



## Part-time Faculty Procedures Manual



2007-2008

# WELCOME TO NORTHARK!

Dear Part-time Instructor:

In order to achieve its mission, Northark relies upon part-time faculty to provide a broad spectrum of courses and scheduling options. Part-time faculty share the same academic freedom and responsibilities as full-time faculty, and classes taught by part-time faculty provide the same quality instruction as those taught by full-time faculty. Northark's students are fortunate to learn from your expertise and excitement.

This procedures manual was created to help make your work at North Arkansas College as effective and pleasant as possible. It provides basic information about the operation of the institution as well as information about policies and procedures. Please take time to read it and keep it for future reference. This manual can also be found on Northark's web site. Additional policies and procedures may also be found in the Student, Faculty, and Staff Handbooks at <http://www.northark.edu/handbook/> or at <http://www.northark.edu/411/>.

Please don't hesitate to bring us your questions and concerns. Our offices are in M125 at the South Campus. We want to make your teaching experience at Northark rewarding for you and your students.

Sincerely,

Gwen Gresham, Ph.D.  
Vice President of Learning  
870-391-3316  
[gweng@northark.edu](mailto:gweng@northark.edu)

Gail Beth Eoff  
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# NORTH ARKANSAS COLLEGE 2007-2008 ACADEMIC CALENDARS

## Fall 2007

August 13 (M) .....	Full-time instructors return	
August 13-17 (M-F).....	Faculty/Staff Development/In Service days	
August 17 (F).....	Assessment: Faculty file updated syllabi with Deans	
August 20 (M) .....	Classes Begin	8:00 a.m. (or earlier as designated)
August 23 (R) .....	Last day to add class or register	6:00 p.m.
August 29 (W) .....	Last day to change regular, semester long classes from audit to credit	
August 31 (F).....	Deadline for Spring 2006 grade changes other than "I"	
September 3 (M) .....	No classes, Offices closed (Labor Day)	
September 7 (F) .....	Last day to change 1 <sup>st</sup> 5-week classes from credit to audit Assessment: Reports due	
September 14 (F) .....	Last day to change 1 <sup>st</sup> 6-week classes from credit to audit	
September 18 (T).....	Deadline for Fall 2007 Independent Studies	
September 20 (R).....	Last day to drop 1 <sup>st</sup> 5-week classes	
September 21 (F) .....	Last day to change 1 <sup>st</sup> 8-week classes from credit to audit	
September 22 (S) .....	1 <sup>st</sup> 5-week classes end	
September 24 (M).....	1 <sup>st</sup> 5-week grades due on Faculty Access 2 <sup>nd</sup> 5-week classes begin Last 10-week classes begin	
September 26 (W).....	Last day to drop 1 <sup>st</sup> 6-week classes, including Tech Math I classes	
September 28 (F) .....	Last day to change 1 <sup>st</sup> 9-week classes from credit to audit	
September 29 (S) .....	1 <sup>st</sup> 6-week classes end Tech Math I classes end	
October 1 (M) .....	2 <sup>nd</sup> 6-week classes begin 1 <sup>st</sup> 6-week grades due on Faculty Access 9-week Tech Math II classes begin	
October 5 (F) .....	Last day to change 1 <sup>st</sup> 10-week classes from credit to audit Assessment: Minutes of first departmental meetings on assessment due	
October 8-13 (M-S) .....	Mid-term examinations	
October 10 (W).....	Last day to drop 1 <sup>st</sup> 8-week classes Assessment: Faculty submit CATs to Deans	
October 12 (F) .....	Last day to change 2 <sup>nd</sup> 5-week classes from credit to audit	

October 13 (S) ..... 1<sup>st</sup> 8-week classes end

October 14-16 (Su-T) ..... AATYC (Hot Springs)

October 15 (M) ..... Assessment: Institutional assessment report due

October 17 (W) ..... Mid-term deficient grades, 12 noon  
high school students' grades, and  
1<sup>st</sup> 8-week grades due on Faculty Access  
2<sup>nd</sup> 8-week classes begin  
Last day to drop 1<sup>st</sup> 9-week classes

October 20 (S) ..... 1<sup>st</sup> 9-week classes end

October 22 (M) ..... 1<sup>st</sup> 9-week grades due in Registrar's Office

October 23 (T) ..... Last day to drop 1<sup>st</sup> 10-week classes

October 25 (R) ..... Last day to drop 2<sup>nd</sup> 5-week classes

October 26 (F) ..... Last day to change regular semester-long classes from credit to audit  
Last day to change 2<sup>nd</sup> 6-week classes from credit to audit

October 27 (S) ..... 1<sup>st</sup> 10-week classes end  
2<sup>nd</sup> 5-week classes end

October 29 (M) ..... 1<sup>st</sup> 10-week and 2<sup>nd</sup> 5-week grades due on Faculty Access

October 30 ..... Instructor In-Service (No Classes)

November 7 (W) ..... Last day to drop 2<sup>nd</sup> 6-week classes  
Assessment: Minutes of second departmental meeting on assessment due

November 9 (F) ..... Last day to change 9-week Tech Math II classes from credit to audit  
Last day to change last 10-week classes from credit to audit

November 10 (S) ..... 2<sup>nd</sup> 6-week classes end

November 12 (M) ..... 2<sup>nd</sup> 6-week grades due on Faculty Access

November 16 (F) ..... Last day to change 2<sup>nd</sup> 8-week classes from credit to audit

November 21-25 (W-Su) ..... No classes – Thanksgiving break  
(begins at 10:00 p.m. on November 20)

November 26 (M) ..... Classes resume 8:00 a.m. (or earlier as designated)

November 27 (T) ..... Last day to drop regular, semester-long classes

November 28 (W) ..... Last day to drop last 10-week classes

November 29 (R) ..... Last day to drop 2<sup>nd</sup> 8-week classes  
Last day to drop 9-week Tech Math II classes

December 4 (T) ..... Last day of regular classes,  
2<sup>nd</sup> 8-week classes, and  
10-week Tech Math II classes

December 5 (W) ..... Dead Day

December 6-11 (R-T) ..... Final examinations  
 December 12 (W) ..... Final grades due on Faculty Access 9:00 a.m.  
 Grade books due in V.P. of Learning's Office (hard copies)

### Spring 2008

January 3 (R) ..... Offices open, Staff returns

January 7(M) ..... Faculty Return

January 7-11 (M-F)..... Faculty/Staff Development/ In-service Days

January 8 (T)..... Assessment: Faculty file updated syllabi with Deans

January 14 (M) ..... Classes Begin 8:00 a.m. (or earlier as designated)

January 17 (R) ..... Last day to add class or register 6:00 p.m.

January 21 (M)..... No classes (Martin Luther King, Jr. Day)

January 24 (R) ..... Last day to change regular, semester-long classes from audit to credit

January 25 (F)..... Deadline for Fall 2006 grade changes other than "I"

February 1 (F)..... No Classes (FBLA Conference)  
 Last day to change 1<sup>st</sup> 5-week classes from credit to audit

February 8 (F)..... Last day to change 1<sup>st</sup> 6-week classes from credit to audit

February 12 (T)..... Deadline for Spring 2008 Independent Studies

February 13 (W) ..... Last day to drop 1<sup>st</sup> 5-week classes

February 15 (F)..... Last day to change 1<sup>st</sup> 8-week classes from credit to audit  
 1<sup>st</sup> 5-week classes end

February 18 (M)..... 2<sup>nd</sup> 5-week classes begin  
 1<sup>st</sup> 5-week grades due in Registrar's Office  
 Assessment: Feedback on Assessment Report to AAT

February 19 (T)..... Last day to drop 1<sup>st</sup> 6-week classes

February 22 (F)..... Last day to change 1<sup>st</sup> 9-week classes from credit to audit  
 1<sup>st</sup> 6-week classes end

February 25 (M)..... 1<sup>st</sup> 6-week grades due in Registrar's Office  
 2nd 6-week classes begin  
 9-week Tech Math II classes begin

February 27 (W) ..... Assessment: Minutes of first departmental meeting on assessment due

February 29 (F)..... Last day to change 1<sup>st</sup> 10-week classes from credit to audit

March 3-8 (M-S)..... Mid-term examinations

March 4 (T)..... Last day to drop 1<sup>st</sup> 8-week classes

March 7 (F)..... Last day to change 2<sup>nd</sup> 5-week classes from credit to audit  
 1<sup>st</sup> 8-week classes end  
 Assessment: Review of the assessment process

March 10 (M)..... Mid-term deficient grades, 4:00 p.m.  
High school students' grades, and  
1<sup>st</sup> 8-week classes grades due in Registrar's Office  
2<sup>nd</sup> 8-week classes begin  
Assessment: CATs due

March 11 (T)..... Last day to drop 1<sup>st</sup> 9-week classes

March 14 (F)..... 1<sup>st</sup> 9-week classes end

March 17 (M)..... 1<sup>st</sup> 9-week grades due in Registrar's Office

March 17-23 (M-Su)..... Spring Break

March 24 (M)..... Classes Resume 8:00 a.m. (or earlier as  
designated)  
Last day to drop 1<sup>st</sup> 10-week classes

March 26 (W) ..... Last day to drop 2<sup>nd</sup> 5-week classes

March 28 (F)..... Last day to change regular semester-long classes from credit to audit  
Last day to change 2<sup>nd</sup> 6-week classes from credit to audit  
2<sup>nd</sup> 5-week classes end  
1<sup>st</sup> 10-week classes end

March 31 (M)..... 2<sup>nd</sup> 5-week and 1<sup>st</sup> 10-week grades due on Faculty Access

April 1 (T)..... No classes (Faculty/Staff In-service Day)

April 4 (F)..... Assessment: Minutes of second departmental meeting on assessment due

April 8 (T)..... Last day to drop 2<sup>nd</sup> 6-week classes

April 11 (F)..... Last day to change 9-week Tech Math II classes from credit to audit  
2<sup>nd</sup> 6-week classes end

April 14 (M)..... 2<sup>nd</sup> 6-week grades due in Registrar's Office

April 18 (F)..... Last day to change 2<sup>nd</sup> 8-week classes from credit to audit

April 22 (T)..... Last day to drop regular semester-long classes

April 24 (R) ..... Last day to drop 9-week Tech Math II classes  
Last day to drop 2<sup>nd</sup> 8-week classes

April 29 (T)..... Last day of regular classes  
2<sup>nd</sup> 8-week classes end  
9-week Tech Math II classes end

April 30 (W) ..... Dead Day

May 1-6 (R-T) ..... Final examinations

May 6 (T)..... Assessment: Draft of program/division assessment report due

May 7 (W) ..... Final grades due in Registrar's Office 9:00 a.m.  
Grade books due in V.P. of Learning's Office (hard copies)

May 10 (S)..... Graduation 10:00 a.m.

## Summer I 2008

May 22 (R) .....	Classes begin	8:00 a.m.
May 26 (M).....	No Classes, Offices Closed (Memorial Day)	
May 29 (R) .....	Deadline for Summer I 2007 Independent Studies	
June 12 (M).....	Last day to change from credit to audit	
June 19 (R) .....	Last day to drop Summer I regular-session classes	5:00 p.m.
June 23 (M).....	Last day of classes	
June 24 (T).....	Final Examinations	
June 25 (W) .....	Final grades due on Faculty Access Grade books due in V.P. of Learning's Office	9:00 a.m.

## Summer II 2008

June 30 (M) .....	Classes Begin	8:00 a.m.
July 9 (W).....	Deadline for Summer II Independent Studies	
July 4 (F).....	No Classes, Offices Closed (Fourth of July)	
July 10 (R).....	Last day to change 10-week Summer I classes from credit to audit	
July 18 (F).....	Last day to change from credit to audit	
July 24 (R).....	Last day to drop 10-week Summer I classes	5:00 p.m.
July 28 (M) .....	Last day to drop Summer II regular session classes	5:00 p.m.
July 30 (W).....	Last day of Summer II regular-session classes Last day of Summer I 10-week classes	
July 31 (R).....	Final Examinations	
August 1 (F).....	Final grades due on Faculty Access Grade books due in V.P. of Learning's Office	9:00 a.m.

**Academic Assessment** At Northark, the Academic Assessment Team (AAT), composed of faculty from each division and the Director of Institutional Research and Assessment, has developed and implemented a plan to assess student academic achievement, approved by the Faculty Senate. That plan describes faculty's role in assessment: "Assessment of student learning begins at the classroom level; however, institutional assessment is not about grades, individual students, or individual instructors. All assessment data are reported, analyzed, and applied independent of individuals and personalities." Specifically:

- All instructors state clearly on their syllabi the expected outcomes of student learning and the methods of measuring those outcomes. If a course is part of the state minimum core, it must include general education outcomes (see page 62 of the college catalog), and Northark encourages faculty teaching other courses to include general education outcomes.
- Instructors of multiple-section courses select a set of objectives common to all sections of that class; of course, instructors may add additional ones to their individual sections. These courses have a departmental final, a common core on the final, or a mastery test for all sections. Ask your dean for common components in multiple-section courses.
- Faculty should report the use of at least two classroom assessment techniques (CATs) each semester. AAT posts sample CATs on Northark's website at [http://www.northark.edu/Departments/IR\\_Web/Assessment.htm](http://www.northark.edu/Departments/IR_Web/Assessment.htm).
- In addition, faculty may participate in assessment in other ways such as
  - allowing class time for students in randomly selected general education courses to take the Critical Thinking section of the CAAP test.
  - Allowing class time in randomly selected courses for students to take the CCSSE.
  - supplying artifacts to assess Northark's global perspectives general education outcome: students should be able to discuss the issues of a diverse global society.
  - reviewing assessment results for their division, proposing changes, and, if necessary, proposing budget adjustments to allow the changes.

Northark's assessment plan concludes, "The assessment of student academic achievement at Northark is a closed loop. It is a faculty-driven process used to improve learning as it fosters excellence in teaching and educational processes. However, it is not a perfect process, and thus, is itself subject to annual review and revision. Teaching, learning, assessing, and revising comprise the cycle for continuous improvement of student academic achievement."

### **Children, Other Family Members and Friends in the Workplace**

It is college policy that only those providing or making use of college programs and services should be on campus regularly or routinely, except as bona fide visitors. Consequently, faculty should not have family members, including children, or friends as a regular presence in their workplace. Exceptions should only be made in response to special circumstances for short periods of time and must be approved by the faculty member's supervisor.

### **Challenge Exams**

Please refer to college catalog for the challenge exam policy. Please be mindful of several things:

- There is a time limit on when students can take challenge exams, as well as when the test must be returned to the Registrar's Office. No exceptions.
- Students must be enrolled in the particular classes they want to challenge, and it is the instructor's responsibility to verify enrollment.
- Deans only will have the challenge forms, which must be totally filled out or they will not be accepted.

### **Classrooms**

To help protect and prolong classroom furnishings, it is Northark policy that **no food or drinks are allowed in the classroom** during regular class sessions. Please see that this policy is complied with.

### **Conduct/Dress**

You are encouraged to use good judgment and discretion in your appearance, dress, and conduct. In other words, present yourself and your actions in a manner that will reflect the image of a professional public servant.

Faculty members are responsible for maintaining in the classroom an environment appropriate to academic endeavor. North Arkansas College does not condone discriminatory treatment of students or staff on the basis of age, disability, ethnic origin, marital status, race, or religious commitment, sex, or sexual orientation in any of the activities conducted on this campus. Members of the faculty are requested to be sensitive to this issue when, for example, presenting lecture material, assigning seating within the classroom, selecting groups for laboratory experiments, and assigning student work. The college faculty, administration, and staff are committed to providing an equal educational opportunity to all students.

### **Copies**

For all copying needs, please contact your division's designated Faculty Support staff. You are encouraged to plan ahead and give them some lead-time with your projects, if at all possible. Although many think they are miracle workers, they cannot always accommodate last minute copying. To save everyone's inconvenience, including your own, plan ahead. You may charge your copying to your particular division code, given on request from your dean.

Copy work will be placed in your mailbox in M168 or on a table beneath the mailboxes with your name on the top of the stack. For instructors in night courses, the faculty secretaries can place material in the mailboxes at the front of the building upon request. The faculty secretaries usually place tests

in a file cabinet in M168; however, if you teach in the evening and cannot come by and pick them up before the office closes, they can put tests in your mailbox upon request, also. The secretaries make every effort to preserve test security at all times. If you need clarification on any procedure used in this office, please call your designated Faculty Support staff:

- Nancy Jenkins (College Preparatory) 391-3312
- Rose Halliday (Nursing and Allied Health) 391-3314
- Judith Mathis (Humanities and Math, Science, Health/P.E.) 391-3249
- Emily Little (Business) 391-3228
- Becky Clary (Technical) 391-3194

Their office hours for fall and spring semesters are Monday through Friday, 7:45 a.m. – 5:00 p.m. For summer the office is open Monday through Friday, 8:00 a.m. – 5:00 p.m.

**Deans/  
Directors**

Arts and Sciences – Dr. Laura Berry, Dean  
Business and Technical Programs – Ed Proctor, Dean  
Nursing and Allied Health – Beth Robinson, Dean  
Northark Technical Center – Joe Blair, Director

**Evaluations**

All Northark faculty are evaluated annually (generally during the fall semester) as part of the college’s assessment plan. You will be notified ahead of time of the evaluation schedule. You may pick up evaluation materials, accompanied by instructions, in the Faculty Secretaries’ Office, or upon your request, they can be left in your mailbox. Please contact your dean if you should have questions.

**Faculty Access**

Northark uses Faculty Access software to eliminate the need for paper rosters. You can use Faculty Access by going to the Northark web page at [www.northark.edu](http://www.northark.edu), clicking on “Faculty & Staff,” then either “faculty Access (local)” or “Faculty Access (off-site).” You will need a username and password which the Registrar’s Office will assign before the semester begins. Faculty Access will allow you to print your class rosters, verify official rosters, identify No-Show students so they may be dropped from the course, submit midterm and final grades, and access demographic information about your students. If you have problems with your password, username, or accessing your roster, please contact Charla Jennings, 291-3221.

**See No-Show Procedure.**

**Grades/Exams**

Faculty members will include grading and make-up policies in the syllabus for the course, at the course website, or announce such policies at the beginning of class meetings for each course.

Each faculty member is expected to select appropriate times for the periodic examinations that are necessary or desirable during the course of the semester, but if examinations are to be given at times other than the regular

class period, these times must be published in the printed schedule and should also be announced at the first class meeting.

All final examinations must be given at times specified in the final exam schedule. Whenever extreme circumstances make necessary a deviation from the announced schedule, clearance for such deviation must be obtained in advance from the appropriate dean and the Vice President of Learning. No meetings, social activities, athletic events, or other extracurricular activities which require student participation will be scheduled during the final examination period. Any exceptions to this policy must receive prior approval from the Vice President of Learning.

Instructors have a fundamental responsibility to inform students of their progress in courses as accurately and completely as possible. Faculty should submit grade rosters, with grades in letter form (no plus or minuses), not percentages, to the Registrar's Office via Faculty Access (see above) at mid-term and the end of the semester. (At the beginning of the semester, rosters must be verified for accuracy, with no-show students identified; **see No-Show Procedure.**)

Please check the academic calendars in the front of this book for the deadlines for mid-term and final grades. Faculty must submit both mid-term and final grades according to the schedule established by the Registrar so that the Registrar's Office can mail them to students as soon as possible after the end of the semester. Promptness is essential.

At mid-term, Northark requires faculty to submit deficient grades of "D" or "F" for college students and all grades for high school students enrolled for concurrent credit. If you have any high school students enrolled for concurrent credit in your class, you will receive a separate roster for them.

The end of the semester brings about a different procedure. Instructors should turn in their final grades via Faculty Access, then turn a hard copy of their grade books to Gail Beth. As shown on the academic calendars, grade books are due at the same time as grades. Off-campus instructors only may either mail a copy of their grade book, or fax it to 870-391-3232. Please understand, because of deadlines and the amount of work that the Registrar's Office still has to do after receiving final grades, it is imperative that you be considerate and submit your grades on time.

### **Grade books**

State law requires that grade books be kept on file. This can be your whole grade book, torn-out sheets from your grade book, a copy of the sheets from your grade book, or a detailed computer spreadsheet. Whichever form you choose to turn in, it must show daily work, tests, etc., so one might see how you arrived at the students' particular grades. Although you may show a percent for the final grade, it must be accompanied by a letter grade. If you need a grade book, you may go to the bookstore and charge one to your department.

### **Grade Changes**

For a full explanation, refer to the college catalog, page 56. Grade changes

**Other Than “I”** can only be made under the following conditions: (1) changes may only be made within the first two weeks of the following semester, excluding summer school; and (2) the only valid reason for a grade change is an error in calculating or recording the grade (make-up work is not a valid reason).

**Holidays** North Arkansas College recognizes the following 2007-2008 holidays for students:

Labor Day – September 3  
Thanksgiving – November 21-25  
Christmas – December 12-January 14  
Lee/King Day – January 21  
Memorial Day – May 26  
Fourth of July

**Illness/Absences** If you should become ill or for any reason need to miss a class, please call the Vice President of Learning’s Office at 870-391-3217 by 7:30 a.m. so the cancellation can be posted on the big boards in the front and back of the building. Gail Beth is in her office by 7:00 in case you need her for anything. (Your dean may also request a phone call.) Arrangements for tapes to be shown can be made ahead of time by calling Jim Robb at extension 359 in the library. If you need to get a hold of someone and can’t find them, call the front desk and leave a message (phone numbers are pages 21 and 22).

If you must miss an 8:00 a.m. or night class, please make every effort to contact your students ahead of time. There is nothing more inconsiderate than having students rush in for a night or early morning class from out of town, only to find it has been cancelled. The Registrar’s or Vice President of Learning’s Office can get you a roster with phone numbers if you need or request it to use when needed.

**Inclement Weather** Should inclement weather occur, you can call 743-SNOW (743-7669) to hear the latest updates on Northark’s class cancellations. In addition, the following radio stations will be notified:

KCWD 96.1 FM – Harrison  
KHOZ 102.9 FM – Harrison

An announcement will only be made if classes are cancelled. Every effort will be made to notify the stations by 6:00 a.m. Sometimes situations arise when inclement weather occurs during regular school hours. In that case, decisions made for the day or evening will be made as soon as possible. Personal discretion about safety should always be used even if classes are not cancelled.

**Incompletes** The official procedure, which is on page 58 in the 2007-2008 Northark Catalog, is as follows:

*A grade of Incomplete (I) is permissible only when the student has been unable, because of illness or other reason beyond his/her control, to finish*

*the work assigned in the course. In order to receive a grade of “I”, students must contact the instructor to make arrangements for completing the course. The instructor determines the requirements for making up the “I”. An incomplete grade not made up within one semester automatically becomes an “F” unless the instructor notifies the Registrar’s Office in writing of a later date.*

There is an accompanying, hard-copy “Incomplete” form that is required and due in the Registrar’s Office the same time as final grades are due on Campus Connect. As of now they must be picked up in the Registrar’s Office. However, for off-campus instructors, either the Registrar’s Office or Gail Beth will be glad to either mail or fax these forms ahead of time to you, if you’ll let them know, so you can mail or fax them back.

## **Mail**

### **Inter-campus mail**

Mail going to the north and center campuses may be placed in the appropriately marked mailboxes located by the south campus receptionist or taken the bookstore. Mail going to the south campus may be placed in the marked drop box located at the reception counter. There is a pick-up of inter-campus mail twice daily.

### **External mail – U.S.**

All outgoing U. S. mail pertaining to school business must be posted in the top right corner with the department code of the originator. (Ask your dean for this code.) Multiple mail items may be bound together with just the top envelope coded. Items that are not posted or coded will be returned to the sender. If any postal questions arise, please ask Kevin Middleton or Merna Osborne in the bookstore.

Outgoing personal south campus mail with postage may be placed either beside or in the marked drop box in front of the mailboxes or in the bookstore. Outgoing personal north campus mail with postage may be placed in the marked drop box located at the reception counter. External mail is picked up at the front drop box at 3:00 p.m., Monday through Friday, and taken to the post office at 4:00 p.m. If you have mail that needs to go out between three and four, please take it directly to the bookstore.

## **Mailboxes And E-Mail**

All faculty members on both the north and south campuses have their own mailboxes. On the south campus, mailboxes are located at the front (south) entrance around the corner from the receptionist. On the north campus, they are located directly behind the receptionist. **It is of utmost importance that you check your mailbox every day you have class, preferably before class.** It is one of the important links between you and your departments. All memos, phone messages, drop slips, and personal mail are placed there.

**The other important link to your department and other college offices is campus e-mail; you should check your campus e-mail account regularly.** To access your campus e-mail account, go to the college website at [www.northark.edu](http://www.northark.edu); then click on “Faculty & Staff”; then click on “Employee E-Mail” and follow the prompts. Your account will be set up by

Microcomputer Services. If you have problems with your e-mail account, please contact Mary Bausch at 391-3285.

**No-Show Procedure** In an effort to more accurately report official enrollment and to reduce the amount of money the college is liable for repaying from overpayment of financial aid, Northark implemented a No-Show Procedure that will require each instructor to verify rosters at the beginning of the semester on Faculty Access and indicate students who have never appeared in class even though they appear on the official rosters. Those students will be administratively dropped from the course(s).

1. The Registrar's Office will e-mail a memo to all faculty on the fifth class day of a fall or spring semester or the second class day of a summer session requesting all rosters be verified.
2. Using Faculty Access, faculty will verify enrollment in each class and record a "NS" (No-Show) grade in the grade block for any student who has never attended the class. Each class roster will be submitted whether a No-Show is reported or not.
3. To verify that the roster is correct and submit "NS" grades if any, check "Yes, this is my final grade posting" and then click "Submit." (Checking "yes" does not mean that you are submitting final grades; the system will allow you to submit midterm and final grades at the appropriate times later in the semester.)
4. All rosters must be verified and submitted through Faculty Access by the end of the tenth class day of a fall or spring semester or the fourth day of a summer session.
5. The Registrar's Office will drop all courses graded with a "NS" grade at 100% refund. (Students will not receive financial aid for those courses.)
6. The "NS" grade will only be available as a valid grade on Faculty Access during this time frame.

**Office/Keys**

Keys to part-time offices are available in the Vice President of Learning's Office, which will need to be returned at the end of the semester at the same time you turn in your grade book.

**Online Faculty/  
Blackboard/  
Tech Support**

Northark has a growing number of faculty who teach online courses which require students to travel to campus only a few times during the semester. The online course management system used is Blackboard. Faculty are trained to be able to use its many functions and applications. For Blackboard technical support or questions, please call Larry Stroud at 291-3289 or John Walsh at 291-3308.

## **Parking**

Part-time faculty should park in the student parking lots. These are located on the south, west, and north sides of the building. Parking on the sides up next to the building is reserved for full-time employees.

## **Pay Scale/ Teaching Limit**

The pay scale for part-time faculty is as follows:

\$475 per lecture hour

\$333 per lab hour

Part-time faculty are limited to seven (7) course credit hours per semester and/or fourteen (14) cumulative course credit hours per fiscal or academic year for seasonal needs. Part-time hourly employees will be limited to nineteen (19) hours per week or 988 cumulative hours per fiscal year for seasonal needs.

## **Phone Calls/ Phone Numbers**

The Vice President of Learning's Office prefers not to give out your personal phone numbers, so. . **if you want your students to be able to contact you at home or at work, please put your phone number or e-mail address on your syllabus.** That being said, there are times when it may be necessary for whatever reasons to give out your home phone number. The college needs to have a quick, reliable way in which to get in touch with you.

If from time to time you might find it necessary while on campus (especially those who instruct during the day) to call students, schools, or anyone relating to your class(es). In that case, there is a long-distance code you can obtain from your dean to make calls from campus. Please contact him or her if this situation arises.

## **Posting of Grades**

The Family Rights and Privacy Act of 1974, as amended, prohibits disclosure of personally identifiable education records to a third party without prior written consent. This includes parents. Accordingly, faculty should ensure that grade information posted or made available through graded papers left for collection in public places (such as offices or hallways) is not "personally identifiable" information as that data or information which includes (1) the name of the student, the student's parent, or other family members; (2) the student's address; (3) a personal identifier (such as a social security number or student number); or (4) a list of personal characteristics, or other information which would make the student's identity easily traceable.

## **Rosters**

Rosters are available through Faculty Access virtually 24/7. The Registrar's Office will correspond with you four times a semester via e-mail regarding important roster information.

1. Preliminary Rosters: You will receive an e-mail from the Registrar's Office before the classes begin as soon as preliminary rosters are ready. These rosters will reflect up-to-date registration and adds or drops, and you should check them before each class meeting until you receive official rosters.
2. Official class rosters: You will receive an e-mail from the Registrar's Office on the fifth (5<sup>th</sup>) day of class for fall or spring semesters and

the third (3<sup>rd</sup>) day of summer sessions requesting that you verify rosters and submit them electronically (on Faculty Access), indicating any No-Show students. (See **No-Show Procedure above.**)

3. Mid-term rosters: You will receive an e-mail from the Registrar's Office before the mid-term exam period requesting deficient grades for all students and mid-term grades for all high school students to be submitted electronically (on Faculty Access). The Registrar's Office will provide a list of high school students to appropriate instructors.
4. Final grade rosters: You will receive an e-mail from the Registrar's Office before the final exam period requesting final grades to be submitted electronically (on Faculty Access) by the deadlines printed in the Academic Calendars.

## **Security and After Hours**

Between the hours of 10:00 p.m. and 6:00 a.m. Monday through Friday, and on weekends, holidays, and school closings, general facility access will be restricted. For exceptions see the North Arkansas College Employee Handbook section 6.4.

Security and maintenance staff will not open an internal area or office for anyone, including Northark employees, without direct authorization from faculty or management of the particular area or office. When deemed necessary for the protection or safeguard of Northark property, security and maintenance personnel may ask any individual or group for identification and/or to leave the facility.

Employees are reminded to lock and secure their respective areas at each close of business session.

Even during normal hours (6:00 a.m. to 10:00 p.m.), instructors, technicians, and supervisors of specific areas or buildings which contain hazardous, sensitive, or expensive items should lock and secure their own facilities when they must leave and the area is unattended.

## **Student Attendance Policy**

Students are expected to attend all class meetings. It is the responsibility of the faculty members to advise their classes, in writing, of their attendance policy. After a student has missed 15% of scheduled class meetings (six class hours in a traditional 3 credit lecture course, proportionately more in classes with laboratory, studio, or clinical components), the instructor has the prerogative to drop the student with a grade of a "W".

Instructors will monitor attendance in on-line classes based on participation in the class as evidenced by turning in assignments, participation in discussion boards, e-mail, or other formal contact.

Students who fail to participate in an on-line class for a period greater than two weeks will be dropped at the prerogative of the instructor.

Instructors will not allow a student to stay on their class roll when it becomes clear that excessive absences prevent the student's successful completion of the course but will officially drop the student rather than give the student an "F" at the end of the semester.

Since we believe that consistency among faculty in the handling of absences plays a vital role in promoting student success,

- Instructors will keep an accurate record of attendance;
- Instructors will include the class attendance policy printed in the current college catalog in each course syllabus;
- Instructors will include their individual class attendance policy in each course syllabus if it differs from the class attendance policy printed in the current college catalog; and
- Instructors will make a check of excessive absences after the first two weeks of class and periodically thereafter, dropping students with excessive absences.

**(See also No-Show Procedure.)**

### **Student Medical Emergencies**

In an emergency situation, call 911. Students should not be sent to Northark's Nursing faculty. In the case of accidents or illness, students will be referred to their own physician or a local health care facility. If the situation warrants it, they will be transported to North Arkansas Regional Medical Center by ambulance. Students will be responsible for all medical expenses incurred during medical emergency and non emergency situations. All on-campus medical emergency and non-emergency incidents must be reported to the Student Services Office, room M185.

### **Student Support Services**

Computer resources for student research, assignments, and testing:

- **Open computer lab:** The library provides 25 computer workstations (20 on South Campus, 5 on North Campus) for use by students for research, class assignments, on-line coursework, e-mail, etc. Every effort will be made to ensure that all software packages utilized for Northark courses are available on these workstations. Lists of what software packages are installed on which workstations will be posted in the library to help students find the appropriate resources. Due to licensing and hardware constraints, not all workstations will have identical software installations. Students are requested to use workstations with the minimal software suite that meets their needs so that maximum student benefit can be obtained

from the Open Computer Lab. Students must have signed ID's and a current Northark computer account.

- Student support for the Open Computer Lab is available from the Testing Center administrator located in the Testing Center in the South Campus Library and from the library staff in the North Campus Library. These personnel will offer assistance to students using the Open Computer Lab as allowed by their other duties and will help to resolve technical issues with the Open Computer Lab in cooperation with the Microcomputer Services.
- **Certification Testing Center:** The Certification Testing Center, housed in the Northark South Campus Library, will provide students and the general public the opportunity to take professional certification examinations in many areas including Information Technology, Real Estate, Financial Planning, Nursing Pre-certification testing, and numerous other areas. Specifics on particular examinations are available on Northark's website and at the Certification Testing Center. Examinations may be scheduled on-line, over the phone, or in person at the Certification Testing Center. Seven computer workstations are currently available in the Center. In situations where testing is required for large groups or whole classes, the instructor should make arrangements with the Center's Administrator to schedule and configure a computer lab on the North or South Campus to support the testing requirement. Call (870) 391-3533 for information.

## Supplies

Materials needed for classes can usually be charged at the bookstore to your division code, which has been previously discussed. Before obtaining supplies, please check with your dean or department director for permission.

## Syllabi

Every course syllabus at North Arkansas College will contain information for students that will be organized into the following components:

1. Title page that includes the following:
  - name of institution
  - title and number of course
  - # of course credit hours
  - weekly course schedule (e.g. MWF 9:00 or TR 1:30)
  - instructor name and department or division
  - office #
  - telephone #
  - e-mail address
2. Current catalog course description
3. Rationale for course (what is the purpose of the course; why it is taught; how it can benefit the student)
4. Audience for course (who should be taking this course; what knowledge, skills, abilities, or experiences should the student have; what are the prerequisites or co-requisites)
5. Next course in sequence (if appropriate)
6. General course goals

7. Specific course outcomes/objectives/competencies to include
  - general education outcomes (if applicable)
  - assessment procedures
8. Resources needed for the course (what textbooks and supplies the student needs)
9. Resources available for the course
  - what resources are available to help students with their learning needs
  - should include as a minimum the instructor's office hours
  - could include resources in the LAC, LRC, or other sources
10. Instructional/teaching methods
11. Outline of course requirements
12. Course evaluation (grading) procedures including
  - method of evaluation
  - weight of each method
  - minimum performance level on each criteria for major methods such as papers or presentations
  - detailed outline of what the student must do to earn each grade
13. Attendance policy including
  - what constitutes excessive absences
  - consequences of absences
  - how to make up missed work (if make up is allowed)
    14. Tardiness policy (if appropriate)
    15. What constitutes academic dishonesty including
      - procedures that the instructor will follow if he or she suspects dishonesty
      - the consequences if dishonesty is verified
16. Course calendar/schedule (what will be taught when; when tests are scheduled, etc.)
17. Provision for changing the syllabus (how and when the student will know of any change in the syllabus)
18. Lab requirements (if appropriate)
19. Safety rules (if appropriate)
20. Statement of student responsibilities
21. ADA statement: North Arkansas College complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Students with disabilities who need special accommodations should make their requests in the following way: (1) talk to the instructor after class or during office hours about their disability or special need related to classroom work; and/or (2) contact Special Services in Room M188 and ask to speak to Robert Markle or Molly McCorkindale.
22. Form for acknowledging receipt of syllabus:

NORTH ARKANSAS COLLEGE  
SYLLABUS ACKNOWLEDGEMENT

Course:

Semester

I acknowledge by signing below that I have received the syllabus for the course indicated above. I have reviewed the syllabus and understand the objectives of this course. Further, I understand how my performance will be evaluated and how my final grade will be determined. I am aware of my instructor’s office hours, and I know how to contact him or her for help with and/or clarification of course contents or procedures.

\_\_\_\_\_  
(Student Signature)

\_\_\_\_\_  
(Date)

- 23. Anything else that will help students succeed in the course
- 24. Optional item: questionnaire to determine student reaction to the syllabus ( Was the syllabus helpful? Did it facilitate learning? How could it be improved?)

Dissemination:

- 1. Every student in every course at Northark will receive a copy of the course syllabus and will acknowledge receipt of that syllabus.
- 2. Additional copies of the syllabus for every course in both hard copy and electronic versions will be kept on file in the offices of the deans.

**Teaching Load**

Part-time instructors may teach up to 15 credit hours per fiscal or academic year.

**Textbooks**

Instructors are expected to use the text furnished to them by the college. Contact your dean for the procedure for obtaining and ordering textbooks.

**Tobacco Free Policy**

North Arkansas College is committed to providing its students and employees a safe and healthy environment. Because of this commitment, on October 1, 2005, all college campuses became tobacco free. As of this date, tobacco consumption is no longer permitted on any college property.

**Tuition Exemption**

Any part-time employee, his or her spouse, or a dependent may enroll in one college course or community service class per semester for a \$5.00 fee. Only one member of your family may take one class per semester for the \$5.00 fee.

**Withdrawals**

Please refer to the college catalog for Northark’s withdrawal policy. Please note, however, that in your absence, your dean, the Vice President of Learning, or the Vice President of Learning’s assistant will sign students’ withdrawal slips.

Phone and Fax Listings

ADMISSIONS	505	DIST. LEARNING/M137	255	Holland, Danny	124
Adult Ed/GED	198	Domino, Brittany	266	HONORS PROGRAM	273
AHEC	367	Domino, Dusty	311	Howerton, Phillip	107
Angel, Julia	251	Doster, Joe	380	Jacobs, Carla	195
ATHLETIC DEPT.	278	Duggan, Paula	533	James, Danielle	271
AUDIO/VISUAL	357	Durand, Dave	124	Jenkins, Dr. Clark	258
Ayres, Jennifer	506	East Lab	518	Jenkins, Nancy	312
Barnes, Brenda	136	EDUC. OPP. CENTER	524	Jenkins, Polly	334
Barridge, Dr. Ben	237	Edwards, Danny	124	Jennings, Charla	221
Bausch, Mary	285	ELEVATOR (2 <sup>nd</sup> Floor)	302	Jones, K.C.	125
Bell, Amy	160	ELEVATOR (3 <sup>rd</sup> floor)	303	Jones, Kathryn	261
Bell, Mandy	505	Enloe, Michelle	206	Jones, Kim	519
BENNIE ELLIS ROOM	310	Estes, Anna	122	Jones, Linda	220
Berry, Dr. Laura	280	Eoff, Gail Beth	217	Jones, Sandra	290
BIOLOGY LAB	274	Estrella, Sarah	248	Jones, Teresa	146
Bishop, Sherry	315	Ezell, Diana	296	JPH 1 <sup>st</sup> Floor	102
Blackmon, Gary	143	Ezell, Roy	309	JPH 2 <sup>nd</sup> Floor	302
Blair, Joe	513	FACULTY SECRETARIES	248	JPH 3 <sup>rd</sup> Floor	303
Boggs, Lana	535	FACULTY LOUNGE	253	JPH Conference Center	106
Bonds, Nell	181	FACULTY LOUNGE (N)	268	Karoly, Gary	163
BOOKSTORE	220	FACULTY ROOM	360	Kaul, Thea	141
Boyd, Bruce	227	Fendley, Sara Jo	299	Keeter, Cindy	347
Boswell, Lena	361	FINANCIAL AID	266	Keymer, Cheryl	225
Brecklein, Kim	338	Finney, George	384	Klott, Stacie	343
Bright, Charla	103	Finney, Wilma	346	Laging, Jeannie	365
Bright, Lyndsey	525	Flory, Michael	218	Laking, George	533
Brightwell, Lisa	325	Fountain, Nancy	240	Lawrence, Billye Sue	133
Brill, Patty	105	Fowler, Lana	322	Levy, John 688-6145,	189
Brooks, Kim	224	FRONT DESK (South)	200	LIBRARY (South)	358
Brown, Jane	223	FRONT DESK (North)	386	LIBRARY (North)	368
Brown, Linda	215	FRONT DESK (Library)	358	Lipsmeyer, Joan	320
Brown, Tavonda	331	Fuller, Henry	336	Little, Emily	158
Bueg, Aaron	113	Garner, Dale	243	LOBBY (SC Front)	257, 210
Burnside, Rana	528	Garner, Karen	169	Lyric Theater	391-3504
BUSINESS LAB	364	GED	198	Mahoney, Mike	144
Butcher, Carri	283	Gentry, Carolyn	252	Mahoney, Seychelle	286
Butterfield, Jessica	241	Geren, Sue	238	MAINTENANCE	124
CAREER CENTER	204	Gibbany, Sherry	288	MAINTENANCE-C	186
CAREER PATHWAYS	153	Gilbert, Mark	537	MAINTENANCE-N	373
Carpenter, Ron	383	Gillies, Holly	173	Mallet, Mary	254
Cates, Craig	377	Gillit, Darryl	180	Manning, Tawana	367
CATHY BRANDT ROOM	171	Goens, Debbie	155	Marcil, B.J.	211
CERTIFICATION CTR	533	Gresham, Dr. Gwen	316	Markle, Jacquie	159
Charter, Barry	376	Guynn, Nona	260	Markle, Robert	272
CIV/M140	305	Haddock, Jennifer	332	Martin, Rebecca	152
Clary, Becky	194	Hall, Bruce	295	Martin, Valerie	335
Coleman, Glenn	244	Hall, Roger	375,378	Masters, Mary	179
COMMUNITY ED	100	HALL PHONES	N/264,S/251	MATH LAB	213
CHRC	529	Halliday, Rose	314	Matthews, Mike	382
Computer Lab	502	Hammerschmidt, J.P.	325,324	Mathis, Judy	249
Cook, Bonnie	278	Hand, Della	129	Mathis, Pam	298
Cox, Lisa	134	Hawn, Cathy	327	Mayo, Cindy	263
Crabb, Steve	371	Hayes, Michelle	198	McCall, Shelly	178
Currie, Lori	199	Hermann, Tina	197	McCorkindale, Molly	270
D.P. PRINTER ROOM	293	Heuer, Jim	188	McEntire, Susan	353
Dart, Judy	235	Hickenbottom, Jessica	137	Melton, Paula	128
Day, Rachel	100	Hickenbottom, Mike	372	Middleton, Kevin	220
Dean, Debbie	369	Hinterthuer, Dr. Rick	366	Moore, Carrie	276
DeChant, Babs	176	Hirsh, Michelle	140	Moore, Dr. Robin	500

Morris, James	101	SWITCHBOARD (N)	385	Bausch, Mary	715-2370
North Kitchen	370	Tablish, Karen	358	Bueg, Aaron	688-3260
NURSING	262	TALENT SEARCH	132	Coleman, Glenn	391-1784
NURSING LAB	362	Teague, Hollie	526	Fuller, Henry	715-2374
Ogier, Sheila	291	Terrell, Danny	246	Smith, Richard	715-2372
OPEN LEARNING CTR	114	Terrill, Dr. Marty	259	Stroud, Larry	715-2373
Olson, Dr. Jeff	212	TESTING CENTER	334	Williams, Rick	715-2371
Osborne, Merna	304	Thomason, Jerry	287	<u>Distance Learning</u>	
Palmer, Michelle	356	Tinsley, Kim	127	Walsh, John	715-0761
Parker, Johnette	294	Tomlinson, Don	192	<u>Maintenance South</u>	
P-T FACULTY (S)	363	Townsend, Sherri	279	Danny Terrell	715-2658
P-T FACULTY (N)	175	TRIO	135	Dave Durand	715-0462
Parton, Lita	269	Turner, Judy	145	Eddie Phillips	715-0437
PAYROLL	206	Vance, Margie	231	Ken Wallis	715-0454
Peach, Kathy	523	Wallis, Ken	124	Tammy Renico	715-2659
Pearson, Lisa	200	Walsh, John	308	Hoppie Horn	688-8642
PERSONNEL	215	Wasson, Donna	230	Danny Edwards	688-4008
Pettis, Randy	373	Waterbury, Meghan	148	Paul Roudabush	688-8307
Phi Beta Lambda	327	Waters, Judy	196	Jay Shipley	688-8613
Phillips, Eddie	124	West, Don	265	Mike Conway	688-8306
Poor, Becky	219	Williams, Rick	233	Seth McCutcheon	715-0452
Porter, Ann	515	Wilson, Naomi	523	<u>Maintenance North</u>	
Proctor, Ed	228	Wilson, Phil	282	Farrell Shatwell	715-2660
Purdy, Paul	186	Woods, Natosha	166	Randy Pettis	688-0425
Raines, Rick	126	Woods, Suzanne	319	<u>Maintenance Center</u>	
Ray, Stacy	523	WRITING CENTER	361	Paul Purdy	715-0459
Rea, Bobby	191			Danny Holland	688-4238
REFERENCE ROOM	360			<u>Maintenance Weekend Security</u>	
REGISTRAR	241, 222				688-8305
Renico, Tammy	124				
Richards, Sondra	318	<u>Fax Numbers</u>			
Richiert, Pam	135	Adult Education	193		
Robb, Diana	236	Athletic	119		
Robb, Jim	359	Business Office	326		
Robinson, Beth	262	Career Pathways	151		
Rodela, Dorothy	529	CHRC	530	<u>Miscellaneous Phone Numbers</u>	
Rose, Christine	209	Continuing Education	109	Amphitheater Booth	391-3522
Ross, Sal	281	CAN	139	TDD Phone	391-3111
Sain, Ronda	154	EOC	501	Trolley	741-8008
Scroggins, Alice	517	ETS	162	Front Pay Phone	743-9905
Shankle, Wayne	533	Faculty Secretaries	354		
Shatwell, Farrell	373	Financial Aid	340		
Smith, Donnette	368	Institutional Advanc.	329		
Smith, Richard	349	JPH	328		
Smother, Laura	153	Learning & Instruction	232		
SNACK BAR	277	Library	245		
Somers, Micki	242	Main	250		
Speak, Monica	525	NAPHE	507		
Stensby, Donna	187	NC-Main	190		
STUDENT ACCOUNTS	292	NC-Library	341		
STUDENT CENTER (S)	264	Registrar's Office	339		
STUDENT CENTER (N)	337	Student Accounts	255		
Stockton, Dr. Jim	229	Tech & Business Division	161		
Stone, Shelly	301				
Stroud, Larry	289				
STUDENT GOVT	355				
STUDENT SERVICES	235	<u>CELL PHONE NUMBERS</u>			
Szabo, Stefan	357	<u>Business/Tech. Division</u>			
Sugg, Don	216	Proctor, Ed	688-9453		
Sullivan, Landon	149	<u>Community Education</u>			
SWITCHBOARD (S)	200	Bell, Amy	688-8311		
		<u>Microcomputer Services</u>			