



FACULTY HANDBOOK

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**Prepared by the
Office of the Vice President for Academic Affairs
(Revised summer 2021)**

PREFACE

National Park College welcomes you to its instructional staff. Through you, mission, values, general education philosophy, and policies of the College are extended and personified. You are charged with educating our most important resource – the 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. 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, 760-4203, or the appropriate academic dean.

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

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WELCOME

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 lot 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 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, VALUES, AND VISION

Our Mission

Learning is our focus; student success is our goal.

Our Vision

To be the preferred choice for education, serving as a catalyst for personal enrichment, economic growth, and community engagement.

Our Values

As thought leaders we value:

- Access - for students from all walks of life in achieving their educational goals by offering a wide range of learning opportunities.
- Excellence - through innovative new solutions and programs to ensure our premier institution produces competitive scholars and partners.
- Accountability - to ourselves, our students, and community partners. We are committed to personal accountability through ethical behavior, academic growth, and intellectual development.
- Collaboration - by encouraging partnerships that address student, employee, and stakeholder needs, contribute to the economic prosperity of our region, and promote active engagement in global community.
- Respect - by maintaining an environment that creates opportunities to explore ideas, philosophies, and perspectives through open communication, social engagement, and diverse cultural experiences.

RESPONSIBILITIES OF FACULTY

Policy Number: 5.000

Policy Name: Responsibilities of Faculty Original

Adoption: January 1, 1991

Revised: August 2016

Next Scheduled Review: August 2022

Responsible Cabinet Member: Vice President for Academic Affairs

Department/Office: Vice President for Academic Affairs

BACKGROUND/HISTORY

This policy updates the revised March 19, 2014, policy to reflect the College's name change and structural changes within the College. It also combines previous Board Policies 5.400, 5.500, and 5.800.

SCOPE

The Responsibilities of Faculty policy outlines the minimum standards by which every faculty member is evaluated. This policy also provides the general professional expectations of full-time faculty at National Park College. While the scope of this policy is directed toward the full-time faculty, part-time and early college faculty are also expected to follow the same professional and ethical standards outlined in the policy.

POLICY STATEMENT

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 their supervisor(s). Faculty members are required to participate in professional development (see NPC Board Policy 5.130) and are required to utilize the campus learning management system for recording attendance, maintaining grade books, encouraging information literacy, and sharing course syllabi.

In addition, each faculty member is expected to remain current in areas or in disciplines taught, as well as in 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, actively supporting both college and student activities, and participating in annual commencement exercises unless excused by the Vice President for Academic Affairs. All faculty members are also expected to assume divisional responsibilities as assigned by their direct supervisor and attend division meetings when called.

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.

Faculty will be held responsible by their immediate supervisor via the performance review process. Performance review of full-time faculty will be conducted annually and may consist of peer evaluation, student evaluation, instructional assessment review, self-evaluation, and supervisory performance review. The faculty performance review will be in compliance with Arkansas Code 6-63-104 and approved by the Department of Higher Education.

ACADEMIC FREEDOM

Policy Number: 5.200

Policy Name: Academic Freedom Original

Adoption: January 1, 1991

Revised: August 27, 2003, September 2016 Next Scheduled Review: September 2022

Responsible Cabinet Member: Vice President for Academic Affairs Department/Office: Associate Dean

POLICY STATEMENT

National Park College's Board of Trustees and administration ascribe 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.

EQUAL EMPLOYMENT OPPORTUNITY - *Pending August 2021 Board of Trustees Approval
National Park College affirms and actively promotes the right of all individuals to equal opportunity in education and employment without regard to any protected basis, including race, color, sex, national origin, age, religion, marital status, disability, veteran status, sexual orientation, gender identity and gender expression, or any other consideration not directly and substantively related to effective performance.

2. FACULTY ESSENTIALS

ACADEMIC EXPECTATIONS

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

1. The function and purposes of the College and accept the mission, educational philosophy, and objectives of the community College and teach to 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 institution is often judged by the personal acts and activities of its employees.

ROLES OF THE ACADEMIC DEAN, ASSOCIATE DEAN, AND PROGRAM DIRECTOR

The academic dean serves as a direct report to the Vice President for Academic Affairs (VPAA). The academic dean's job is to ensure that the faculty in their area have the resources and support needed to fulfill the instructional mission of the college. The academic deans typically operate at an institutional level and are thereby responsible for communicating institutional policy to the faculty through the associate dean and program directors. They are responsible for the leadership, planning, marketing, and budgeting of the academic units of the College. Likewise, they are ultimately responsible for the quality assurance, accreditation, and general compliance of their academic units. They coordinate these efforts with the associate deans and program directors depending upon the academic unit they serve.

The associate dean is the direct supervisor of faculty for most of the general education, business, and technology on campus. As such, the associate dean is tasked with monitoring and coordinating faculty work, reporting to the academic dean and the Vice President for Academic Affairs, and maintaining lines of

communication within and beyond the academic division. The associate dean is often required by the VPAA's office to oversee search committees for faculty positions, make recommendations for staffing needs, assist faculty with the provision of effective instruction, coordinate assessment activities for the division, and give input to administration across the campus in matters related to divisional interests.

Associate deans meet regularly with their respective academic dean to coordinate instruction and affect policies related to student academic success. The academic dean, along with the associate dean and the divisional administrative assistant, monitors the divisional budget and supervises the purchases of instructional materials and office supplies. Procedures vary by division regarding requesting purchases, so check with your divisional administrative assistant for details.

Program directors operate much like associate deans, except on a smaller scale, and are typically focused on a single program of study rather than a division, which may have several programs. Program directors primarily exist in the health sciences and nursing division and report directly to their academic dean.

CURRICULUM AND ASSESSMENT

The Curriculum and Assessment Committee (CAC) is a standing college committee that provides an operational framework for the development and evaluation of the academic courses, programs, and outcomes of the curriculum in accordance with the mission, purposes, and objectives of the college. To carry out its designed purpose, the CAC requires adherence to stated guidelines for curriculum development and evaluation.

The CAC is comprised of voting members, mentored members, and ex-officio members and meets a minimum of three (3) scheduled meetings per semester during each academic year. Meetings are held at 2:30 pm on the second Wednesday of the scheduled months.

Every faculty member should speak with his or her dean or associate dean about the specific expectations for instructional assessment and adhere to the campus practices set forth by the CAC. (For more information on assessment at NPC, visit <https://np.edu/about/assessment/>. The CAC By-laws can be found in the Faculty Resources SharePoint in the CAC folder.

GENERAL EXPECTATIONS

1. Keep your contact information updated with the division administrative assistant, human resources, and the NPC Emergency Contact List.
2. Familiarize yourself with policies on academic integrity, No Show students, and withdrawing students from your class. Your associate or academic dean will be happy to assist you with any questions you have about these policies. Policies may also be found on the NPC website.
3. In case of illness or other personal matters before or during class that necessitates your absence, notify the associate dean or division administrative assistant. For evening classes, if you are unable to reach the division or in case of an emergency, contact security at 501-760-4293 or 501-538- 5507. Please try to reach someone personally, when possible.
4. An [Academic Calendar](#)¹ is provided on the NPC website and contains the official College calendar and other general information of interest to you.

¹ If the academic calendar link is inactive, please follow this pathway from the NPC homepage: np.edu>students>catalog>academic calendar

5. Information regarding mid-term and final grade rosters will be given to you by your associate dean. Deadlines for completion of grade reporting are firm. Mid-term and final grades are recorded and posted through the NPC Faculty Center in OASIS/PeopleSoft. If problems develop or are anticipated, contact the associate dean or division administrative assistant.
6. Full-time faculty are expected to work 40 hours per week. Fifteen of those hours, at a minimum, should be direct instruction and ten hours, at a minimum, should be office hours. The remaining time should be dedicated to fulfilling the responsibilities of the faculty as put forth in Board Policy 5.00. These activities may include, but are not limited to, preparing for instruction through course planning, grading, community service, and service to the college.
7. There is an expectation from the Vice President of Academic Affairs that all email and voicemail will be responded to within 24 hours Monday through Friday excluding scheduled holidays and breaks.

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 appropriate academic dean and 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. All faculty are required to use the Learning Management System (LMS) in all their courses. At a minimum, the LMS must be used to provide students with timely and accurate grades, linkages to library resources, a record of student attendance using the appropriate LMS based attendance software, a current syllabus, and links to student surveys, especially end-of-course student surveys (GLASS). See the NPC E-Learning Policy and Procedures Manual for guidance in any of these areas. The manual is located in the Faculty Resources SharePoint folder and in D2L.
3. Attendance should be taken each time a class meets and updated in the LMS. For online classes, attendance should be noted in the LMS weekly.
4. Provide students with feedback on grades and assignments in a timely manner. Faculty response times to students must be stated in the syllabus and will include response times for email, voicemail, and graded assignments. If there is a delay in grading, faculty should post in the LMS explaining the delay and when students can expect to view their grades. There is an expectation from the Vice President of Academic Affairs that all email and voicemail will be responded to within 24 hours Monday through Friday excluding scheduled holidays and breaks.

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) on the first day of class via the LMS. The required elements of the basic syllabus are detailed in this handbook. The college uses a standard format syllabus software that makes syllabi available to students via the LMS. Past and current syllabi are archived and accessed via the NPC Library's website.
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)
- f. ADA statement: It is the responsibility of the student to inform the instructor if they have special needs or accommodations. Students with documented learning disabilities/special needs should let the instructor know if accommodations have been approved.

Textbooks

All sections of a course will use the same textbook. Typically, your associate dean 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. Additionally, please take into consideration the costs of textbooks while making your selection. The campus bookstore provides several options for textbooks, including e-books.

Change of Grade

If an error is made in entering the student's mid-term or final grade, contact, in writing, the associate dean or dean with student name, ID number, semester, class number or catalog and section number, old and new grade, and rationale for grade change.

Class Rosters

Class rosters may be accessed through the Faculty Center in OASIS. Step-by-step instructions are located in the Faculty Resource folder in SharePoint and the NPC Faculty Community in D2L.

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
5. Verify with the students that they are enrolled in the correct degree program. If not, direct them to visit with the Registrar's Office to update their degree information

Unresolved questions should be referred to the division administrative assistant. These procedures are subject to change. The division administrative assistant will know the most up-to-date procedures, or the procedures can be found in the Faculty Resources portion of SharePoint. You can access SharePoint by clicking Webmail in the Quick Links drop-down menu on the NPC homepage. Once logged into Microsoft 365 online, choose SharePoint from the available applications, then choose Faculty Resources. Faculty Resources is also linked in the Faculty Community in D2L.

Discipline

Student discipline is considered a joint responsibility of the instructional and student services staff at National Park College. Should any instructor believe 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 Dean of Students.

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.

Dropping a student

Before the 11th day of the semester (regular fall/spring semesters), you ***must*** drop any students who have not attended your class. These students are termed "No Shows." Reporting "No Shows" may be completed by your division's administrative assistant. The College will send reminders with specific deadlines via your campus email. Ask for assistance if you are uncertain of these procedures.

In addition to dropping students who do not attend class by the eleventh (11th) day, you may 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, and last date of attendance and/or any pertinent information to your administrative assistant or your associate dean, either of whom may complete the student drop.

These procedures are subject to change. The division administrative assistant will know the most up-to-date procedures, or the procedures may be found in the Faculty Resources portion of SharePoint. You can access SharePoint by clicking Webmail in the Quick Links drop-down menu on the NPC homepage. Once logged into Microsoft 365 online, choose SharePoint from the available applications, then choose Faculty Resources, which is also linked in the Faculty Community in D2L.

Credit Hours

The academic year is divided into two 16-week semesters, two 8-week terms in the fall and spring, and three summer (one ten-week and two five-week) sessions. Course credits are recorded in semester hours. In most cases, except for some nursing courses, 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; however, we encourage students to take 15-semester hours as a full load so they may complete degrees on time, or within two years instead of three.

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 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 syllabi, 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 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
IP	Incomplete

Consult your academic dean or associate dean for information regarding any grading procedures within your division.

Posting Grades

On the NPC website, you will go to the QuickLinks drop-down menu on the NPC homepage and select OASIS. Instructions for mid-term and final grades can be found in the Faculty Resources SharePoint/Faculty Resources folder. 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 OASIS by the date indicated for mid-semester grades or final grades on the academic calendar. The Registrar's Office typically emails reminders of these deadlines.

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.**

These procedures are subject to change. The division administrative assistant will know the most up-to-date procedures, or the procedures can be found in the Faculty Resources portion of SharePoint. You can access SharePoint by clicking Webmail in the Quick Links drop-down menu on the NPC homepage. Once logged into Microsoft 365 online, choose SharePoint from the available applications, then choose Faculty Resources, and then access the Faculty Resources folder.

Incomplete Grade Proposal

1. An incomplete, or In Progress (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 associate and/or academic dean should receive copies of the signed contract. The same instructor who assigned the "IP" must initiate the grade change.
6. The timeline for resolving incomplete academic work is to be negotiated between the student and the instructor but may not exceed a time period of the mid-semester date the following semester (fall = spring mid-semester, spring and summer = fall mid-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. with three credit-hour classes scheduled for two hours. A few online classes are scheduled for ten weeks and begin the first summer session, which typically begins in late May. The summer sessions typically end the first week of August.

Division Meetings

Division meetings are usually held once a month or at least once a semester. The associate dean issues an e-mail in advance stating the time, place, and agenda.

Social Media

Any social media site used for instructional purposes requires prior approval from the Director of Communications to use the College's branding or name.

Social media accounts used for personal purposes must be kept separate from those used for instructional purposes. In all cases, Faculty must adhere to the guidelines for the Responsibilities of Faculty in Board Policy 5.000 including guarding against inappropriate postings of content within the account and protecting the privacy and security of students.

If students are required to have a login account on any site, links to both the privacy and accessibility statements for the site(s) must be included in the syllabus.

Faculty cannot require students to formally support (such as, but not limited to, submitting likes, following, subscribing to, or joining) the faculty member's social media account(s).

Faculty cannot require students to submit assignments through social media. All digital assignments must be submitted through the campus LMS unless they are being submitted through a textbook publisher's website such as the Pearson or McGraw-Hill learning systems or special permission has been received to use a different LMS.

ROLE OF THE PART-TIME FACULTY

A part-time instructor is accorded the same prerogatives of academic freedom and bears the same kind of teaching responsibilities as a full-time instructor. Academic divisions will provide their part-time faculty 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 the LMS and computer-based elements involved in campus life. Technical support is also available to part-time faculty through Computer Services (techsupport@np.edu).

Appointment to the part-time faculty of National Park College does not entitle instructors to qualify for guaranteed continuous employment or fringe benefits. Part-time 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

The Human Resources staff members 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.²

² If the human resources link is inactive, please follow this pathway from the NPC homepage: np.edu>faculty&staff>human resources

MANDATED REPORTER

Arkansas law §12-18-402 identifies a mandated reporter as “a school official, including without limitation institutions of higher education.” Therefore, all faculty are considered to be mandated reporters and are required by law to report suspected child maltreatment to the DHS Child Abuse Hotline by calling 1-800-482-5964 or 1-800-SAVE-A-CHILD (1-844-728-3224). These hotlines are open 24 hours per day, seven days per week. As a mandated reporter, you cannot have someone else make the call for you. The Hotline may be answered by law enforcement personnel. Please be ready to provide the name of the student and pertinent information to the investigator.

A facsimile report may be made in non-emergency situations. The facsimile transmission number is (501) 618-8952. A fax report template is available at:

https://static.ark.org/eeuploads/asp/cacd_suspected_abuse_fax_template_112013.pdf

Mandated reporter online training is available at:

<https://ar.mandatedreporter.org/UserAuth/Login!loginPage.action;jsessionid=FCB609DD751369C78E57DD2C692037B1>

Faculty seeking to fulfill the professional development child maltreatment requirement are to access training at: www.arkansasideas.org

Arkansas Act 186 provides immunity for a mandated reporter who in good faith notifies the Child Abuse Hotline in accordance with subsection (a) of this section is immune from civil and criminal liability.

3. COURSE SYLLABUS AND ASSOCIATED POLICIES

In 2016, the Faculty Senate adopted the following statements and requirements for course syllabi being used on campus. In 2020, the College adopted Concourse Syllabus software to assist faculty in developing their syllabi using this format. For assistance contact LMSsupport@np.edu.

Purpose

In order to assure that students have a uniform educational experience and are provided with adequate information about college courses, all College courses will have an official syllabus that follows a specified uniform format. The official syllabus addresses the needs of and forms a contract with the student, while allowing faculty flexibility in assisting students to achieve the learning objectives. It also provides four-year institutions with the required information for transferability purposes, employers/other users with information on course content, and accrediting agencies with information related to standards compliance.

Syllabus Elements

1. Name of department or division
2. Catalog number/ course title/course section number/course number
3. Days/Times/Location
4. Credit/Contact hours
5. Instructor name, title, office location, phone number, email address, and office hours
6. Course description
 - a. Catalog Description
 - b. Pre-requisites and/or co-requisites
 - c. Next course in sequence (if appropriate).
7. Required/optional textbooks or instructional material; includes textbooks, supplies, etc.
8. Objectives:
 - a. General Education Objectives
 - b. Arkansas Course Transfer System Objectives, where appropriate
 - c. Program-Level Objectives, where appropriate
 - d. Course-Level Objectives
9. Instructional/teaching methods: Will the course be lecture only or will it involve discussion, cooperative learning, or other methods?
10. Assessment Process (grading policy, assessments, rubrics)
11. Classroom response time and feedback
12. Classroom policies
13. NPC Policies
 - a. Attendance Policy
 - b. Academic Honesty Policy
 - c. LMS Policy
 - d. ADA Policy
14. Other Policies
 - a. Privacy Policy
 - b. Accessibility Statement
 - c. Netiquette Policy
15. Student Resources
 - a. Academic Success Center
 - b. Computer Resource Center
 - c. NPC Library
 - d. Technical Support
 - e. Testing Center
16. Course Evaluations (Include this statement or one as close to this as possible): "Students will be asked to evaluate their instructor and course near the end of the semester. These student evaluations are very important to the improvement in the quality of instruction and course materials. All results are anonymous and shared with the faculty only after the semester is over and grades have been posted."

17. Course Calendar/Schedule Disclaimer (Include this statement or one as close to this as possible):
“This schedule is a guide for the semester. The instructor reserves the right to amend the schedule as necessary.”
18. Legal Disclaimer (Include this statement or one as close to this as possible): “The schedule, policies, and assignments in this course are subject to change in the event of extenuating circumstances or by mutual agreement between the instructor and the students. The instructor will always inform the students of any changes in a timely manner.”
19. Contract/Agreement—Students should sign/acknowledge that they have read and agreed to the guidelines set forth in the syllabus.
20. Revision date

ACADEMIC HONESTY POLICY

The following bold text portion of the academic integrity policy must be in the syllabus followed by a statement that refers students to the full explanation of the policy, which can be found in the Student Handbook. A link to the student handbook should also be included with this statement.

National Park College considers honesty and integrity as essential qualities of any learning institution. The faculty and staff strive to live up to these qualities in all aspects of their lives and encourage their students to do the same. Integrity and moral values will carry over into their professional lives and careers. NPC’s goal is to successfully prepare all students for their futures and equip them to handle whatever challenges they may face; therefore, NPC considers academic dishonesty as unacceptable.

Any NPC students who display dishonesty in their behavior while attending classes at NPC will be subject to disciplinary action to help the student first and foremost, but to also protect the rights, dignity, and property of others while maintaining an environment that fosters success and learning.

Violations of the Academic Honesty Policy will not be tolerated on the campus. Violations may range from receiving an “F” on the assignment in question up to permanent removal from the college. The Academic Honesty Policy covers several major areas that should be considered in all classes offered at NPC:

- 1. Technology manipulation**
- 2. Collusion**
- 3. Deception**
- 4. Misrepresentation and Lying**
- 5. Cheating**
- 6. Plagiarism**
- 7. Fabrication and Falsification**
- 8. Stealing, Defacing, and Destruction of Property**

Why Some Students Cheat - Identify the Causes

NPC’s goal is to help its students succeed; they want this as well. This fact, plus other factors in their lives may promote the idea that they need to cheat or act in a dishonest way for the following reasons:

- Fear of failure
- Desire for better grades
- Pressure from parents to do well
- Unclear instructional objectives
- Everyone else is doing it
- There is little chance of being caught
- There is little or no punishment if one does get caught

NPC works hard to consider these extenuating factors and takes necessary actions to help reduce these reasons or situations that can add to the stress of any student's ability to succeed. However, there are no valid reasons to justify being dishonest. NPC promises to do all it can to help students so they can be successful and at the same time maintain their integrity.

Dishonesty with Technology ***Technology Manipulation***

NPC makes use of technology in every possible way. The internet is used as well as a variety of computers. Homework assignments are submitted online with NPC's learning management system. The world is highly technology oriented. The use of technology has created opportunities in which students can be dishonest, and can manipulate it in various ways:

- Use breakdowns of technology as an excuse
- Exploit loopholes, glitches, or bugs in technology to one's advantage (ex: retaking a test when the instructor is unaware due to a glitch in the exam delivery system)
- Use of the internet or other means to gain unauthorized access to exam questions

Collusion

What is collusion? It is the act of cheating in an organized way. It is where students work together to accomplish the act of cheating. Technology today makes it very easy to copy information on one's cell phone and send that information to another student. Collusion involves organized cheating between two or more students, exchanging information, and copying of work and submitting as their own. In some cases, collusion involves making threats, manipulating others, and using money or other items of value to coerce someone into cheating or helping them cheat.

Deception

Deception is another form of cheating that differs from collusion. Deception occurs when a student breaks an agreement about what is an acceptable means to complete an assignment. Deception includes:

- Copying from another student without their permission
- Using instructor notes from previous semesters
- Getting assistance during an exam without permission, possibly from someone not in the class
- Using paid online services to complete work. (See Misrepresentation)
- Misrepresentation and Lying
- Misrepresentation and lying is submitting work that was done by someone else. In addition, it is the use of online services to purchase completed homework assignments. It can also mean paying another person to take the class for a student or participating in the class in some unauthorized way.

Other forms of misrepresentation include:

- Using computer programs generated by another and submitting the work as a student's own unless expressly allowed by the instructor
- Using another person's identification or password as a student's own
- Lying to an instructor to improve a student's grade
- Lying or misrepresenting facts when confronted with an allegation of academic dishonesty
- Making false claims or giving misleading information to the instructor to be excused from classes, assignments, or exams
- Intentionally underperforming on a placement exam

Cheating and Plagiarism

Cheating

Some forms of cheating by means of technology have been addressed thus far, but cheating is a broad term that covers many things. Some of the other forms of cheating that are not acceptable at NPC are:

- Sharing the test questions before or after taking a test or exam
- Copying the test questions and/or storing them on a personal computer

- Obtaining or attempting to obtain copies of an exam
- Using or consulting unauthorized materials, equipment, or devices on quizzes, assignments, or examinations such as electronic devices, textbooks, notes, etc. during a closed book exam
- Altering or falsifying any information on assignments
- Using any material portion of a paper or project to fulfill the requirements of more than one course unless the student has received prior faculty permission to do so
- Submitting an altered examination or assignment to an instructor for re-grading
- Inappropriately providing or receiving information or academic work to gain unfair advantage over others, such as selling or buying a copy of test questions before a test
- Attempting to gain an unfair academic advantage by bribery
- Changing or altering grades or other official educational records
- Continuing work on an examination after the allocated time has ended and working on any examination, quiz, or assignment outside of the time constraints imposed
- Stealing, copying, or modifying computer programs and presenting them as one's own; this includes the use of another student's program and or password as obtained from any source
- Stealing visual concepts, such as drawings, sketches, diagrams, musical programs, and scores, graphs, maps, etc., and presenting them as one's own
- Plagiarizing any assignment. See Plagiarism for more details.

Plagiarism

What is Plagiarism? Plagiarism is defined as:

- Stealing and passing off (the ideas or words of another) as one's own
- Using (another's production) without crediting the source
- Committing literary theft
- Presenting as new and original an idea or product derived from an existing source

Plagiarism is an act of fraud. It involves stealing the work of someone and lying about it afterwards.

Plagiarism can also include:

- Turning in someone else's work as one's own
- Copying words or ideas from someone else without giving credit
- Failing to put a quote from a source or multiple sources in quotation marks
- Giving incorrect information about the source of a quotation
- Changing words but copying the sentence structure of a source without giving credit
- Copying so many words or ideas from a source that it makes up most of one's work regardless if credit is given
- Using one's own past work for future assignments and not citing oneself as a reference

Plagiarism can easily be avoided by properly citing the sources of the information; however, it is considered cheating whether it is intentional or not.

Other Forms of Dishonesty

Fabrication and Falsification

Fabrication and falsification include actions such as:

- Citing a nonexistent source
- Inventing data to support conclusions
- Citing information incorrectly from a source (i.e., where that information is not included in the source or is stated differently in the source, or distorting the meaning or application of data, inflating results, and presenting results out of context)
- Citing a source when it was not cited or used in the body of the paper (i.e., adding a long bibliography or a works cited page to a paper to make it seem well researched when those sources have not been cited or used; if a source is listed, then it must be used somewhere in the assignment and properly cited.)

Stealing, Defacing, or Destroying of Property

Stealing, defacing, or destroying of property involves a situation where a student takes any campus materials, academic work, or other objects that do not belong to the student and uses them for the student's own purposes, damages them in some way, or destroys them. Examples of this are:

- Stealing classroom or lab materials
- Borrowing materials with or without permission and failing to return them
- Stealing or not returning borrowed books and materials from the Campus Library
- Defacing furniture, or classroom/facilities, and materials including library books
- Intentionally or unintentionally causing destruction of campus materials due to malice or neglect

Consequences and Penalties for Academic Dishonesty

If an instructor suspects that a student has behaved in a dishonest way in her/his submission of work, the instructor will first investigate the matter and discuss the situation with the student to gather all the facts. If dishonesty is evident, any of the following consequences may be imposed at the discretion of the instructor:

- The student will receive a 0 or an "F" on work submitted dishonestly
- The student will receive an "F" in the course for work submitted dishonestly
- If violations of the Academic Honesty Policy are severe, the instructor may seek disciplinary action in accordance with the Student Code of Conduct procedures outlined in the Student Handbook. Such disciplinary action could result in:
 - The student being suspended from NPC for a period of one year
 - The student being dismissed from the college with a notice placed on his or her permanent academic record.

ATTENDANCE POLICY

There are many students that are eligible for financial aid or 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 the Learning Management System's (LMS) attendance tool, contact LMS support or your associate dean. The following bold text portion of the college attendance policy below should be included in the syllabus along with the faculty member's specific attendance guidelines.

Policy Number: 6.600

Policy Name: Class Attendance Original Adoption: January 1, 1991

Revised: March 25, 1992; July 24, 1996; June 25, 2008; July 2019 Next Scheduled Review: July 2023

Responsible Cabinet Member: Vice President for Academic Affairs Department/Office: Registrar

BACKGROUND/HISTORY

In the 2018-19 academic year, the Faculty Senate was charged with reviewing and updating the attendance policy to match current financial aid rules. In coordination with the Office of Financial Aid and other Student Affairs officers, the Faculty Senate adopted a new attendance policy in spring 2019. The following policy is based upon the Faculty Senate's recommended policy and the public comments made during the policy adoption process.

SCOPE

This policy affects all students and faculty.

POLICY DECLARATION

Instructions to students regarding attendance:

- 1. Students are responsible to know and comply with syllabus attendance and coursework guidelines in each of their courses.**
- 2. Students are expected to meet all attendance requirements and engage in coursework as outlined in the course syllabus. Failure to maintain satisfactory course participation is the equivalent of excessive absenteeism and may result in the student being dropped. To maintain good standing in online courses, students are expected to submit assigned coursework in a timely manner per instructor requirements.**
- 3. Students participating in athletics or a college-sponsored extracurricular activity are required to communicate scheduled absences ahead of time and to make arrangements with their instructors regarding missed coursework, including exams. The instructor determines how academic work associated with a college-sponsored absence(s) can be completed by the student.**
- 4. Failure to meet a course's attendance policy does not mean a student will be automatically withdrawn from a course. Students seeking to withdraw from a course should do so either online through the student's account or in person by visiting Student Affairs.**
- 5. Students who do not withdraw from a course by the published Academic College Calendar withdrawal date will receive an earned grade.**
- 6. A faculty member may administratively withdraw a student from a course, including online courses, any time during the semester up to the published Academic College Calendar withdrawal date, if attendance does not meet syllabus guidelines.**
- 7. Students will not be administratively withdrawn by faculty after the published Academic College Calendar withdraw date except in life-changing circumstances or as a result of military orders.**
- 8. The withdrawal of a student from all courses may require the student to repay all or a portion of the financial aid received as calculated by the Financial Aid Office in accordance with government grant guidelines.**
- 9. Only in extraordinary circumstances may a student earn a grade of IP (In Progress) to defer course completion. Please see the Incomplete Grades Policy in the Student Handbook located at www.np.edu.**

Instructions to faculty regarding attendance:

- 1. Faculty are required to record attendance for all courses in the Learning Management System.**
- 2. Faculty members will communicate specific attendance guidelines via their course syllabus at the beginning of each semester after receiving approval from their associate or academic dean.**
- 3. At their discretion, faculty members may provide a make-up work policy in the syllabus.**
- 4. Faculty are required to administratively withdraw a student who has never attended by the eleventh-class day (census date), including online courses.**
- 5. A faculty member may administratively withdraw a student from a course, including online courses, any time during the semester up to the published Academic College Calendar withdrawal date if attendance does not meet syllabus guidelines.**
- 6. Withdrawing a student after the published withdrawal date requires academic dean approval.**
- 7. Students participating in athletics, or a college-sponsored extracurricular activity are required to communicate scheduled absences ahead of time and to make arrangements with their instructors regarding missed coursework, including exams. The instructor determines how academic work associated with a college-sponsored absence(s) can be completed by the student.**

8. An IP (In Progress) grade may be assigned to a student in extraordinary circumstances to defer course completion. Please see the Incomplete Grades Policy in the Student Handbook located at www.np.edu.³

RESPONSIBILITIES

It is the responsibility of the academic deans and the Vice President for Academic Affairs to ensure the integrity of this policy in classroom instruction.

DISABILITY SERVICES CLAUSE (ADA STATEMENT)

This portion of the syllabus is standard and should read as follows:

National Park College (NPC) believes in providing equal access and opportunity to qualified persons with disabilities in compliance with the Rehabilitation Act of 1973, as amended; the Americans with Disabilities Act (ADA) of 1990; and the ADA Amendments Act (ADAAA) of 2008. It is our goal to ensure equal and comprehensive access to College programs, services, and campus facilities. It is the policy of NPC that no individual shall be discriminated against on the basis of disability in the full and equal enjoyment of the goods, services, facilities, privileges, and advantages or accommodations at the College. National Park College's ADA statement may be accessed by clicking on this [link to ADA statement](#).

The Disability Services office is located in Room 225 of the Student Commons Building. You are also welcome to call the office at (501) 760-4227 or e-mail rhendrix2@np.edu for more information. Students with disabilities should visit the NPC website using this [link to disability services](#)⁴ for more information.

³If the student handbook link is inactive, please follow this pathway from the NPC homepage: np.edu>students>catalog>student handbook.

⁴ If the disabilities services link is inactive, please follow this pathway from the NPC homepage: np.edu>students>student services>disability services.

4. NPC COMMUNITY ACCREDITATION SUMMARY

Accredited by:

- The Higher Learning Commission
- Accreditation Commission for Education in Nursing, Inc.
- Accreditation Commission for Programs in Hospitality Administration
- Accreditation Council for Business Schools and Programs
- Automotive Service Excellence Education Foundation
- Commission on Accreditation of Allied Health Education Programs
- Commission on Accreditation for Health Informatics and Information Management Education
- Commission on Accreditation for Respiratory Care
- Joint Review Committee on Education in Radiologic Technology
- National Accrediting Agency for Clinical Laboratory Sciences
- National Alliance of Concurrent Enrollment Partnerships
- National Center for Construction Education and Research

Approved by:

- The Arkansas Health Department
- The Arkansas State Board of Nursing
- Automotive Service Excellence/National Automotive Technicians Education Foundation (ASE/NATEF)

Membership in:

- American Association of Community Colleges (AACC)
- American Association of University Women (AAUW)
- Arkansas Association of College & University Business Officers (ACUBO)
- Arkansas Community Colleges (ACC)
- Association of Community College Trustees (ACCT)
- Council for Advancement in Support of Education (CASE)
- Council for Higher Education Accreditation
- Greater Hot Springs Chamber of Commerce
- Hot Springs Village Chamber of Commerce
- National Council for State Authorization Reciprocity Agreements (NC-SARA)
- National Institute for Staff and Organizational Development (NISOD)

FACULTY SENATE

Policy Number: 5.300

Policy Name: Faculty Organizations

Original Adoption: January 1, 1991

Revised: November 28, 2012, September 2016

Next Scheduled Review: September 2022

Responsible Cabinet Member: Vice President for Academic Affairs

Department/Office: Faculty Senate

BACKGROUND/HISTORY

Revised November 28, 2012

POLICY STATEMENT

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 Chair 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](#) on the website⁵.

⁵ If the faculty senate constitution link is inactive, follow this pathway from the NPC webpage: np.edu>About NPC>Board Policies>5.300 Faculty Organizations>Appendix C.

5. CAMPUS HEALTH, SAFETY, AND SECURITY

The information provided here is intended as an overview of important safety and security issues and procedures while highlighting the most important points. It will direct you to supporting documentation and resources for more detail. Your dean or administrative assistant should have a copy of the NPC Emergency Management Plan, which provides more detailed instructions for a variety of emergency procedures. You can also find the plan on the Y: Drive within the Health Safety & Security Folder. Please take time to review any manuals or resource materials cited herein, as the detailed information within those documents will act as your step-by-step guide for any of the following scenarios. Emergency procedures for specific events are located on the NPC website, <https://np.edu/about/safety-security/emergency-procedures.aspx>.

CAMPUS SECURITY

National Park College takes the safety and security of its students, faculty, staff and visitors seriously. Campus Security is focused on helping provide a safe environment that enhances the mission of the College. NPC has a comprehensive team of security professionals providing 24-hour patrol including a Garland County Sheriff's Deputy during regular business hours (Monday through Friday 7am-3pm) as well as a contracted team of certified security personnel during all other times providing 24 hour-a-day security coverage on campus.

NPC Security Contact Information

- Office Location: Student Commons 105
- Email: security@np.edu
- Office number: 501-760-4293
- Cell number: 501-538-5507
- Anonymous tip line: 501-760-6397 (voicemail only)

Security personnel are on campus and can be reached 24 hours a day, seven days a week.

Additional Security Contacts (for security related situations, not all emergencies):

- Garland County Sheriff's Non-Emergency: 501-622-3660
- EMERGENCIES ONLY: 9-1-1

In case of emergencies, please call 911 first followed by campus security. Security can also help with crowd control for college sponsored events, motorist assistance, escort services on campus at night, and assistance in recovery of lost or stolen property. They work with local law enforcement agencies to resolve crimes against students, faculty, and staff, as well as assist in dealing with harassing phone calls, threats, and vandalism that occur on campus.

All faculty, staff, students, and visitors are encouraged to assume an active role in their own safety and the safety of the NPC campus community by being observant and aware of their surroundings at all times. If you notice suspicious activity, observe a crime, or just see or hear something, make mental notes of the circumstances, descriptions, times, locations, etc. then call Campus Security to report it. If the situation appears to be dangerous, you may decide to call 911 first. It is always better to report suspicious situations rather than assume someone else may have reported it. The decision to call 911 or campus security first is up to individuals based on their interpretation of the severity of the situation. Neither decision is wrong nor should the order in which they are notified impact the outcome so long as both campus security and 911 first responders are always both notified.

Employee Tips for Personal Safety:

- Know your coworkers and be familiar with the people that should be in your area. Don't be shy – question behavior or activity that seems unusual.
- Be familiar with work safety policies and procedures.

- Get to know the security employees at NPC and share any concerns you may have about campus safety or security.
- Develop an inter-office alert signal with coworkers so you can alert each other inconspicuously if one of you is in trouble.
- Don't loan your keys or codes to anyone.
- Be careful giving out personal information, especially over the phone or internet.
- If you might be working late, lock your exterior doors and be cautious of whom you let in. Notify Security and leave your blinds open so they can see and check on you.
- Ask Security to escort you if you are concerned for your safety.
- Get into the habit of locking your valuables in a desk drawer.

An interactive campus map is available on the NPC website through the following route: HOME > About NPC > Safety and Security > Campus Map. In addition to the interactive campus map, emergency evacuation routes are posted within buildings across campus. Emergency routes are updated at least annually and denote assembly areas, evacuation routes, extinguishers, fire alarms, etc. Faculty and staff should familiarize themselves with this resource as well as the additional information provided on the Safety and Security page of the website.

ALCOHOL AND DRUG FREE CAMPUS

The Drug -Free Campus policy (7.400) states that the use of controlled substances is not permitted on the NPC campus or any NPC off-campus sites. Staff, faculty, students, and campus visitors are not permitted to use, possess, or be under the influence of any controlled substance while on or in campus facilities, nor while utilizing college vehicles, whether owned or leased.

NPC is committed to maintaining a drug-free campus environment for students and employees pursuant to Public Law 101-226 entitled Drug Free School and Communities Act Amendment of 1989 and mandated by the United States Department of Education (USDE). This is an essential part of ensuring the safety of employees and students while at work and school as well as eliminating poor job performance, inefficient operations, College rule violations, or any unethical behavior.

The use of alcohol and controlled substances, including the use of prescription medications not prescribed to the user, can result in unsafe conditions on campus. Compliance with this policy is a condition of employment for all paid staff and faculty. To this end, the use of any substance in any manner other than for its intended purpose is prohibited by any employee or visitor on campus.

NPC has an obligation to ensure a safe working environment for all employees as well as protecting its property and equipment from unnecessary damage. Subsequently, if an injury occurs within the course of an employee's work and is thus eligible or potentially reportable to NPC's Worker's Compensation provider, drug and alcohol testing may be required.

To demonstrate adherence to the provisions of the Drug Free Workplace Act of 1988 as well as the Governor's Executive Order 89-2, employees of state agencies, boards, commissions and institutions are required, on or before the first day of work, to read and sign an acknowledgment of receipt of information about the employer's drug-free workplace policy.

Employees of NPC are expected to refrain from activities involving controlled substances both on and off campus where such activities could have a detrimental impact on their abilities to perform their jobs. Any student or employee who possesses, gives, or transfers controlled substances to another person or sells or manufactures a controlled substance while on campus or related premises will be subject to appropriate employee discipline procedures up to and including termination and/or referral to the authorities for prosecution. All employees must abide by the terms of this policy.

For employees, the possession or consumption of alcoholic beverages on college property or during working hours, reporting to work under the influence of alcohol, and intoxication while on duty are prohibited and will result in disciplinary action up to and including termination.

Supervisors or coworkers who believe an employee is under the influence of drugs or alcohol should contact Human Resources for assistance. No other action should be taken by the supervisor or coworker without direction from Human Resources. If an employee need alcohol and drug treatment, they can confidentially contact Human Resources for information regarding the Employee Assistance Program (EAP) accessible to full-time, benefits eligible faculty and staff. If an employee contacts a supervisor for assistance with a problem with which EAP can be helpful, the supervisor should assist the employee in contacting EAP and Human Resources. These requests are kept highly confidential.

In the event that an employee of NPC receives a charge, citation, arrest, or other legal consequence for any drug or alcohol related situation, the event and circumstances must be reported to their supervisor and Human Resources within 24 hours or at the earliest possible opportunity thereafter. This reporting requirement does not include misdemeanor traffic offenses punishable only by fine.

SMOKE AND TOBACCO FREE CAMPUS

The Smoke and Tobacco-Free Campus policy (8.100) prohibits the use of tobacco products in compliance with ACT 734: The Arkansas Clean Air on Campus Act of 2009. Accordingly, NPC actively seeks to create a campus environment that is completely free of tobacco use and second-hand smoke. Smoking or using cigarettes, cigars, pipe tobacco, smokeless tobacco, as well as electronic cigarettes and any electronic delivery systems (EDS) is strictly prohibited on the NPC main campus or any NPC off-campus sites. Staff, faculty, contracted workers, students, and campus visitors are responsible for adhering to this policy while on or in campus facilities, including college vehicles, whether owned or leased. Advertising, sale or sampling of any kind for tobacco products or EDS, as well as littering with the remains of tobacco products or any EDS materials, is also prohibited on campus.

If an employee is seeking tobacco cessation services, they can confidentially contact Human Resources for information regarding programs available to full-time, benefits enrolled faculty and staff. If an employee contacts a supervisor for assistance with a problem with which EAP can be helpful, the supervisor should assist the employee in contacting EAP and Human Resources. These requests are kept highly confidential.

FIREARMS

Arkansas law (ACA Title 5, Chapter 73) allows an enhanced concealed-carry licensee to carry a concealed handgun on the campus and in the buildings of a public university and various other places including state offices.

Arkansas law (ACA 5-73-325) prohibits a concealed-carry licensee from carrying a handgun in a public daycare facility or in firearm-sensitive areas at a "collegiate athletic event." The NPC Gym is a Firearm Sensitive Area and personnel cannot carry their handguns into this area. Signs are posted designating this area as a Firearm Sensitive Area, in accordance with rules established by the Arkansas State Police.

Individuals with an Arkansas Enhanced Concealed Carry License may not store any firearm in their desk or work areas or leave any purse, bag, etc. containing a firearm unattended. Handguns may not be stored in a college operated student residence hall. Handguns may only be stored in a locked motor vehicle in compliance with Arkansas law.

Handguns may not be carried into any grievance or disciplinary meeting. If an employee enters a meeting and the meeting becomes a grievance/disciplinary action meeting, said employee shall exit meeting and secure firearm in a location consistent with Arkansas law before reentry into said meeting.

SEXUAL HARASSMENT & STALKING

Harassment on the basis of sex is illegal and a violation of Title VII of the Civil Rights Act of 1964, as amended. NPC prohibits sex-based misconduct within the College's educational programs and activities including quid pro quo harassment by a school's employee; any unwelcome conduct that is determined to be so severe, pervasive, and objectively offensive that it excludes or denies a person equal educational access to any educational program or activity; any instance of sexual assault (as defined by the Clery Act) dating violence, domestic violence, or stalking as defined in the Violence Against Women Act (VAWA).

The State of Arkansas has overhauled the previously enacted stalking legislation as recently as 2017, as found within Arkansas Code § 5-71-229 of that year. The definitions, breadth of examples and degrees of stalking are clearly defined. The lowest threshold of stalking behavior is met when: "A person knowingly commits an act that would place a reasonable person in the victim's position under emotional distress and in fear for his or her safety or a third person's safety. (ACA 5-71-229, (c)(1))"

All employees are required to report any student allegations of sexual harassment to the Title IX Coordinator, Title IX Deputy, or Dean of Student Affairs. It is a violation of law for any person to attempt in any way to retaliate against a person who makes a claim of 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. See NPC's Title IX and Sexual Harassment Policy (7.500) on the website for full policy detail.

Incidents of suspected or actual sexual harassment and/or stalking toward or from any student/individual should be reported to the Title IX Coordinator. Advisors, instructors, and any other employees who know of such situations are instructed to help students and/or fellow employees get such complaints to the proper administrative authority, if such assistance is needed. If complainants are not satisfied with the resolution, they 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 found on the NPC website.

In addition to the policy statement on the NPC website, the "Equal Opportunity, Harassment (Sexual Misconduct), and Non-discrimination Policies and Procedures" are provided through a link at the bottom of the statement. Also provided within the policy statement on the NPC website is the official Title IX reporting form to be used in Title IX specific situations. The campus Title IX Coordinator in conjunction with the Title IX Team is responsible for responding to each incident falling under the aforementioned parameters. If you have questions about the process or need to submit a report, please go to the College's website.

REPORTING OF CRIMINAL VIOLATIONS

If you are the victim of, are involved in, or witness to a crime or violation of the law, please report it to local law enforcement and NPC security personnel. If the situation is in progress, do not interfere with the persons committing the crime. Instead, call 911 and then call campus security after you have moved to an area of safety to await the arrival of authorized personnel. Reporting any suspected or actual criminal situation will require a certain level of detailed recall of events, so try to note identifying information about the person or incident that could help responding authorities. Employees are not expected or authorized to intervene in any situation that is outside of their own certifications or job duties. Your safety and security are paramount and should not be jeopardized.

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 an NPC sponsored activity should do so through the incident reporting process outlined in this manual. The official NPC Incident Report form can be found on the Y: Drive within the Health Safety & Security Folder. If the incident involves a student, it is to be completed and sent to the campus nurse. If the incident involves a staff member, it is to be completed and sent to the Director of Physical Plant. At this time this is a paper process so timely completion of the form is imperative.

INCLEMENT WEATHER POLICY

The Inclement Weather policy (7.200) provides guidelines for the decision-making process regarding inclement weather events that balance the needs and safety of all members of the NPC community. Inclement weather refers to any weather situation, event, or condition that is a potential risk to safety for any NPC faculty, staff, student, or visitor traveling to campus or which hinders normal campus operations. This inclement weather policy and subsequent procedures do not include “severe weather” situations which may develop quickly and do not allow for the planning and consideration afforded in this procedure. For information regarding severe weather procedures, please refer to the Emergency Procedures section of this document, as well as the Emergency Management Plan located on the Y: Drive, within the Health Safety & Security folder.

The appropriate inclement weather information will be posted to the College’s website (www.np.edu/updates), as well as submitted to appropriate media outlets, social media platforms (Facebook, Instagram, Twitter), internal email, and online learning management systems. These submissions are in addition to the notifications that will be sent out through the campus’ emergency notification system (ENS). If inclement weather occurs during a weekend, NPC leadership will determine if a delayed opening, early dismissal or closure is necessary, as applicable to weekend operations.

CRISIS/EMERGENCY COMMUNICATION

Rave is the ENS utilized by NPC to communicate pertinent information in a timely manner to the entire campus community. Rave provides emergency alerts which allow employees to receive real-time information about delayed class times, campus closings, and emergency situations on campus, etc. via their mobile phones and campus or personal email. All employees are enrolled in the program as a part of the onboarding process when hired. There are multiple additional features, including the app functions and additional contact points/methods that employees are not automatically enrolled into, so it is important for you to login to the website to confirm your contact information and choose your notification preferences. (Note that your cellular phone provider may charge a per-text message fee for the delivery of emergency notifications to your phone).

- To manage your account, please visit <https://www.getrave.com/login/np>.
- To login, please use your student (or employee) username and password (these were provided in your "Welcome to OASIS" email).
- Additionally, you can download the Rave Guardian application to your cell phone for more features (quick call to campus security, a phone directory for assistance, safety timers, etc.).
- Rave Guardian can be downloaded from the [Google Play](#) store and the [Apple store](#).
- If you have any questions or concerns, please contact the IT department at [\(501\) 760-4171](tel:5017604171) or techsupport@np.edu.

As technology changes, the software or system of alerting faculty and students may change. Although regular reminders will be sent, all employees should keep current with whichever system the College uses. It is also important to regularly review your information within those systems for accuracy.

In addition to the ENS outlined above, the campus is also equipped with an intercom system that can be used in an “all call” capacity. The intercom system operates through the campus phone system and, when accessed, will allow communication through speakers on all desk phones as well as through internal and external building speakers. Intercoms are strategically placed throughout campus and tested semi-annually in an effort to provide the largest and most efficient broadcast area for emergency messaging. Please take any announcement made through this system seriously and follow any instructions relayed through it without hesitation. It is only utilized in the most critical of situations, so your immediate adherence to the information announced is in the best interests of your personal safety.

EMERGENCY EVACUATION PROCEDURES

NPC students, faculty, staff, and guests are expected to evacuate campus buildings if they hear a fire alarm or other directive through the ENS. Please take time to review evacuation routes posted throughout each

building to familiarize yourself with our emergency evacuation procedures. These maps include information about the designated assembly areas for tornado and fire emergencies as well as fire extinguishers and defibrillators. Training drills/exercises are conducted throughout the year for various emergency possible scenarios. If a training drill/exercise is being conducted, it will be made clear that the event is a drill and not an actual emergency event. If you do not hear the word "drill" then the directives being communicated are due to a genuine emergency. Please treat training events as actual emergencies so you are better prepared for real life emergency situations that could occur.

EMERGENCY PROCEDURES

The policies and procedures previously outlined do not necessarily account for rapidly evolving and/or emergency situations. In an effort to be as prepared as possible for any number of health, safety or security related situations, emergency procedures have been developed which provide detailed action steps to follow in the event of such an emergency. The information provided below is regarding the most common and/or significant emergency situations and is intended to summarize your role/responsibilities as an employee. The detailed, step-by-step processes for each of the scenarios outlined herein along with others can be found in the Emergency Management Plan located on the Y: Drive within the Health Safety & Security Folder. Please familiarize yourself with these procedures, as you will be asked to participate in drills and trainings as part of the College's commitment to safety and process improvement.

INCIDENT REPORTING

In an effort to ensure a healthy, safe, and secure environment on campus, NPC leadership wishes to identify and resolve potential risks. One method to accomplish this goal is completion and submission of Incident Reports which can be reviewed for needs that will further improve the safety of campus.

Any event involving campus security, student or staff safety, accidents, injuries, or any other campus event which may or may not result in injury to person or property should be formally reported as soon as possible. Although the definition of what should be reported may seem vague, it is intended to allow for individual discernment on a case-by-case basis. Anyone involved in or witness to a reportable incident, should complete an Incident Report. It is important to provide as much information about the incident as possible and to complete it as soon as possible so proper internal and external notifications or interventions can be made where/if appropriate.

You can find the NPC Incident Report Form on the Y: Drive within the Health Safety & Security Folder. It is important to complete the form as soon as possible after the event so that all situational details will be fresh on your mind. Once you have completed the form, please attach and email it to the appropriate person according to those involved in the incident. For students, all incidents should be submitted to the campus nurse. For employees, all incidents should be submitted to the Director of Physical Plant. If you have questions about the form, format, submission, or any other part of the Incident Reporting process, please contact the Health and Safety Office.

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

6. ADDENDUM for NPTC FACULTY

INTRODUCTION

National Park Technology Center (NPTC) has a history of providing excellent career and technical education to area high school students. The role of faculty at this institution is crucial and their importance in the lives of students cannot be understated. NPTC faculty are the first contact many students have with the College, and students determine whether it is in their future based on those interactions. The conduct of faculty in and out of the classroom is observed by students and the community. It is extremely important that instructors hold themselves to high standards and recognize that they are role models. Instructors should put their best efforts into personal conduct, teaching, working with other NPTC faculty and staff, establishing and sustaining industry partnerships, and creating a safe environment where students can excel.

RESPONSIBILITIES OF FACULTY

NPTC faculty are expected to follow the same professional and ethical standards outlined in NPC policy.

FACULTY ESSENTIALS

ROLE OF THE NPTC DIRECTOR

The director serves as a direct report to the Vice President for Workforce. The director's job is to ensure that NPTC faculty have the resources and support needed to fulfill the career and technical instructional requirements of the state of Arkansas. The director is responsible for the leadership, planning, promotion, and budgeting of the center. Likewise, the director is ultimately responsible for the quality assurance, accreditation, and general compliance of each tech center program. The director is the direct supervisor of NPTC faculty and, as such, is tasked with monitoring and coordinating faculty, maintaining lines of communication within and without the center, reporting to the Vice President for Workforce and—on academic and transfer of credit matters—to the Vice President for Academic Affairs.

The director communicates directly with sending schools and is tasked with maintaining a positive relationship with each school. The director is required to oversee search committees for NPTC positions, make recommendations for staffing needs, assist faculty with the provision of effective instruction, coordinate assessment activities for the center, oversee productive professional development, and give input to administration across the campus in matters related to center interests.

The director monitors the center budget and supervises the purchases of instructional materials and center supplies. Communication with the state Office of Skills Development is also the responsibility of the director, along with all documentation that is required.

ASSESSMENT

Instructional assessment is the responsibility of each NPTC instructor. Assessment is to be given to measure students' attainment of the objectives of the course or to meet credentialing requirements. Any assessment needs that cannot be met within the normal class time period/location must be communicated to the director or assistant director at least one week prior to the date of the assessment.

GENERAL EXPECTATIONS

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

1. Keep your personal contact information updated with NPTC administrative assistant.
2. Familiarize yourself with the NPC Faculty Handbook and these addendums.
3. Look over rosters as soon as they are available and contact the administrative assistant or assistant director with any questions.
4. Notify assistant director of any change in status of students after you have your final roster.
5. Examine the NPTC Calendar and provide the director with any dates that you will not be able to fulfill your duties.

6. Keep up with deadlines for submission of grades and submit on time.
7. Full-time faculty are expected to work 40 hours per week. Teachers are to be on campus by 7:45a.m. and remain until 3:00p.m. Adjustments may be made to this schedule at the discretion of the center director due to the differences in programs. Non-instructional time is to be spent assisting students, keeping accurate records of grades and attendance as directed by the director and assistant director, preparing for instruction, planning, partnership team duties, professional development, community service, service to the college and tech center, and other duties as assigned by the director or assistant director.
8. Check your NPTC email regularly and respond promptly to administration requests.
9. Modify instruction to follow the individual modification plans received from sending schools.
10. Notify the director and assistant director of the necessity of your absence, and plan for class coverage, giving as much advance notice as possible. Arrange for class coverage by contacting the substitute provider or finding an alternative.

GENERAL CLASSROOM PROCEDURES

1. Meet each class at the scheduled time and place for the amount of time specified in the course schedule. Field trips, non-instructional events, or any additional class meetings must be scheduled through the director and assistant director.
2. Keep accurate, up-to-date records of student grades and attendance as directed by the director and/or assistant director.
3. Provide students with feedback on grades and assignments in a timely manner.

Textbooks

Textbooks, including e-books, should be purchased through the NPC Bookstore. All textbook purchases are to be approved by the director or assistant director in advance.

Change of Grade

Any grade change requests must be submitted to the administrative assistant along with the reason for the change.

Class Rosters

Rosters will be provided as soon as possible at the start of each semester.

Review your rosters for accuracy and check for the following:

1. Proper class/period designation
2. Proper instructor designation
3. Names spelled correctly for each student
4. Proper school designation
5. Verification of any drops/adds
6. Verify with students that they are in the correct program

Unresolved roster questions should be referred to the assistant director.

Discipline

Student discipline is considered a joint responsibility of the NPTC instructor(s), NPTC administration, and the administration of the schools sending students to NPTC. The instructor is asked to refer a disciplinary situation that cannot be settled with the student to the director or assistant director. When conduct is detrimental to the best interests of NPTC, the student will be dismissed from the program.

Dropping a student

Students are dropped for excessive absences, by request from the sending school, for failing the previous semester, or for discipline reasons. The teacher cannot drop a student but can request that a student be dropped by providing evidence of the reason to the NPTC director. All drops must be approved by the center director.

Credit Hours

Each NPTC program offers a minimum of two high school credits per year. Additional credits are assigned for any weighted course. College credit is assigned to students qualifying for, and meeting the standards of, concurrent courses offered through NPTC. The amount of college credit varies by program.

Final Exams

It is left to the discretion of each instructor whether or not to give a final exam. The decision should be made prior to the start of class, listed in the learning management system, D2L, and called to the attention of students.

Grading

The following grading system is to be utilized to evaluate NPTC students:

- A 90-100%
- B 80-89%
- C 70-79%
- D 60-69%
- F 0-59%

Posting Grades

Students are to be given letter grades, "A" through "F," as they reflect the student's progress to that point in the semester. Midterm and final grades are to be provided to the administrative assistant on the dates requested each semester. Incomplete grades may not be assigned at mid-semester.

Incomplete Grades

An incomplete grade is only to be given when circumstances arise that prevent a student from completing the course work by the grade due date. When an incomplete grade is given, it is to be after an understanding is reached between the student and instructor of when all work is to be completed. The incomplete grade is to be replaced with a passing grade provided the student satisfactorily completes the course work as stipulated by the instructor. A student that does not satisfactorily complete the course work by the mid-semester date the following semester is to have the incomplete grade changed to an "F."

Faculty Meetings

Faculty meetings are usually held once a month and the director issues an email in advance stating the time and place.

COURSE SYLLABUS AND ASSOCIATED POLICIES

PURPOSE

In order to assure that students have a uniform educational experience and are provided with adequate information about NPTC courses, all courses will have an official syllabus that follows a specified uniform format. Concourse Syllabus software is in place to assist faculty in developing their syllabi.

ACADEMIC INTEGRITY POLICY

Consequences and Penalties for Academic Dishonesty

If dishonesty is evident, the following consequence may be imposed at the discretion of the instructor:

- The student will receive a 0 or an "F" on work submitted dishonestly

If dishonesty is severe, the following consequences may be imposed at the discretion of the NPTC director:

- The student will receive an “F” in the course.
- The student will be suspended from NPTC.

ATTENDANCE POLICY

NPTC attendance policy, as stated in this section, modifies the College attendance policy to adhere to Department of Education policies for secondary school attendance and to coordinate with sending school districts.

Instructors are to keep a log of daily attendance and report attendance each day to the NPTC administrative assistant.

POLICY DECLARATION

Instructions to students regarding attendance:

1. Students are responsible to know and comply with NPTC attendance requirements.
2. Students are expected to meet all attendance requirements and engage in coursework as outlined in the course syllabus. Failure to maintain satisfactory course participation is the equivalent of excessive absenteeism and may result in the student being dropped. To maintain good-standing in online courses, students are expected to submit assigned coursework in a timely manner per instructor requirements.
3. Failure to meet a course’s attendance policy does not mean a student will be automatically withdrawn from a course. Students seeking to withdraw from a course should do so through their school counselor or through the NPTC director.
4. Students who stop attending but do not withdraw from a course will receive an earned grade if the number of absences do not exceed the maximum number allowed.
5. A faculty member may not withdraw a student from a course, including online courses, if attendance does not meet syllabus guidelines.
6. The withdrawal of a student from a course must be approved by the NPTC director.
7. In some circumstances a student may earn a grade of IP (incomplete) to defer course completion.

Instructions to NPTC Faculty regarding attendance:

1. Faculty are required to record attendance for all courses in D2L. Daily attendance is to be reported to the administrative assistant.
2. Faculty will communicate NPTC attendance guidelines via their course syllabus and verbally at the beginning of each semester.
3. Faculty are to report 7th and 12th absences to the administrative assistant. Exit forms are to be completed by faculty on the 15th absence. Exceptions to this reporting are at the discretion of the center director and will be communicated to faculty.
4. Withdrawing a student due to lack of attendance will require director approval.
5. Faculty are not to count students absent on days when their sending school is closed or the school chooses to keep NPTC students on their campus for testing, meetings, etc. The director, assistant director, or administrative assistant will notify teachers of those days.
6. An “IP” (incomplete) grade may be assigned to a student in certain circumstances to defer course completion.

RESPONSIBILITIES

It is the responsibility of the NPTC director to ensure the integrity of this policy in classroom instruction.

NON-DISCRIMINATION AND SECTION 504

No student shall be discriminated against because of age, color, disability, parental status, marital status, race, national origin, religion, gender or veteran status. Parents who have temporary or permanent disability may request the district/center to provide appropriate accommodations necessary for them to participate in essential instructional activities of their students. Students who are at least eighteen (18)

years of age may submit their own requests.

It is the policy of National Park Technology Center to provide a free and appropriate public education to each qualified student with a disability within its jurisdiction, regardless of the nature or severity of the disability. It is the intent of the district/center to ensure students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with appropriate educational services.

Under Section 504, due process rights of qualified students with disabilities and their parents are guaranteed in National Park Technology Center. The National Park College Dean of Students serves as the Coordinator of Section 504 and other equity issues of NPTC. The office of the Dean of Students is on the second floor of the Student Commons and the telephone number is (501) 760-4229.