



FACULTY HANDBOOK

**Mid-America Park
101 College Drive
Hot Springs, AR 71913
(501) 760-4222**

**Prepared by the
Office of the Vice President for Academic Affairs**

PREFACE

National Park College welcomes you to its instructional staff. Through you, the philosophy and policies of the College are extended and personified. You are in charge of our most important resource – our students.

This handbook has been prepared for you to supplement the Board of Trustees Statement of Policy, the College catalog, the Student Handbook, and other official College publications for the convenience of staff members and the smooth operation of the College.

Our students reflect noteworthy diversity in age, educational achievement, and present occupation. Appropriately then, highly skilled community members with diverse backgrounds constitute the adjunct segment of the College's instructional staff. Every instructor is responsible for knowing the contents of this handbook. Questions regarding policy/procedure should be referred to the Vice President for Academic Affairs at 760-4203 or the appropriate division chair.

Revisions of this handbook material will be needed periodically. All official revisions or additions will be shared with you at the appropriate time by administration. This will ensure that your handbook is up-to-date with regard to policies and procedures.



TABLE OF CONTENTS

PREFACE	1
WELCOMES	3
1. NPC BASICS	4
COLLEGE MISSION, PURPOSE, VALUES, AND VISION	4
RESPONSIBILITIES OF FACULTY.....	4
ACADEMIC FREEDOM.....	5
EEOC STATEMENT.....	6
2. FACULTY ESSENTIALS	6
ACADEMIC EXPECTATIONS	6
ROLE OF THE DIVISION CHAIR.....	6
ACADEMIC INTEGRITY	7
COURSE SYLLABUS—REQUIRED ELEMENTS AND STUDENT LEARNING OUTCOMES	7
STUDENT LEARNING OUTCOMES (SLOs) PRIMER	8
GENERAL CLASSROOM PROCEDURES	10
ROLE OF THE ADJUNCT FACULTY	13
CONTRACTS, STIPENDS, AND OVERLOADS	13
3. NPC COMMUNITY	14
ACCREDITATION SUMMARY	14
FACULTY SENATE	14
4. SECURITY POLICIES	15
CAMPUS SECURITY	15
ACCIDENTS AND MEDICAL EMERGENCIES	15
ALCOHOL, DRUGS, TOBACCO, AND FIREARMS	15
SEXUAL HARASSMENT	16
STALKING	16
REPORTING OF CRIMINAL VIOLATIONS.....	16
SEVERE WEATHER POLICY	17
FIRE	17
CRISIS SITUATIONS	18

WELCOMES

I am pleased to have this opportunity to offer you a welcome. We are fortunate at National Park College to have a resourceful, capable, and effective faculty. Your role as a member of that faculty is central to the success of this campus and to the success of our students. Recognize that you have the capacity to change lives as a College instructor, and that capacity suggests a powerful responsibility. You are a role model to our students. It is incumbent upon you, therefore, to make the classroom experience rewarding as well as challenging. Students rely upon you to provide them accurate and current instruction. In this way, you serve the students, the campus, our community, and our state. Take pride in your work and do it to the best of your ability. I expect nothing less of you. As you serve the students, I will serve you. Together we will make NPC an institution that will continue to garner community support, and we will forge new partnerships to further strengthen our College and broaden the options for our students.

Dr. John Hogan
President

Welcome! At National Park College we strive to ensure the highest quality learning experience for our students. We take this charge so seriously that we guarantee the skills of our graduates. I believe this guarantee says a great deal about our confidence in each of you whether you are a full-time or part-time instructor. The work that you do inside and outside the classroom is important. It is life-changing for our students and, through them, you have an impact on the community and the world around us. Be the best faculty member that you can be. Seek opportunities to collaborate with your colleagues, and be creative in the classroom. I will sincerely do my best to support you in your efforts. In exchange, I expect that you will never be idle in your pursuit of perfecting your curriculum and your delivery of that content. Be the best role model that you can be. Set professional standards for your students. Be mindful of how your actions and your conversations are helping students. Remember that you are the College everywhere you go, and that the future success of our students and our community is reliant upon you. Those are powerful responsibilities. So, take your work seriously, and go out to be the College.

Dr. Wade Derden
Vice President for Academic Affairs

1. NPC BASICS

COLLEGE MISSION, PURPOSE, VALUES, AND VISION

Our Mission:

Learning is our focus; student success is our goal.

Aspirations and Values:

- *We will maintain the highest level of integrity and expect the highest level of competency.*
- *We will operate in an atmosphere of open communication and information sharing.*
- *We will respect the ideas, time, opinions, and expertise of each team member in all interactions together.*
- *We will remain engaged and committed to open and honest relationships with all team members.*
- *We will do what we say we will do.*
- *We will listen with intent of understanding each other's perspectives.*
- *We will be accountable to all stakeholders.*
- *We will strive to communicate and support one another's decisions.*
- *We will tolerate one another's mistakes, recognize that we make mistakes, and recognize this as an opportunity for growth.*
- *We will make decisions in an inclusive, transparent way that facilitates accountability and open communication.*
- *We will choose to embrace change with optimism and enthusiasm, and take responsibility to initiate productive change.*
- *We will respect and commit to living these values and principles and use them in our interactions.*

RESPONSIBILITIES OF FACULTY

Board Policy 5.000 Responsibilities of Faculty

Weblink: <http://NP.edu/about/board-policies/>

Date Adopted: January 1, 1991, Revised March 19, 2014

Acceptance of a faculty teaching appointment at National Park College entails acceptance of the responsibilities and obligations of professional behavior. Just as the College guards the rights of each faculty member as an academician, a faculty member must guard against using his or her position for personal or non-professional benefit.

Professional, college-level teaching is the primary duty and function of each faculty member. Unprofessional conduct could include, but is not limited to, professional negligence, excessive absenteeism, insubordination, fiscal negligence, inappropriate relationships with students, and ineffective teaching and classroom management. Each faculty member will meet class regularly and punctually, conducting each class in an effective, professional manner. Faculty members shall assess student learning, measure the effectiveness of those assessments, and take appropriate action to improve student learning based on those assessments or as directed by the division chair. Faculty members are also required to

participate in professional development as well as utilize the campus learning management system for recording attendance, maintaining grade books, and sharing course syllabi.

In addition, each faculty member is expected to remain current in areas or in disciplines taught, as well as trends, issues, and problems in higher education. Faculty members are expected to assume institutional responsibilities such as serving on College committees, participating in faculty development and in-service programs, and actively supporting both College and student activities. All faculty members are also expected to assume divisional responsibilities as assigned by the division chair.

Above all, faculty members must be committed to the concept of the comprehensive community College and to the mission, philosophy, goals and objectives of National Park College, as identified by the Board of Trustees.

ACADEMIC FREEDOM

Board Policy 5.200 Academic Freedom

Weblink: <http://np.edu/about/board-policies/5-200-academic-freedom.aspx>

Date Adopted: January 1, 1991, Updated August 27, 2003

National Park College's Board of Trustees and administration ascribes to the following statement from the American Association of University Professors (AAUP):

"Teachers are entitled to full freedom in research and in the publication of the results, subject to the adequate performance of their other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.

Teachers are entitled to freedom in the classroom in discussing their subject, but they should be careful not to introduce into their teaching controversial matter which has no relation to their subject. Limitations of academic freedom because of religious or other aims of the institution should be clearly stated in writing at the time of the appointment.

College and university teachers are citizens, members of a learned profession, and officers of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As scholars and educational officers, they should remember that the public may judge their profession and their institution by their utterances. Hence, they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others and should make every effort to indicate that they are not speaking for the institution."

The above statement, while guaranteeing academic freedom, outlines the obligation of faculty and staff not to use their position with the College to advance their personal opinion or philosophy, or to espouse a particular viewpoint to the extent of excluding conflicting viewpoints.

EEOC STATEMENT

EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION

National Park College is an equal opportunity institution with an Affirmative Action Policy, which will be followed. It supports the goals of equal opportunity and affirmative action in its educational programs and activities.

In terms of staff and programs, the College endorses the principles, goals, and objectives of Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, as amended. The College continues to take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to their race, creed, color, sex, or national origin.

Further, no person in any educational program or activity conducted by the College shall be discriminated against or denied equal access or equal opportunity.

2. FACULTY ESSENTIALS

ACADEMIC EXPECTATIONS

The National Park College Board of Trustees and staff believe that certain professional responsibilities must be accepted and adhered to by all staff. The faculty member must realize:

1. The function and purposes of the College and accept the philosophy and objectives of the community College and teach those ends.
2. The tremendous influence which faculty may have upon the minds of the students.
3. The subject matter should be presented in as unbiased and objective manner as possible in order to stimulate and initiate critical thinking.
4. That students have the inherent right to develop their own ideas and impressions based upon their knowledge and experiences and should not be condemned, openly or privately, for private or personal beliefs.
5. That high ethical standards, both personal and projected, leave lasting impressions upon the minds of the students and community at large.
6. That the entire faculty and institution are often judged by the personal acts and activities of each of the staff members.

ROLE OF THE DIVISION CHAIR

The division chairperson is the direct supervisor. As such, chairs are tasked with monitoring and coordinating your work, reporting to the Vice President for Academic Affairs, and maintaining lines of communication within and outside the division. The chairperson is required by the VPAA's office to oversee search committees for divisional positions, make recommendations for staffing needs, assist faculty members with the provision of effective instruction, and give input to administration across the campus in matters related to divisional interests. Division chairpersons meet regularly with the VPAA to coordinate instruction and affect policies related to student academic success. The division chair, along with the divisional administrative assistant, monitors the divisional budget and supervises the purchase of instructional materials and office supplies. Procedures vary by division in regard to requesting purchases, so check with your divisional administrative assistant for details.

ACADEMIC INTEGRITY

One of the best means to assure classroom integrity is to establish an atmosphere that is not conducive to cheating. An instructor should exercise care in the handling of copies of the examinations, in the reusing of old examinations, and in the administration of makeup examinations.

When cheating occurs in the judgment of the instructor:

- The student may appeal an allegation of cheating by requesting a hearing from the Vice President for Student Affairs.
- A student is to receive an “F” on the work the first time the instructor finds that a student has cheated on a paper or test.
- The student is to receive an “F” in the course if the instructor discovers that the student has cheated on a paper and/or a test for the second time or if it is found that a student has cheated on a major paper or final examination. The instructor will report the case to the Vice President for Student Affairs; a record will be placed in the student’s College folder and the student will be informed.
- If the student receives an “F” in two courses because of cheating, the Student Discipline Committee will review the case and determine the appropriate action.

Plagiarism is a form of cheating and consists of:

1. Passing off the words and/or images of another as one’s own.
2. Passing off the ideas of another as one’s own.
3. Using the original organizational scheme or plot of another as one’s own.

COURSE SYLLABUS—REQUIRED ELEMENTS AND STUDENT LEARNING OUTCOMES

A syllabus is a design for teaching. Sound and thorough preplanning promotes confidence. One of the greatest obstacles to effective teaching is a lack of clarity of purpose for any course. The function of the syllabus preparation is to aid faculty in crystallizing plans for what to teach and how to teach it. Properly constructed, a syllabus is a course guide which aids the student in achieving selected learning objectives.

A syllabus will include the following:

- Identifying material: course number, location, semester, name of the instructor, the instructor’s division, phone number, and office hours.
- Course description: The description may be found in the NPC catalog.
- Rationale: Why the class is being offered, why such classes exist.
- Prerequisites: What courses must be taken or skills mastered to succeed in this class. If there are no prerequisites, this should be stated.
- Textbook and other required materials.
- Student Learning Outcomes: Student learning outcomes, or SLOs, are statements that specify what students will know, be able to do or be able to demonstrate when they have completed or participated in a program/activity/course/project. For more information on constructing and aligning your SLOs, see the SLOs Primer at the end of this section.
- Evaluation Procedures (Grading): College grading should reflect the quality of performance and achievement of competency by students who complete a course. The grading scale will also be included in this section. Most divisions of NPC use the standard percentage grading scale (90% = A, 80% = B, etc.). Check with your division chair about the grading scale for your course.
- Academic Honesty (or Integrity) policy
- Make-up policy
- Attendance policy that is appropriate to your course: **Taking attendance is mandatory!** There are many students that receive financial aid or are involved in other programs that require periodic attendance checks by the program coordinators. Also, studies show that mandatory attendance increases persistence. Attendance can be as simple as a sign-in sheet every class

period. For information on using Blackboard attendance, contact your division chair. Here is the NPC Attendance Policy:

1. Regular attendance is a critical element in student success. Therefore, students are expected to attend all regularly scheduled class sessions and to complete all assigned class work. Instructors will provide written attendance policies that outline how attendance may affect students' final grades.
 2. Except for extreme circumstances, students are not permitted to be absent from scheduled tests without prior approval of the instructor. Make-up arrangements with an instructor are the responsibility of the student.
 3. Students are required to attend 85% of all class hours scheduled for a course. A student who does not meet the 85% standard is considered to be **excessively absent**.
 4. The College reserves the right to withdraw a student for excessive absenteeism. Excessive absenteeism may also result in failing grades, academic probation or suspension and loss of financial aid.
 5. If a student is judged to be excessively absent, the instructor will report this immediately to the Advising Center for follow-up action.
 6. The Advising Center will assume the responsibility of getting the student to an advising session with the instructor as needed. Every effort will be made by faculty and staff to help the student with any academic difficulty.
 7. Throughout this process, it is recognized that the instructor is the judge of the final grade a student receives in any course.
- Disability clause (ADA policy): This portion of the syllabus is standard and should read as follows:

Students with Disabilities: It is the policy of National Park College to create inclusive learning environments. If there are aspects of the instruction or design of this course that result in barriers to your inclusion or to accurate assessment of achievement—such as time-limited exams, inaccessible web content, or the use of non-captioned videos—please notify the instructor as soon as possible, preferably during the first or second week of class. Then, it is the student's responsibility to contact the campus Disability Specialist, Robyn Hendrix, to verify disability and to request one or more accommodations. Students should contact the Disability Specialist by telephone at 501-760-4227 (v/tty) or via e-mail at rhendrix2@NP.edu. For more information, visit the Disability Services website at http://www.NP.edu/Students/StudentServices/student_services_description.htm#Disability
 - Important dates: A schedule of daily assignments, material to be covered, tests, deadlines for reports, papers, projects, etc. should be added as an addendum to provide the student an opportunity to plan and know what is required in your course and when.

STUDENT LEARNING OUTCOMES (SLOs) PRIMER

Outcomes are usually expressed as knowledge, skills, attitudes or values.

What are the characteristics of good SLOs? SLOs specify an action by the student that must be observable, measurable and able to be demonstrated!

How can SLOs help students and organizations? Assessing SLOs:

- Will help departments understand how to better facilitate student learning.

- Will provide departments with feedback (e.g. Are your services providing what they are supposed to beyond customer satisfaction? What skills are students learning? Are these the skills we want them to learn? Are these the skills we are teaching them?)
- Will enable students to articulate what they are learning and have learned from attending NPC, inside and outside of the classroom.
- Will help students be able to explain what they can do and what they know.
- Will enable students to better understand where they can go to learn particular knowledge, skills, attitudes or values.
- Ultimately, will provide students with a map of where various learning opportunities are available throughout the College.

When writing Student Learning Outcomes:

- Focus on a smaller number of high priority outcomes – this will lower the burden of assessment and record-keeping.
- Make outcomes as specific, focused and clear as possible – general outcomes will be hard to measure!

Use action verbs that result in overt behavior that can be observed and measured. Sample action verbs are:

analyze	compare	develop	label	prepare
apply	compile	differentiate	list	question
argue	compute	discuss	locate	rate
arrange	create	distinguish	manage	recognize
assemble	criticize	estimate	memorize	repeat
assess	critique	explain	order	reproduce
build	defend	formulate	operate	review
calculate	define	identify	organize	revise
categorize	demonstrate	illustrate	plan	select
choose	describe	indicate	practice	solve
classify	design	interpret	predict	state

Certain verbs or verb phrases are unclear and call for covert, internal behavior which cannot be observed or measured. These types of verbs should be avoided:

appreciate	learn	know	understand
become aware of	become familiar with	be able to	

Examples of SLOs that are **TOO** general and **VERY HARD** to measure:

- will appreciate the benefits of exercise.
- will be able to access resources at NPC.
- will develop problem-solving skills and conflict resolution.
- will be able to have more confidence in their abilities.

Still general and **HARD** to measure:

- will value exercise as a stress reduction tool.
- will be able to develop and apply effective problem solving skills that would enable one to adequately navigate through the proper resources within the College.
- will demonstrate ability to resolve personal conflicts and assist others in resolving conflicts.
- will demonstrate critical thinking skills, such as problem solving as it relates to social issues.

Specific and relatively **EASY** to measure:

- will be able to explain how exercise affects stress.
- will be able to identify the most appropriate resource that is pertinent to their College concern.
- will demonstrate the ability to analyze and respond to arguments about racial discrimination.

General Expectations

The following is a list of responsibilities that must be met before and during the semester:

1. Keep your contact information updated with the division administrative assistant and the NPC Emergency Contact List.
2. Familiarize yourself with division policies on academic integrity, No Show students, withdrawing students from your class (detailed below). Your division chair will be happy to assist you with any questions you have about these policies. Policies may also be found through the NPC website.
3. In case of illness or other personal problems before or during class that necessitates your absence, notify the division chair or division administrative assistant. In case of an emergency during the evening immediately before or during class contact the administrator that is on duty at 501-760-4222.
4. An academic calendar is provided on the NPC website (<http://catalog.np.edu/content.php?catoid=5&navoid=658>). This calendar contains the official College calendar and other general information of interest to you.
5. Information regarding mid-term and final grade rosters will be given to you by your division chair. Deadlines for completion of grade reporting are firm. Mid-term and Final Grades are recorded and posted through the NPC Faculty Center in OASIS. You will receive training in the system when you are hired. If problems develop or are anticipated, contact the division chair or division administrative assistant.

GENERAL CLASSROOM PROCEDURES

1. Meet each class at the scheduled time and place and for the amount of time specified in the course schedule. Prior approval by the Vice President for Academic Affairs is necessary for a semester change in time or place. Field trips, make-up classes, or any additional class meetings scheduled at other than officially published dates and times may be held when prior administrative permission has been granted to the instructor and when all students have been notified in advance and are able to attend.
2. Keep accurate, up-to-date records of student grades and attendance in Blackboard as directed by the division chairperson and the Vice President for Academic Affairs.
3. Provide students with feedback on grades and assignments in a timely manner.

First Class Meeting Guidelines

1. Take roll and identify names of all students in class who are not on your class roster. Follow up on the status of these students with your division administrative assistant.
2. Call attention to any course prerequisites. Any student lacking prerequisites should be referred to an advisor for proper placement.
3. Provide a copy of the course syllabus to each student in your course(s) during the first week of the semester either through paper handout or Blackboard. The required elements of the basic syllabus are detailed below.
4. Special care should be taken to cover the following components of the syllabus:
 - a. Attendance requirements
 - b. Course objectives and ways of evaluating performance
 - c. Required course materials and the importance of acquiring and maintaining those materials
 - d. Identify the role of classwork, homework, and test/term papers in your course(s)
 - e. Your availability to discuss coursework and/or other student concerns (i.e., your office hours and location of your office)

Textbooks

All sections of a course will use the same textbook. Typically, your division chair will collect information about the textbook choices for your class. If you have specific input or requirements, be sure to let him/her know your thoughts.

Change of Grade

Instructors or the division administrative assistants may change a student's grade on the NPC Insider Page in Faculty Utilities at Grade Change Requests. Click on New Request, type your name, type in term code or click on the icon by the term code box and select the correct term code semester, click on the correct class roster, arrow down to the student you want to change the grade for, click on the box by the student, arrow down to the correct grade, save the request at the bottom of the page.

Class Rosters

In order to access your rosters you must go to the NPC Insider Page. You will need to click on Faculty Utilities on the left side of the page at the top. Click this link and it will give you a drop-down menu where you will need to click on My Rosters. Your rosters can be viewed and printed (with student ID photos) from this location.

Review your rosters for accuracy of information. CHECK the following items:

1. Proper class/section designation.
2. Proper instructor designation.
3. Names spelled correctly for each student.
4. Verification of any drops/adds.

Unresolved questions should be referred to the division administrative assistant.

Dropping a student

Following the third meeting of your class, you must drop any students who have not attended. These students are termed "No Shows." Reporting "No Shows" may be completed in the Faculty Utilities on the NPC Insider Page or by your division administrative assistant.

In addition to dropping students who do not attend class by the third meeting, you drop students who do not meet the minimum attendance requirements for your course. (See the NPC Attendance Policy.) Please give the class number, the student's name, ID number, last date of attendance and/or any pertinent information to your administrative assistant or your division chair, either of whom may complete the student drop.

Credit Hours

The academic year is divided into two 16-week semesters and three summer (one ten-week and two five-week) sessions. Course credits are recorded in semester hours. The last digit in the course number shows the number of semester hours of credit given for each course. A full-time student load is a minimum of 12-semester hours each semester and 6-semester hours if attending the summer session.

Final Exams

Each semester the Vice President for Academic Affairs publishes an official exam schedule for conducting final exams. It is left to the discretion of each instructor as to whether or not this exam will be comprehensive or cover a restricted unit of instructional material. This decision should be made at the beginning of the semester, listed on course outlines, and called to the attention of students. Instructors are expected to follow the final exam schedule as published.

Faculty may not change the time and place of the exam without the expressed permission of the Vice President for Academic Affairs.

Final grades must be reported to the College by the date listed on the final exam schedule.

Grading

An alphabetical letter grading system is used in associate degree courses at National Park College. The meaning of each letter grade is the following:

A	Excellent
B	Above Average
C	Average
D	Passing, but below average
F	Still attending and failed course
W	Withdrawn, stopped attending
IP	Incomplete

Consult your division chairperson for information regarding any grading procedures within your division.

Mid-Semester Grades

On the NPC Insider Page, you will go to PeopleSoft CS/HRSM (Oasis). Click this link, and it will give you a drop-down menu where you will click on Campus Solutions Help. Here you will see folders. Click on the Faculty Folder, where you will find instructions for viewing and printing rosters, entering and approving mid-term grades, and posting final grades. This process could be subject to change. If it does, you will be notified, or if you have questions, contact your division administrative assistant.

Students should be given letter grades, "A" through "F," as they reflect the student's progress to that point in the semester. **INCOMPLETE (IP) GRADES MAY NOT BE ASSIGNED AT MID-SEMESTER.**

All midterm grades should be recorded and approved in INSIDER by the date indicated for mid-semester grades on the instructor's contract.

Posting Grades

On the NPC Insider Page, you will go to PeopleSoft CS/HRSM (Oasis). Click this link and it will give you a drop-down menu where you will need to click on Campus Solutions Help. Here you will see folders. Click on the Faculty Folder and all your instructions for viewing and printing rosters, mid-term grades, and final grades are located here.

The assignment of grades by instructors at mid-semester and the posting of grade information at the end of the semester shall be done in such a way that it protects the privacy of each student. **Grades must not appear on a posted list with student names or ID numbers.**

Discipline

Student discipline is considered a joint responsibility of the Instructional and Student Services staff at National Park College. Should any instructor feel that a disciplinary situation exists which cannot be settled with the student involved to mutual satisfaction, the instructor is asked to refer the matter to the Vice President for Student Affairs.

When conduct is detrimental to the best interests of the College, the student will be dismissed upon the recommendation of the Vice President for Student Affairs after adequate due process.

Incomplete Grade Proposal

1. An incomplete ("IP") grade may be requested by a student and given by an instructor only if a minimum of 75 percent of all semester class work, especially where laboratory work is involved, has been satisfactorily completed in the judgment of the instructor, whose decision is final. Consequently, an "IP" grade may not be assigned at mid-semester.
2. The student must have a passing grade in the judgment of the instructor when the request is made and before approval can be given.

3. In requesting an "IP" grade, a student automatically waives the right to request or to receive a withdrawal "W" grade or an "AU" audit grade at a later date.
4. A student should not register again for the same course.
5. To complete the necessary class work, the student and instructor must sign a written contract defining the work that must be completed to finish the course. The student, the instructor, and the division chair should receive copies of the signed contract. The same instructor who assigned the "IP" must initiate the grade change.
6. Resolution of incomplete academic work is to be negotiated with the instructor but may not exceed a time period of the mid-semester date the following semester. At the end of this deadline, based on the judgment of the instructor whose decision is final, a change of grade will be issued by the instructor to the Registrar's Office.
7. It is the student's responsibility to arrange with the instructor for completion of all unfinished work, once an instructor has agreed to assign an "IP" grade at the end of the semester.
8. Incomplete grades must be submitted on the final grade roster.
9. An 'IP' grade may be replaced with a passing grade provided the student satisfactorily completes the coursework as stipulated by the instructor. Summer session work must be completed by mid-semester of the following fall semester. If a grade change form is not submitted by the instructor, the "IP" grade will revert to an "F" grade at the end of the semester.

Summer School

Classes are scheduled Monday through Thursday beginning at 8:00 a.m. Monday through Thursday, three credit-hour classes run for two hours. The Summer I semester typically begins the last week of May and ends the last week of June. The Summer II semester typically begins the second week of July and ends the first week of August. A few online and evening classes run for ten weeks and begin with the first summer session.

Division Meetings

Division meetings are usually held once a month and at least once a semester. The division chairperson issues an e-mail in advance stating the time, place, and agenda. Adjunct faculty are welcome at these meetings but are not required to attend.

ROLE OF THE ADJUNCT FACULTY

An adjunct instructor is accorded the same prerogatives of academic freedom and bears the same kind of teaching responsibilities as a full time instructor. Divisions will provide their adjunct faculty members with supplies for completion of their classroom duties. Also, divisions will provide the faculty member with a place to store materials, as well as a place to complete work or hold conferences. The College provides training in Blackboard and computer-based elements involved in campus life. Technical support is also available to adjunct faculty members through Computer Services (techsupport@NP.edu).

Appointment to the adjunct faculty of National Park College does not entitle instructors to qualify for guaranteed continuous employment or fringe benefits. Adjunct employment does not accrue toward the state's mandatory three-year probation period if the instructor later becomes a full time faculty member at NPC.

CONTRACTS, STIPENDS, AND OVERLOADS

For questions about hiring and contracts, the personnel of the Human Resources department are happy to answer any inquiries about an instructor's particular contract, withholding, required forms, or bank deposits. Some questions may be answered through the HR page on the NPC website (www.NP.edu/facstaff/hr/default.aspx).

3. NPC COMMUNITY

ACCREDITATION SUMMARY

Accredited by:

- The Higher Learning Commission: A Commission of The North Central Association of Colleges and Schools
- Accreditation Commission for Education in Nursing, Inc. (ACEN)
- Commission on Accreditation of Allied Health Education Programs
- The Joint Review Committee in Education on Radiologic Technology
- The National Accrediting Agency for Clinical Laboratory Sciences
- The Council on Occupational Education
- The Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM)
- The Committee on Accreditation of Educational Programs for the EMS Professions (CoAEMSP)
- American Health Information Management Association (AHiMA)

Approved by:

- The Arkansas State Board of Nursing
- The Arkansas Health Department
- Automotive Service Excellence/National Automotive Technicians Education Foundation (ASE/NATEF)
- Refrigeration Service Engineers Society
- EPA Refrigerant Certification
- Associated General Contractors of America (AGC)

Membership in:

- The National Institute for Staff and Organizational Development
- The American Association of Community and Junior Colleges
- The Council of North Central Community and Junior Colleges
- The Arkansas Association of Two-Year Colleges

FACULTY SENATE

Board Policy 5.300 Faculty Organizations

Weblink: <http://np.edu/about/board-policies/5-300-faculty-organizations.aspx>

Date Adopted: January 1, 1991, Revised November 28, 2012

The Board of Trustees recognizes the importance of the faculty contributions to the decision-making of the College. Therefore, the faculty may organize for the purpose of faculty governance, and the President will be available to that designated body for direct communication.

The Board of Trustees will inform the elected leader of the College's faculty governance system whenever any changes are made in a policy regarding faculty organization. Likewise, the President and the Chairman of the Board of Trustees must be notified of any changes in the faculty governance constitution, by-laws, and procedures within 30 days of the time such changes are approved in accordance with the constitution's guidelines. The Board of Trustees reserves the right to final approval of all changes.

The adoption of this policy is in no manner a delegation of any authority vested in the Board of Trustees by the State of Arkansas or the College District. The purpose of this policy, and any ensuing actions, is to guarantee communication and input and interchange among the Board of Trustees, administrative

officers, and the employees of the College covered by the constitution, by-laws and procedures of the faculty governance system.

The adopted constitution of the faculty governance system can be located in Appendix C of the Board Policy Manual.

For questions about College policies

On the NPC website (www.NP.edu) you'll find the tab for Students. This screen will provide options for connecting to the catalog. The College Catalog page, found at <http://catalog.np.edu/index.php?catoid=5>, is a good source of information. The division administrative assistant can also provide access to the Board of Trustees Policy Manual in hard copy, which contains every approved institutional policy. The Policy Manual is also available online through the website at <http://np.edu/about/board-policies/>.

4. SECURITY POLICIES

The information provided here is intended as an overview of important safety issues and procedures. Adjunct faculty should familiarize themselves with the "Emergency Maps" located on each floor of all buildings. These denote assembly areas, evacuation routes, extinguishers, fire alarms, etc. Your division chair or administrative assistant should have a copy of the NPC Emergency Procedures, which provide guidelines for evacuating the campus, handling a death on campus, active shooter situations, etc. Please take time to review these guidelines.

CAMPUS SECURITY

Campus security is provided by Harp Security and the Garland County Sheriff's Office during regular class sessions. To reach the officer, dial "0" on any campus phone for the switchboard operator. The operator will immediately dispatch the officer to the location of the request. You can reach campus security directly at (501) 760-4293.

ACCIDENTS AND MEDICAL EMERGENCIES

In the case of serious accidents or other medical emergencies, call 911 if medical attention is needed and then call the switchboard by dialing "0" on any campus phone.

In a non-life threatening situation, employees and students can seek medical treatment in the office of the campus nurse (Fisher Building, room 126). The nurse will determine if the medical emergency or injury requires further treatment and will make recommendations.

When an accident of any kind involving students or visitors occurs on campus, the Vice President for Student Affairs or evening coordinator should be notified as soon as possible to complete an accident form for documentation. College personnel should not, under any circumstances, make any statements causing those involved to believe that the College will pay for necessary medical treatment. Any questions regarding this should be referred to the Vice President for Financial Services.

NPC employees MUST notify their supervisor of any injury occurring on campus as soon as the incident occurs. The Department of Human Resources should be notified ASAP of an employee injury.

ALCOHOL, DRUGS, TOBACCO, AND FIREARMS

Federal, state, and local ordinances that prohibit the use and/or sale of alcohol, drugs, tobacco, and firearms shall be observed. National Park College is committed to maintaining an alcohol and drug-free campus environment for students and employees and will adhere to Public Law 101-226, as mandated by

the United States Department of Education. The Board of Trustees opposes the unlawful manufacture, distribution, possession and use of controlled substances by any employee or student.

Furthermore, according to Arkansas Clean Indoor Air Act of 2006, it is illegal to use tobacco on any state property. Smoking or other tobacco use is therefore prohibited anywhere on the NPC campus.

NPC is a gun-free campus. As per Arkansas Act 226, the NPC Board of Trustees has adopted a policy forbidding the carrying of concealed guns on the NPC campus with the exception of security personnel.

SEXUAL HARASSMENT

Sexual harassment of students or College personnel is illegal under Title IX of the Elementary/Secondary Act of 1972. The College is committed to providing an environment of study and work free of sexual harassment. Sexual harassment of students is prohibited in and out of the classroom and in the evaluation of students' academic performance.

Unwelcome sexual advances toward or from any student should be reported to the Vice President for Student Affairs and/or the Vice President for Academic Affairs. Advisors, instructors, and any other employees who know of such situations are instructed to help students get such complaints into proper administrative channels, if such assistance is needed. If the student is not satisfied with the result of the complaint, he or she may appeal to the Sexual Harassment Grievance Committee. For complete details of the College's Sexual Harassment policy and related procedures, see the NPC Policy Manual, Board Policy 7.500.

STALKING

The State of Arkansas has established that stalking is a crime under Act 379 effective March 8, 1993, (available in the Vice President for Student Affairs' office). The law against stalking encompasses such courses of conduct as harassment (physical, written, telephone, telegraph, e-mailing, texting, or any other form of written communication), terroristic threatening, following a person, insults, taunts, or challenging a person in a manner likely to provoke a violent or disorderly response. Violations of the law will be reported immediately to law enforcement agencies.

REPORTING OF CRIMINAL VIOLATIONS

If reporting a crime in progress, do not interfere with the persons committing the crime. Instead, call 911 and then call the campus switchboard "0".

If you are the victim of, are involved in, or witness any on-campus crime or violation of the law such as an assault, robbery, theft, over sexual behavior, etc. that is in progress, then call 911, then the NPC security officer at (501) 760-4293 or the switchboard "0." Move to an area of safety until the police arrive. You will be asked to provide the following information:

1. Nature of incident
2. Location of incident
3. Description of person(s) involved
4. Location of person(s) involved
5. If the person(s) left the scene, the direction of travel
6. What time the incident occurred
7. Your name, location, department, and extension number

Get a good description of the criminal if personal safety allows. Note the height, weight, sex, color, approximate age, clothing, method and direction of travel, and name if known. Also, should the criminal

leave the scene, note the vehicle (bicycle, motorcycle, car, etc.) make and model, license number (if possible), color, outstanding characteristics, etc.

Any student, faculty, or staff who is a victim of a crime or who wishes to report a criminal violation on the NPC campus or at a NPC sponsored activity shall put the allegation in writing, sign the statement, and present this statement to the Office of the President or a designee of the President.

SEVERE WEATHER POLICY

The campus will not be closed because of weather conditions unless highways leading to the College are closed by order of the State Police. Unless there is an announcement on radio, television, or by telephone to the contrary, we should all assume we are expected to attend on normal schedules.

Tornado Alert

In the event that a “Tornado Warning” is issued for our immediate area, you will be notified by the campus’ “All Call” system. A building captain will direct all personnel and students to the optimum area of safety designated on the building’s emergency maps, which are posted in each building and in the NPC Crisis Plan.

In case of a tornado alert, students and staff should take cover in a lower level corridor, basement area free of glass exposure to the outside, or in spaces on the southwest side of a building below ground level. All personnel should keep away from windows and, if possible, seek the protection of a table or desk. The greatest hazard of a tornado is flying glass and debris.

If a person is unable to secure the protection of a building and is caught outdoors, a depression in the ground, such as a gully, culvert, or deep ditch is better protection than nothing at all. Regardless, if caught outside during a storm, lie flat on the ground to reduce the hazard of being hit by flying objects. Avoid areas with power or utility poles as they may be energized and pose an electrical hazard.

In an automobile, stop as quickly as safety permits. Exit the vehicle and seek shelter in a ditch or depression in the ground, and lie flat on the ground.

In the event a tornado does strike the NPC campus, the Emergency Director will coordinate with the proper city authorities. A command post will be established and the Emergency Response Team will direct students and staff to designated areas for evacuation or medical help.

FIRE

In the event of a fire, any person may sound the fire alarm. A student should notify the nearest faculty or staff member to ensure that the Piney Fire Department may be called promptly.

Staff members and students should know where fire extinguishers are located and are asked to use them if necessary. Familiarize yourself with the posted Emergency Maps prior to any emergency. The maps indicate evacuation routes, outside gathering locations, fire extinguisher locations, and alarm locations.

Everyone should evacuate the building and immediate area to safety. The person reporting the fire should remain available to give the location to the proper authority and explain any necessary details.

In brief, follow these procedures in case of a fire emergency:

- R—Rescue or remove anyone (including yourself) in immediate danger
- A—Activate the alarm, call 911, and then the switchboard
- C—Confine or contain the fire by closing all doors and windows in and around the area
- E—Extinguish the fire with portable fire extinguisher if it is safe to do so

CRISIS SITUATIONS

In case of a crisis situation or other emergency, the campus is equipped with an “All Call” intercom system. Please take an “All Call” seriously and follow any instructions that are relayed without hesitation.

Also, you may sign up for automated voice, text, and email emergency alerts via the NPC website at: www.NPC.edu/computer-services/campus-portal.aspx

If a building lockdown is announced over the “All Call” system, exterior doors should be locked before taking refuge in an office or classroom.

In the rare case of an active shooter(s) on campus, use common sense and follow the instructions of emergency personnel. If you are directly involved or can hear gunshots in the immediate vicinity:

- Go to the nearest room or office
- Close and barricade/lock the room or office door
- Turn off the interior lights
- Close the blinds or curtains
- Call **911** and then the switchboard “0” to provide the following information:
 - Your name and exact location
 - Location of incident or shooter(s)
 - Number of suspects and their description
 - Number and location of injured persons
- Remain quiet and DO NOT answer or open the door until emergency personnel arrive.

If you have any questions about the information contained in this handbook, please see your division chair.