



# Faculty Handbook

## 2017-2018

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## WELCOME

At Blue Mountain Community College (BMCC), teaching and learning occur in a number of ways, ranging from the traditional classroom experience to various eLearning delivery methods.

This handbook has been developed to assist faculty in providing the high-quality educational experience our students expect when attending BMCC. It addresses issues such as recordkeeping, responding to student questions, and organizing classes so they are uniform throughout BMCC's service district.

Faculty members are an essential part of the instructional team that contributes to BMCC's success. Our goal is to offer a consistently high-level educational experience for our students regardless of where, when, or how instruction occurs.

Please familiarize yourself with this handbook and our [website](#) prior to the starting date for the course(s) you will be teaching. If you have any questions about BMCC's policies or procedures or the information contained in this handbook, please contact your Center Director, the Office of Instruction, or Human Resources (see contacts in back or refer to the [Staff Web](#) on the BMCC website).

## MISSION STATEMENT

Blue Mountain Community College provides responsive and high quality innovative educational programs and services that promote personal and professional growth to strengthen our communities.

In support of our vision and mission, Blue Mountain Community College values:

- **Integrity** that promotes trust, honesty, ethical behavior, and professionalism
- **Communication** that is open, honest, and encourages a cooperative exchange of thoughts and ideas
- **Compassionate** relationships based on empathy, kindness, and reliability
- **Access** to all in an equitable manner
- **Respect** of individuals for their uniqueness and diversity
- **Excellence** in an educational environment that engages, challenges, advances intellectual curiosity, and fosters lifelong learning

## ACCREDITATION STATEMENT

BMCC is a public, two-year coeducational college accredited by the Northwest Commission on College and Universities (NWCCU).

The college is approved by both the State and Federal Veteran's Administration to offer education and training under the various public laws pertaining to financial aid to veterans.

The Oregon State Board of Nursing accredits the Nursing program.

The American Dental Association accredits the Dental Assistant program.

## STATEMENT OF NON-DISCRIMINATION AND GRIEVANCE PROCEDURE

*"It is the policy of the Blue Mountain Community College Board of Education and School District that there will be no discrimination or harassment on the grounds of race, color, sex, marital status, sexual orientation, religion, national origin, age or disability in any educational programs, activities or employment. Persons having questions about equal opportunity and nondiscrimination should contact the BMCC Title IX Coordinators, Room M-150 or Room M-217, Morrow Hall, Blue Mountain Community College, 2411 NW Carden Pendleton OR 97801, Phone 541-278-5796 or 541-278-5850, [ddrebin@bluecc.edu](mailto:ddrebin@bluecc.edu) or [tparker@bluecc.edu](mailto:tparker@bluecc.edu). For hearing impaired assistance please call Oregon Relay at 7-1-1."*

*"Es la póliza de la Mesa Directiva de Blue Mountain Community College y del Distrito Escolar que no habrá discriminación o acoso por motivos de raza, color, sexo, estado civil, orientación sexual, religión, origen nacional, edad o discapacidad en ningún programa educativo, actividades o empleo. Las personas que tengan preguntas acerca de la igualdad de oportunidades y no discriminación, deben comunicarse con los Coordinadores del Título IX del BMCC – en el Cuarto M-150 o Cuarto M-217 en el edificio Morrow Hall, Blue Mountain Community College, 2411 NW Carden, Pendleton, OR 97801, teléfono 541-278-5796 o T 541-278-5850. Correo electrónico [ddrebin@bluecc.edu](mailto:ddrebin@bluecc.edu) o [tparker@bluecc.edu](mailto:tparker@bluecc.edu). Para las personas que necesitan asistencia auditiva por favor llamen al Oregon Relay at 7-1-1."*

The college has adopted a grievance procedure providing for prompt and equitable resolution of student and employee complaints alleging any discrimination based on sex or disability. Click [here](#) to view this procedure (located on the BMCC Human Resources page).

## DRUG AND ALCOHOL STATEMENT

Blue Mountain Community College is legally required and morally committed to the prevention of illicit drug use and abuse of alcohol by both students and employees. In part, this is in reference to The Drug-Free Schools and Communities Act Amendment of 1989 (Public Law 101-226):

In compliance with the Drug-Free Workplace Act of 1988 (Public Law 100-690, Title V, Subtitle D) and the Drug-Free Schools and Communities Act Amendment of 1989 (Public Law 101-226), it shall be the policy of Blue Mountain Community College to maintain a drug-free campus for all employees and students. In accordance with ORS 475.300 -475.346, BMCC's Drug Free Campus

Policy includes prohibiting the use of medical or recreational marijuana on campus property or for any College-sponsored class, activity or event regardless of location. It is the responsibility of the College to notify students and staff of this college policy. As such, the following policy is in effect:

*The unlawful possession, use, or distribution of illicit drugs and alcohol is prohibited on the College campus, in all College facilities, or as part of any College-sponsored activity, regardless of where that activity is located. Violators of this policy will be prosecuted to the full extent of State and Federal law and, in addition, there are specific consequences for employees and for students which are also stated in the College Drug-Free Campus Procedures.*

The college reinforces this message through various publications that delineate our policy and procedures on this issue: [Students Rights, Responsibilities, and Conduct](#); the [Student Handbook](#); all employee handbooks; and various college procedures. These items are available to students online and through the Office of Student Affairs, and to employees via the HR website or the [Office of Human Resources](#).

## Services for Students with Disabilities

It is the policy of Blue Mountain Community College to comply with Section 504 of the Rehabilitation Act of 1973 (as amended in the Workforce Investment Act), the Americans With Disabilities Act of 1990 (as amended) and other applicable federal and state regulations that prohibit discrimination on the basis of disability.

Students with disabilities must arrange accommodations through Disability Services. Forms and more information is located on the [Disability Services](#) website.

## ACADEMIC CALENDAR

The Academic Calendar is set according to the Faculty Collective Bargaining Agreement. The calendar contains important dates and deadlines for faculty and students. All BMCC faculty should familiarize themselves with the calendar. The current [Academic Calendar](#) is located online on the Enrollment Services page.

## GETTING STARTED

Once approved for instructional duties at Blue Mountain Community College, the Office of Human Resources will provide you with a packet of pre-employment information, which will include most of the following materials:

1. Full-Time Faculty: Full-time (FT) faculty receive a Workload. The Workload includes the courses you will be teaching, compensation, and other details. As such, it is important that you read it carefully. Generally, Workloads are issued on a quarterly basis. Employment Forms (I-9, W-4,

etc.): These forms must be completed within the first three (3) days of employment and a college official must verify documents noted on the form.

2. Part-Time Faculty: Notice of Assignment (NOA) Available Online Only: The Notice of Assignment (NOA) details the courses you will be teaching, compensation, and other details. As such, it is important that you read it carefully. Generally, NOAs are issued on a quarterly basis. Your NOA is for a specific period of time and its issuance does not imply employment beyond its stated time limits. Look for this online. Employment Forms (I-9, W-4, etc.): These forms must be completed within the first three (3) days of employment and a college official must verify documents noted on the form.
3. Instructions for submitting time and attendance information to Paylocity (for hourly instructors only).
4. Information on how to access procedures and policies of the college.
5. FERPA Policy and Employee FERPA Statement.
6. Copies of course syllabi and addendums for the courses covered by your assignment.
7. StaffWeb Login Instructions.
8. BMCC E-mail instructions.

BMCC [Organizational Charts](#), the [Student Handbook](#), and [Academic Catalog](#) are all available online. Additional resources specifically for faculty are posted to the [Office of Instruction website](#).

If you have questions regarding your Workload/NOA or any of the other information, please contact your Center Director or the Office of Instruction. Orientation will be provided to new instructors – either in group sessions, individually, and/or with online resources.

## Keys

In the event that keys are needed, arrangements should be made through Human Resources.

## Identification Card

BMCC employees are issued identification cards for both convenience and security. Faculty will find these cards useful on certain occasions, such as borrowing library materials and accessing some campus doors after hours. Your card may be obtained at the Service Center, located in Morrow Hall in Pendleton.

## Mail

The Copy and Mail Center facilitates the intake and output of external and intercampus mail delivery. The Copy and Mail Center does not deliver mail to specific departments. Each department has made arrangements for pickup. It will be necessary to check with the department in which you are working to obtain specifics on how you will receive mail.

## E-mail

A BMCC e-mail address will be created for your use, according to the approved [Email Guidelines administrative procedure](#). This email account should be used for all official College communication as it is secure and adheres to federal privacy policies. You should check this daily, as important college communications will be sent to this email address. An email sent from your BMCC Email account constitutes a legal signature for purposes such as payroll. If your email account has not been established, please contact Human Resources for assistance.

When you are teaching, the expectation is that all communications with students will be answered within 24-48 hours of receipt.

## Communication Responsibility

Ongoing communication between faculty and the institution is vital to the success of the program. The primary means of communication is through faculty email. Faculty members are required to monitor their BMCC account and to respond appropriately to institutional email. When you are teaching, the expectation is that all communications with students will be answered within 24-48 hours of receipt.

## Technical Services

If you need technical support, a work order should be filed, online, with the [Help Desk](#). If you need assistance with this process, please call the Help Desk at 278-5827.

## StaffWeb

BMCC utilizes StaffWeb as the intranet for College employees. Go to <http://www.bluecc.edu/staffweb> and click on [HR Staff Information](#) for [New Employee Orientation](#), the [Faculty Handbook](#), and many other resources, such as the College's policies and procedures, organization charts, forms, and other online trainings. If your StaffWeb account has not been established, please contact Human Resources for assistance.

## Pay and Related Information

The BMCC [Faculty Collective Bargaining Agreement](#) determines your rate of pay. Payroll checks are issued monthly on the last working day of each calendar month.

**Non-credit instructors who are paid at an hourly rate MUST submit their hours via the web-based Paylocity system by the 16<sup>th</sup> of each month in order to be paid.** For questions, check with your supervisor or the BMCC Payroll Specialist at 541-278-5750.

No payment will be made if the course is cancelled before any classes are held.

## **Adjunct Faculty Compensation**

Each adjunct faculty member teaching a credit course receives compensation based on instructional unit credit hours (IUC) taught (as defined in the Faculty Collective Bargaining Agreement). See the [Collective Bargaining Agreement](#) for additional information on compensation, required committee work, professional development, seminars, or other meeting requirements.

## **Tuition Waivers**

Full-time faculty and their dependents are authorized to receive tuition waivers if they meet eligibility requirements. Eligibility is determined by the Faculty Collective Bargaining Agreement in Article 10. Please see the [Human Resources webpage](#) for the most current tuition waiver requirements and forms.

## **Sick Leave/Emergency and Bereavement Leave**

If you are ill and must miss class, [email the Office of Instruction](#), your department chair, and the assigned Academic Specialist. Faculty are entitled to a certain number of hours of sick leave and Emergency and Bereavement leave. These hours accrue depending on faculty teaching load. See the [Faculty Collective Bargaining Agreement](#) Article 23 for specific details. Sick leave must be entered in Paylocity during the pay period in which it occurs.

## **Notification of Address Changes**

Faculty are responsible for keeping their personal information current. You should report any changes in name, address, phone numbers, etc. to the BMCC Human Resources Department and to your immediate supervisor (if appropriate) in a timely manner. Failure to do so can lead to delays in contacting you regarding potential assignments, receipt of paychecks, relevant college business and making contact in emergency situations.

## **Travel Reimbursement**

Travel expenses will be paid ONLY if authorized on the NOA or if prior approval has been obtained from your supervisor. Mileage for instructional travel will be calculated to/from your “home center” and the “visiting center.” For Part-Time instructors, the maximum travel stipend per term is \$500.

Please see the office administrative specialist for assistance with this process. All travel reimbursements are subject to BMCC's administrative procedure BO-01-2002=0001 which may be viewed at <http://www.bluecc.edu/home/showdocuments?id=3042>.

Refer to Procedures and Guidelines for Professional Development on the Faculty Resource Page <http://bluecc.edu/about-bmcc/administration/office-of-instruction/faculty-resources>.

## Holiday Schedules

All instructors and students will observe scheduled school holidays. Please see the [Academic Calendar](#) for the current school year.

## Incident Reporting

The [Getting the Right Help](#) handbook outlines the procedures for incident reporting at BMCC. When an incident occurs, an [incident report form](#) must be filled out. In the event of an emergency, call 911 and notify the Human Resources office immediately by calling ext. 5850 (if during business hours). If you are at a branch campus, your front office may assist you by placing the call. If you are uncertain if an incident should be reported, call Human Resources to be sure. The Incident Report form is to be completed by the college staff involved and includes input from any person directly involved, injured, or witnessing an incident.

## Insurance

BMCC maintains worker's compensation insurance as required by law. This coverage provides liability insurance for you while you are acting within the scope of your authority and responsibility as an adjunct instructor.

## Faculty Evaluation - Full-Time Faculty Evaluation

The College shall perform a faculty performance review of all full-time faculty. This review will be done annually for faculty on a provisional contract and every 4 years for faculty on a permanent contract using the Scholarly Portfolio. The Vice President of Instruction, or a designee, will be responsible for identifying faculty members to be evaluated and assigning evaluating administrators to each. The Office of Instruction will distribute materials to those faculty members and oversee the Scholarly Portfolio process.

### The Scholarly Portfolio Process

The Vice-President of Instruction or a designee will contact the faculty who are required to begin their evaluation review using the Scholarly Portfolio Process. Each cohort faculty, during a year of review, will be provided professional development and training on how to develop the Scholarly Portfolio. Sample portfolio components and support will be provided for the faculty with the goal of providing clear guidance in the development of a high quality Scholarly Portfolio that demonstrates critical reflection of the teaching and learning process. The Portfolio will include:

samples of syllabi, artifacts of learning activities, peer observation with feedback, student feedback (SETE), administrative observation with feedback, evidence of institutional service, professional development plan and a faculty commentary demonstrating the ability of the instructor to reflect and adopt a model of continuous improvement.

This written summary will be placed in the instructor's permanent personnel folder in the Human Resources Department.

## **Faculty Evaluation - Part-Time Faculty Evaluation**

Part-time faculty will be evaluated their first year and every two years thereafter using the Peer Observation Report form. Department Chairs and/or their designee shall complete a classroom observation and provide feedback to the instructor. An administrative observation will be done if the Department Chair determines there is a need for an administrative evaluation. The Peer Observation will be written and shared with the Vice President of Instruction. Full-time faculty members, however, do not formally evaluate or supervise adjuncts.

Within an adjunct instructor's first year, all courses will be evaluated using the online Student Evaluation of Teaching Effectiveness (SETE) form. The Office of Instruction will provide each faculty the available results of the SETE after the final grades are submitted each term.

This written summary will be placed in the instructor's permanent personnel folder in the Human Resources Department. The major purpose of course evaluation is to assist the instructor in improving the course. It also assists the college in evaluating the overall program, as well as addressing specific course offerings.

## **Promoting Your Course**

All publicity and media relations for the college are developed under the direction of the Office of Public Relations. Instructors who wish to create special informational or advertising materials for their course should contact their supervisor and Public Relations.

The Office of Public Relations has a policy for the posting of flyers, posters, and other materials (click [here](#) to view the policy). Our goal is to remain consistent in our communications, so instructors ARE NOT to initiate publicity for their class by approaching the newspapers or radio stations, nor are they to develop posters or flyers without first conferring with their supervisor and the Public Relations director.

All classes are listed in the quarterly class schedule; this publication is distributed to every household in the college district. The Office of Instruction and center directors supply feature stories for each edition and longer class descriptions can be added if space permits.

## INSTRUCTOR RESPONSIBILITIES

As an instructor at BMCC there are a number of specific duties you will be required to perform. These include but are not limited to:

1. Begin and end class sessions promptly. Classes must be conducted for the length of time and on the days scheduled by BMCC.
2. Maintain attendance and grade records for all students enrolled in the class.
3. Assume the responsibility for required class materials, including: arranging for materials to be typed and/or copied, arranging for audio-visual equipment, films, supplies, etc., and ordering textbooks and desk copies, the procedure for which can be obtained through your supervisor or by contacting the Pendleton bookstore directly.
4. Maintain discipline and decorum in the classroom. Provide a classroom atmosphere that facilitates learning.
5. Respond to email and voicemail messages from students and external constituents within 24-48 hours of receipt.
6. Post and keep regular office hours. This is one hour per day for FT faculty members and one hour per course per week for PT faculty. For online classes, this may be done in an alternate format.
7. All courses must maintain a Canvas section for each course with an active Gradebook, Instructor Evaluation (SETE), and course syllabus. Syllabi must include all items listed on the approved checklist.
8. Submit all required forms and reports.
9. Make sure classrooms are left in an orderly manner.
10. Conduct yourself in a professional manner.
11. Promote academic integrity and report issues involving academic dishonesty and other matters of student discipline and disruption to the VP of Instruction immediately.
12. If teaching an online course, all materials must be accessible within the Canvas LMS system. Instructors are expected to have "regular and substantive" interactions with their students on a weekly basis. This is a federal requirement in order for these courses to be considered distance education courses (eligible for federal financial aid) rather than correspondence courses (not eligible for federal financial aid). Additionally, all materials must meet current ADA standards. Further information may be obtained from the Distance Education Coordinator.
13. Perform all duties in accordance with established college practices as set forth in this handbook and the BMCC policies and procedures.

### Course Syllabi

Course syllabi are required to include specific information. Because various items are required for all syllabi, a checklist is available to ensure compliance and consistency. The checklist is located on the [Office of Instruction website](#), along with two examples. Faculty are encouraged to use the

example syllabi to construct their own but may make minor adjustments as needed. It is important to note that the ADA statement may not be altered in any way.

Faculty are responsible for uploading the course syllabus into the Learning Management System (LMS) for their course. This should be completed one week prior to the start of the term. The syllabus may be a MS Word document, PDF file, or preferably copied into the LMS as a HTML page.

Course syllabi should also be sent to the Office of Instruction via email at [instruction@bluecc.edu](mailto:instruction@bluecc.edu) prior to the start of the term.

## FIRST CLASS SESSION

Be prepared -- the first class session is extremely important and will set the tone for the remainder of the quarter. You will gain a first impression of the students in your class, and the students, in turn, will gain an impression of you.

During this class session you must be prepared to:

1. Acquaint students with the course section in the Learning Management System. All course sections must include the updated course syllabus, have an active Gradebook, post course outcomes, and link to the course evaluation. In a traditional classroom setting, faculty should review basic navigation of the section with students on the first day. Online and hybrid courses should post a welcome with directions on navigating the course section.
2. Provide an explanation of the course outcomes, goals/objectives for the course, topics to be covered, a syllabus and/or brief outline and how the course will be conducted.
3. Provide a list of the materials, texts, etc. the student will need.
4. Know your audience! Gain some familiarity with the students to determine their interests and expectations for the outcome of the course. Online and hybrid courses should use the Discussion Forum to welcome students and encourage them to share why they are enrolled in the course. Students should not be expected to post personal information, and faculty should actively monitor postings to ensure that peer-to-peer connections are appropriate.
5. Set expectations for acceptable behaviors and share information about the [Complaint Process](#).
6. Students pay for, and expect, a full course and this includes the first class meeting. Make the best of the first day.

## BREAKS

If a class is scheduled to meet longer than an hour, the instructor should schedule a break about halfway through the class period. No more than one break every hour should be scheduled. No break can exceed ten minutes in length.

## COLLECTION OF TUITION & FEES

The Business Office, in conjunction with the front office staff at the branches, is responsible for the collection of all tuition and fees. Any questions relating to payment of fees or sales of books and supplies should be directed to the Business Office or branch staff. Information about paying tuition is also available on the BMCC website (click [here](#)).

## PREPARATION OF CLASS MATERIALS

Instructors are asked to do their own typing and preparation of class materials. Course syllabi and online content must be uploaded to the Learning Management System (LMS) before the first day of classes each term.

Adjunct instructors assigned to an academic department may receive assistance from the Academic Department Specialist assigned to that department. However, you should keep in mind that the Academic Department Specialists are charged with supporting all members of their assigned departments.

## TECHNOLOGY-BASED DELIVERY (Zoom)

Instructors using technology-based delivery methods (Zoom) for their class(es) can find information needed to conduct a successful course at:

<http://www.bluecc.edu/about-bmcc/administration/office-of-instruction/faculty-resources> then, under “Teaching with Technology”, click on “Web Conferencing, (Zoom Users Guide)”. For additional training, faculty should coordinate with Distance Education staff.

There are multiple ways to access Zoom:

- Use My BMCC, click on “BMCC Online Resources,” then click on Zoom. The website is <http://mybmcc.bluecc.edu/resourcepage.html>
- Through Canvas. There is a Zoom link in all course shells.
- Enter Zoom.us in a web browser and sign in.

When using Zoom for course delivery:

- If teaching an online course, all materials must be accessible within the Canvas LMS system. Instructors are expected to have “regular and substantive” interactions with their students on a weekly basis. This is a federal requirement in order for these courses to be considered distance education courses (eligible for federal financial aid) rather than correspondence courses (not eligible for federal financial aid). Additionally, all materials must meet current ADA standards. Further information may be obtained from the Distance Education Coordinator
- Materials need to be available to students in time for the class.

- Establish rules for tests and exams (such as: are they open or closed book).
- Arrange with BMCC staff for a proctor if needed to monitor exams. If a proctor is
- needed, please notify the site representative with the date and procedures at least one week in advance.
- Note: The BMCC Pendleton Testing Center is closed on Fridays; however, other sites may be able to proctor tests on those days.

## Minimum Class Size

At BMCC, the Office of Instruction sets class limits. Should the size of a section fall below ten (10) students, the college may either cancel the class or offer the instructor the opportunity to teach the class on a prorated basis. See the [Faculty Collective Bargaining Agreement](#) for more information.

## ORDERING TEXTBOOKS

Whenever possible, one standardized textbook and/or set of instructional materials is selected for each course. Adjunct faculty should communicate with their department or with the Office of Instruction to see what textbook is being used in other sections of the same course.

The process for ordering books for courses can be found at <http://www.bluecc.edu/about-bmcc/staff-web/bookstore-faculty-resources/communication-planning-bookstore-ordering/bookstore-ordering-process>

Desk/Review copies of textbooks must be ordered by the faculty member, their departmental secretary or their branch Office Specialist. The Bookstore can only assist in providing publisher contact information.

As soon as possible after receiving their NOA, part-time instructors should contact their department, branch administrator, Distance Education, or the Office of Instruction for information on textbook selection for the course they will be teaching. Orders should be submitted as soon as possible, but **at least seven weeks in advance** of the date the books will be needed. Books will be available for sale at the BMCC bookstore or students can order their books online at <http://www.bookstore.bluecc.edu/home.aspx>. Instructors can also order desk copies through the publisher.

## INSTRUCTIONAL SUPPLIES

In most cases, instructional supplies (oil paints, painting boards, tools, books, etc.) are to be purchased by the students. In certain instances, it may be necessary to make special arrangements for the purchase of supplies. Such arrangements should be made through the BMCC bookstore.

A list of the textbooks and any other supplies which must be purchased for the class should be posted on the online course shell. Students should be advised to order books and materials directly from the Bookstore or the branch staff.

## CLASS MEETINGS/CANCELLATIONS

It is the instructor's responsibility to meet every class as scheduled. In instances where circumstances beyond your control (illness, emergency, etc.) cause you to be unable to meet with your class, **it is your primary responsibility to notify all of the students in the class.** (Student phone numbers are available on the Class Roster.) In addition, you must notify your Administrator **prior** to any missed classes. It is important that you give as much advance notice as possible when you will miss a class. At the time your notification is received, a determination will be made whether to cancel the class and schedule a make up class or arrange for a substitute.

## WEATHER-RELATED CLASS CANCELLATIONS

Weather-related class cancellations are made by the local BMCC office where classes are taught (for example, Hermiston classes may be cancelled if the Hermiston schools are closed due to weather conditions). If there is a question, you should check with the BMCC Center to obtain information on the status of classes at that campus.

Weather related announcements are posted at [www.bluecc.edu](http://www.bluecc.edu) or call 541-278-5970.

## REGISTRATION PROCEDURES

Students are only able to register for classes online via WolfWeb. The instructor may view his/her class roster through the use of WolfTrax (the information management system of BMCC) at any time. Any questions relating to registration should be directed to the Service Center or the BMCC Center offices.

## ADMINISTRATIVE DROPS

Administrative Drops will be administered by the Office of Instruction in partnership with the Records Office, the Business Office, and the Office of Enrollment Management to better manage classroom enrollments in waitlisted classes and to eliminate unnecessary billing and collection of student tuition and fees. The process will be used at all BMCC locations.

### Guidelines:

Instructors will update their class rosters daily during the first week of classes. Waitlisted students will be added to the class as openings occur. Instructors will also note students who are on the roster but not in class. Students in the class but not on the roster should be referred by the instructor to their online WolfWeb account to add the class. These students should be instructed

not to attend class until they are officially registered in the course. During the first week of class, instructors or their academic secretaries are responsible for contacting students who were on the roster but not in class, as they will be dropped at the end of the week if they have not attended in order to add waitlisted students. Instructors should continue to monitor their rosters, noting who is attending class and who has not attended, so they can turn in an attendance report form after Thursday classes have met. Waitlisted students not attending will be dropped, registered students who did not attend will be administratively dropped, and eligible waitlist students will be added until the course is full. A notice of explanation will be mailed or emailed to the student(s) along with a link of her/his revised schedule. If you have questions, call the Office of Instruction at 278-5969.

## RECORDKEEPING REQUIREMENTS

Instructors are required to maintain certain records as part of their work assignment. While teaching courses at BMCC, you will use the following forms to meet BMCC's recordkeeping requirements:

1. Grade rosters are available online using the Staff link on the BMCC homepage via the WolfTrax login. If you do not have computer access, contact your supervisor.
2. Class Rosters need to be monitored for accuracy.
3. Time Sheet on Paylocity-- ***if you are being paid at an hourly rate.***

## GRADE RECORDS

All credit and non-credit courses are graded and these grades are retained in the Records Office. It is the instructor's responsibility to see that student grades are submitted by the due date. Grades are available to students as of the Monday following the end of the term. Please contact the Office of Instruction if you have questions about the grading process.

## GRADE REPORTING

All grades are entered using our online grading system. You must have a BMCC user ID and password set up in order to access this system. This should have been provided to you by HR as a part of your hiring process. If you need to update your personal information, you can do so through [WolfWeb](#).

Online grading instructions will be sent out by the Office of Instruction each term. You may also contact the Registrar's Office at 541-278-5757 to have a copy emailed to you.

All grades must be submitted by 12:00 p.m., noon, Friday of finals week. For example: Finals week is Monday–Thursday December 13-16; grades would be due by Friday, December 17th at noon. The system will then be closed down so that grades can be moved to transcript

history and students can view their grades online. If your class ends prior to finals week, you can submit your grades early, but they still must be in no later than the deadline stated above.

## GRADE DESIGNATIONS

All courses taught at BMCC, regardless of curriculum, require a grade. The grading system consists of the following:

### Letter Grades:

1. Four passing grades: A, B, C, or D.
2. Two failing grades: F, which is based on attempted coursework, and FA, which is failure due to attendance.

### Non-Letter Grades:

1. **INC (Incomplete):** When giving an “INC,” the instructor must complete an [Incomplete Contract form](#) and detail the requirements the student must meet to remove the incomplete or to replace the “INC” with a grade. Incompletes can only be given if the student has satisfactorily completed at least 60% of the coursework.
2. **W (Withdrawal):** Indicates that the student followed the formal drop (withdrawal) procedure and dropped the course within the designated time for withdrawals. This grade is assigned by the system, not by the instructor.
3. **P/NP (Pass/No Pass):** Students wishing to use the Pass/No Pass option must adhere to the regulations relative to declaring that option. A “P” grade denotes a level of accomplishment of “C” or better. The student is responsible for submitting a [Pass/No Pass Grade Option form](#) online.
4. **AU (Audit Status)** is **NOT** a grade. Audit is an enrollment status that must be declared at the time the student registers for the course. It is not to be designated on the grade roster by the instructor.

For full information regarding grade designations and definitions, please see the current [BMCC course catalog](#) or the [BMCC Administrative procedure](#) regarding grading.

## GRADE CHANGES

College procedures allow for grade changes up to one year after the end of the term in which the course or courses were taken. Once a grade has been assigned (other than an INC), the only acceptable reason for a grade change is instructor or college error. The instructor/student relationship in a given class concludes at the end of the term with the assignment of a grade, unless a student receives a grade of INC to allow for the submission of late coursework. The only way that an instructor can agree to change a student’s grade is for the student to submit a grade appeal. All

grade appeals are reviewed by the Vice President of Instruction and, if approved, are sent to the Registrar's Office for final processing.

## GRADE APPEAL

If a student believes they have been assigned an inappropriate grade, they may fill out a grade appeal form and submit it to the Office of Instruction. The Vice President of Instruction will review the grade with the instructor to determine whether or not to comply with the student's request of a grade change. Please see Article 12 of the [Faculty Collective Bargaining Agreement](#) for more details on the grade appeal process.

See the [Student Handbook](#) for more details on the grade appeal process.

## TESTING & FINAL EXAMS

The adjunct instructor should confer with the appropriate departmental faculty members and supervisor for testing procedures and final exam schedules.

### Testing Center

In addition to being available for proctored testing for eLearning classes, the Testing Center is available for special circumstances for BMCC on-campus classes. Those circumstances might be:

- You have a student who missed a test due to absence or scheduling problem and you are allowing a makeup test but wish to have it proctored.
- A student has been approved for special accommodations in testing that cannot be made in the regular classroom.
- The student will not be present for a scheduled test and has made arrangements with you to take it early.

If you have questions about what circumstances would be appropriate for accommodations, contact the appropriate Student Affairs staff member to discuss your need. Note: The Testing Center is unable to accommodate testing for an entire class and is not meant to serve as a testing site.

Faculty should send a copy of the exam and a [Request for Alternative Testing form](#) to the Testing Center.

The Testing Center is open for proctored student testing during certain times. Please refer to the [Testing Center page](#) on the BMCC website for current schedules for all locations. Testing Center hours are posted on the web and on signs both inside and outside the testing center.

Please remind your students that they must make an appointment 48 hours in advance if they need special accommodations such as a private room, a scribe or reader, etc., as they will need to arrange for any needed staffing or equipment for these special accommodations.

## ACCESS TO STUDENT RECORDS

### Family Educational Rights and Privacy Act (FERPA)

Student educational records are considered confidential and may not be released to anyone, including parents, without the written consent of the student, regardless of student age. As a faculty member, you have a responsibility to protect educational records in your possession. If you are in doubt, do not release any information until you contact the Registrar at 541-278-5757. At no time can student work (assignments, grading, etc.) be distributed in a way that others within or beyond the class can view student work other than their own.

The Family Educational Rights and Privacy Act of 1974 (FERPA) grants students certain rights, privileges and protections relative to individually identifiable student educational records that are maintained by BMCC. Specifically:

1. Students' educational records (with the exception of directory information) will be released to third parties only with the written consent of the student.
2. Students have the right to inspect/review their own individual educational records. Students do not, however, have the right to a copy of the records sent to us by other colleges. You may not give them a copy of any official transcripts that you may have in your possession. Please forward these official records to the Service Center at the Pendleton campus. Students have the right to challenge information contained in individually identifiable educational records.
3. FERPA allows colleges to disclose directory information without consent. If a student does not want this information released, he/she must check the appropriate box on the Registration Form.
4. Directory information includes names, degree intent, dates of attendance and degrees, honors and awards conferred, and athletic participation (including the height and weight of team members).

It is mandatory that all employees who handle student records in any way have training in the Family Educational and Privacy Rights Act of 1974, as amended (FERPA). Review of the material must be completed every three (3) years. Instructors are responsible for adhering to BMCC's FERPA Policy and all instructors must sign the Employee FERPA Statement.

BMCC abides by and honors all state and federal laws pertaining to the privacy and confidentiality of directory information and academic records. Students have the right to restrict access to information if they choose.

## ADMINISTRATIVE PROCEDURES AND BMCC SERVICES

There are a number of administrative procedures with which you should be familiar as an adjunct instructor at BMCC. All administrative procedures are available on the [BMCC website](#). Please make yourself familiar with these procedures. Only the most likely encountered procedures are discussed briefly here. Being aware of these procedures will assist you in providing a positive educational experience for the students in your classes.

### Purchasing Supplies

Purchasing is guided by state law and regulation, Board policy, college procedures, and appropriate internal accounting control mechanisms. The purchasing procedure is almost completely electronic using WolfTrax. Contact the Business Office to obtain your password, proper training on the system, and the procedure specific to your area. Instructors may not purchase equipment, supplies, or services without receiving prior approval from their supervisor.

### **Classroom Change Requests**

An instructor **may not** change the location, day, or time of a class unless it is approved in advance by the Office of Instruction and Branch Administrator (when appropriate). To change a classroom at the Pendleton campus, please call the Office of Instruction at 541-278-5969.

### **Guest Speakers**

Your Instructional Administrator should be informed of any arrangements for guest speakers. Normally, guest speakers are retained without payment. Guest speakers are considered volunteers for worker's compensation purposes, and they must fill out a volunteer form <http://www.bluecc.edu/home/showdocument?id=944> which is turned into Human Resources.

### **Student Travel**

All travel requests must be approved by the Office of Instruction. A college employee must be identified as responsible for all decisions made related to travel. Depending on the type of travel, a RaPS travel request must be completed, along with a [Student Travel Authorization Form](#). These forms *must* be filled out and approved by the Vice President of Instruction for the student and group travel two days prior to travel, and if modifications are made at the time of departure, a copy of the updated form must be submitted to the Office of Instruction prior to departure.

All travel involving students for instructional purposes are subject to BMCC's administrative procedure BO-01-2002-0001 which may be viewed at <http://www.bluecc.edu/home/showdocuments?id=3042>.

Please contact the Office of Instruction for assistance with this request.

## Smoking Policy

Smoking and the use of smokeless tobacco and inhalant delivery systems are prohibited in all enclosed facilities owned by, leased by, or under the control of the Blue Mountain Community College District without exception. This includes common work areas, auditoriums, classrooms, conference and meeting rooms, private offices, elevators, hallways, medical or dental facilities, cafeteria, employee lounges, bookstore, locker rooms, dressing areas, and all other enclosed facilities.

Smoking is permitted in outdoor areas (unless posted otherwise), except in eating areas and during organized events. Outdoor smoking areas are located 25 feet away from doorways, windows, and ventilation systems to prevent smoke from entering buildings and facilities. All cigarette butts shall be disposed of in appropriate receptacles that shall be located in designated smoking areas.

## Children in Classrooms

In keeping with BMCC procedure, children will not be permitted in classrooms.

Children under the age of 16 *must be* accompanied by an adult while using any BMCC facility, including the McCrae Activity Center, the computer labs, the Student Union, or the library. An exception will be granted to those students under the age of 16 who are properly enrolled at BMCC.

## Withdrawal/Refunds

Before the end of the fifth day of each term, students may drop classes by logging into the [Student WolfWeb](#). After the fifth day of each term, students may withdraw from a course before the deadline listed on the academic calendar at <http://www.bluecc.edu/enrollment-services/registration/academic-calendars>. (students withdrawing from courses will still be responsible for tuition and fees and a W will show on the transcript). Students are encouraged to meet with their instructor or advisor prior to withdrawal to ensure their academic success.

For a full term class students cannot add after first Tuesday @ midnight. Students cannot withdraw after the deadline listed in the academic calendar.

Financial aid-eligible students should be sure to check with the Financial Aid office when considering adding, dropping, or withdrawing from classes as their financial aid may be affected. Financial aid is issued based on the schedule in place at the end of the fifth day of each term. Drop dates for all classes are reflected on student schedules and bills.

## Print Shop / Copy Center

The BMCC Copy Center is located in the Bookstore. The Copy Center should be used when making multiple copies of tests and other course materials. Normally, one week should be allowed for this service and all materials submitted for copying should be camera ready. A [form to facilitate submission of materials](#) is available on the Wolf Web. Please contact your Department Office Specialist, branch front office, or the Copy Center if you have questions regarding your duplicating needs.

Copyright law will be strictly adhered to. If you have any questions about copyright issues, please contact the Copy Center for a brochure on this subject.

If you would like to develop marketing materials for your program, contact the Office of Public Relations at 541-278-5839.

## Library & Media Services

The Blue Mountain Community College Library exists to support student success by providing curricular resources, an environment that reflects a diverse learning community, and staff that partner with instructors, wherever you teach, for information literacy outcomes. Please explore the [library webpage](#) for full access capability.

There are computer workstations available for students in the library, as well as individual and group study areas. One group study room can be reserved, while the computer workstations and the individual study rooms are on a first come, first served basis. Students and staff who are using the computers for academic work receive the first priority for use.

BMCC library cards are provided to all instructors. The barcode, along with a self-established PIN, allows staff privileges in the use of Library equipment, services and collections:

- Routing of current journals
- Use of Print/Media Reserves systems
- AV equipment circulation
- Scheduled instructional sessions with class
- Purchases of recommended additions to collections
- Training in use of web-based resources
- Online interlibrary borrowing
- Research and curriculum development assistance
- Extended checkout period
- Handouts and discipline specific research guides for students

Books, media and equipment are delivered to the BMCC centers by courier. Articles can be sent electronically to email accounts.

Additional information and contacts are found on the [Library and Media website](#) or through the Library and Media Director at 541-278-5916.

## Phone Numbers

See the BMCC website for the full [Staff Directory](#) and [Services Directory](#).

All 4-digit extension numbers may be reached by first dialing 541-278, then the extension.

<b>College Main Line</b>	541-276-1260
<b>Centers</b>	
Hermiston	541-276-1260 X 3300 or 541-567-1800
Boardman/South Morrow	541-422-7040
Milton Freewater	541-276-1260 X 3170 or 541-938-4082
Baker County	541-523-9127
Grant County	541-575-1550
<b>Bookstore (Pioneer)</b>	x5733
Copy Center (Inside Bookstore)	x5966
<b>Finance Office (Morrow)</b>	x5759
<b>Human Resources (Morrow)</b>	x5837
<b>Library (Pioneer)</b>	x5915
<b>Office of Instruction (Pioneer)</b>	x5930
<b>Payroll (Morrow Hall)</b>	x5750
<b>President's Office (Pioneer)</b>	x5951
<b>Enrollment Services (Morrow)</b>	x5747
Advising	x5958
Registrar	x5757