



FACULTY HANDBOOK

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

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

PREFACE

National Park College welcomes you to its instructional staff. Through you, the philosophy and policies of the College are extended and personified. You are 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 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 administration. This will ensure that your handbook is up-to-date with regard to policies and procedures.



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WELCOMES

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

Dr. John Hogan
President

Welcome! At National Park College we strive to ensure the highest quality learning experience for our students. We take this charge so seriously that we guarantee the skills of our graduates. I believe this guarantee says a 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, PURPOSE, VALUES, AND VISION

Our Mission:

Learning is our focus; student success is our goal.

Aspirations and Values:

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

RESPONSIBILITIES OF FACULTY

Policy Number: 5.000

Policy Name: Responsibilities of Faculty

Original Adoption: January 1, 1991

Revised: August 2016

Next Scheduled Review: August 2021

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 academican, 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 2021

Responsible Cabinet Member: Vice President for Academic Affairs

Department/Office: Division Chairs

BACKGROUND/HISTORY

Updated August 27, 2003

POLICY STATEMENT

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

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

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

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

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

EEOC STATEMENT

EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION

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

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

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

2. FACULTY ESSENTIALS

ACADEMIC EXPECTATIONS

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

ROLES OF THE ACADEMIC DEAN, DIVISION CHAIR, AND PROGRAM DIRECTOR

The academic dean serves as a direct report to the Vice President for Academic Affairs (VPAA). The 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 deans typically operate at an institutional level and are thereby responsible for communicating institutional policy to the faculty through the division chairs 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 division chairs and program directors depending upon the academic unit they serve.

The division chairperson is the direct supervisor of faculty for most of the general education, business, and technology faculty on campus. As such, s/he is tasked with monitoring and coordinating your work, reporting to the academic dean and the Vice President for Academic Affairs, and maintaining lines of communication within and without the division. The chairperson is often required by the VPAA's office to oversee search committees for divisional positions, make recommendations for staffing needs, assist faculty members with the provision of effective instruction, coordinate assessment activities for the division, and give input to administration across the campus in matters related to divisional interests. Division chairpersons meet regularly with their respective academic dean to coordinate instruction and affect policies related to student academic success. The dean, along with the division chair and the divisional administrative assistant, monitors the divisional budget and supervises the purchases of instructional materials and office supplies. Procedures vary by division in regard to the requesting purchases, so check with your divisional administrative assistant for details.

Program directors operate much like division chairs, except on a smaller scale, and are typically focused on a single program of study rather than a division, which may have a number of programs.

ASSESSMENT

Instructional assessment of the agreed upon, disciplinary course level objectives, program level objectives (where applicable), and the college's General Education Objectives (GEOs) is an expectation of all faculty.

The Curriculum and Assessment Committee, which consists of faculty from each major academic division, guides the instructional and co-curricular assessment activities of the campus and is responsible for the curricular decisions of the campus.. Every faculty member should speak with his or her dean and/or division chair about the specific expectations for instructional assessment and adhere to the campus practices.

GENERAL EXPECTATIONS

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

1. Keep your contact information updated with the division administrative assistant and the NPC Emergency Contact List.
2. Familiarize yourself with policies on academic integrity, No Show students, and withdrawing students from your class. Your division chair or 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 problems before or during class that necessitates your absence, notify the division chair 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.
5. Information regarding mid-term and final grade rosters will be given to you by your division chair. Deadlines for completion of grade reporting are firm. Mid-term and Final Grades are recorded and posted through the NPC Faculty Center in OASIS/PeopleSoft. You will receive training in the system when you are hired. If problems develop or are anticipated, contact the division chair or division administrative assistant.
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. Check your NPC email regularly.

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. Keep accurate, up-to-date records of student grades and attendance in the LMS as directed by the division chairperson, the academic dean, and the Vice President for Academic Affairs.
3. Provide students with feedback on grades and assignments in a timely manner.

First Class Meeting Guidelines

1. Take roll and identify names of all students in class who are not on your class roster. Follow up on the status of these students with your division administrative assistant.
2. Verify that the student on the roster is the student in the classroom.

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

3. Call attention to any course prerequisites. Any student lacking prerequisites should be referred to an advisor for proper placement.
4. Provide a copy of the course syllabus to each student in your course(s) during the first week of the semester via the LMS. The required elements of the basic syllabus are detailed in this handbook.
5. 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 division chair will collect information about the textbook choices for your class. If you have specific input or requirements, be sure to let him/her know your thoughts. Additionally, please take into consideration the costs of textbooks while making your selection. The campus bookstore provides several options for textbooks, including e-book options.

Change of Grade

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

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 Instructions folder.

Class Rosters

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

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

1. Proper class/section designation
2. Proper instructor designation
3. Names spelled correctly for each student
4. Verification of any drops/adds
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, and then access the Faculty Instructions folder.

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 in the Faculty Utilities on the NPC Insider Page or by your division 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 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, last date of attendance and/or any pertinent information to your administrative assistant or your division chair, either of whom may complete the student drop.

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 Instructions folder.

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, with the exception of 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 or not this exam will be comprehensive or cover a restricted unit of instructional material. This decision should be made at the beginning of the semester, listed on course outlines, and called to the attention of students. Instructors are expected to follow the final exam schedule as published.

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

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

Grading

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

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

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

Posting Grades

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

Students should be given letter grades, "A" through "F," as they reflect the student's progress to that point in the semester. INCOMPLETE (IP) GRADES MAY NOT BE ASSIGNED AT MID-SEMESTER. All midterm grades should be recorded and approved in INSIDER by the date indicated for mid-semester grades 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 Instructions 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 division chair and/or 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. At the end of this deadline, based on the judgment of the instructor whose decision is final, a change of grade will be issued by the instructor to the Registrar's Office.
7. It is the student's responsibility to arrange with the instructor for completion of all unfinished work, once an instructor has agreed to assign an "IP" grade at the end of the semester.
8. Incomplete grades must be submitted on the final grade roster.
9. An 'IP' grade may be replaced with a passing grade provided the student satisfactorily completes the coursework as stipulated by the instructor. Summer session work must be completed by mid-semester of the following fall semester. If a grade change form is not submitted by the instructor, the "IP" grade will revert to an "F" grade at the end of the semester.

Summer School

Classes are scheduled Monday through Thursday beginning at 8:00 a.m. Monday through Thursday, three credit-hour classes are scheduled for two hours. A few online classes are scheduled for ten weeks and begin with the first summer session, which typically begins in late May. The summer sessions typically end in the first week of August.

Division Meetings

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

Social Media

Faculty cannot require students to submit assignments through social media. All 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. 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 "like" the faculty member's Social Media account(s).

Any social media accounts that are established for use by students and faculty must not be open to the public. Facebook pages and Snapchat accounts are not permitted for classroom use. Facebook groups, Twitter, YouTube or Instagram accounts must be set to "private" and all members accepted must be approved to join by a faculty member. It is critical that privacy settings are carefully evaluated to avoid inappropriate posting of content within the account. The Office of External Affairs is available to assist and answer questions about appropriate privacy settings for social media accounts. Any social media site used for instructional purposes cannot use the college's branding or name without prior approval from the Director of Communications.

ROLE OF THE ADJUNCT FACULTY

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

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

CONTRACTS, STIPENDS, AND OVERLOADS

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

3. COURSE SYLLABUS AND ASSOCIATED POLICIES

In 2016, the Faculty Senate adopted the following statements and requirements for course syllabi being used on campus.

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. In 2020, the college will be implementing Concourse Syllabus software to assist faculty in developing their syllabi.

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 instructional material - Includes textbooks, supplies, etc.
8. Objectives:
 - a. General Education Objectives
 - b. ACTs 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 INTEGRITY POLICY

The following bolded 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 in to 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 below 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. It is 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 increase 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 will be suspended from NPC for a period of one year
 - The student will be dismissed from the college with a notice placed on his or her permanent academic record.

Updated 7/18/2017

ATTENDANCE POLICY

There are many students that are involved in 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, contact your division chair. The bolded 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: September 2021

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 withdraw 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 withdraw 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 division chair or 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 withdraw date if attendance does not meet syllabus guidelines.
6. Withdrawing a student after the published withdraw date requires 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.

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

DISABILITY SERVICES CLAUSE (ADA POLICY)

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

Students with Disabilities: National Park College (NPC) believes in providing equal access and opportunity to qualified persons with disabilities in compliance with Sections 503 and 504 of 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 at (501) 760-4227 or e-mail rhendrix2@np.edu for more information. Students with disabilities should visit the website using this [link to disability services web page](#)⁴ for more information.

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

Membership in:

- American Association of Community Colleges
- American Association of University Women
- Arkansas Community Colleges
- Council for Advancement in Support of Education
- Council for Higher Education Accreditation
- National Council for State Authorization Reciprocity Agreements
- National Institute for Staff and Organizational Development

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 2021

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](#)⁵.

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. SECURITY POLICIES

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

CAMPUS SECURITY

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

ACCIDENTS AND MEDICAL EMERGENCIES

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

In a non-life threatening situation, employees and students can seek medical treatment in the office of the campus nurse (Student Commons, Room 204). The nurse will determine if the medical emergency or injury requires further treatment and will make recommendations.

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

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

ALCOHOL, DRUGS, TOBACCO, AND FIREARMS

National Park College is committed to maintaining an alcohol and drug-free campus environment for students and employees and will adhere to Public Law 101-226, as mandated by the United States Department of Education. The Board of Trustees opposes the unlawful manufacture, distribution, possession and use of controlled substances by any employee or student.

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

Two recent pieces of legislation impact the campus firearms policies. Arkansas Act 562 (commonly referred to as House Bill 1249 or “Campus Carry”) allows a concealed-carry licensee with an enhanced concealed-carry endorsement to carry a concealed handgun on the campus and in the buildings of a public university and various other places including state offices. Arkansas Act 859 prohibits a concealed-carry licensee from carrying a handgun in a public daycare facility or in firearm-sensitive areas at a “collegiate athletic event.”

Individuals with Arkansas Enhanced Concealed Carry License may not store any firearm in their desk or work areas or leave any purse, bag, etc. containing 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 State Law. 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 and has been designated as such by NPC filing necessary documents with Arkansas State Police.

Handguns may not be carried into any grievance or disciplinary meeting. If an employee enters a meeting and the meeting turns to a grievance/disciplinary action meeting, said employee shall exit meeting and secure firearm in another location before reentry into said meeting.

SEXUAL HARASSMENT

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

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

STALKING

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

REPORTING OF CRIMINAL VIOLATIONS

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

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

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

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

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

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

SEVERE WEATHER POLICY

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

Tornado Alert

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

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

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

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

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

FIRE

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

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

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

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

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

CRISIS SITUATIONS

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

Also, you may sign up for automated voice, text, and email emergency alerts via the [Emergency Notification System](#) found on the NPC website.⁶

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

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

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

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

⁶ If the emergency notification system link is inactive, please follow this pathway from the NPC homepage: np.edu>students>student services>computer services>emergency notification system.

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 members 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 college, and they 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 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.

1. NPC BASICS

RESPONSIBILITIES OF FACULTY

SCOPE

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

2. 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 your work, 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 members 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 NPC Faculty Handbook and these addendums.
3. Look over rosters as soon as they are available and contact 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 7:45 and remain until 3:00. 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 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 sending schools. 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 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.

3. 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 I (incomplete) to defer course completion.

Instructions to NPTC Faculty regarding attendance:

1. Faculty are required to record attendance for all courses in the Learning Management System. Daily attendance is to be reported to the administrative assistant.
2. Faculty members will communicate NPTC attendance guidelines via their course syllabus and verbally at the beginning of each semester.
3. Faculty members 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 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 "I" (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. The telephone number is (501) 760-4229.

5. SECURITY POLICIES

ACCIDENTS AND MEDICAL EMERGENCIES

The center director or assistant director is to be notified after the nurse is called at (501) 760-4299. Security is also to be notified at (501) 760-4293. The instructor is to complete a summary of the accident or medical situation and submit it to the center director.

When an accident of any kind involving students or visitors occurs on campus, the NPTC director or assistant director is to notify the Vice President for Student Affairs as soon as possible to complete an accident form for documentation. NPTC personnel should not, under any circumstances, make any statements causing those involved to believe that the College will pay for necessary medical treatment.

MANDATED REPORTER

NPTC 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