The Reports**

Peer evaluation committee members must complete reports to provide objective feedback to the faculty member being evaluated. These reports acknowledge the value of diversity in the workplace, and accept the differences in opinions, thoughts, cultures, and lifestyles. It is recommended that reports find areas of strength, as well as areas where the faculty has opportunities for growth and development as a faculty member at Southwestern.

### **Observation Reports**

Individual feedback should be given to the faculty member. Peer evaluation committee members should include appropriate feedback in observation reports highlighting what the faculty member does well as well as teaching areas where the faculty needs improvement. Constructive criticism is considered a necessary component of peer observation reports.



All observation reports need to be completed in a timely manner (ideally within one week of observation) and submitted to the person being evaluated and the committee chair. The faculty member may choose to include individual observation reports in her/his portfolio.

### **Committee Chair Report**

Committee chair's should be prepared to write complete, detailed reports to offer positive feedback to the faculty member offering real guidance for further growth as well as documenting perceived problems and identifying goals for the development of the faculty member's teaching effectiveness over time. This report is compiled from information gathered through meetings, professional interactions, and teaching observations submitted by peer evaluation committee members.

The committee chair report should be completed in a timely manner and submitted to the person being evaluated and the appropriate dean.

The committee chair report is part of the documentation considered for renewal and tenure.



The faculty member should include committee chair reports in her/his portfolio.

### **Section 5: Peer Observation and Evaluation Committee Chair Best Practices**

The committee chair consults with the faculty on the selection of peer evaluation committee members. One of the members needs to be from a related field, if possible. The chair is responsible for confirming the committee members' appointments and calling an initial meeting (early fall term) with the group to discuss responsibilities and establish deadlines.

During the initial meeting, the chair facilitates a discussion about potential areas of feedback and any special circumstances to be considered. The chair also highlights the importance for the observation reports to reflect a balance between positive feedback and constructive criticism with specifics on potential areas of growth for the faculty member.

The faculty member should provide all committee members with her/his teaching philosophy statement as well as any previous evaluation recommendations.

The chair encourages that the committee members complete their observations in a timely manner, and that reports are submitted by the agreed-upon deadlines.

In the faculty member’s first year committee chair report, it is recommended that the chair keep notes on the first-year visits and conversations, so that these can be used as needed to measure/report growth in the faculty member’s second and subsequent-year reports.

All committee chair reports must be forwarded to the Office of Instruction for documentation and record-keeping purposes.

**Section 6: Recommended Timelines**

This section includes recommended timelines for peer evaluation at Southwestern.

**Non-Tenured Faculty Timeline**

<b>Recommended Timeline</b> <i>All activities to be completed by Friday of...</i>	<b>Activities</b>
<b>Fall Term, Week 2</b>	<ul style="list-style-type: none"> <li>• Peer evaluation committee initial meeting</li> </ul>
<b>Fall Term, Week 10</b>	<ul style="list-style-type: none"> <li>• Peer observations</li> <li>• Additional meetings, if/when necessary</li> <li>• Observation reports submitted to Chair</li> </ul>
<b>Winter Term, Week 2</b>	<ul style="list-style-type: none"> <li>• Peer evaluation committee summary meeting</li> </ul>
<b>Winter Term, Week 4</b>	<ul style="list-style-type: none"> <li>• Teaching portfolio submitted to Dean</li> <li>• Chair report submitted to Dean</li> </ul>
<b>Winter Term, Week 8</b>	<ul style="list-style-type: none"> <li>• Chair, Dean, and Faculty meet</li> </ul>
<b>Spring Term, Week 8</b>	<ul style="list-style-type: none"> <li>• Supplemental peer observations as needed</li> <li>• Final peer evaluation committee meeting to review year, highlight progress, and develop plan for growth</li> </ul>



### Tenured Faculty Timeline

<b>Recommended Timeline</b> <i>All activities to be completed by Friday of...</i>	<b>Activities</b>
<b>Fall Term, Week 4</b>	<ul style="list-style-type: none"> <li>Peer Evaluation Committee Initial Meeting</li> </ul>
<b>Winter Term, Week 6</b>	<ul style="list-style-type: none"> <li>Peer Observations</li> <li>Additional meetings, if/when necessary</li> </ul>
<b>Winter Term, Week 10</b>	<ul style="list-style-type: none"> <li>Peer Evaluation Committee Summary Meeting</li> </ul>
<b>Spring Term, Week 2</b>	<ul style="list-style-type: none"> <li>Teaching Portfolio submitted to Dean</li> <li>Chair Report submitted to Dean</li> </ul>
<b>Spring Term, Week 6</b>	<ul style="list-style-type: none"> <li>Chair, Dean, and Faculty meet</li> </ul>

*All faculty should review the faculty collective bargaining agreement for specific evaluation and tenure related dates.*

### Section 7: Report of Yearly Service

In accordance with the faculty collective bargaining agreement, Article 16, for the two years of the three-year evaluation cycle that does not entail a peer review, faculty portfolio, and administrative review, the visiting and tenured faculty member shall submit a Report of Yearly Service to the Dean. The Dean will submit the report to the Vice President of Instruction.

The Report of Yearly Service will consist of three written self-assessments:

1. Reflect on and self-assess **your role as a college educator** during this academic year. Use Performance Standard: Teaching as a prompt.
2. Reflect on and self-assess **one of your demonstrated strength areas** during this academic year. Choose one of the Performance standards as a prompt.
3. Reflect on and self-assess **one area requiring growth** during this academic year. Choose one of the Performance Standards as a prompt.

## Section 8: Appendices

Appendix A: Pre/Post Observation Form

Appendix B: Peer Observation Report Form

Appendix C: Report of Yearly Service

Appendix D: Chair Summary Report Form

Appendix E: APP 4047 RSI in Online Classes

Appendix F: RSI Weekly Checklist

Appendix G: Online Course Design and Delivery Evaluation

Appendix H: Performance Standards Rubrics (in development)

APPENDIX A  
PRE/POST OBSERVATION FORM





## Classroom Visitation Form

Southwestern is committed to creating a culture of excellence for our students, staff, and faculty. One of the ways we fulfill our commitment is through peer-to-peer feedback and mentorship on each other's teaching. This Classroom Visitation Form is designed to provide a framework for peer teaching observations, helping to assist the instructor in the performance of their duties, and to encourage and support their professional development over time.<sup>1</sup> The form is comprised of two components: a pre-observation form, to be completed by the faculty being observed, and a post-observation form, to be completed by the observer. The two components work iteratively to promote constructive feedback, pedagogical reflection, and ongoing dialogue to promote faculty members' continual development over the course of their careers at Southwestern.

**Pre-Observation Form** *(for Faculty being observed, please complete this form and return to the person observing your teaching)*

<b>Faculty Member:</b>	
<b>Course:</b>	<b>Date:</b>
<b>Observer:</b>	
<b>Name and Topic of Class Session:</b>	

### 1. Learning Outcomes

What is/are the objective(s) of the class session? What do you want your students to know, understand, and/or demonstrate as a result of your instruction?

<sup>1</sup> Collective Bargaining Agreement, Article 16.1

**2. How do you plan to achieve this/these Outcomes?**

**3. Instructional Techniques Being Used (*select all that apply*):**

- Lecture
- Class Discussion
- Small group activities
- Individual Student Assistance
- Interactive activity
- Lab
- Web-enhanced
- Other: \_\_\_\_\_

**4. What will you do to help students reflect on and enhance their learning?**

What will you do to help students look back on their learning? What will you do to help students enhance their learning process?



**5. What do you hope to learn from this observation?**

What feedback would you like the observer to provide during your lesson to help you better reflect on your practice?

**Post-Observation Form** *(for classroom observers, please complete this form and return to the instructor. Please note that due to the variety of activities in which our faculty engage, some of the items may not be applicable to each instructor.)*

**1. Development of Learning Outcomes**

Please describe and demonstrate (with specific examples) how and/or to what extent the objectives and outcomes identified by the faculty member were met during the class session.

**2. Teaching Effectiveness:**

- Main ideas are clear and specific
- Sufficient variety in supporting information
- Relevancy of main ideas was clear
- Instructor related ideas to prior knowledge
- Definitions were given for vocabulary

Specific examples of teaching effectiveness observed:





**3. Presentation and delivery:**

- Communicates audibly and clearly
- Establishes and maintains eye contact with students
- Varies pace and tone to keep students alert
- Uses a presentation style that facilitates note-taking
- Uses positive and appropriate humor
- Incorporates various instructional supports (film, diagrams)
- Other: \_\_\_\_\_

Specific examples of teaching presentation and delivery observed:

**4. Student Involvement:**

- Attends respectfully to student comprehension or puzzlement
- Responds to changes in student attentiveness
- Asks questions of students that challenge them to think more deeply
- Invites student participation and comments
- Incorporates student responses when appropriate
- Encourages students to respond to their peers throughout the discussions
- Treats students with respect
- Uses positive reinforcement to encourage student participation and intellectual risk-taking
- Encourages students to interact civilly/respectfully with each other
- Other: \_\_\_\_\_

Specific examples of student involvement observed:

**5. Learning environment:**

- Students seemed to be interested and taking notes during class
- Checks for understanding periodically
- Promotes student involvement
- Students participated in active learning activities
- Addresses potentially disruptive behaviors before they impact the learning environment
- Students were given an opportunity to apply learning through practice, project, case studies, etc.
- Creates opportunities for students to practice relevant skills
- Develops student independence by encouraging students to assume responsibility for their own learning
- Solicits student feedback
- Listens carefully to student comments and questions
- Encourages critical thinking and analysis
- Other: \_\_\_\_\_

Specific examples of the learning environment observed:



**6. Overall summary of / reflection on classroom observation**

\_\_\_\_\_  
**Peer Review Member's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Faculty Member's Signature**

\_\_\_\_\_  
**Date**

*The Faculty Member's signature acknowledges review and receipt of this form and does not constitute agreement.*



**APPENDIX B**  
**PEER OBSERVATION REPORT FORM**





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## Template for Observation Report

**Faculty Member:** Name                      **Course:** XX ###, Class Name                      **Date:** MM/DD/YYYY  
**Observer:** Name                              **Topic:** Subject matter

### Observations

*This is where the observer will list objective observations made during the period of instruction. Examples listed below.*

Instructor arrived early to class, socialized with students. Instructor has an open rapport with the class; many students comfortably participated in conversation prior to the start of class.

Instructor opened class by immediately answering homework-based questions.

Instructor regularly referred back to prior knowledge, expecting students to remember basic definitions, functions, processes, etc.

Excellent use of technology. At ease using smartboard.

Instructor regularly referenced lesson plan/instructor notes to stay on topic. Very organized progression through course material.

Instructor encouraged all students to perform skills. Instructor did not allow any student to sit out skills. Each station served a purpose. All students were actively learning.

Instructor offered many minor corrections to help students improve skills.

Instructor used technical (anatomical) vocabulary when talking with students. Students clearly comprehended this communication, asked questions when necessary, and were able to apply lessons to skills station.

### Input from students:

- Instructor gives clear expectations
- Instructor is available and accessible - cell phone contact
- Instructor ensures comprehension of subject by all students
- Instructor relates material to students through examples
- Instructor is attentive to student's needs
- Concern over amount of information and fast-pace of class, but...see previous bullets.



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## Recommendations to Instructor

*This is where the observer can make recommendations to the instructor to improve her/his teaching. Examples include improvements to the classroom environment, preparation/delivery, student interaction/involvement, etc.*

Recommend instructor encourage participation from the more quiet students. A few students asked most of the questions, provided most of the input, and actively engaged in participation. Instructor could make it a point of emphasis to call on one or two other students each class period to get better participation.

Recommend more direct-questioning techniques, such as calling on a student by name. In addition, instructor could implement relay questioning techniques. This is where one student asks a question, and rather than simply answering, the instructor relays the question to the class as an overhead question or relays the question directly to another student by name. This will encourage and facilitate more participation.

Recommend seeking assistance on the following issues:

- Projector in Sumner Hall, Room 10 is not visible - terrible projector, unacceptable
- Cramped lab space
  - Storage piling up
  - Tables/chairs/wires have to be set up for each lab, reset for other 'non-paramedic' classes, then re-set-up again for second class - waste of instructor's time
  - No available counter work-space
  - All skills were seated at a table, which does not simulate real-world environment

## Recommendations to Administration

*This is where the observer makes a recommendation on the employment of instructor.*

Instructor is a tremendous asset to our organization. Her/his knowledge, skills, and abilities are vital to the sustainable growth of the college's science, technology, engineering, and math programs. She/he is a participative member in faculty committees, leader in the classroom, and a valued voice on campus. It is my recommendation that she/he receive a positive peer evaluation and be granted tenure.

Observer Name  
Observer Title  
Southwestern Oregon Community College



APPENDIX C  
REPORT OF YEARLY SERVICE FORM



**Southwestern Oregon Community College**  
**Faculty Report of Yearly Service 2018-19**  
Performance Standards

Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Article 16.3.H Report of Yearly Service.** For the two years of the three-year evaluation cycle that does not entail a peer review, faculty portfolio, and administrative review, the visiting and tenured faculty member shall submit a Report of Yearly Service to the Dean. The Dean will submit the report to the Vice President of Instructional Services.

① Reflect on and self-assess your role as a college educator during this academic year. Use Performance Standard: Teaching as a prompt.

**Performance Standard: Teaching**

Identifies and integrates the central concepts, tools of inquiry, and structures of the discipline(s). Teaches and creates learning experiences that make these aspects of the discipline accessible and meaningful for learners to assure mastery of the content. Connects concepts and uses differing perspectives to engage learners in critical thinking, creativity, and collaborative problem solving related to authentic issues. Creates an organized and well-managed learning environment. Seeks and receives feedback from students and others about teaching performance; reflects on the feedback; and makes adjustments based on the feedback.

② Reflect on and self-assess one of your demonstrated strength areas during this academic year. Choose one of the Performance Standards as a prompt.

③ Reflect on and self-assess one area requiring growth during this academic year. Choose one of the Performance Standards as a prompt.

**Performance Standard: Advising**

Conveys information about program curricular requirements, helps students select a course of study, guides students to integrate co-curricular and extracurricular activities into their academic and career planning, and provides holistic guidance to advisees so that students can make the best use out of available support resources.

**Performance Standard: Assessment**

Implements multiple methods of assessment to engage learners in their own growth, to monitor the learner's progress, and to guide continuous improvement of classroom and program practice.

**Performance Standard: Communications Effectiveness**

Conveys clear, timely messages that positively influence the thoughts and actions of others.

**Performance Standard: Diversity and Inclusion**

Acknowledges the value of diversity in the workplace. Accepts differences in opinions, thoughts, cultures, and lifestyles.

**Performance Standard: Ethics and Integrity**

Earns the trust, respect, and confidence of coworkers and students through consistent honesty, forthrightness, and professionalism in all interactions.

**Performance Standard: Professional Development and Scholarship**

Engages in ongoing professional development and uses evidence to evaluate and adapt practice if appropriate. Engages in thoughtful inquiry that produces knowledge to support learning and teaching. Participates in profession-related activities that are of service or usefulness to others, both on and off campus.

**Performance Standard: Collegiality and Service**

Contributes to the enhancement of institutional structure and purpose and to the overall learning environment through activities and interactions with colleagues. Participates in meaningful service activities that impact the academic field, program, and/or college community.

**Review:**

**Dean/Director:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**VP of Instruction:** \_\_\_\_\_

**Date:** \_\_\_\_\_

APPENDIX D  
CHAIR SUMMARY REPORT FORM





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## Template for Chair Report

**Faculty Member:** Name                      **Faculty Title:** Instructor, Professor, etc.  
**Committee Chair:** Name                      **Date:** MM/DD/YYYY

### Summary of Observations

*This is where the committee chair will list pertinent observations taken from committee member's reports and compile them to provide a well-rounded summary of classroom observation.*

*Ideally, we will have multiple classroom observations over a period of time so that the committee chair can bring together a list of teaching strengths and weaknesses. Using multiple observations, the chair can objectively comment on the instructor's progression/regression.*

*This report should be much more comprehensive than an individual classroom observation report.*

### Summary of Interactions

*For an evaluation, it is important to consider the faculty member's work outside the classroom. These interactions can provide a better-rounded view of the faculty member as a member of the college community.*

*Each faculty member will contribute to the college in her/his unique way. This is the section where we can highlight those items.*

Suggested items include:

- Meeting attendance and participation
  - Committee(s)
  - Department
  - Division
  - General Faculty
- Advising
- Assessment
- Program direction/coordination
  - Accreditation
  - Recruiting/retention
  - Budget
- Special projects
  - Grant-work
  - Community activities



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## Recommendations to Instructor

*This is where the committee chair can make professional development recommendations to the faculty member. This is more than classroom-specific recommendations, but may include a variety of topics.*

Items include:

- Continuing education, certification, and/or licensure
  - Higher education (Masters, Doctorate)
  - Additional certification/licensure
  - Maintaining current certifications
- Field-relevant conference attendance
- Physical/mental health
- Time/stress management
- Fiscal management
- Others...

## Recommendations to Administration

*This is where the committee chair makes a recommendation on the employment of instructor.*

Committee Chair Name  
Committee Chair Title  
Southwestern Oregon Community College

Faculty Member's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature acknowledges review and receipt of this form and does not constitute agreement.



**APPENDIX E**

**APP 4047 RSI in Online Classes**



## REGULAR AND SUBSTANTIVE INTERACTION (RSI) IN ONLINE CLASSES

It is the Administrative policy of the Southwestern Oregon Community College District that the college community in cooperation with the Office of Instruction shall adhere to online course requirements with regards to initiated instructor interactions and demonstrated active and engaged instructor online presence, hereafter referred to as Regular and Substantive Interaction (RSI).

RSI is an instructional standard for online courses at Southwestern and designed to create positive learning environments for students and faculty, as well as adhere to accreditation, state, and federal mandates. **Failure to observe the requirements of RSI could result in required professional development to resume online teaching privileges.**

The required elements of RSI are as follows:

### COURSE INTRODUCTION AND WEEK ONE

A personal welcome message or video from the instructor is available when the course opens.

- Message should set a warm, welcoming tone.
- Message should address course content, what students can expect, tips for being successful in the course, etc.
- Instructor may also schedule synchronous meetings with students during the 1<sup>st</sup> week of the course.

Instructor is active in the course during week 1 of the term. Active is defined as recorded instructor access in the course shell and responses to student inquiries. To meet this requirement, there must be evidence of the following:

- Recorded instructor access in the course shell at least twice during week 1 (Monday-Friday).
- First instructor activity (either course access or response to student inquiries) took place no later than Wednesday of week 1.

### WEEKLY ASSIGNMENTS AND ANNOUNCEMENTS

Course design requires student-instructor interaction at least once per week during the course of the term. Weekly interaction happens on a consistent day of the week; the schedule is communicated to students at the beginning of the course.

This requirement could be met by EITHER of the following:

- Weekly course announcements that address course content, expectations of students, tips for success, etc.
- At least one assignment or graded item is due each week.

AND

- Weekly feedback can be demonstrated by any of the following: discussion boards with active instructor comments/participation, recorded lectures or tutorials, instructor emails with comments about academic material or specific comments on student work, instructor comments on tests/quizzes, study tips or review guides, or online meetings/conversations (via Zoom, Skype, etc.).

### COMMUNICATION

Policy (listed on syllabus or elsewhere in course) includes ALL of the following information:

- How to contact instructor (LMS interactions only).
- Policy for response time to student questions (24-48 hours M-F).

- Policy for weekend communication (Will you check for email on Saturday/Sunday and/or will you respond to student requests in a certain timeframe?)
- ALL communication is to happen through the LMS. This does not include a student's personal email or emails to their @email.socc.edu from Outlook or Webmail.

DRAFT

APPENDIX F  
RSI WEEKLY CHECKLIST



## REGULAR AND SUBSTANTIVE (RSI) WEEKLY CHECKLIST

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### WEEK 0

- Submit syllabus/syllabi to the Administrative Assistant to the Instructional Deans.
  - Syllabus/syllabi must include contact information, office hours (virtual or in-person), the Students with Disabilities statement (ADA), and any online policies/procedures specific to your course.
- Upload syllabus to the LMS.
- Minimum of two weeks of content uploaded into LMS.
  - Required only for the first two weeks of the course. Subsequent course content may be uploaded on a weekly basis as is appropriate for individual courses.

### WEEK 1

- Welcome message/video uploaded.
- Access course(s) a **minimum of two times (M-F)** to take attendance and address student concerns and/or questions.

### WEEK 2

- ➔  Check that ALL students have logged and participated in the course by Friday by 11:59pm.
  - To be considered as having "attended" the first week of classes for the purposes of Title IV, students **MUST** have completed an assignment, posted a discussion, etc.
- ➔  Academically withdraw (AW) any student who has not posted attendance and/or not participated in the course by Friday by 11:59pm.

### WEEK 5

- Submit midterm grades by Friday by 11:59pm\*.

### WEEK 12

- ➔  Submit final grades by Tuesday by 8:59am\*.

### WEEKS 1-11

- Posted weekly assignments and/or announcements.
- Customized weekly individualized feedback that demonstrates instructor presence.
  - Feedback may consist of grading assignments, commenting on a discussion, directly messaging the student through the LMS, etc.
- All communications with students done via the LMS.
  - Interaction outside of the LMS include a student's personal email or emails to their @email.socc.edu from Outlook or Webmail.

\*Summer quarter varies. Please check dates with registrar.





## APPENDIX G

### Online Course Design and Delivery Evaluation



# Online Course Design and Delivery Evaluation

**Name of Course:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Instructor:** \_\_\_\_\_ **Reviewer(s):** \_\_\_\_\_

## Course Overview

<b>Standard</b>	<b>Met?</b>
The course is well-organized and easy to navigate. Instructions are clear on how to get started, where to find various course components, and the structure of the course.	<input type="checkbox"/>
The instructor lets students know what is expected of them, including: <ul style="list-style-type: none"> <li>• Technology requirements</li> <li>• Etiquette expectations</li> <li>• Course and institutional policies</li> <li>• Prerequisite knowledge and skills in the course</li> </ul>	<input type="checkbox"/>
The instructor introduces himself/herself to the class and invites students to introduce themselves in the discussion forum.	<input type="checkbox"/>
A minimum of two weeks of content is uploaded to the eLearning LMS before the first week of class begins.	<input type="checkbox"/>

**Reviewer Comments:** \_\_\_\_\_

## Learning Outcomes

<b>Standard</b>	<b>Met?</b>
The learning outcomes are clearly stated in the syllabus.	<input type="checkbox"/>
The learning outcomes are measurable, clear, and appropriate for the level of the course.	<input type="checkbox"/>
The learning outcomes are written from a student's perspective.	<input type="checkbox"/>
The learning outcomes are appropriately measured by: <ul style="list-style-type: none"> <li>• assessments</li> <li>• instructional materials</li> <li>• learning activities</li> <li>• course technology (tools and media)</li> </ul>	<input type="checkbox"/>

**Reviewer Comments:** \_\_\_\_\_

## Assessment

Standard	Met?
The assessments are consistent with course activities and resources.	Met
The course grading policy is clearly stated in the syllabus.	Met
The criteria for evaluating assessments are clear.	Met
The assessments are varied and appropriate.	Met
There are multiple opportunities for students to track their learning progress.	Met

**Reviewer Comments:** The assessments are consistent with course activities and resources. The course grading policy is clearly stated in the syllabus. The criteria for evaluating assessments are clear. The assessments are varied and appropriate. There are multiple opportunities for students to track their learning progress.

## Instructional Materials

Standard	Met?
The purpose of the instructional materials is clear (how and why they are being used).	Met
The content is sequenced and structured in a manner which enables learners to achieve the learning outcomes.	Met
The instructional materials are properly cited.	Met
The instructional materials are current and varied.	Met

**Reviewer Comments:** The purpose of the instructional materials is clear (how and why they are being used). The content is sequenced and structured in a manner which enables learners to achieve the learning outcomes. The instructional materials are properly cited. The instructional materials are current and varied.

## Learner Engagement

Standard	Met?
Learning activities foster instructor-student, content-student, and student-student interaction.	Met
There is a clear policy on instructor response time for general questions and assignment feedback.	Met
The requirements for student interaction are clearly explained.	Met

**Reviewer Comments:** Learning activities foster instructor-student, content-student, and student-student interaction. There is a clear policy on instructor response time for general questions and assignment feedback. The requirements for student interaction are clearly explained.

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## Course Technology

### Standard

**Met?**

The tools promote engagement and active learning.



Required technologies are readily obtainable.



The technologies are current.



**Reviewer Comments:**

## Learner Support

### Standard

**Met?**

The course instructions explain how students can access technical support.



The course instructions include links to the institution's accessibility policies and services.



The course instructions explain how the institution's academic support services and resources can help students succeed in the course and how they can access these services.



**Reviewer Comments:**

## Accessibility

### Standard

**Met?**

The course is easy to navigate and its design facilitates readability.



The text and images in files, documents, LMS pages, and web pages are accessible and meet the needs of diverse learners.



Alternate formats are provided for multimedia content to meet the needs of diverse learners.



Multimedia in is easy to use (easy to download, view, hear, etc.).



**Reviewer Comments:**

## Regular and Substantive Interaction (RSI)

<b>Standard</b>	<b>Met?</b>
The instructor logged into the course daily Monday through Friday during the first week of class to answer student concerns and determine attendance for the purpose of Title IV.	Met
The instructor identified which day(s) of the week assignments would be posted and communicated this to students the first week of class.	Met
The instructor is an active participant in the discussion forums.	Met
The instructor is using the eLearning LMS Roster/Email page to communicate with students.	Met
The instructor is giving timely and meaningful feedback on student work.	Met
The instructor is otherwise customizing "weekly individualized feedback" to demonstrate presence, including but not limited to: <ul style="list-style-type: none"> <li>• Recorded lectures or tutorials</li> <li>• Group emails to students and/or announcements</li> <li>• eLearning LMS "study tips" or review sheets</li> <li>• Zoom or other content delivery sessions/lectures/tutorials on an area students are having difficulty mastering</li> </ul>	Met

**Reviewer Comments:** [REDACTED]

## Syllabus Communication Policy (RSI)

<b>Standard</b>	<b>Met?</b>
The syllabus includes instructor contact information, office hours (virtual or in-person), the Students with Disabilities statement (ADA), and any online policies/procedures specific to the course.	Met
The syllabus states that all communication needs to occur through SWOCC's eLearning LMS, using students' @socc.edu email addresses.	Met
The syllabus states that the instructor has a 24 – 48 hour response time back to students during Monday through Friday.	Met
The syllabus includes any weekend communication policy, for example: <ul style="list-style-type: none"> <li>• Will you check email Saturday and/or Sunday?</li> <li>• Will you respond to weekend emails on Monday or Tuesday by a specific time?</li> </ul>	Met
The syllabus includes a policy for instructor emergency absences, for example: <ul style="list-style-type: none"> <li>• If you are absent due to an emergency situation, when can students expect to hear back from you?</li> </ul>	Met

**Reviewer Comments:** [REDACTED]

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## Administrative Withdrawals and Accommodations

Standard	Met?
The instructor administratively withdrew students who did not attend during the first week of class (by Friday at 11:59pm).	<input type="checkbox"/>
The instructor added an LDA (last date of attendance) for students who were administratively withdrawn for not attending the first week of class.	<input type="checkbox"/>
The instructor submitted midterm grades for any students earning a D or an F grade at the time of submission.	<input type="checkbox"/>
The instructor added an LDA for students earning a D or an F grade during midterms.	<input type="checkbox"/>
The instructor added an LDA for students earning a final grade of a D or an F in the course.	<input type="checkbox"/>
The instructor ran the Disability Report in myLakerLink to determine which students needed accommodations and added those in the course.	<input type="checkbox"/>

**Reviewer Comments:** 

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## REPRODUCTION OF ALL COPYRIGHTED MATERIALS

Among the facilities available to instructors in carrying out their educational assignments are a variety of machines for reproducing the written and spoken word, either in single or multiple copies.

Infringement on copyrighted material, whether prose, poetry, graphic images, music, audio tape, video or computer-programmed materials, is a serious offense against federal law and contrary to the ethical standards required of Southwestern staff and students alike.

All reproduction of copyrighted material is to be conducted strictly in accordance with applicable provisions of law. Unless otherwise allowed as "fair use" under federal law, permission must be acquired from the copyright owner prior to reproduction of material in any form.

"Fair use" is not a rigidly defined term. "Fair use" is based on the following standards:

1. The purpose and character of the use;
2. The nature of the copyrighted work;
3. The amount of and the substantiality of the portion used;
4. The effect of the use upon the potential market for, or value of, the copyrighted work.

If an individual questions the legality of duplicating materials, he/she should seek permission from the copyright holders.

Section 107 of the Copyright Act of 1976

[ORS 341.290\(2\)](#)

Adopted by Southwestern Administration: April 6, 2016



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**STANDARDS OF EMPLOYEE CONDUCT**

Southwestern Oregon Community College has established standards of employee conduct. Employee violation of these standards may result in disciplinary action up to and including discharge from employment at Southwestern Oregon Community College. This procedure applies to all Southwestern Oregon Community College employees.

Employees are expected to maintain these Standards of Employee Conduct. Such standards of employee conduct include, but are not limited to, the following:

1. **Employee Conduct:** Employees must comply with all College Board Policies and Administrative Procedures and Policies. Employees must comply with the Tobacco Use Environment policy and smoke only in designated areas. Employees must comply with the Alcohol and Drug-Free Workplace policy and may not be under the influence of illegal drugs or alcohol during working hours. Employees may not possess a firearm, dangerous weapon, or destructive device on College property as defined in APP 5.014 . Violent, threatening, or destructive behavior on College premises or at a College-sponsored activity is prohibited.
2. **Attendance:** Employees are expected to be reliable and punctual in reporting for scheduled work. The College recognizes that illness, injury, and other unforeseen circumstances may occur, and has therefore established sick leave and other leave benefits plans to compensate eligible employees for certain time loss. When an employee cannot avoid being late to work or is unable to work as scheduled, the employee is expected to notify the supervisor at least one hour before your scheduled start time, or as soon as practical. This notice must be given on each day that you are late or absent, unless the College has received documentation authorizing you to be absent until a specific date.

When reporting an absence, employees must provide sufficient information for the College to determine if the absence qualifies for Family Medical Leave under state and/or federal laws, (e.g., hospitalization; under a doctor's care; illness of a family member, etc.). You must also follow the College's established procedures for this kind of leave.

Excessive absenteeism, tardiness, or extension of breaks will result in discipline. Examples of absenteeism or tardiness that may be considered excessive include, but are not limited to:

- Absences of more than 3 days in 3 months, or 6 days in 6 months.
- Tardiness more than 1 time in a week, or more than 2 times in a month. (Tardiness of more than 30 minutes shall be counted as an absence under this policy.)
- Any pattern of absenteeism, such as consistently missing days prior to or following a weekend or holiday.

If an employee fails to report to work without notifying his/her supervisor for three (3) consecutive days, the position may be deemed abandoned.

3. **Work Performance:** Employees are expected to be professional, reliable, and efficient in completing their assigned job duties. Employees must follow established procedures or work methods and meet performance standards in completing their duties. Employees must follow safe working practices and promptly report workplace accidents or injuries.

4. **Relationships with Others:** Employees will not use his/her position or influence to derive a financial benefit or otherwise profit from a relationship with a student. Each employee will conduct himself/herself so as to promote an atmosphere free from discrimination and harassment. Employees will be flexible and cooperative in working with others and will be professional in communications with other employees, students and College patrons. Insubordination, including a refusal to follow oral or written directions or instructions of a supervisor, is not tolerated. Fighting, discourteous and offensive behavior is prohibited.
5. **College Property:** Employees must use and maintain College property, equipment, and materials appropriately. Employees will not use the College's name, property, or resources for non-educational benefit or purpose, except as otherwise allowed by College policy or employment agreements. Unauthorized use of employment time or College resources for personal purposes is prohibited. Employees must comply with the College's *Acceptable Use of Information Technology Resources* procedure in using the College's computers, e-mail, and website.
6. **Employment Records:** Employees must present accurate employment records to the College, including accurate information of spouse, dependents, and/or immediate family for purposes of medical or other employee benefits. Employees are expected to be timely in completing necessary paper work, such as leave requests, travel reimbursements, payroll, grades, and class rosters. Falsification of any document or misrepresentation directly related to employment or professional duties is prohibited.
7. **Confidential Records:** Employees must use and maintain all student records and employee records, including electronically stored information, in a confidential manner as required by federal and state law and College Policies and Procedures.

Formerly Admin. Policy 6.2.001

Created as Administrative Policy & Procedure: April 4, 2012

Reviewed/revise: December 11, 2019

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## MANDATORY CHILD ABUSE REPORTING FREQUENTLY ASKED QUESTIONS

Beginning January 2, 2013, all employees of Southwestern Oregon Community College are considered mandatory child abuse reporters and have a legal obligation to report suspected child abuse or abusers under Oregon law.

**IF SOMEONE IS BEING HURT OR IS IN DANGER RIGHT NOW, CALL 911 IMMEDIATELY.**

### **Who is a mandatory reporter?**

All “public and private officials” as defined by state statute (ORS 419B.005) including:

- School Employees (Effective January 1, 2013, employees of Oregon community colleges and universities are included in the law as mandatory reporters.)
- Coaches
- Certain State Agency/Commission Employees
- Legislators
- Peace Officers
- Firefighters and Emergency Medical Personnel
- Members of the Clergy
- Child Care Providers
- Doctors/Nurses/Dentists/Pharmacists/Chiropractors
- Psychologists/Professional Counselors/Therapists
- Social Workers
- Child Care or Foster Care Providers
- Attorneys

### **Who is not a mandatory reporter?**

Volunteers, contractors or students who are not employees are not mandatory reporters unless they are a mandatory reporter based on one of the other categories listed above.

### **Who is a “child” under this law? Are community college students included in the definition of “child”?**

A “child” is any “unmarried person who is under 18 years of age”. Some community college students qualify under this definition and are covered by the mandatory reporting law.

### **What is “abuse” under the mandatory reporting law?**

- Any assault of a child and any physical injury to a child caused by other than accidental means;
- Any mental injury to a child, which shall include only observable and substantial impairment of the child’s mental or psychological ability to function caused by cruelty to the child, with due regard to the culture of the child;
- Rape of a child, which includes but is not limited to rape, sodomy, unlawful sexual penetration and incest;
- Sexual abuse; and

- Sexual exploitation, including:
  - Contribution to the sexual delinquency of a minor;
  - Allowing, permitting, encouraging or hiring a child to engage in prostitution or patronize a prostitute;
  - Negligent treatment or maltreatment of a child;
  - Threatened harm to a child, which means subjecting a child to a substantial risk of harm to the child's health or welfare; and
  - Buying or selling a child.

**Who do I contact if I suspect child abuse? Does notifying my supervisor or a college administrator satisfy my duty to report?**

You must immediately report to the Oregon Department of Human Services (DHS) (Portland 1-855-503-7233) or law enforcement if you have "reasonable cause to believe" that any child with whom you come into contact has suffered abuse, or that any person with whom you come into contact has abused a child. The law requires an "oral" report, so reports are typically made by phone. You may be asked for additional written information from the agency you contacted. A law enforcement agency is a local police department, county sheriff, county juvenile department, or Oregon State Police. You do not need to report to both DHS and local law enforcement. A report to one agency will be communicated to the other.

Notifying your supervisor or a college administrator is not sufficient to satisfy your reporting duty. You must immediately report to DHS or law enforcement agency.

**How do I respond to a child who reports abuse to me?**

Tell the child that you believe them and that you are going to contact people who can help. Respect the privacy of the child. The child will need to tell their story in detail later, so don't press the child for details. Remember, you need only suspect abuse to make a report. Don't display horror, shock, or disapproval of parents, child, or the situation. Don't place blame or make judgments about the parent or child. Believe the child if she/he reports sexual abuse. It is rare for a child to lie about sexual abuse.

**What information do I need to report?**

If possible, provide the following information:

- Names and addresses of the child and parent;
- Child's age;
- Type and extent of abuse;
- The explanation given for the abuse; and
- Any other information that will help establish the cause of abuse or identify the abuser.

**Do I have to prove that abuse occurred?**

No. You are asking DHS or law enforcement to make an assessment of the situation, and you must report any time you have "reasonable cause" to believe a child was abused. If you have questions about whether or not to report, please call the local DHS office.

**Do I have to report if I suspect abuse outside of my normal work hours?**

Yes. The duty to report is a 24-hour-a-day, 7 day-a-week responsibility, no matter where you are. This means that if you encounter suspected child abuse or an abuser when you are not at work, you still have a duty to report immediately to DHS or law enforcement.

**What if I learn of abuse from a long time ago?**

If you reasonably believe that another person with whom you come in contact abused a child in the past, your reporting obligation has no time limit and you are to contact DHS or law enforcement.

Your reporting obligation regarding abuse inflicted on a person is only triggered when the person whom you think may have been abused is still a “child” at the time you have the reasonable suspicion of abuse. You are still encouraged, however, to provide information to DHS or law enforcement so as to avoid potential future harm by the accused against other persons who are “children” under the law.

**Will my report be confidential?**

The reporter’s identity will remain confidential to the full extent allowable by law. If court action is initiated, the reporting person may be called as a witness or the court may order that the reporter’s name be disclosed. Only people with firsthand knowledge of the child’s situation can provide testimony proving that abuse has occurred.

**Can I be sued if I report?**

Oregon law (ORS 419.025) provides that anyone participating in good faith in making a report of child abuse and who has reasonable grounds for making the report will have immunity from any liability, civil or criminal, that might occur with respect to the making or content of such report.

**What if I don’t report?**

A mandatory reporter who fails to report is subject to prosecution of a Class A criminal violation of the law, which carries a maximum penalty of \$2,000. Some mandatory reporters have also been sued for damages in civil court for failure to report.

Approved as APP: December 4, 2013

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**RETIREMENT**

Employees requesting retirement must be eligible for Oregon Public Employees Retirement System (PERS) retirement, pursuant to Board Policy (BP) 7101. It is the Administrative policy of the Southwestern Oregon Community College District to grant “Retired Employee Status” to retiring faculty, administrators and classified staff according to the following criteria:

**MASSC ELIGIBILITY**

Employed by the College for at least 10 years at fifty percent (50%) or more of full time on annual contracts.

**FACULTY ELIGIBILITY**

Employed by the College for at least 10 years at fifty percent (50%) or more of full time on annual contracts.

**CLASSIFIED STAFF ELIGIBILITY**

Employed by the College for at least 10 years at fifty percent (50%) or more of full time.

**PRIVILEGES**

All retired employees with “Retired Employee Status” and their dependents will be eligible for:

- Admission to College sponsored events
- Bookstore discount
- Library privileges
- Full waiver for Credit Hour Tuition

Retired Managers, Administrators, Supervisors, Specialists and Confidential (MASSC) employees and tenured faculty will be eligible for:

- Emeritus Status
- Catalog listing
- Retention of their College e-mail account

**SICK LEAVE BUY-OUT**

All retired employees with “Retired Employee Status” hired before September 1, 2017, are eligible to receive a payment of fifty percent (50%) of the employee’s accumulated sick leave following retirement, on the first pay date of the next fiscal year. To be eligible for this benefit, the Retiring Employee must submit a General Retirement Request Form to Human Resources no later than January 15th of the year of the anticipated retirement date. Employees requesting early retirement benefits should reference BP 7100 and APP 7100. Retiring employees who have been approved for the Early Retirement benefits pursuant to BP 7100 are not eligible for this additional sick leave buy-out benefit under APP 7101.

Adopted by Board of Education:

Policy #6.064 July 17, 1989

Revised: May 20, 1991

Changed to Administrative Policy January 22, 1996

Reviewed March 11, 2014 (Formerly Admin Procedure 6.2.022)

Revised August 2, 2017 (Formerly titled Retired Employee Status)

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**EVALUATION OF STAFF**

**PURPOSE**

To illustrate the operational process for delivering professional growth and development through periodic performance review.

**STATEMENT**

The college expects that all employees are informed about their job-related expectations, and that they receive performance related feedback from their direct supervisors.

**BARGAINING UNIT EMPLOYEES**

Terms and conditions of performance review for full-time classified employees are contained within the Classified collective bargaining agreement.

Terms and conditions of performance review for full-time faculty are contained within the Faculty collective bargaining agreement and expanded upon in the Faculty Handbook.

**NON BARGAINING UNIT MASSC EMPLOYEES**

Non Bargaining unit employees will be evaluated annually by his/her supervisor. Objectives for the year as well as the continuing duties and responsibilities as defined in the job description for each position will be the basis for the evaluation. Employees shall have the option to have a 360 performance review if desired. A supervisor may also determine that a 360 performance review is the best approach to development and feedback.

**NON-BARGAINING UNIT PART-TIME EMPLOYEES**

Part-time faculty positions may require formal performance review as a condition of accreditation. Terms and conditions of performance review for these positions are contained within the Faculty Handbook.

Some part-time positions are short-term and/or sporadic in nature and may not fit into a conventional performance review schedule. For these positions, supervisors may work with the Human Resources department to either waive the performance review requirement, or to deliver an abbreviated review that is appropriate for the position.

Adopted by Board of Education:

Policy #9.020

Changed to Administrative Policy January 22, 1996

Reviewed August 7, 2019

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**WORKERS' COMPENSATION INSURANCE**

All employees, volunteers, and students performing practicum/campus internship work are covered by the College's Workers' Compensation Insurance. Any injury or illness an employee incurs while on duty must be reported to the immediate supervisor and the Office of Administrative Services within 24 hours of the event regardless of whether or not the injury or illness requires medical assistance.

The injury or illness must qualify as an industrial injury or illness under State law and College regulations in order to be eligible for benefits under the Workers' Compensation program and State and Federal laws. Benefits will be paid in accordance with State and Federal laws.

Legal Reference:

ORS 656, et al.: Workers' Compensation

Adopted by Board of Education:

Procedure # 1.054 April 11, 1977

Changed to Administrative Procedure January 22, 1996

Reviewed December 4, 2013 (Includes Former Admin. Policy 6.2.024 Volunteers Covered by Workers' Compensation)



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**EVALUATION OF STAFF**

**PURPOSE**

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Adopted by Board of Education:

Policy #9.020

Changed to Administrative Policy January 22, 1996

Reviewed August 7, 2019

**Southwestern Oregon Community College**

**BP: 7101**

**RETIREMENT**

Southwestern Oregon Community College employees who retire are subject to the provisions of the Oregon Public Employees Retirement Statutes (PERS), state and federal laws, and applicable collective bargaining provisions.

College employees shall participate in all retirement programs as provided by state law. The retirement age for college employees is established by Oregon law and is consistent with applicable state and federal laws and board policy.

END OF POLICY

**Southwestern Oregon Community College**

**BP 7196**

**EVALUATION OF FACULTY AND STAFF PERFORMANCE REVIEW**

PURPOSE

To provide professional growth and development to employees through regularly scheduled performance feedback pertaining to their various duties and responsibilities.

STATEMENT

Bargaining Unit Employees

Instructions related to performance review for collectively bargained faculty and classified employees are contained within each group's collective bargaining agreement. Where bargaining agreements are silent, Board Policies and Administrative Policies and Procedures shall apply.

Non-Bargaining Employees

The Board directs the President to assure the development and maintenance of Administrative Policies and Procedures that provide for a documented system of periodic performance review of employees.

END OF POLICY

**Administrative Policy and Procedure:**

7196

**Southwestern Oregon Community College****BP: 7095****PERSONNEL RECORDS****PURPOSE**

To maintain an effective college-wide system for documenting the terms, conditions and circumstances that arise in the course and scope of employment.

**STATEMENT**

The Board directs the President to maintain Administrative rules, procedures and practices to assure personnel files are maintained, made accessible, and disposed of by Human Resources in accordance with requirements of applicable federal and state laws.

**Bargaining Unit Employees**

Instructions related to personnel records for collectively bargained faculty and classified employees are contained within each group's collective bargaining agreement. Where bargaining agreements are silent, Board Policies and Administrative Rules shall apply.

**Non-Bargaining Employees**

Instructions related to personnel records for non-bargaining unit employees shall be governed by Board Policies and Administrative Rules shall apply.

**END OF POLICY****Legal Reference (s):**

See Oregon Administrative Rules (OAR's)

See Oregon Revised Statutes (ORS)

Americans with Disabilities Act of 1990

**Administrative Policies and Procedures:**

7095 (formerly numbered 6.2.002)

DATE OF ADOPTION: 06/27/11

DATE(S) OF REVISION(S): 11/25/19

DATE OF LAST REVIEW:

Southwestern Oregon Community College does not discriminate on the basis of race, color, gender, sexual orientation, marital status, religion, national origin, age, disability status, gender identity, or protected veterans in employment, education, or activities as set forth in compliance with federal and state statutes and regulations.