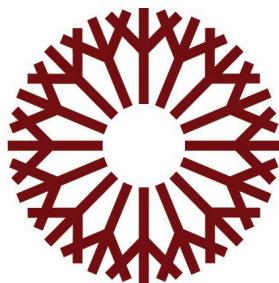


**FACULTY HANDBOOK**  
**for**  
**Full Time and Adjunct Faculty**



**OKLAHOMA CITY  
COMMUNITY COLLEGE**

# Contents

Statement of Purpose.....	4
Accreditation and Mission.....	4
Accreditation .....	4
Mission Statement.....	4
ENDs Statements.....	5
ENDs .....	5
Values .....	5
Student-Centered and Student-Driven .....	5
Curriculum Statement.....	5
Seat Time.....	6
Release of Academic Information (FERPA).....	6
Academic Standards .....	6
Accessibility Statement.....	6
Assessment of Student Learning.....	6
Academic Integrity Violations .....	6
Division Organizational Structure .....	7
Division Dean .....	7
Director.....	7
Department Chair/Program Director.....	7
Program or Class Coordinator.....	7
Full-Time Faculty and Adjunct Faculty.....	7
The Division of Academic Affairs Organizational Structure .....	8
Academic Affairs.....	8
Center for Learning and Teaching .....	8
Keith Leftwich Memorial Library.....	8
Division of Arts, English, and Humanities .....	8
Division of Business and Information Technology.....	8
Division of Health Professions .....	8
Division of Science, Engineering and Mathematics.....	8
Division of Social Sciences .....	8
Division of Instructional Development .....	8
Division of K-12 Partnerships.....	8
OCCC Policies .....	8
Faculty Expectations .....	9
Teaching Load.....	9
Course Assignments .....	9
Faculty Instruction Expectations .....	10
Course Overloads.....	11
Maximum Overload Courses .....	11
Office and Service Hours .....	11
Office Hours for Adjunct Faculty Members .....	12
Grade Book.....	12
Final Grade Submission.....	12
Grade Changes.....	13
Moodle Required Items .....	13
Master Courses .....	13

Virtual Work for Weather and Emergencies .....	13
<b>Full-Time Faculty Workload Expectations.....</b>	<b>14</b>
Full-Time Faculty Required College-Centered Service.....	15
<b>Full-Time and Adjunct Faculty Absences .....</b>	<b>15</b>
Emergency Cancelling or Adjustment of Classes.....	15
Full-Time Faculty Leave.....	15
Procedure When Taking Leave.....	16
Adjunct Faculty Absences .....	16
Inclement Weather Procedures for Class Meetings.....	17
<b>Faculty Employment Expectations .....</b>	<b>17</b>
Health & Safety Training Criteria.....	17
Assignment of Classrooms .....	17
First-Year Faculty Mentoring Program.....	17
Outside Employment .....	17
Faculty Relationships with Students .....	18
Intellectual Property.....	19
Professional Conduct.....	19

## **Statement of Purpose**

The Oklahoma City Community College (OCCC) Faculty Handbook (Handbook) provides general guidance and clarification of faculty expectations for full-time and adjunct faculty. This handbook is designed to enable faculty members to fulfill their professional roles with confidence and consistency for the duration of their employment at OCCC. The Handbook is not a substitute for existing institutional policies or for the existing employee handbook but provides procedures and clarification for how general employment policies apply to both full-time and adjunct faculty members. This document merely serves as a summary of the same and is not intended to modify or supplant any policy, rule, regulation, or law.

If there is an identified real or perceived conflict between this document and any policy, rule, regulation, or law, it is the employee's responsibility to bring the issue directly to OCCC's Vice President of Human Resources and Vice President of Academic Affairs as soon as possible for resolution.

It is the responsibility of every full-time and adjunct faculty member to be familiar with the current Handbook and maintain compliance with the guidelines contained therein. Accordingly, the information contained within the Handbook is considered important to the employment of every faculty employee.

Changes are inevitable as current rules, policies, regulations, and laws are modified and new ones enacted. In the event of changes in college policy, state law, or federal law, the applicable sections of this Handbook shall be void or modified.

## **Accreditation and Mission**

### **Accreditation**

Oklahoma City Community College is accredited by the Higher Learning Commission (HLC).

Higher Learning Commission

230 South La Salle Street, Suite 7-500 Chicago, Illinois 60604

Phone: 800-621-7440

### **Mission Statement**

Student Success. Community Enrichment.

Our Mission Statement describes why we exist and what we do. Traditionally, community colleges have been about providing access. It is not enough that students pass through our doors—earning a certificate or degree is what changes lives.

## **ENDs Statements**

Our ENDs statements describe what success looks like if we were in an ideal world. As such, they are central to our commitment to accountability. The faculty, staff, and the Board of Regents regularly review measures that evaluate the College's progress in achieving our ENDs. These core indicators are part of our annual plan that is reported at least once a year.

## **ENDs**

- **Access:** Our community has broad and equitable access to both highly valuable certificate and degree programs and non-credit educational opportunities and events.
- **Student Success:** Our students successfully complete their academic courses, persist in college, and earn certificates or degrees at OCCC or another institution.
- **Workforce Development:** Our graduates earn higher-level degrees or are successful in technical and professional careers.
- **Community Development:** Our community's quality of life is enriched through our educational, artistic, and recreational programs and events.

## **Values**

Our values describe the behaviors we will exemplify in our work every day. Some, such as safety, stewardship, integrity, and diversity, are non-negotiable ethical standards all employees should follow.

Others—students, accountability, and innovation—are choices that have deep roots in the College. For instance, when several different approaches to a problem are being considered at OCCC, the tie-breaking question often is: What is best for students?

- **Students:** Fundamental to all that we do
- **Safety:** Safe and secure environment for everyone
- **Accountability:** Use of evidence to measure performance and to make decisions
- **Stewardship:** Wise and efficient use of resources
- **Integrity:** Honest, ethical, and respectful to all
- **Innovation:** Creative and forward thinking
- **Diversity:** Embrace and appreciate the value of differences

## **Student-Centered and Student-Driven**

At Oklahoma City Community College, every day, in every department, students are offered access to a high-quality education and given all the support necessary to succeed. It is not just the vision; it is the mission.

## **Curriculum Statement**

The development, revision, and review of the curriculum is guided by the faculty at Oklahoma City Community College. The College must adhere to the curriculum standards established by the Higher Learning Commission and the Oklahoma State Regents for Higher Education.

It is expected that our curriculum incorporates substantive interaction between students and faculty in online, in-person, or hybrid classes. Instructors are expected to provide predictable and scheduled opportunities for interaction and prompt and proactive engagement with students.

### **Seat Time**

Seat time is the minimum amount of instruction required for a course based on the credit hours for that course. Traditionally, seat time is considered the time spent in class, face-to-face in lecture, and is based on the Carnegie unit, where one hour of instruction equals 50 minutes. This equivalency translates directly to online and hybrid instruction.

### **Release of Academic Information (FERPA)**

Academic information is on file for each student in the Office of Records and Graduation Services (Registrar and Records). It will be released to third parties only upon the written request of the student or in compliance with the Family Educational Rights and Privacy Act (FERPA).

To comply with FERPA, OCCC staff, administrators, and instructors can only communicate grade information or course-specific details directly to a student via an OCCC student email address. If information is requested by others, these requests should be sent to the Registrar for approval to release the information.

### **Academic Standards**

Oklahoma City Community College wants every student to achieve success. To help retain motivated students and identify those who may need special attention, the College has adopted academic standards based on criteria established by the Oklahoma State Regents for Higher Education.

### **Accessibility Statement**

Oklahoma City Community College expects all digital communications and materials to comply with Section 508 requirements, including, but not limited to, closed captioning on all videos and screen reader compatibility.

### **Assessment of Student Learning**

Oklahoma City Community College is committed to the assessment of student learning. Assessment includes student and faculty involvement in developing and sustaining a culture of continuous improvement at the College.

### **Academic Integrity Violations**

Refer to OCCC Policy 4016 for the procedure to report academic integrity violations.

## **Division Organizational Structure**

Oklahoma City Community College promotes a collegial and professional work environment to enhance employee productivity and efficiency and makes a conscientious effort to allocate employee resources effectively.

Each position in the organizational structure is important to appropriate functioning of the academic unit. Each position is beholden to the expectations of the current job description as well as any additional expectations as they are communicated as part of the position's responsibility, whether temporary or permanent.

Faculty should consult with the Department Chair/Program Director and/or Division Dean/Assistant Dean for further guidance in executing the defined responsibilities.

### **Division Dean**

The Division Deans report to the Vice President for Academic Affairs.

### **Director**

The Academic Affairs Directors report to the Associate Vice President for Academic Affairs.

### **Department Chair/Program Director**

The Department Chairs/Program Directors report to their Division's Dean.

### **Program or Class Coordinator**

Program or Class Coordinators report to their Department Chair/Program Director.

### **Full-Time Faculty and Adjunct Faculty**

Full-time and adjunct faculty report to the Department Chairs/Program Directors.

## **The Division of Academic Affairs Organizational Structure**

The instructional accountability unit called Academic Affairs is led by the Vice President for Academic Affairs and assisted by the Associate Vice President for Academic Affairs and the Assistant Vice President for Academic Affairs. Academic Affairs is responsible for college-credit instruction at Oklahoma City Community College.

The unit is comprised of the following academic departments and Divisions:

### **Academic Affairs**

Vice President for Academic Affairs  
Associate Vice President for Academic Affairs  
Assistant Vice President for Academic Affairs  
Office Location: AH 1A3, 405-682-7534

### **Center for Learning and Teaching**

Department Office: SEM 2G3, 405-682-7838

### **Keith Leftwich Memorial Library**

Department Office: First floor of Library, 405-682-7564

### **Division of Arts, English, and Humanities**

Division Office, AH 1E3, 405-682-1611 ext. 7558

### **Division of Business and Information Technology**

Division Office: LIB 323, 405-682-1611 ext. 7888

### **Division of Health Professions**

Division Office: HP 201, 405-682-1611 ext. 7507

### **Division of Science, Engineering and Mathematics**

Division Office: SEM 2E6, 405-682-1611 ext. 7508

### **Division of Social Sciences**

Division Office: MB 2N4, 405-682-1611 ext. 7573

### **Division of Instructional Development**

Division Office: SEM 2C7A, 405-682-1611 ext. 7783

### **Division of K-12 Partnerships**

Division Office: MB 2L8, 405-682-7543

### **OCCC Policies**

OCCC policies can be located on the OCCC website at <https://occc.edu/policy/pp/>

## **Faculty Expectations**

Faculty members are employees of OCCC and, therefore, are expected to adhere to all OCCC policies. Because of faculty members' unique roles within the organization, this handbook provides further guidance on how policies impact and apply to both full-time and adjunct faculty members in areas of instruction, workload, and employment expectations.

A full-time faculty member may be designated with either 9 or 10-month responsibilities. For those designated with 9-month responsibilities, they will be available for a 9-month academic year, made up of the fall and spring semesters, starting the week before the fall academic semester starts until the end of the week during which grades are due in May. Certain full-time faculty may be required to be available for a 10-month academic year due to their roles/responsibilities. This availability will include both fall and spring semesters, beginning two weeks prior to kick-off week in the fall, one week prior to kick-off week in the spring, and one week after the week grades are due in May.

Full-time faculty members may choose to teach summer courses as an adjunct instructor and may choose to participate in committees during the summer, but they are not obligated to do so.

### **Teaching Load**

Full-time faculty members will teach a minimum of 15 credit hours per 16-week semester for a total of 30 credit hours per academic year and may be asked to teach in several modalities. Faculty members are encouraged to teach several of their assigned classes on campus or at other sites each semester to meet the needs of each program.

### **Course Assignments**

Full-time and adjunct faculty members may teach courses on the OCCC campus, on-site at an area K12 partner school, at another site approved by OCCC administration, or online. Input into course assignments and scheduling will be decided collaboratively through input from both full-time faculty and Department/Program leadership.

To ensure that class offerings and scheduling supports students' and programs' needs, the final schedule will be submitted to the Dean for review and approval. Should the Dean make any class offering and/or schedule revision requests that cannot be agreed upon with the impacted Department Chair and/or faculty member, the matter will go to the Assistant Vice-President of Academic Affairs for review and attempted mediation. If no conclusion can be reached at that stage of the process, the Vice-President of Academic Affairs will make the final decision.

## Faculty Instruction Expectations

The following expectations, although not a comprehensive list, explain the essential expectations for all faculty members. Additional information on these expectations can be found in this Handbook, OCCC Policies, and from a faculty member's Department Chair/Program Director and Division Dean.

Faculty are to:

- Teach in a variety of modalities (e.g., in-person, online, hybrid) and locations as scheduled per the needs of the department as determined through data review by the Chair, Program Director, Coordinator and/or Dean.
- Teach all classes in the modality in which the class was originally created and assigned for the semester. Exceptions for serious, unforeseen emergencies require approval of the Department Chair/Program Director. (See additional information in Faculty Leave section.)
- Provide timely submission of course syllabus for review and approval per directions provided by the designated department Chair, Program Director, Coordinator and/or Dean. Have course setup completed, with the Minimum Moodle Requirements, before courses open to students.
- Set up and manage courses in Learning Management Systems (Moodle and publisher digital platforms) according to Division guidelines and expectations.
- Contribute to the development of and follow established master courses to ensure the continuation of OCCC's excellence in delivering quality education.
- Incorporate and use all department-adopted and required instructional materials and delivery systems for the course, including, but not limited to, technology-based learning platforms, textbooks, manuals, and study guides.
- Arrive to in-person and synchronous classes on time and hold each class for the entirety of the time scheduled.
- Adhere to online and hybrid asynchronous established course management requirements throughout the duration of the course.
- Work in conjunction with Student Accessibility and Support to implement approved accommodations and support services for designated students.
- Grade assignments and provide quality feedback at least 48 hours prior to the next similar type of assignment or within 7 days of assignment due date, whichever is the shortest time period. Exceptions may be reviewed and approved by the department Chair, Program Director, Coordinator and/or Dean.
- Keep gradebook up to date for every week of the semester. (See Grade Book section for additional information.)
- Update course Moodle gradebook as each assignment is graded, including the recording of zeros.
- Be available to meet with students on campus during posted on-campus office hours or by scheduled appointment.
- Be available to meet with students via Zoom or Microsoft Teams during posted online office hours or by scheduled appointment.
- Regularly check OCCC email throughout the day Monday through Friday and on the weekends if a major assignment is due on that weekend. Best practice is considered checking email minimally twice per day for full-time faculty and minimally once per day for adjunct

faculty.

- Return emails to students within one workday on Monday through Friday or on weekends or holidays if assignment/assessments are due during those days.
- Submit required reports related to courses by established deadlines (e.g., Never Attended, Mid-Term Grades, and Final Grades).
- Be available via email or phone to students or administrators during the week that final grades are submitted, for any grade-related errors or questions.
- Contribute course artifacts for General Education, Department, and Division Assessment.
- Complete required campus trainings and professional development as scheduled throughout the academic year.
- Adhere to established health and safety procedures and practices.

### **Course Overloads**

Full-time faculty may be offered additional courses to teach; however, they are not guaranteed additional courses above their 15-credit hour contract requirement. Overload courses will be assigned by the Department Chair/Program Director to full-time faculty members.

Full-time faculty members will receive priority over adjunct faculty members for their 15-credit hour teaching load each semester. Divisions and departments must ensure that full-time faculty members reach their 15-credit hour workload. If an in-load course section assigned to a full-time faculty member is cancelled, and this results in the faculty member falling below the 15-hour minimum, the Program Chair/Division Dean will reassigned sections currently assigned to adjunct faculty to allow the faculty member to meet the required course load.

No guarantees exist for overload sections. Divisions are not obligated to remove adjunct faculty from sections to provide a replacement section if an overload section scheduled for a full-time faculty member is cancelled.

To ensure that contract and overload class offerings and scheduling supports students' and programs' needs, the final schedule will be submitted to the Dean for review and approval. Should the Dean make any contract or overload teaching assignment revision requests that cannot be agreed upon with the impacted Department Chair and faculty member, the matter will go to the Assistant Vice-President of Academic Affairs for review and attempted mediation. If no conclusion can be reached at this stage of the process, the Vice-President of Academic Affairs will make the final decision.

### **Maximum Overload Courses**

Full-time faculty members may teach a maximum of nine credit hours in addition to their 15-credit hour teaching load. This equates to a maximum of 24 total credit hours per fall and spring semester, which is inclusive of intersession. Full-time faculty members may teach up to 12 credit hours in the summer semester, which is inclusive of intersession.

### **Office and Service Hours**

Full-time faculty members are expected to teach their classes and hold a minimum of 10 scheduled office hours with 8 office hours scheduled each week on campus and up to 2 hours online. During online office hours, faculty will be available to meet via a virtual collaboration platform, such as

Zoom or Teams, as requested by students. Other similar tools may be used with approval from the department Chair, Program Director, Coordinator and/or Dean. Additional service hours may be required of faculty to attend meetings and to complete program and institutional service and outreach. This service may include professional development training offered by OCCC related to programs or courses.

Office hours should be spread across multiple days and times to ensure regular access to students, administrators, and colleagues.

Full-time faculty with overload courses should hold one additional office hour per 3-credit hour overload course. For courses not 3 credit hours, the calculation for required office hours includes 20 minutes for every one credit hour instructed. Any overload course office hours may be either on-campus or online, at the discretion of the instructor.

### **Office Hours for Adjunct Faculty Members**

Adjunct faculty members are required to hold one office hour per 3-credit hour course, in the modality of course taught. Adjunct faculty members should post office hours in course syllabi and report office hours to the Division office. If the office hour is online, the adjunct faculty member should provide an online link for Zoom or Microsoft Teams to the Division office and in that course's syllabus. Adjunct faculty members are discouraged from providing their personal cell phone numbers and should, instead, consider working with the Division for a Google Voice number.

### **Grade Book**

Faculty members are expected to keep a regularly updated grade book in Moodle for each section they are teaching and to maintain a list of all students enrolled in the class with the assignments, tests, projects, daily grades, and attendance records so that students know their grades and the number of absences they have. The class roster should mirror the roster in the OCCC Portal. If the professor chooses to utilize an Excel spreadsheet or another type of grade recording, this should exist in addition to the LMS, and that method of record-keeping should adhere to OCCC policy and to the Family Educational Rights and Privacy Act (FERPA). Student grades may not be posted for public view in any manner that personally identifies the student, nor should students' grades be discussed aloud in class. The final grade that a student receives should agree with the grade(s) earned in the Moodle gradebook.

The grade book remains with the professor until the class is completed, at which time it is submitted according to Division policy.

### **Final Grade Submission**

Final grades must be submitted through Moodle before the designated deadline for the term or as specified by the Division. Division offices may require submission of electronic copies of the Moodle final grade submission page, Moodle gradebook, Moodle Attendance Report for in-person classes, and any additional documentation from other sources as required by the department or Division.

A last-attendance date must be entered for any student who receives an F for a course. It is

imperative that this information is accurate, as it will ensure proper dissemination of information to the federal government, Office of Financial Aid, and the Registrar's Office.

Some zero-level courses are assigned a letter grade of A through F, while others are assigned a grade of Satisfactory (S), Unsatisfactory (U), or Incomplete (I). Check with the Department Chair or Division Dean to determine what is appropriate for a course.

Instructors are not authorized to enter Withdrawal (W) or Administrative Withdrawal (AW). If a question exists concerning a student's enrollment in a course, the professor must check with the Registrar's Office for clarification.

Incomplete (I) grades are issued only in rare circumstances and require approval from division chair. A deadline date must be entered as part of any Incomplete (I) grade. The date must not exceed one year. When a grade of I is submitted, a contract must be completed documenting requirements for course completion. The contract is then submitted by the faculty member to the Division Dean. The student must be passing the course to be awarded a grade of Incomplete.

### **Grade Changes**

An instructor may make a grade change by submitting a form called Request for Grade Change. The instructor must explicitly state the reason for the change on the form and submit it to the Division office. The Division Dean must approve the change before it is forwarded to the Registrar's Office for processing and inclusion in the student's permanent record. A copy indicating action taken will be returned to the appropriate Division by the Registrar's Office.

### **Moodle Required Items**

Each course must maintain the Gradebook, Syllabus, and Attendance in the College's LMS system (Moodle). Instructors are required to have this information, as well as the additional Minimum Moodle Requirements for course content available when courses open for students. Faculty must maintain the gradebook and attendance in a timely manner throughout the term of the course.

### **Master Courses**

Full-time and adjunct faculty members will work with department Chair, Program Director, or Coordinator and Dean to develop and implement curriculum following established best practices to meet course requirements including seat time, student engagement, and substantive instruction. The development and implementation of master courses is an effort to improve quality, ensure that standards are achieved, and make it easier for all faculty to deliver instruction that is in accordance with OCCC's academic model and that meets federal guidelines to ensure continued accreditation through the HLC.

While all faculty members must follow the master course objectives, assessments, and use of adopted and required textbooks and third-party sites, each program will determine the percentage of fixed versus flexible content that faculty members should follow.

### **Virtual Work for Weather and Emergencies**

When the institution determines that the campus will move to a virtual work stance in response to

weather or other emergencies, those faculty members scheduled to teach on campus are asked to make the adjustments that are most appropriate for their individual course and content to make up the work and time virtually. Most often virtual classes will include hosting class via synchronous Zoom, a video lecture sent to students and/or moving assignments/discussions online for the day. All adjustments should be communicated clearly with students.

For those with scheduled on campus office hours, the expectation is for the faculty member to be fully available via email or a Zoom room during the posted office hour time period as circumstances permit.

## **Full-Time Faculty Workload Expectations**

The College recognizes that a healthy work/life balance is essential for sustainable employment and for faculty members to perform high-quality work that meets the needs of students and that upholds the professionalism of faculty and the integrity of the College. A faculty member's salary is based on a minimum teaching workload of 15 credit hour equivalents (CHEs) per 16-week semester.

As full-time employees of OCCC, faculty members are expected to teach their classes and be on campus for their required on-campus office hours and to attend required meetings and to complete program and institutional service.

While flexibility is inherent in the full-time faculty position, faculty are expected to be available for meetings, events, phone calls, and emails during normal business hours of Monday–Friday, 8am–5pm, to perform teaching and service-related responsibilities. Friday meetings and program/institutional activities will be required at times, with as much advance notice provided as possible.

Exceptions to weekly availability must be approved by the Division Dean and should adhere to OCCC policies.

Each full-time faculty member's weekly schedule and presence on campus may vary according to factors including, but not limited to:

- Ratio of in-person v. online classes taught
- Ratio of on-campus and contracted concurrent courses taught at the high schools or other approved locations
- Overload classes taught
- Institutional committee responsibilities
- Professional development
- Service on additional hiring committees, steering committees, task forces, and special projects
- Mentoring responsibilities (new faculty and/or adjunct faculty)
- Volunteering in labs or other areas of campus
- Creating/maintaining master courses
- Meeting with students inside and outside of office hours

- Attending Division and department meetings
- Participating in outward-facing community activities

## **Full-Time Faculty Required College-Centered Service**

Examples of college-centered required service include, but are not limited to:

- Attending required Division, department, Academic Affairs, and campus-wide meetings
- Actively contributing to program course, curriculum, assessment, and recruiting efforts
- Serving on institutional or Division committees
- Attending occasional community outreach events
- Attending program pinning ceremonies and OCCC Commencement. If a full-time faculty member is unable to attend, the faculty member will notify the Department Chair or Program Director in writing, via email or text, as soon as possible. When leave is approved, a faculty member must request three hours of personal or sick leave.

## **Full-Time and Adjunct Faculty Absences**

### **Emergency Cancelling or Adjustment of Classes**

Cancelling classes or finding a substitute for any reason must be communicated in a timely fashion, prior to the beginning of the class, to the Department Chair, Coordinator or Program Director, or the Division Dean if the Chair, Coordinator or Program Director is not available. Appropriate leave should be taken.

### **Full-Time Faculty Leave**

OCCC Policy No. 2201 governs leave benefits for full-time employees. Full-time faculty members receive personal leave and sick leave. Human Resources maintains records on accrual and use of leave. Full-time faculty members should use the employee portal to check leave totals and to submit leave requests to their supervisors. Faculty accrue leave on their full-time workloads. Leave is not accrued on overload courses.

If a faculty member needs to take leave on days reports are due or on days when their classes meet, the faculty member should work with their supervisor to ensure that the course management obligations are met and that appropriate leave is taken.

Due to the inherent flexibility of a full-time faculty member's schedule, the number of hours of leave taken may vary and should be determined in consultation with a supervisor. In general, if a faculty member is completely unavailable, defined as no ability to respond to emails or calls during a workday, that faculty member should take eight (8) hours of sick leave or personal leave.

If a faculty member is unable to attend a class or meeting on campus but is available to students and colleagues via email and phone call, then a faculty member may take leave for the hours normally on campus. No class modality should be altered without prior approval from the Department Chair/Program Director, and only in serious, unforeseen emergencies. All class modality changes must be reported by the Department Chair/Program Director to the Dean as soon as possible.

## **Procedure When Taking Leave**

For both personal and sick leave, full-time faculty members should:

- Contact their Department Chair/Program Director as soon as reasonably possible.
- Submit a leave request, in line with the requirements stated in the preceding section.
- If assigned to a contracted concurrent class at a partner high school, the faculty member should act as soon as possible to notify the school contact and copy the Dean of K12 in that notification about the absence, so that the students can be supported during that class period.

For leave that also involves cancellation of classes:

- Contact the Department Chair/Program Director as soon as reasonably possible.
- If the class cancellation involves a contracted concurrent class at a partner high school, act as soon as possible to notify the school contact and copy the Dean of K12 in that notification about your absence, so that the students can be supported during that class period.
- Submit a leave request, in line with the requirements stated in the preceding section.
- Communicate directly with the Division office to complete forms, request class cancellation signs, and to explain alternative plans for in-person classes.
- Submit alternative plans to meet seat-time obligations, such as asking a colleague to cover an in-person class or moving content online.
- Communicate directly with students by sending an email and by posting an announcement in Moodle.

Full-time faculty are expected to request personal leave in advance of use when possible.

Supervisors are responsible for approving or denying personal and sick leave requests in a timely manner. Faculty members should understand that extended leave or repeated absences without HR approval, such as FMLA, and without making alternative arrangements for students may jeopardize the College's accreditation and may result in disciplinary action for the faculty member. Any faculty member who cannot meet their teaching, workload, or service obligations should notify their Dean immediately for guidance.

## **Adjunct Faculty Absences**

Adjunct contracts may be modified to reflect absences and to deduct pay for those absences. When absent, adjunct faculty members should:

- Contact their Department Chair/Program Director as soon as reasonably possible.
- Communicate directly with the Division office to complete forms, request class cancellation signs, and to explain alternative plans for in-person classes.
- If the class cancellation involves a contracted concurrent class at a partner high school, act as soon as possible to notify the school contact and copy the Dean of K12 in that notification about the absence, so that the students can be supported during that class period.
- Submit alternative plans to meet seat-time obligations, such as asking a colleague to cover an in-person class or moving content online. No class should be moved to Zoom without prior approval of the Dean.
- Communicate directly with students by sending an email and by posting an announcement in Moodle.

If an adjunct faculty member cannot fulfill the contract requirements for instruction, the adjunct

faculty member's contract may be modified. Another adjunct or full-time faculty member may be assigned to the class via a special contract to finish the term and fulfill the seat time and substantive instruction requirements.

### **Inclement Weather Procedures for Class Meetings**

Policy 2204 governs campus-wide closures for inclement weather. Faculty members are required to hold class unless there is a campus-wide closure. Based on the College's decision to cancel classes or pivot to virtual learning, faculty members should promptly communicate with students via email and via announcement in Moodle about how these changes affect their assignments for the day of the closure.

## **Faculty Employment Expectations**

### **Health & Safety Training Criteria**

All employees, including full-time and adjunct faculty members, must participate in designated safety and/or health-related training during each quarter of each year in which the person is classified as an employee of OCCC. For specific information regarding training requirements and opportunities, faculty members should contact their Program Director/Department Chair and/or Human Resources.

### **Assignment of Classrooms**

The Division office manages classroom assignments based on anticipated class size and identified specific requirements. An instructor's room change request must be processed through the Division Dean. Individual faculty members are not authorized to move a class without approval from the Division Office.

The K-12 Partnerships Division will work directly with high school or off-site administration to find a suitable classroom space based on class size and identified specific requirements for contracted concurrent courses at the high school or other off-site locations.

### **First-Year Faculty Mentoring Program**

As part of the development process for first-year, full-time faculty, a mentoring program has been established by the Center for Learning and Teaching. This program will be one of the strategies used to enhance the development of first-year, full-time faculty. The College is committed to a system of developing first-year faculty through an expansion of their mentorship from faculty colleagues within their Department and Division, as well as from across campus and through the Associate Vice President of Academic Affairs.

#### **Guiding Principles**

- The mentoring program will be considered part of the first-year faculty member's contract requirements.
- The mentoring program will be a formative and developmental process, not a part of the performance appraisal process.
- The program will recognize the value of diverse teaching and learning styles and discipline-specific instructional strategies and should avoid a "one size fits all" approach.

### **Outside Employment**

OCCC Policy No. 2006 governs outside employment for all OCCC employees. Employees are required to disclose any outside employment positions. Full-time faculty must complete the Outside Employment form and submit it to the Division Dean for approval at the beginning of each semester or within two weeks of accepting an outside employment position.

Full-time faculty members may maintain outside employment under certain circumstances and if there is no conflict of interest. The outside employment obligations must not conflict with or supersede faculty members' OCCC responsibilities, as the faculty member's primary responsibility is to OCCC and its students.

Any outside employment must not prevent faculty from meeting their primary teaching and service obligations, including, but not limited to, teaching classes, maintaining office hours, attending required meetings, and performing department, Division, and institutional service. Outside employment should not be conducted during the faculty member's OCCC working hours. Faculty members should not use OCCC's time or resources to conduct or solicit outside business and should not use their position at OCCC to encourage students or other OCCC employees to conduct business with any person or company, including the faculty and family members.

Any adjustment to a faculty member's scheduled work hours to accommodate outside employment must have their Dean's approval. When assigning classes, outside employment will not determine the days and times a faculty member is available to teach OCCC classes or to attend meetings.

Sick leave may not be taken for outside employment, nor should classes be cancelled for outside employment.

Full-time faculty members who teach at other colleges and universities as adjunct instructors may do so if it does not interfere with their OCCC responsibilities. Use of OCCC time and resources, including OCCC's created course content, to teach at another institution is prohibited.

### **Faculty Relationships with Students**

OCCC's Employee Handbook contains a Consensual Relationship section that explains that employees should maintain only professional relationships with students, especially those in their area of campus. OCCC's success as an institution in achieving its mission depends on the professionalism of faculty and students. Establishing and maintaining professional working relationships with students is not only crucial in the success of the college, but also in safeguarding the welfare and protection of both faculty and students.

Faculty should be aware of the inherent power differential in a faculty/student dynamic and of the legal and ethical implications in working with students of all ages, some who are not yet adults. Faculty are responsible for setting clear expectations and maintaining appropriate personal and professional boundaries with students. Faculty members are discouraged from any personal communication with students via text or social media that would have the appearance of impropriety or that could be misconstrued by students.

Faculty members are expressly forbidden from having romantic relationships with current students in their classes or in their programs, regardless of the age of the student. If a faculty member feels

that a student has crossed a boundary, that faculty member should immediately document the incident and communicate with the Department Chair and Division Dean.

Faculty members should review OCCC Policy No. 1012, Section 16 for further clarification of student/faculty relationships.

### **Intellectual Property**

OCCC recognizes that faculty members are scholars outside of their employment with the College. Policy 226 governs intellectual property and what is owned by the College and what is owned by the faculty member. In general, any course material created specifically for an OCCC course or program is the property of the College, and any material created using personal time or outside scholarly programs belongs to the faculty member. Use of personally created material in a class does not create an ownership interest by the College.

### **Professional Conduct**

OCCC recognizes that faculty members have the same constitutional rights as other citizens and may use their individual opinions to write and speak on a variety of issues. Faculty members should remember they are the outward-facing contact with the community and should behave appropriately and professionally.

Faculty members, as active members of the community, may frequently engage in discussions with others in public forums such as on social media, at community events, in local journalistic publications, and at local board meetings. To protect both the College and the individual faculty member, anyone speaking or writing on an issue should distinguish between the professional job and the individual opinion. A disclaimer such as, “The views expressed are my own and do not reflect the views of Oklahoma City Community College” is encouraged.

*Effective: 1/10/2024*

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