Faculty and Staff Handbook

Updated 10/12/2018
INTRODUCTION

This handbook serves as a reference for Elizabethtown Community and Technical College (ECTC) faculty and staff on all College policies and administrative guidelines. Although the handbook is designed to provide answers to the most frequently asked questions, questions and situations may arise that are not addressed in this handbook. Therefore, other sources and references may prove useful to faculty, staff, and administrators; these include information on the KCTCS website (www.kctcs.edu), the ECTC website (www.elizabethtown.kctcs.edu), and the Human Resource Office of ECTC (https://elizabethtown.kctcs.edu/about_us/offices_and_departments/human_resources/index.aspx).

Elizabethtown Community and Technical College abides by the rules as set forth in the KCTCS Administrative Policies and Procedures and by the KCTCS Board of Regents accessible through the KCTCS website (These can be accessed at https://publicsearch.kctcs.edu/policies/Pages/KCTCSPolicies.aspx).

The Office of the Provost updates the handbook yearly; therefore, the contents reflect the most current information for the College community.

An investment in knowledge
Always pays the best interest.

_____________________
Benjamin Franklin

ECTC IS AN EQUAL OPPORTUNITY EMPLOYER AND EDUCATIONAL INSTITUTION
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CHAPTER ONE

HISTORY, MISSION, AND ORGANIZATION
ELIZABETHTOWN COMMUNITY AND TECHNICAL COLLEGE

History

In the 1950’s, local citizens became interested in establishing a four-year institution of higher education in Elizabethtown. After initial efforts fared poorly in the 1960 Kentucky General Assembly, the North Central Kentucky Education Foundation (NCKEF) organized to solicit funds for a College in Hardin County. The Foundation purchased 237 acres on the outskirts of Elizabethtown for a College site. On February 25, 1962, the Kentucky General Assembly passed legislation authorizing the formation of a statewide system of community Colleges as part of the University of Kentucky. Elizabethtown was selected as one of the sites at which a community College would be established.

In 1962, the first building was constructed on 55 acres deeded to the University of Kentucky by NCKEF. The first chief administrator, Dr. James S. Owen, was hired in 1963, and in 1964 (with 10 full-time faculty, a business officer, and a librarian), Elizabethtown Community College opened its doors to 355 students from 11 counties, fulfilling citizens’ vision of a local College.

Elizabethtown Technical College was founded in 1965 as Elizabethtown Vocational Extension Center, part of the vocational educational system. It was initiated through a partnership between North Central Kentucky Education Foundation, the Elizabethtown Independent School Board, and the Commonwealth of Kentucky. NCKEF donated the property on which the facility was constructed; the Elizabethtown Independent School Board arranged a bond issue to cover construction costs; the state provided equipment and assumed responsibility for its operation. The Center opened in 1966 and offered programs including auto mechanics, appliance repair, building trades, drafting, industrial electricity, and welding.

In 1972 NCKEF donated 10 additional acres of land, and the state purchased the land and building from the Elizabethtown Independent School Board, changing its status to a state vocational technical school operated by the Workforce Development Cabinet and its name to Elizabethtown Vocational School. Further reorganization in 1994 resulted in a name change to Kentucky Tech Elizabethtown, which then became Elizabethtown Technical College in 1998 under the Kentucky Community and Technical College System.

In 1997, with the passage of House Bill 1 (HB1), the Kentucky General Assembly created the Kentucky Community and Technical College System (KCTCS), and management of the College was transferred from the University of Kentucky to KCTCS in 1998.

In 2004 Elizabethtown Community College and Elizabethtown Technical College consolidated under the name Elizabethtown Community and Technical College.

The College has seven buildings on campus: the James S. Owen Building (1963), the Science Building (1968), the Student Center (1968), the James M. Collier Learning Resource Center (1984), the Academic/Technical Building (1988), the Occupational/Technical Building
(1966), and the Central Regional Postsecondary Education Center -- Phase I (2002) and Phase II (2010).

ECTC offers instruction at locations in Fort Knox, Leitchfield, and Springfield.

Accreditation

Elizabethtown Community and Technical College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools Commission on Colleges to award the associate degree. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call (404) 679-4500 for questions about the accreditation of Elizabethtown Community and Technical College.

The following ECTC technical programs adhere to standards established by an external accrediting body, approval agency, or external certifications based on the instruction provided:

- Automotive Technology and Diesel Technology: Automotive Service in Excellence (ASE), National Automotive Technicians Education Foundation (NATEF)
- Computer Aided Drafting: American Design Drafting Association, ADDA certified
- Medicaid Nurse Aid Certificate: Kentucky Department for Medicaid Services
- Practical Nursing (LPN): Kentucky State Board of Nursing certified
- Radiography: Joint Review Committee on Education in Radiologic Technology
- Registered Nursing: (a) Kentucky Board of Nursing and (b) Accreditation Commission for Education in Nursing, 3343 Peachtree Road NE, Suite 500, Atlanta, Georgia 30326, www.ACENursing.org.
- Respiratory Care: Committee on Accreditation for Respiratory Care
- Welding Technology: American Welding Society

Vision

Elizabethtown Community and Technical College will be the provider of choice for transfer, technical, workforce and lifelong education among those we serve and will be recognized as a premier community and technical College, preparing Kentucky’s globally competitive workforce

Mission

Elizabethtown Community and Technical College (ECTC) is a comprehensive, open-access, public associate degree granting institution, responding to and serving the needs of our diverse communities. ECTC prepares people to live and work in a constantly changing world through dynamic teaching and learning environments.

Elizabethtown Community and Technical College is a member of the Kentucky Community and Technical College System.
Elizabethtown Community and Technical College accomplishes its mission by providing:

- Associate in Arts and Associate in Science degree programs which provide students with the opportunity to complete the first two years of a baccalaureate degree.
- Associate in Applied Science degree, diploma and certificate programs as well as courses to prepare individuals to excel in a complex workforce.
- Continuing and life-long education, short-term customized training for business and industry designed to strengthen the workforce and expand the life skills, knowledge, and the cultural enrichment of the community.
- Developmental Education courses to prepare individuals for success in transfer and technical courses.
- Associated services that support student development and success such as academic advising, library services, Educational Excellence Center, SMILE Lab, the Writing Center, assessment, career counseling, and cultural enrichment activities, among others.

Approved by KCTCS Board of Regents on June 10, 2016.

Values

ECTC values:

- Our institutional mission and strive to fulfill that mission through strategic goals and objectives;
- Relevant educational programs and services that we promote through continuous quality improvement;
- Excellence in teaching and learning that we deliver during the College experience and enhance through diversity, inclusiveness, integrity, and collegiality;
- A positive culture that fosters mutual respect and trust for those who use College programs and services and promote this atmosphere through open communication;
- Open access to education and pursue this through responsive delivery of educational programs and services; to meet all stakeholder needs.
- A caring and committed College environment leading to success and lifelong learning and demonstrate this through our commitment to those we serve, and,
- An environment that recognized and respects diversity by being responsive to internal and external communities.
Goals and Objectives

2016-2022 Strategic Plan

Goal One:
Raise the level of educational attainment in the Commonwealth by positioning ECTC as the accessible, affordable, and relevant post-secondary education choice for Kentuckians residing in the College's service region.

Priorities:
- Identify and implement new transfer, technical, workforce education programs.
- Implement proactive advising.
- Refine the curriculum to align with business and industry needs.
- Deploy innovative instructional delivery options.
- Refine the curriculum to be reflective and inclusive of our current student populations.
- Grow diversity outreach.
- Establish an institutional brand that complements the KCTCS brand, yet differentiates ECTC.

Goal Two:
Increase access and success for ECTC students, particularly among traditionally under-served populations.

Priorities:
- Engage in academic and academic support activities that improve College and career readiness.
- Targeted support for first time College students and under-represented minority (URM) students.
- Advance a comprehensive Strategic Enrollment Management (SEM) Plan.
- Offer transfer-related advising and support opportunities.
- Implement a student mental health counseling program.
- Implement an Open Educational Resources (OER) program.
- Offer free of charge faculty-led pre-licensure exam preparation.

Goal Three:
Develop clear pathways through all levels of post-secondary education with an emphasis on experiential learning that lead to successful employment outcomes for ECTC graduates.

Priorities:
- Offer a credit-bearing FYE course.
- Implement Guided Pathways.
- Implement Experiential Learning across the curriculum.
- Develop semester-by-semester transfer guides.
- Offer peer-to-peer mentoring opportunities.
- Eliminate student self-enrollment and self-drop/add.
Goal Four:
Improve student engagement, support, experiences, and success by utilizing best practices in academic and student services.

Priorities:
- Establish robust student support systems including proactive advising and career-focused experiences.
- Centralized recruitment activities.
- Extend tutoring and Supplemental Instruction hours.
- Expand student access to academic support services and resources.
- Implement online tutoring.
- Launch a Teaching Excellence center for faculty.

Goal Five:
Align programs and curricula with needs of employers that enhance the employability, job placement, and career development of ECTC graduates.

Priorities:
- Grow partnerships with business and industry.
- Expand on-the-job learning experiences, apprenticeship, Co-op, and practicum experiences.
- Expand project-based and other career-focused learning experiences.
- Implement program and discipline-specific exploration events and resources.
- More fully implement credit for prior learning.
- More fully implement life experience credit programs.

Organizational Structure

Kentucky Community and Technical College System
Elizabethtown Community and Technical College is a member of the Kentucky Community and Technical College System (KCTCS). KCTCS is comprised of 16 Colleges with over 70 campuses open.

KCTCS is governed by a 14-member Board of Regents (BOR). The Governor appoints eight members; six are elected by faculty, staff, and students in the Colleges. The Board appoints the KCTCS President. KCTCS is located in Versailles, Kentucky at 300 North Main Street, Versailles, KY 40383 Phone: (859) 256-3100.

Administrative Organization of Elizabethtown Community & Technical College
Elizabethtown Community and Technical College (ECTC) has a Chief Executive Officer, the President, whose primary reporting responsibility is to the President of the Kentucky Community and Technical College System (KCTCS) and to the ECTC Board of Directors. The Bylaws of the ECTC Board of Directors and BOR Policy recognizes the position of the Chief Executive Officer of ECTC, the President, to whom is delegated the authority to manage Elizabethtown Community and Technical College. The ECTC President/CEO relies on two primary administrative organizations for the day-to-day operations of the College:
President’s Cabinet
The Cabinet includes the officers and deans of the College who are responsible for the administrative function of all business, student, and academic affairs activities of ECTC, business and industry, outreach, and adult and community education. The Cabinet membership includes:

- President/Chief Executive Officer
- Provost/Chief Academic Officer
- Chief Student Affairs Officer
- Chief Finance & Facilities Officer
- Dean of Institutional Advancement
- Dean of Workforce Solutions and Continuing Education
- Leitchfield and Springfield Campus Director
- Director of Human Resources

Board of Directors
Elizabethtown Community and Technical College (ECTC) has a ten-member Board of Directors. Of the ten ECTC Board of Directors, seven are appointed by the Governor from nominees of the nominating commission established under KRS 164.602. The other three members consist of a member of teaching faculty, a member of the non-teaching personnel, and a member of the student body. An appointed member’s term is six years. The duties of the Board of Directors, specified in KRS 164.600, include the following: (a) recommending one candidate for community College President from the three candidates provided from the President of KCTCS, who in turn makes the final appointment and is not bound by the recommendation of the Board of Directors; (b) evaluate the College President and advise the President of his or her performance; (c) approve budget requests for recommendation to KCTCS; (d) adopt and amend an annual operating budget and submit it to the KCTCS Board of Regents for approval; and (e) approve and implement a strategic plan that is developed in coordination with local employers, civic leaders, campus constituents, and other local postsecondary institutions in the region. The President/CEO of each community College has full authority and discretion regarding the use and management of the budget approved by the KCTCS BOR. The ECTC Board of Directors Bylaws and KRS 164.340 require that a quorum of board members be present at all official meetings and that all resolutions and actions require a majority vote. As stated in the ECTC Board of Directors Bylaws, the presiding officer of the Board of Directors, along with a majority of the other voting members, have no contractual, employment, personal or familial financial interest in the institution.

Descriptions of Administrative Positions

College President/Chief Executive Officer
The President of the College is the Chief Executive Officer. Under the general direction of the KCTCS President, the President/CEO is charged with general responsibility for the overall administration of the College.

Provost/Chief Academic Officer
The Chief Academic Officer is responsible for the overall operation of the academic unit of the College and, in most instances, assumes the overall responsibilities of the College in the absence of the President/CEO. The Chief Academic Officer is an administrator who may hold faculty status with academic rank and privilege. Working collaboratively with the
President/CEO, Chief Business Officer, Chief Student Services Officer, Dean of Workforce Solutions, division chairs, and faculty, the Chief Academic Officer provides leadership in the planning, development, implementation, and evaluation of the instructional units of the College. The Chief Academic Officer is a key collaborator in the College’s strategic planning efforts.

Specific questions should be directed to (270) 706-8405 or (270) 706-8406.

Chief Student Affairs Officer
Under the general direction of the President/CEO, the Chief Student Affairs Officer is the chief administrative officer for the personal and co-curricular development of all students. The Chief Student Affairs Officer provides knowledgeable and effective leadership to the campus, staff, and students, while working with other members of the College to provide a campus environment that promotes academic achievement, retention, personal improvement, and social growth and development for a diverse, dynamic student population. The Chief Student Affairs officer is a key collaborator in the College’s strategic planning efforts.

Specific questions should be directed to (270) 706-8431.

Dean of Workforce Solutions and Continuing Education
The Dean of Workforce Solutions and Continuing Education provides leadership and directs all aspects of the Workforce Solutions Department. The Dean of Workforce Solutions and Continuing Education is responsible for the development and delivery of workforce training, continuing education, and related activities for the College.

Specific questions should be directed to (270) 706-8686.

Chief Finance & Facilities Officer
The Chief Finance & Facilities Officer is responsible for the non-academic administrative units of the college which include budget, accounting, business services, facilities, capital project development and implementation, information technology, auxiliary services and safety in compliance with KCTCS, state, and other governing policies. The Chief Finance & Facilities Officer advises faculty and staff on appropriate Kentucky Community and Technical College System business procedures. This position is a major participant in strategic planning, decision and information processes of the College, along with the President/CEO, Chief Academic Officer, Chief Student Services Officer, and Dean of Workforce Solutions

Specific questions should be directed to (270) 706-8427.

Campus Director – Leitchfield and Springfield
In collaboration with departments throughout the College, the Campus Director provides overall management of regional campuses. The Campus Director supervises Leitchfield and Springfield campus staff.

Specific questions should be directed to (270) 706-8618.

Director of Human Resources
The Human Resource Director is directly responsible for the overall administration, coordination and evaluation of the human resource function and is responsible for keeping the College up to date with changes in HR policies. This position manages all employees of the HR department and is responsible for the performance management and hiring of the employees within that department. The HR Director annually reviews and makes recommendations to executive
leadership for improvement of the organization's policies, procedures and practices on personnel matters.

Specific questions should be directed to (270) 706-8604.
ORGANIZATIONAL CHART CURRENT OCCUPANTS

President/CEO.......................................................... Dr. Juston C. Pate
  Human Resources..................................................Whitney Taylor
  Public Relations....................................................Mary Jo King
  Webmaster..............................................................Deanna Yates
  Institutional Advancement .........................................Megan Stith
  Workforce Solutions ................................................Michael Hazzard

Interim Provost/CAO/ Campus Director.......................... Darrin Powell
  Physical Sciences Division Chair ...............................Dr. Shawn Kellie
  Biological & Health Sciences Division Chair ..................Lois Chandler-Cousins
  Fine Arts & Humanities Division Chair ........................Jacqueline Hawkins
  Social & Behavioral Sciences Division Chair .................Ramona Barrow
  Occupational/Technical Division Chair ........................Michael Hazzard
  Media Center/Library ..............................................Katie Meyer
  Leitchfield and Springfield Campus ................................Darrin Powell
  Center of Education Excellence ...................................Pamela Harper
  Distance Learning ..................................................Gwyn Sutherland
  Institutional Effectiveness ..........................................Sarah Edwards
  Cultural Diversity ....................................................Noel Helm
  Institutional Research ..............................................Cathy Hazzard/Ernie Weaver
  Interim Fort Knox Campus Director ...............................Aumbrea Sanders
  Dual Credit ...................................................................Lauren Simms
  Student Support Services ..............................................Patty Hawkins

Chief Finance & Facilities Officer ............................... Brent Holsclaw
  Dean of Business Affairs ..........................................Kris Wood
  Project & Facilities Management Coordinator ..................Carla Hammonds
  Facilities Management ................................................Charles Cobb
  IT Support Unit .......................................................Chris Lee
  Safety ........................................................................Mike Burns

Chief Student Affairs Officer ................................. Dr. Dale Buckles
  Admissions & Assessment ............................................Judy Akers
  Academic Advising .....................................................Suzanne Darland
  Records ......................................................................Bryan Smith
  Recruitment ....................................................................Amy Cone
  Financial Aid ..............................................................Michael Barlow
  Education Opportunity Center .....................................Jeremy Johnson
  Ready to Work .............................................................Chantia Sharber
  Cultural Diversity & Accessibility ................................Noel Helm
  Veterans Affairs .........................................................Ed Harris
  Career Services ............................................................Jerisia Lamons
  First Year Experience ..................................................Susan Cooper
  Veteran’s Center of Excellence .......................................Mary Ann Flowers
Elizabethtown Community and Technical College (ECTC), one of 16 two-year Colleges that provides quality postsecondary education and workforce training within the Kentucky Community and Technical College System (KCTCS), follows the System policies as outlined in the KCTCS Administrative Policies and Procedures, as well as the Kentucky Revised Statutes and the KCTCS Board of Regents Policies. Elizabethtown Community and Technical College is accredited by The Southern Association of Colleges and Schools Commission on Colleges to award associate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Elizabethtown Community and Technical College. Below are sites where the policies and procedures governing all Colleges within KCTCS are located, as well as the site for the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC):

- Kentucky Revised Statutes & KCTCS Board of Regents Policies
  https://publicsearch.kctcs.edu/policies/Pages/KCTCSPolicies.aspx
- KCTCS Administrative Policies and Procedures
  https://publicsearch.kctcs.edu/policies/Pages/KCTCSPolicies.aspx
- The Southern Association of Colleges and Schools Commission on Colleges
  http://sacscoc.org/

Information contained on these sites includes, but is not limited to, policies/procedures related to recruitment and search process, appointment, and orientation; employment status categories; assignment periods for faculty; general criteria for faculty ranks within KCTCS and the promotion process for ranks; academic freedom; faculty work load to include both teaching and non-teaching activities; internal and external overload activities and approval process for overload activities; performance review and promotion for faculty; staff position responsibilities and introductory period review and performance review; appeal process of ratings or promotions; non-renewal or termination of employment, resignation or retirement and return of KCTCS property; intellectual property rights; and e-mail policies.

The Policies and Procedures Handbook includes the following specific categories:

**SECTION 1 Governance Related Policies**

- **1.2.1 KCTCS Mission Approval Procedures**
- **1.3.3.1.1 Board of Directors Model Bylaws** (for suggested use)
- **1.4.2.2 Local KCTCS College Faculty Governance**
- **1.5 KCTCS Organizational Structure**
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  1.5.6.5 Chief Community and Economic Development Officer (Workforce Solutions)
  1.5.6.6 Director of Library Services
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Special note regarding credentials of the faculty:

**Accreditation Principles**

Elizabethtown Community & Technical College is committed to providing excellence in teaching and learning that we deliver during the college experience and enhance through diversity, inclusiveness, integrity, and collegiality. The core of this teaching rests on the faculty of ECTC, which leads the college’s academic pursuits. As a member of the Kentucky Community & Technical College System, ECTC follows KCTCS policy and practice regarding faculty credentialing. It is especially important that ECTC hire faculty who meet teaching credentials recommended in the principles established by our accrediting agency, the Southern Association of Colleges and Schools Commission on Colleges.

KCTCS Administrative Policies and Procedures offer the following faculty credentialing guidance:

**KCTCS Administrative Policies and Procedures 2.1.3.1 Instructor or Lecturer**

The title Instructor designates a person whose services are primarily teaching or other teaching-related duties (e.g. research, academic administration, librarians, counselors), advising, community service, professional development, and institutional service based on the planning document agreement.

The title Lecturer designates a person whose services are for specific teaching or other teaching-related duties (e.g. instructional design, online teaching and/or facilitation, laboratory or clinical facilitation). Other academic duties and service may be considered and will be based upon the planning document agreement.

In occupational/technical programs where an academic degree is not available, two (2) years of occupational experience, professional preparation in the field, or registration or certification by a recognized agency may be presented in lieu of educational attainment. The minimum academic degree for faculty teaching in professional, occupational and technical degree areas must be at the same level at which the faculty member is teaching. The typical combination is a baccalaureate degree with appropriate work experience.

In the pre-baccalaureate program, faculty must meet the credential qualifications as stated in the Southern Association of Colleges and Schools’ Principles of Accreditation.


**Standard 6.2.a**

2. For each of its educational programs, the institution

   a. justifies and documents the qualifications of its faculty members. (*Faculty qualifications*)
Guidelines: Faculty Credentials, Southern Associate of Colleges and Schools Commission on Colleges

When an institution defines faculty qualifications using faculty credentials, institutions should use the following as credential guidelines:

a. Faculty teaching general education courses at the undergraduate level: doctorate or master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline).

b. Faculty teaching associate degree courses designed for transfer to a baccalaureate degree: doctorate or master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline).

c. Faculty teaching associate degree courses not designed for transfer to the baccalaureate degree: bachelor’s degree in the teaching discipline, or associate’s degree and demonstrated competencies in the teaching discipline.

d. Faculty teaching baccalaureate courses: doctorate or master’s degree in the teaching discipline or master’s degree with a concentration in the teaching discipline (minimum of 18 graduate semester hours in the teaching discipline).

ECTC Credential Guidelines for Courses Offered As Part of Externally-Accredited Programs
More stringent credentialing requirements may be recommended or required for programs under the oversight of external accrediting bodies and regulatory agencies.

ECTC Credential Guidelines for Non-Transfer Occupational/ Technical Program Courses
The Certificate for Teachers and Other Professional School Personnel issued by the Commonwealth of Kentucky Education Professional Standards Board may also be considered in the employment of faculty teaching occupational based career and technical education courses. Complete information on the requirements for this certification may be found at: http://www.lrc.ky.gov/

ECTC Credential Guidelines for College Developmental Education Courses
Faculty teaching developmental education courses: master's or bachelor's degree in the teaching discipline, or related discipline.

ECTC Credential Guidelines for Orientation and Academic Success Courses
Faculty teaching orientation and academic success courses (such as First Year Experience) must be full-time ECTC employees and credentialed in at least one teaching discipline.

The entire ECTC Credentialing Manual can be found at: https://elizabethtown.kctcs.edu/about/media/pdfs/college-at-a-glance/policies-procedures/ectc-faculty-credentialing-manual.pdf
## Academic Programs and Committees

### I. Academic Programs

Elizabethtown Community and Technical College (ECTC) is authorized to award the Associate in Arts (AA), Associate in Science (AS), and Associate in Applied Science (AAS) degrees. Approved programs are listed in the following table:

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II. Institutional Committees
Elizabethtown Community and Technical College relies on input from employees in order to offer the best possible educational experience and opportunities for the population served. The College has instituted several committees to assist.

A. Open Membership Committees

1. Admissions Committee
   Makes admissions policy and procedures recommendations and hears appeals of decisions on academic probation, academic suspension, and residency classification.

2. Americans with Disabilities Act Committee
   Provides information, guidance, and direction for all faculty, staff, administration, and students where ADA issues are concerned.

3. College Business & Operation Committee (Campus Beautification & Safety)
   Makes recommendations to the College Council for campus beautification and campus safety. Serves as liaison for faculty and staff. Meetings should be open to all faculty and staff.

4. Campus Safety Committee
   The Safety Committee, with assistance from various members of the Crisis Management Team, is responsible for evaluating, revising, and maintaining the safety procedures in this Safety Procedures Manual on a periodic basis and implementing the policies and procedures.

5. College Computing Council (Academic and Administrative Computing Team)
   Provides guidance and direction for College academic and administrative computing and makes recommendations to the President’s Council.

6. Constitution Day Committee
   Plans College events in support of the required recognition of Constitution Day by all educational institutions.

7. Distance Learning
   Monitors and plans distance learning educational activities, makes recommendations to the Academic Dean, Department Chairs, and Academic Affairs Council.

8. Faculty/Staff Development Committee
   Determines faculty and staff needs; locates resource materials and personnel; and organizes, coordinates, and presents activities which address College development needs.

9. Financial Aid Committee
   Makes financial aid policy and procedures recommendations and hears appeals of decisions on financial aid.

10. Fine Arts Committee
    Provides a variety of quality artistic programs for both ECTC students and the diverse population of the surrounding service area. These enriching and educational programs are offered through the Home for the Arts series.

11. Graduation Committee
    Works with the Chief Student Affairs Officer to coordinate the graduation activities.

12. Multicultural/Diversity Committee
Serves as an umbrella for activities promoting multicultural diversity at ECTC, such as international education, minority concerns, International Club, Foreign Language Club, cross-discipline and cross-cultural curricular focus, and literacy.

13. **Registration Committee**
Makes recommendations on the improvement, facilitation, and evaluation of the registration process, reporting to the Chief Student Affairs Officer. The committee should meet after each registration and shortly before the next registration. In addition to members from each division, at least one representative from the Student Affairs area should be on the committee.

14. **Scholarship and Awards Committee**
Recommends recipients for scholarships in all cases in which selection is to be performed by the College, coordinates the nomination process for Who's Who Among Students in American Universities and Colleges, and assists in the planning and implementation of the annual Honors Program.

15. **Sustainability Team**
The purpose of the Sustainability Team is to assist the College in identifying current sustainable practices in place and identify areas where sustainable practices might be initiated. Sustainability touches all areas of the College.

B. **Appointed/Elected Membership Committees**

1. **Advising and Transfer Committees**
Makes recommendations on the improvement, facilitation, and evaluation of the advisement and registration process, reporting the Chief Student Affairs Officer. It should meet after each registration and shortly before the next registration. Membership is composed of cluster leaders, one representative from each division, and staff members as appointed.

2. **Campus Environment Team**
Designed to foster institutional commitment to the goals of the diversity policy for Kentucky. The CET monitors the environment by reviewing and assessing three main areas: Opportunity – recruitment of minority students; Success – retention, graduation, and credentials for low-income and racial minority students; and Impact – workforce diversity and cultural competence for students and employees. The CET aids in the development of the ECTC Diversity Plan and progress reports.

3. **College Advisory Committee on Promotion**
KCTCS Administrative Regulations mandates an advisory committee on recommendations to promote. Section 2.6.2.5 in the KCTCS Administrative Policies and Procedures outlines the terms of the appointment of the CACP members by the President. The committee is responsible for submitting a recommendation to the College President/CEO on faculty promotion. The committee should meet as needed, with special attention to a careful review of the promotion packets. The committee is responsible for understanding and following the criteria under three promotion procedures: one integrated for new hires as of 2004 and for faculty who select to use the new integrated criteria; one grandfathered for former UK personnel and faculty hired in Community Colleges prior to 2004; and one grandfathered for former KY TECH personnel and faculty hired in Technical Colleges prior to 2004.
4. College Council
The purpose of the College Council is to provide a forum for departmental leaders to work together in fulfilling the institution’s mission through effective planning, operating, and evaluating the implementation of the college goals; to act as a vehicle of communication both to the College and back to College Council; and to work as an advisory and recommending body to the President and Cabinet about significant issues and trends, resource allocations and needs, processes, and policies and procedures.

5. Community and Technical College Appeals Board
The Community and Technical College System Rules of the Senate state the responsibility of the Community and Technical College Appeals Board. The Community and Technical College Appeals Board shall hear any case referred to it by the President or the President’s designee and may grant the written appeal of any student to hear a case not referred to it by the President. The Appeals Board shall consist of six members: two full-time students, two full-time faculty members, and two full-time staff members. The faculty and staff members shall be elected to staggered three-year terms by the faculty and staff. In addition, one faculty and one staff alternate shall be elected and two student alternates shall be appointed.

6. Faculty Performance Review Appeals Committee
KCTCS Administrative Regulations include a description of the responsibility and procedures for this committee. Performance review rating appeals are heard by the committee and a recommendation is made to the President on each case. This committee is appointed by the President.

7. Faculty Standing Committees: Faculty Executive Committee
Schedules and plans the agenda for each faculty meeting. The Executive Committee shall include the President of the College and the Provost/Chief Academic Officer as ex officio members. The Executive Committee shall include the officers of the faculty, a representative from each of the divisions, and a representative from the non-divisional faculty.

8. Faculty Standing Committees: Rules Committee
The Community College System Rules of the Senate describes the purpose of the committee. It is responsible, upon request or upon its own initiative, for reviewing and acting on additions to, or modifications of, local rules and/or Rules of the Community and Technical College System and, if appropriate, making recommendations to the faculty. If approval is given by the faculty, and if the Rules Committee recommendation involves the Rules of the Community College System, the recommendation is submitted to the Rules Committee of the Community College Senate for their action. Membership of this committee will be comprised of representatives from each division, an administrative representative, and two student members. In addition, the individual elected by the faculty to serve on the System Rules Committee.

9. Faculty Standing Committees: Curriculum Review Committee
Spearheads activity in program development as well as responds to program development at the Community and Technical College System level and from Continuing Education. The committee thus acts as a liaison and possible initiator. Recommendations are made to the College faculty which must take action on all matters in academic program development. The membership is comprised of representatives from each division, an administrative representative, and two student
members. In addition, the individual elected by the faculty to serve on the System Curriculum Committee.

10. Policies and Procedures Committee
Advises the President concerning local operating policies and procedures, and also communicates concerns of the faculty to the President. This committee will conduct open forums to identify areas of interest and concern on campus. This committee serves only as an Advisory Committee to the President and should not be concerned with personnel matters. This committee will be responsible for reviewing local Policy and Procedures and aligning them with the System Policies and Procedures. The committee will also be responsible for making sure these policies are communicated throughout the institution. Each division will elect a representative, the non-teaching faculty will elect a representative, the President will appoint a representative, and the Staff Council will elect a representative.

11. Staff Council
Represents the staff of the College, plans the agenda, and conducts staff meetings. Serves as liaison between the staff and the President.

12. Review Committee for the Faculty and Staff Handbook
Responsible for reviewing and updating the Faculty and Staff Handbook; for working with the divisions and the faculty to assure that the divisional rules and the ECTC rules are up-to-date and consistent with KCTCS policies and the Rules of the Senate; and makes recommendations to the President's Cabinet on revisions of the handbook in accordance with the KCTCS Policy Manual and the local rules and policies established by the faculty, administration, and staff at Elizabethtown Community and Technical College.

13. Strategic Enrollment Management Steering Committee
Reviews, evaluates, and monitors the progress of the Strategic Enrollment Management Plan.

III. Program Admissions Committees

A. Interdisciplinary Early Childhood Education Selections Committee
This committee is responsible for recommending candidates for the IECE program to the President or President’s designee.

B. Nursing Admissions Committee
The Community College System Rules of the Senate states the responsibility of the Nursing Admissions Committee shall be to make recommendations to the President or the President’s designee on admission of students to the Associates Degree Nursing Program.

C. Radiography Selections Committee
Selection of students for the program will be made by the President of the College or the President’s designee after considering the recommendation of the Admissions Committee. Membership on this committee shall be as follows:

- Radiography Program Coordinator
- Radiography Faculty Member
- Division Chairperson
- Admissions Officer or Chief Student Affairs Officer
- Counselor and/or Faculty
D. Respiratory Care Selections Committee
The President of the College or the President’s designee will select students for the Respiratory Care Program after considering the recommendations of the Respiratory Care Admissions Committee. Membership may include:

- Respiratory Care Program Director
- Admissions Officer
- Counselor
- General Studies Faculty Member
- Respiratory Care Faculty Member
Elizabethtown Community and Technical College follows the System policies as outlined in the KCTCS Administrative Policies and Procedures, as well as the Kentucky Revised Statutes and the KCTCS Board of Regents Policies related to students. The information is located on the following site:

https://publicsearch.kctcs.edu/policies/Pages/KCTCSPolicies.aspx

Some pertinent information about the Family Educational Rights and Privacy Act of 1974 (ACT); the student’s rights of inspection; the student’s educational records; request for review of records; limitations on student’s rights; waiver of student’s rights; consent provisions; institutional record of disclosure; disclosure of educational record information; and policies and procedures for student disabilities services are located in Chapter 6 of the KCTCS Administrative Policies and Procedures:

SECTION 6 Student Affairs Related Policies

6.2 Educational Rights and Privacy Act
   6.2.1 Rights of Inspection
   6.2.2 Education Records: Definition
   6.2.3 Request for Review
   6.2.4 Limitations on Students Rights
   6.2.5 Waiver of Student’s Rights
   6.2.6 Consent Provisions
   6.2.7 Institutional Record of Disclosure
   6.2.8 Disclosure of Education Record Information
   6.2.9 Directory Information
   6.2.10 Challenge of Contents of Education Records
   6.2.11 Destruction of Records
   6.2.12 Housing of Student Records

6.4 Kentucky Community and Technical College System Boards of Student Publications

6.5 KCTCS Policies and Procedures for Disabilities Services
   6.5.1 College Rights and Responsibilities
      6.5.1.1 KCTCS Colleges Have the Right to:
      6.5.1.2 KCTCS Colleges Have the Responsibility to:
   6.5.2 Student Rights and Responsibilities
      6.5.2.1 Every Student with a Documented Disability Has the Following Rights:
      6.5.2.2 Every Student with a Disability Has the Responsibility to:
   6.5.3 Student Disability Services Policy Guidelines

6.6 Student Discrimination Grievance Procedures

6.7 Policy for Students Called to Active Military Duty
   6.7.1 Readmission of Service Members

6.8 KCTCS Student Body Co-Presidents

6.9 KCTCS Criminal Background Check Policy for Allied Health and Nursing Students
Faculty, staff and students have access to the Code of Student Conduct located on the following site:

https://kctcs.edu/Current_Students/Code_of_Student_Conduct.aspx

Information contained in the Code explains the rights and responsibilities of students in the academic and non-academic areas.
Personnel files on employees are maintained by the Human Resources Office and stored electronically. The personnel files may include, but are not limited to:

1. Application for Employment
2. Resumes
3. Policy Acknowledgement Forms
4. Payroll Activation and Authorization Records
5. Performance Evaluations and related documentation, along with copies of performance reviews, including the performance review agreement and professional development plan
6. Disciplinary Records, Consultation Reports, and other related documentation
7. Separation Sheets
8. Copies of Diplomas, certificates, training records, official credentials including a current official transcript. Original credentials are stored in the Academic Office.
9. All official correspondence between the unit administrator and employee concerning appointment or status, including employment contracts
10. Copies of publications and published reviews or letters concerning publications and/or copies of materials relating to creative productivity
11. Equal opportunity compliance forms
12. Salary and Fringe Benefits data
13. Any additional information that the employee wishes to place in this file that pertains to the employee’s professional background or accomplishments.

Additional information on Personnel Records can be located in KCTCS Administrative Policy and Procedures, Section Two. Responsibility for Faculty Personnel Records, Faculty and Staff Vacation Leave, Holiday Leave, Bereavement Leave, Voting Leave, and Jury Duty are covered in Section Two. Additionally, information on Faculty and Staff Tuition Assistance, Dependent/Spouse Tuition Waiver, and Personnel Dispute Resolution are found on the following site:

https://publicsearch.kctcs.edu/policies/Pages/KCTCSPolicies.aspx

Equal Employment Opportunity and other issues to include Nepotism, Harassment Policies, Consensual Relationships Policy, Workplace Violence Policy, Sales and Solicitation Policy, Alcohol Abuse and other Substance Abuse Policies, Travel Policy, and Benefits and Policies Related to Retirement to include Phased Retirement Policy are covered at the site below in Section Three of the KCTCS Administrative Policy and Procedures:

https://publicsearch.kctcs.edu/policies/Pages/KCTCSPolicies.aspx
CHAPTER SIX

RULES & BYLAWS OF THE COLLEGE FACULTY, FACULTY SENATE, DIVISIONS, AND STAFF

The faculty, each of the five divisions, and staff have specific rules that govern their organization/procedures for conducting the function of each of the bodies. Included in this chapter are the rules/bylaws voted on by each of the divisions and by the faculty of Elizabethtown Community and Technical College to help them fulfill the mission of their unit in the college.

Rules of the Faculty of Elizabethtown Community and Technical College (2/2018)

I. Name

The name of the organization shall be the Faculty of Elizabethtown Community and Technical College.

II. Authority

A. The Rules of the Faculty of Elizabethtown Community and Technical College (the College) describes the composition, organization, and procedures for the conduct of its functions as delegated by the Board of Regents (Board) of the Kentucky Community and Technical College System (KCTCS).

B. In keeping with the common practice of institutions of higher education and within the limits established by the policies and procedures of the Board and the Rules of the KCTCS Senate, the ECTC Faculty has primary responsibility for monitoring and making recommendations with regard to the matters set forth below.

C. The Faculty shall delegate the responsibility for monitoring and making recommendations with regard to the matters set forth below to a representative Faculty Senate.

D. Any recommendations from the ECTC Faculty Senate may be sent to the Faculty-at-large for consideration and decision.

E. The vote of the faculty-at-large shall override or supersede the vote of the ECTC Faculty Senate.

III. Functions

A. Functions of the Faculty
   1. It is the responsibility of the faculty-at-large to remain engaged and remain informed about the business of the faculty and of the college.
2. The Faculty shall perform such other duties and fulfill such other functions as are appropriate to achieve the missions and goals of the College so long as they are in compliance with these Rules, the Rules of the KCTCS Senate, the KCTCS Administrative Policies and Procedures, and the KCTCS Board of Regents Policies.

3. The Faculty shall maintain and amend these Rules as necessary.

4. The Faculty shall do everything necessary, proper, advisable or convenient to exercise the powers herein above set forth and do all other things incidental thereto.

B. Functions of the ECTC Faculty Senate

1. The ECTC Faculty Senate shall conduct the ECTC faculty business.

2. The ECTC Faculty Senate shall have responsibility for the following matters:
   a. academic policies, courses, and curricula;
   b. offerings of courses of other academic institutions; and
   c. an academic calendar developed under the KCTCS guidelines.

3. The ECTC Faculty Senate shall engage in strategic planning with administration.

4. The ECTC Faculty Senate shall represent administrative concerns to faculty.

5. All voting items, except for faculty elections and KCTCS Senate elections, will be handled by the ECTC Faculty Senate.

6. The Faculty Senate shall make recommendations to the KCTCS Senate and KCTCS on the following matters:
   a. policies and regulations governing admission, probation and dismissal of college students;
   b. all candidates for degrees, diplomas and certificates from the College;
   c. criteria for faculty appointment, reappointment, promotion, and tenure; and
   d. new programs.

7. The ECTC Faculty Senate shall provide consultation to the KCTCS Chancellor with regard to the selection of a search committee for a President for the College.

8. The ECTC Faculty Senate may make recommendations on other matters to the KCTCS Senate, to the Chief Academic Officer (CAO) of the College, to the President of the College, to the Chancellor or the President of KCTCS, as appropriate.

9. The ECTC Faculty Senate shall have no management or administrative function, except those functions expressly delegated to it.

10. The ECTC Faculty Senate shall perform such other duties and fulfill such other functions as are appropriate to achieve the missions and goals of the College so long as they are in compliance with these Rules, the Rules of the KCTCS Senate, the KCTCS Administrative Policies and Procedures, and the KCTCS Board of Regents Policies.

11. The ECTC Faculty Senate shall do everything necessary, proper, advisable or convenient to exercise the powers herein above set forth and do all other things incidental thereto.

12. The ECTC Faculty Senate shall maintain and amend these Rules as necessary.

IV. Composition and Organizational Structure

A. Faculty-at-Large

1. Membership of the Faculty-at-Large
   a. All full-time professional, instructional, library, and administrative personnel with faculty rank shall be members of the Faculty with voting privileges. All
adjunct Faculty and special appointment Faculty shall be members with floor privileges but without vote.
b. In special circumstances the Faculty may extend voting privileges to others.

2. Officers of the Faculty
   a. The President of Elizabethtown Community and Technical College is an ex-officio member of the Faculty and of all committees of the Faculty. The President may call special meetings of the Faculty.
   b. The CAO of the College shall serve as an ex-officio member of the ECTC Faculty Senate and the ECTC Curriculum Review Committee.
   c. The Chair of the Faculty is elected by the Faculty each April. The Chair shall be a member of the ECTC Faculty Senate and shall preside at meetings of the Faculty and ECTC Faculty Senate. The Chair shall designate another person to serve as Chair in the absence or incapacity of the Chair and Vice Chair. The Chair:
      1) is an ex-officio member of all Faculty committees;
      2) serves as Chair of the ECTC Faculty Senate;
      3) may call special meetings of the Faculty and ECTC Faculty Senate;
      4) may call into special session any committee of the Faculty; and
      5) must appoint a parliamentarian.
   d. The Vice Chair shall be elected by the Faculty and shall be a member of the ECTC Faculty Senate. The Vice Chair shall preside at meetings of the Faculty and ECTC Faculty Senate in the absence of the Chair.
   e. The Secretary of the Faculty shall be elected by the Faculty. The Secretary shall be responsible for the publication and distribution of the agenda and the minutes to the faculty. The Secretary shall publish and distribute other materials as designated by the Chair or the Faculty Senate. The Secretary shall keep a record of absences of members from meetings of the Faculty. The Secretary is a member of the Faculty Senate and serves as its secretary. A recording secretary may be provided by the President to assist the elected Secretary.
   f. The Parliamentarian shall be appointed by the Chair, a member of the Faculty Senate, and is responsible for ruling on procedural matters during meetings of the Faculty and of the Faculty Senate.

B. ECTC Faculty Senate
   1. Membership of the Faculty Senate
      a. Each division and non-division shall provide two (2) representatives and one (1) alternate to the ECTC Faculty Senate from its full-time faculty membership.
         1) Each division/non-division shall elect their representatives and their alternate for the ECTC Faculty Senate before August 31 and report the elections to the Chair and Secretary of the ECTC Faculty.
         2) Unless the composition of the division makes it impossible, at least one representative from the division shall have at least six or more years of experience at the college.
         3) There shall be no term limits for divisional representatives.
         4) Divisions shall elect their representatives to staggered terms.
            i. For the first year, one division representative will be elected to a one-year term, and one division representative will be elected to a two-year term.
ii. All subsequent terms shall be two-year terms.

5) Division Chairs shall not be elected as divisional representatives to the ECTC Faculty Senate.

b. The ECTC Faculty Senate shall also contain general representation. KCTCS Senators elected to Council, Rules, and CRC shall be ex-officio members of ECTC Faculty Senate (non-voting). However, divisions may elect any of these faculty as a divisional representative to the ECTC Faculty Senate, thus making that person a voting member.

c. There shall be no additional elected faculty as voting members.

2. Officers of the Faculty Senate
   a. The Chair, Vice-Chair, and Secretary of the faculty (officers of the faculty) shall be the officers of the ECTC Faculty Senate.

b. The officers of the faculty shall be non-voting members of the ECTC Faculty Senate.

c. The officers of the faculty shall not be elected as divisional representatives of the ECTC Faculty Senate.

3. Functions of the ECTC Faculty Senate
   a. The ECTC Faculty Senate shall develop the items of the agenda for meetings of the Faculty.
   b. The ECTC Faculty Senate shall establish the time and place of called meetings of the Faculty.
   c. The ECTC Faculty Senate shall perform such other duties as are delegated to it by the Faculty.
   d. The ECTC Faculty Senate may charge standing committees with matters for study and recommendation.

C. Standing Committees of the Faculty
   The standing committees of the Faculty shall be the Curriculum Review Committee and the Rules Committee. The Senators elected to the KCTCS Curriculum Review and Rules Committees shall be members of the Faculty Curriculum Review and Rules Committees, respectively.

1. The Curriculum Review Committee shall:
   a. make recommendations to the Faculty concerning new courses, course changes, and the dropping of courses;
   b. make recommendations to the Faculty concerning new curricula, curricula changes, and the dropping of programs;
   c. make recommendations to the Faculty, upon request or upon its own initiative, concerning the needs of the instructional program of Elizabethtown Community and Technical College; and
   d. perform other responsibilities as delegated to it by the Faculty or by the ECTC Faculty Senate.

2. The Rules Committee shall:
a. codify the Rules of the Faculty of Elizabethtown Community and Technical College;
b. make recommendations to the Faculty and ECTC Faculty Senate, upon request or upon its own initiative, regarding modification of the Rules of the Faculty, the Rules of the KCTCS Senate, or the policies and procedures of the Board;
c. continually evaluate the Rules of the Faculty of the College to meet new conditions;
d. assist in the process of developing the documents which embody college faculty policies, procedures and governance; and
e. perform other responsibilities as delegated to it by the Faculty or by the ECTC Faculty Senate.

V. Meetings

A. Meetings of the Faculty
   1. Regular Meetings
      The Faculty shall meet during each of the following months: September, November, January, and April. The schedule of meetings shall be distributed to members at the beginning of each academic year.
   2. Special Meetings
      The Faculty may be called into special session by the chair of the Faculty, the President of the College, the KCTCS Chancellor, the KCTCS President, or at the written request of one-fourth of the voting members of the Faculty.
   3. Agenda and Minutes
      In the event of a full faculty meeting, approximately two weeks prior to regular meetings, the Secretary shall invite by memorandum, agenda suggestions from the members of the Faculty. The ECTC Faculty Senate shall develop the items of the agenda. The President may add agenda items. The Chair shall set the order of the day. Approximately one week prior to a regular meeting, the agenda for that meeting and minutes of the previous regular meeting and minutes of special meetings held since the previous regular meeting shall be distributed to the members of the Faculty.
   4. Quorum
      In the event of a meeting of the full faculty, the quorum for the transaction of business shall be one-half of the voting members of the Faculty.
   5. Action Items
      Course and curriculum changes shall be posted on the web. Items of course and curriculum change may be acted (voted) on at the first Faculty meeting after posting. All other items for action (vote) shall be presented to the Faculty at least one meeting before action is taken.
   6. Proxy Voting
      Members who are absent from meetings may express in writing their opinions on issues, but there will be no proxy voting.
   7. Open Meetings
      Except as otherwise provided by KRS 61.810, all meetings shall be open to students, visitors, and the media.

B. Meetings of the ECTC Faculty Senate
   1. Regular Meetings
      Meetings of the ECTC Faculty Senate shall be scheduled in accordance with the
KCTCS Faculty Senate calendar.

2. Special Meetings
   Special meetings of the ECTC Faculty Senate may be called by the Faculty Chair as needed.

3. Agenda and Minutes
   a. The agenda of the ECTC Faculty Senate shall be prepared by the Secretary.
   b. Agenda items may be added via Division Senators.
   c. The Chair shall set the order of the day.
   d. The agenda of the ECTC Faculty Senate meetings will be shared with the Faculty at least one week prior to the ECTC Faculty Senate meetings.
   e. The minutes of the ECTC Faculty Senate will be shared with the faculty within one week after the ECTC Faculty Senate meetings.

4. Quorum and Voting
   a. A quorum of the ECTC Faculty Senate consists of 2/3 of the voting members, and representation from all divisions, and (1) officer.
   b. A simple majority of the ECTC Faculty Senate voting members present shall have the power to move business to the faculty meeting and place business on the agenda of the faculty meeting.
   c. ECTC Faculty Senate voting items shall require a super-majority (2/3) of the voting membership to pass an item.

5. Action Items
   Course and curriculum changes shall be posted on the web. Items of course and curriculum change may be acted (voted) on at the first Faculty Senate meeting after posting. All other items for action (vote) shall be presented to the Faculty Senate at least one meeting before action is taken.

6. Proxy Voting
   Members who are absent from meetings may express in writing their opinions on issues, but there will be no proxy voting.

7. Open Meetings
   a. Except as otherwise provided by KRS 61.810, all meetings shall be open to students, visitors, and the media.
   b. ECTC Faculty Senate meetings shall be open meetings and any member of the college can attend and sit in the gallery of the meetings. The Chair of the Faculty may recognize any member of the gallery and give that person the floor.

VI. Elections, Appointments, and Terms of Office

A. Election of the Chair, Vice Chair and the Secretary of the Faculty
   The Chair, Vice Chair and the Secretary of the Faculty shall be elected by the Faculty at a regular Faculty Meeting each April. A majority vote is necessary for election. The vote shall be by secret ballot.

B. Appointment of the Parliamentarian
   The Chair shall appoint a Parliamentarian each August.

C. Appointments to Standing Committees
   Appointments or elections to standing committees shall be made in August when the positions’ two-year terms are ended. Each standing committee shall have a representative from each of the divisions elected by the respective divisions, a representative of the non-division faculty elected by the non-division faculty, a
representative of the administrative staff appointed by the college President or the President’s designee, and two student members appointed by the Dean of Student Affairs or the Dean’s designee. Each of the above-mentioned divisions or individuals may also elect/appoint an alternate representative to each of the standing committees who may serve in committee meetings when the regular representative is unable to attend. The Senator from the College who serves on the corresponding KCTCS standing committee shall be the chair of the committee. The Senator on the committee may be a Division representative. Each standing committee shall elect a secretary from its members.

D. Terms of Office for Officers and Standing Committee Members
Terms of office for Officers begin August 1 and continue through July 31 of the following year. Terms of office for standing committee members begin with the date of appointment/election and last for two years.

E. Vacancies
Vacancies occasioned in any elected or appointed position shall be filled in the same manner as the original election or appointment to the position.

VII. KCTCS Senators, Board of Directors Member, and College Appeals Board Members

A. KCTCS Senators
1. Eligibility
The list of eligible faculty shall be certified by the Faculty of Elizabethtown Community and Technical College. There shall be two lists - one list of general education faculty, and one list of occupational faculty. Everyone eligible to serve is on one list or the other. The President of the College or designee shall be responsible for submitting the certified lists of eligible faculty members to the Chair of the KCTCS Senate.

2. Number and Composition
The Faculty shall elect from the full-time faculty of Elizabethtown Community and Technical College three senators to the KCTCS Senate. It shall elect an additional senator for each twenty-five (or major fraction thereof, 13) full-time faculty members above the first twenty-five. At least one of the elected senators shall be in the occupational/technical program area and at least one in the general education area. After the senators are elected, the Faculty shall elect from them a Senate Council Member, a Curriculum Review Committee member, and a Rules Committee member in that order.

3. Election Procedures
At the April meeting the Faculty shall nominate and elect by secret ballot faculty members to fill expiring Senate terms. A majority vote is necessary for election. In the event of a lack of majority vote, run-off elections shall be between the two nominees receiving the most votes.

4. Terms of Office
The terms of office for an elected senator shall be two years, beginning August 1 after election in April. The senator shall be eligible for re-election but may not serve more than two consecutive terms.

5. Vacancies
A vacancy in an unexpired term among the elected senators shall be filled by a special election of the Faculty in the same manner as provided in the original election. Service of one year or more in an unexpired term shall constitute a full term.
B. The Board of Directors Member
   1. Eligibility
      The Faculty’s representative to the Board of Directors of Elizabethtown Community and Technical College shall be a member of the Faculty of the College.
   2. Election Procedures
      The Board of Directors Member shall be elected following the same procedures used to elect senators.
   3. Term of Office
      The term of office of the Board of Directors Member shall be three years, beginning in August 1 following the election in April.
   4. Vacancy
      A vacancy in an unexpired term of the Board of Directors Member shall be filled by a special election following the same procedures used for the original election.

C. College Appeals Board Members
   1. Two members from the same division may not serve overlapping terms on the College Appeals Board as full members.
   2. The two alternate members of the College Appeals Board may not be from the same division.

VIII. Educational Policies
All rules pertaining to the educational policies of the College shall be included as appendices to the Rules of the Faculty Elizabethtown Community and Technical College and published in other college materials such as the Faculty Handbook, Advising Handbook, etc.

IX. New Rules and Modification of Rules
In order for action to be taken on a new rule or policy or on modification of an existing rule, notification of such pending action must be given in the call for the meeting of the Faculty at which the action is to be taken. A majority of the vote shall constitute affirmative action.

X. Parliamentary Procedures
Robert’s Revised Rules of Order shall be followed in the conduct of meetings of the Faculty and ECTC Faculty Senate except when the Rules of the Faculty of Elizabethtown Community and Technical College, the Rules of the KCTCS Senate, the KCTCS Administrative Policies and Procedures, or the KCTCS Board of Regents Policies provide otherwise.
ARTS AND HUMANITIES DIVISION

I. Name
The name of the organization shall be the Faculty of the Division of Arts and Humanities and Related Technologies of Elizabethtown Community and Technical College, designated the Faculty of the Division.

II. Authority
The Rules of the Division describe the composition, organization, and procedures for the conduct and function as authorized by the Board of Trustees in the Governing Regulations of the Kentucky Community and Technical College System. They further describe the educational policies of the Division and procedures for their implementation.

III. Responsibilities
A. The Faculty of the Division has responsibility with the approval of the President of Elizabethtown Community and Technical College for the internal policies of the Division, insofar as these policies do not conflict with those of other divisions of the College, the rules of the Faculty of the College the rules of the Senate of the Community College Board, or the Governing and Administrative Regulations of the Kentucky Community and Technical College System.

B. The Faculty of the Division shall make recommendations to appropriate persons or groups on the following:
   1. Curricula and course offerings within the Division
   2. Academic policies for the Division or College
   3. Procedure to be used within the Division in advising on the appointment of new faculty of the Division, promotion, re-appointment, decisions not to reappoint, the granting of tenure, and post-retirement appointments
   4. Procedure to be used in the evaluation of performances of members of the Division
   5. Preparation of budget requests
   6. Use or distribution of equipment, rooms, buildings, or other resources that affect the Division

C. The Faculty of the Division shall have no management or administrative function, except those expressly delegated to it, either in it or through the instrumentality of its committees.

IV. Organizational Structure
A. Membership
   The Faculty of the Division shall consist of the Division Chair and the members of the Division who are members of the Faculty of Elizabethtown Community and Technical College, as defined in the Governing Regulations of the Kentucky Community and Technical College System.
Membership without voting privileges is extended to visiting, part-time, or voluntary faculty. Voting privileges may be extended on an individual basis by majority vote of the Faculty of the Division.

B. Officers
1. The Division Chair serves as Chair of the Faculty of the Division and shall carry out those responsibilities as delegated by the President and defined in the Administrative Policies. The Division Chair shall preside at all meetings of the Faculty of the Division (Division Meetings), except as he/she may delegate this role. He/She shall also serve as Chair of the Executive Committee. In the event of the absence of his/her absence or incapacity of the Vice Chair, the Chair shall designate someone to act in his/her place. The Chair may call special Division Meetings. He/She may call into special session any committee of the Division.
2. The Division Vice Chair is elected by the Faculty of the Division and is a member of the Executive Committee meetings in the absence of the Chair.
3. The Division Secretary, elected by the Faculty of the Division. He/She is a member of the Executive Committee and serves as its secretary. The Secretary shall be responsible for the publication and distribution of the agenda and the minutes of Division meetings, and shall serve as Parliamentarian.

C. The Division Vice Chair and the Division Secretary shall be elected at the first meeting of the Faculty of the Division of the academic year. Nominations shall be from the floor and a majority vote shall be necessary for election. The vote shall be by secret ballot.

D. Executive Committee
1. The Executive Committee shall be composed of the Division Chair, the Division Vice-Chair, and the Division Secretary.
2. The Executive Committee shall develop the items of the agenda for Division Meetings.

V. Meetings
A. The Faculty of the Division shall meet monthly from August through May inclusive, as scheduled in the Elizabethtown Community and Technical College academic calendar.

B. The Faculty of the Division may be called into special session by the Division Chair, the President, the Chancellor of the Community College Board, the President of the Kentucky Community and Technical College System, or at the written request of one-fourth of the voting members.

C. The Executive Committee shall develop the items for the agenda. The Chair may add agenda items and shall set the order of the day. One week prior to a regular meeting, the agenda for that meeting and minutes of all meetings held since the previous regular meeting shall be distributed to the members of the Faculty of the Division.

D. The quorum for the transaction of business shall be one-half of the voting members.

E. Members who are absent from meetings may express in writing their opinions on issues, but there will be no proxy voting.
F. Meetings of the Division shall be open to students, visitors, and the media. The Division reserves the right to adjourn into executive session.

VI. Educational Policies
All rules pertaining to the educational policies of the Division shall be published in appendices to the Rules of the Division.

VII. New Rules and Modification of Rules
In order for action to be taken on a new rule or policy or on modification of an existing rule, notification of such pending action must be given in the call for the meeting at which the action is to be taken. A majority of the quorum shall constitute affirmative action.

VIII. Parliamentary Procedures
Robert’s Revised Rules of Order shall be followed in the conducting of Division meetings except when the Rules of the Division, the Rules of the Faculty of Elizabethtown Community and Technical College, the Rules of the Senate of the Community College Board, the Administrative Regulations of the Kentucky Community and Technical College System provide otherwise.

BIOLOGICAL AND HEALTH SCIENCES DIVISION

I. Name
The name of the organization shall be the Faculty of Biological and Health Sciences of Elizabethtown Community and Technical College, designated Faculty of the Division.

II. Authority
The rules of the Division describe the composition, organization, and procedures for the conduct of its functions as authorized by the Board of Trustees in the Governing Regulations of the Kentucky Community and Technical College System. These further describe the educational policies of the Division and appropriate procedures for their implementation.

III. Responsibilities
A. The Faculty of the Division have the responsibility, with the approval of the President of Elizabethtown Community and Technical College and the Chancellor for the Community and Technical College Board, for the internal policies of the Division. These are applicable insofar as these policies do not conflict with those of the other divisions of the College, the rules of the Faculty of the College, the rules of the Senate or the Governing and Administrative Regulations of the Kentucky Community and Technical College System.

B. The Faculty of the Division shall make recommendations to appropriate persons or groups on the following:
1. Curricula and course offering within the Division
2. Academic policies for the Division
3. Procedures to be used within the Division in advising on the appointment of new faculty of the Division, promotion, re-appointment, decisions not to re-appoint, the granting of tenure, and post-retirement appointments
4. Procedures to be used in the evaluations of performance of members of the Division
5. Preparation of budget requests

The Faculty of the Division shall have no management or administrative functions except those expressly delegated to it, either in itself, or through the instrumentality of its committees.

IV. Organizational Structure

A. Membership
   1. The Faculty of the Division shall consist of the Division Chair and the members of the Division who are members of the Faculty of Elizabethtown Community and Technical College, as defined in the Governing Regulations of the Kentucky Community and Technical College System.
   2. Membership without voting privileges is extended to visiting, part-time or voluntary faculty. Voting privileges may be extended on an individual basis by majority vote of the Faculty of the Division.

B. Officers
   1. The Division Chair serves as the Chair of the Faculty of the Division and shall carry out those responsibilities as delegated by the President and defined in the Administrative policies. The Division Chair shall preside at all meetings of the Faculty of the Division (Division Meetings), except as he/she may delegate this role. In the event of the absence or incapacitation of the Chair; and the absence or incapacitation of the Vice Chair, the Chair shall designate an individual to serve in his/her place. If this is not possible then the senior Program Coordinator shall serve in this capacity. The Chair may call special Division meetings. The Chair may call into special session any committee of the Division.
   2. The Division Chair is recommended by the Faculty of the Division.
   3. The Division Secretary shall be elected by the Faculty of the Division. The secretary shall be responsible for the distribution of the agenda and minutes of the Division Meetings and shall serve as its Parliamentarian. The Division Secretary shall be elected at the first Division Meeting of the Academic Year. Nominations shall come from the faculty and a simple majority vote shall be required for election. The vote will be by show of hands or secret ballot as determined at that time.

V. Meetings

A. The Faculty of the Division shall meet monthly from August through May inclusive, as scheduled in the ECTC academic calendar, or as determined by the Division Chair in meeting the needs of the Faculty of the Division.

B. The Faculty of the Division may be called into special session by the Division Chair, the President, the Chancellor of the Community and Technical College Board, the President of KCTCS, or at the written request of one-fourth of the voting members of the Faculty.
C. The quorum for the transaction of business shall be one-half of the voting members. Members who are absent from the meetings may express their opinion in writing but there will be no proxy votes.

D. Division meetings shall be open to all interested persons unless an executive session is determined by the Chair.

VI. Educational Policies
All rules pertaining to the educational policies of the Division shall be published in the Appendices of the Rules of the Division.

VII. New Rules and Modification of the Rules
In order for an action to be taken on a new rule or policy or a modification of an existing rule, notification of such a pending action must be given in the call for the meeting at which the action is to be taken. A majority of the quorum shall constitute an affirmative action.

VIII. Parliamentarian Procedures
Robert’s Rules of Order shall be followed in conducting Division meetings except when Rules of the Division, the Rules of the Faculty of Elizabethtown Community and Technical College, the Rules of the Senate, Administrative Regulations of KCTCS or the Governing Regulations of KCTCS provide otherwise.

PHYSICAL SCIENCES AND RELATED TECHNOLOGIES DIVISION

I. Name
The name of the organization shall be the Faculty of the Division of Physical Sciences and Related Technologies of the Elizabethtown Community and Technical College, herein designated the Faculty of the Division.

II. Authority
The Rules of the Division describe the composition, organization, and procedures for the conduct of its function as authorized by the Board of Trustees in the Governing Regulations of the Kentucky Community and Technical College System, Part VII, A, 8c. These further describe the educational policies of the Division and procedures for their implementation.

III. Responsibilities
A. The Faculty of the Division has responsibility with the approval of the President of Elizabethtown Community and Technical College and the Chancellor of Kentucky Community and Technical College System for the internal policies of the Division, insofar as these policies do not conflict with those of other divisions of the College, the rules of the Faculty of the College, the rules of the Senate of the Community and Technical College System, or the Governing and Administrative Regulations of the Kentucky Community and Technical College System.

B. The Faculty of the Division shall make recommendations to appropriate persons or groups on the following:
   1. Curricula and course offerings within the Division.
2. Academic policies for the Division or College.

C. The Faculty of the Division shall establish with the Division Chair and the President of the College the following:
   1. Procedures to be used within the Division in advising on the appointment of new faculty of the Division, promotion, reappointment, decisions not to reappoint, the granting of tenure, and post-retirement appointments. (See Appendix A)
   2. Procedures to be used in the evaluation of performances of members of the Division. (See Appendix B)
   3. Preparation of budget requests. (See Appendix C)

D. The Faculty of the Division shall have no management or administrative function, except those expressly delegated to it, either in itself or through the instrumentality of its committees.

IV. Organizational Structure

A. Membership
   1. The Faculty of the Division shall consist of the Division Chair and members of the Division who are members of the Faculty of Elizabethtown Community and Technical College, as defined in the Governing Regulations of the Kentucky Community and Technical College System, Part VII, A, 8a.
   2. Membership without voting privileges is extended to visiting, part-time, or voluntary faculty. Voting privileges may be extended on an individual basis by majority vote of the Faculty of the Division.
   3. Membership without voting privileges is extended to the Division's Instructional Specialists, Laboratory Technicians, and Office Assistants. Voting privileges may be extended on an individual basis by majority vote of the Faculty of the Division.

B. Officers
   1. The Division Chair serves as Chair of the Faculty of the Division and shall carry out those responsibilities as delegated by the President and defined in the Governing Regulations, Part VII, B, 9. The Division Chair shall preside at all meetings of the Faculty of the Division (division meetings), except as the Chair may delegate this role. In the event of the absence or incapacity of the Chair, and the absence or incapacity of the Vice-Chair, the Division shall designate someone to act in place of the Chair. The Chair may call special division meetings. The Chair may call into special session any committee of the Faculty of the Division.
   2. The Division Vice-Chair is elected by the Faculty of the Division. The Vice-Chair shall preside at division meetings in the absence of the Chair. The Vice-Chair shall report to the Faculty of the College in the absence of the Chair.
   3. The Recording Secretary is elected by the Faculty of the Division. The Recording Secretary shall be responsible for the publication and distribution of the minutes of division meetings, including the Archival Copy. The Recording Secretary shall serve as Parliamentarian and shall maintain an up-to-date copy of the Division Rules.

C. Pertinent to all elections listed in this section, nominations shall be from the floor and a majority vote shall be necessary for election. The vote shall be by secret ballot.
1. The Division Vice-Chair and the Recording Secretary shall be elected at the last Division meeting of the academic year to serve for the duration of the subsequent academic year.
2. The Division representatives to the Local Executive Committee and the Local Policies and Procedures Committee shall be elected at the last Division meeting of the academic year to serve for the duration of the subsequent academic year.
3. The Division representative to the Local CRC Committee shall be elected at the last Division meeting of academic years ending in even years to serve for the duration of the subsequent contiguous two academic years.
4. The Division representative to the Local Rules Committee shall be elected at the last Division meeting of academic years ending in odd years to serve for the duration of the subsequent contiguous two academic years.

V. Meetings

A. The Faculty of the Division shall meet monthly, unless cancelled because of lack of agenda items, from August through May inclusive, as scheduled in the Elizabethtown Community and Technical College academic calendar.

B. The Faculty of the Division may be called into special session by the Division Chair, the President of Elizabethtown Community and Technical College, the Chancellor of the Community and Technical College System, the President of the Kentucky Community and Technical College System, or at the written request of one-fourth of the voting members.

C. The Chair shall develop the items of the agenda and shall set the order of the day. One week prior to a regular meeting, the agenda for that meeting and minutes of all meetings held since the previous regular meeting shall be distributed to the members of the Faculty of the Division.

D. The quorum for the transaction of business shall be one-half of the voting members.

E. Members who are absent from meetings may express in writing their opinions on issues, but there will be no proxy voting.

F. Meetings of the Faculty of the Division shall be open to students, visitors, and the media.

VI. Educational Policies:

All rules pertaining to the educational policies of the Division shall be published in appendices to the Rules of the Division.

VII. New Rules and Modification of Rules

In order for action to be taken on a new rule or policy or on modification of an existing rule, notification of such pending action must be given in the call for the meeting at which the action is to be taken. A majority of the quorum shall constitute affirmative action.

Changes in these Rules will become effective upon appropriate administrative review, except that changes deemed urgent by the Faculty of the Division shall be effective upon approval by the Faculty at Elizabethtown Community and Technical College.
VIII. **Parliamentary Procedures:**

*Robert's Revised Rules of Order* shall be followed in the conducting of Division meetings except when the Rules of the Division, the Rules of the Faculty of Elizabethtown Community and Technical College, the Rules of the Senate of the Community and Technical College System, the Administrative Regulations of the Kentucky Community and Technical College System, or the Governing Regulations of the Kentucky Community and Technical College System provide otherwise.

IX. **Program Coordinators**

Coordinators for Associate in Applied Science Programs administered by the Division shall be chosen in accordance with the procedures described in the Elizabethtown Community and Technical College Faculty Handbook.

The term of the Coordinator of an Associate in Applied Science Program administered by the Division shall be for three years. A Coordinator may be re-selected. Where possible, the term shall be concurrent with the term of the Division Chair.

X. **Appendices**

A. Procedures of the Division in advising on appointment of new faculty of the Division, promotion, reappointment, decisions not to reappoint, the granting of tenure, and post-retirement appointments:

The Division shall follow the procedures described in the Elizabethtown Community and Technical College Faculty Handbook.

B. Procedures of the Division to be used within the Division in performance evaluations of members of the Division.

The Division shall follow the procedures described in the Elizabethtown Community and Technical College Faculty Handbook.

C. Procedures of the Division to be used in the preparation of budget requests:

The Division shall follow the procedures described in the Elizabethtown Community and Technical College Faculty Handbook.
TECHNICAL DIVISION

I. Name
The name of the organization shall be the Faculty of the Technical Division of Elizabethtown Community and Technical College.

II. Authority
The rules of the Division describe the composition, organization, and procedures for the conduct of its function as authorized by the Board of Trustees in the Governing Regulations of the Kentucky Community and Technical College System. They further describe the educational policies of the Division and procedures for their implementation.

III. Responsibilities
The Faculty of the Division has responsibility with the approval of the President of Elizabethtown Community and Technical College and the Chancellor for the Community College Board for the internal policies of the Division, insofar as these policies do not conflict with those of other divisions of the College, the rules of the Faculty of the College, the rules of the Senate of the Community and Technical College Board, or the Governing and Administrative Regulations of the Kentucky Community and Technical College System.

The Faculty of the Division shall make recommendations to appropriate persons or groups on the following:

- Curricula and course offerings within the Division
- Academic policies for the Division or College
- Procedure to be used within the Division in advising on the appointment of new faculty of the Division, promotion, re-appointment, decisions not to reappoint
- Preparation of budget requests
- Instructional/Classroom standards & governance

IV. Organizational Structure

A. Membership
The Faculty of the Division shall consist of the Division Chair and the members of the Technical Division who are members of the Faculty of Elizabethtown Community and Technical College, as defined in the Governing Regulations of the Kentucky Community and Technical College System.

Membership, without voting privileges, is extended to part-time faculty. Voting privileges may be extended on an individual basis by majority vote of the Faculty of the Division.

B. Officers
The Division Chair serves as Chair of the Faculty of the Division and shall carry out those responsibilities as delegated by the President and defined in the Administrative Policies. The Division Chair shall preside at all meetings of the Faculty of the
Division (Division Meetings), except as he/she may delegate this role. He/she shall also serve as Chair of the Executive Committee. In the event of his/her absence or incapacity, and the absence or incapacity of the Vice Chair, the Chair shall designate someone to act in his/her place. The Chair may call special Division Meetings. He/She may call into special session any committee of the Division.

The Division Vice Chair is elected by the Faculty of the Division and is a member of the Executive Committee. He/She shall preside at Division Meetings and Executive Committee meetings in the absence of the Chair. He/She shall report to the Faculty of the College in the absence of the Chair.

The Division Secretary is elected by the Faculty of the Division. He/She is a member of the Executive Committee and serves as its secretary. The Secretary shall be responsible for the publication and distribution of the agenda, the minutes of Division meetings, and shall serve as Parliamentarian.

The Division Vice Chair and the Division Secretary shall be elected at the first meeting of the Faculty of the Division of the academic year. Nominations shall be from the floor and a majority vote shall be necessary for election. The vote shall be by secret ballot.

C. Executive Committee
The Executive Committee shall be composed of the Division Chair the Division Vice-Chair and the Division Secretary.

The Executive Committee shall develop the items of the agenda for the Division Meetings.

V. Meetings
The Faculty of the Division shall meet as needed from August through May inclusive, as scheduled in the Elizabethtown Community and Technical College academic calendar. The Faculty of the Division may be called into special session by the Division Chair, the President, The Chancellor of the Community College Board, the President of the Kentucky Community and Technical College System, or at the written request of one-fourth of the voting members.

The Executive Committee shall develop the items of the agenda. The Chair may add agenda items and shall set the order of the day. One week prior to a meeting, the agenda for that meeting and minutes of all meetings held since the previous regular meeting shall be distributed to the members of the Faculty of the Division.

The quorum for the transaction of business shall be one-half of the voting members. Members who are absent from meetings may express their opinions in writing, but there will be no proxy voting.

VI. New rules and Modification of Rules
In order for action to be taken on a new rule or policy or on modification of an existing rule, notification of such pending action must be given in the call for the meeting at which the action is to be taken. A majority of the quorum shall constitute affirmative action.
VII. **Parliamentary Procedures**
Robert’s Revised Rules of Order shall be followed in the conducting of Division meetings except when the Rules of the Division, the Rules of the Faculty of Elizabethtown Community and Technical College, the Rules of the Senate of the College Board, the Administrative Regulations of the Kentucky Community and Technical College System, or the Governing Regulations of the Kentucky Community and Technical College System provide otherwise.

**SOCIAL AND BEHAVIORAL SCIENCES AND RELATED TECHNOLOGIES DIVISION**

I. **Name**
The name of the organization shall be the Faculty of the Division of Social and Behavioral Sciences and Related Technologies of Elizabethtown Community and Technical College, herein designated the Faculty of the Division.

II. **Authority**
The Rules of the Division describe the composition, organization, and procedures for the conduct of its function as authorized by the Board of Trustees in the Governing Regulations of the Kentucky Community and Technical College System. They further describe the educational policies of the Division and procedures for their implementation.

III. **Responsibilities**

A. The Faculty of the Division has responsibility, with the approval of the President/CEO of Elizabethtown Community and Technical College and the Chancellor for the Community College Board, for the internal policies of the Division, insofar as these policies do not conflict with those of other divisions of the College, the rules of the Faculty of the College, the rules of the Senate of the Community College Board, or the Governing and Administrative Regulations of the Kentucky Community and Technical College System.

B. The Faculty of the Division shall make recommendations to appropriate persons or groups on the following:
   1. Curricula and course offerings within the Division
   2. Academic policies for the Division or College
   3. Procedure to be used within the Division in advising on the appointment of new faculty of the Division, promotion, re-appointment, decisions not to reappoint, the granting of tenure, and post-retirement appointments
   4. Procedures to be used in the evaluation of performances of members of the Division
   5. Preparation of budget requests

C. The Faculty of the Division shall have no management or administrative function, except those expressly delegated to it, either in itself or through the instrumentality of its committees.

IV. **Organizational Structure**

A. Membership
   1. The Faculty of the Division shall consist of the Division Chair and the members of
the Division who are members of the Faculty of Elizabethtown Community and Technical College, as defined in the Governing Regulations of the Kentucky Community and Technical College System.

2. Membership without voting privileges is extended to visiting, part-time, or voluntary faculty. Voting privileges may be extended on an individual basis by majority vote of the Faculty of the Division.

B. Officers

1. The Division Chair serves as Chair of the Faculty of the Division and shall carry out those responsibilities as delegated by the President and defined in the Administrative Policies. The Division Chair shall preside at all meetings of the Faculty of the Division (Division meetings), except as he/she may delegate this role. He/She shall also serve as Chair of the Executive Committee. In the event of his/her absence or incapacity and the absence or incapacity of the Vice Chair, the Chair shall designate someone to act in his/her place. The Chair may call special Division meetings. He/She may call into special session any committee of the Division.

2. The Division Vice Chair is elected by the Faculty of the Division and is a member of the Executive Committee. He/She shall preside at Division meetings and Executive Committee meetings in the absence of the Chair. He/She shall report to the Faculty of the College in the absence of the Chair.

3. The Division Secretary, elected by the Faculty of the Division. He/She is a member of the Executive Committee and serves as its secretary. The Secretary shall be responsible for the publication and distribution of the agenda and the minutes of Division meetings, and shall serve as Parliamentarian.

C. The Division Vice Chair and the Division Secretary shall be elected at the first meeting of the Faculty of the Division of the academic year. Nominations shall be from the floor and a majority vote shall be necessary for election. The vote shall be by secret ballot.

D. Executive Committee

1. The Executive Committee shall be composed of the Division Chair, the Division Vice-Chair, and the Division Secretary.

2. The Executive Committee shall develop the items of the agenda for Division meetings.

V. Meetings

A. The Faculty of the Division shall meet monthly from August through May inclusive, as scheduled in the ECTC academic calendar.

B. The Faculty of the Division may be called into special session by the Division Chair, the President, the Chancellor of the Community College Board, the President of the Kentucky Community and Technical College System, or at the written request of one-fourth of the voting members.

C. The Executive Committee shall develop the items of the agenda. The Chair may add agenda items and shall set the order of the day. One week prior to a regular meeting, the agenda for that meeting and minutes of all meetings held since the previous regular meeting shall be distributed to the members of the Faculty of the Division.
D. The quorum for the transaction of business shall be one-half of the voting members.

E. Members who are absent from meetings may express in writing their opinions on issues, but there will be no proxy voting.

F. Meetings of the Division shall be open to students, visitors, and the media.

VI. Educational Policies
All rules pertaining to the educational policies of the Division shall be published in appendices to the Rules of the Division.

VII. New Rules and Modification of Rules
In order for action to be taken on a new rule or policy or on modification of an existing rule, notification of such pending action must be given in the call for the meeting at which the action is to be taken. A majority of the quorum shall constitute affirmative action.

VIII. Parliamentary Procedures
Robert’s Revised Rules of Order shall be followed in the conducting of Division meetings except when the Rules of the Division, the Rules of the Faculty of Elizabethtown Community and Technical College, the Rules of the Senate of the Community College Board, the Administrative Regulations of the Kentucky Community and Technical College System, or the Governing Regulations of the Kentucky Community and Technical College System provide otherwise.
THE STAFF COUNCIL
OF
ELIZABETHTOWN COMMUNITY AND TECHNICAL COLLEGE
BYLAWS

ARTICLE I
NAME
The name of this organization shall be the Staff Council of Elizabethtown Community and Technical College.

ARTICLE II
OBJECTIVES/PURPOSES
The objectives/purposes of the Staff Council are:

- To serve as the organizational body for the staff employees of Elizabethtown Community and Technical College;
- To facilitate and promote communication among all staff employees of the College;
- To provide referral for individual concerns and problems to appropriate organizations or personnel;
- To act in an advisory capacity to the President and the Deans of the College;
- To provide input into the decision-making process on issues affecting the staff and the College;
- To accept and share responsibility with faculty and students in all efforts to attain the stated mission and goals of Elizabethtown Community and Technical College;
- To facilitate and promote communication between the Staff Executive Officers and the Board of Director’s voting Staff Representative.

ARTICLE III
MEMBERSHIP
Staff is defined as all regular full-time employees of Elizabethtown Community and Technical College in non-teaching functions or roles who do not hold academic appointment or do not have faculty status or responsibility.

ARTICLE IV
OFFICERS

Section 1. Number
The Officers of the Staff Council shall consist of seven (7) persons: Chair, Vice Chair, Recorder, College Council Representative, Committee Liaison, and two (2) representatives at large. Additional ex-officio members include the Staff Representative to the Board of Directors. These officers will formally be known as the Staff Executive Committee.

Section 2. Qualifications
Any Officer must qualify as a voting member of the staff and must have been employed by the College with full-time status for a minimum of two (2) consecutive years.
Section 3. Duties
The Chair shall:
- Schedule meetings;
- Establish meeting agendas to include staff requests;
- Preside at all meetings;
- Enforce the Bylaws;
- Establish committees as appropriate;
- Recommend members and designate chairs of committees.

The Vice Chair shall:
- Perform the duties of the Chair in the absence of the Chair;
- Serve as the principal assistant to the Chair;
- Fulfill any term vacated by the Chair;
- Responsible for making sure Staff Council information is up-to-date on the web site in coordination with the Web Master.
- Maintain the key to the anonymous Staff Council suggestion boxes located on campus.

The Recorder shall:
- Prepare meeting agendas as directed by the Chair and distribute the agendas to each member of the staff at least two days prior to the meetings;
- Prepare minutes of all meetings and maintain them as permanent records;
- Distribute minutes of meetings to each member of the staff within seven (7) days of meetings via the net;
- Determine quorum at meetings; refer to Section 6.

The College Council Representative shall:
- Attend all College Council meetings and report to the Staff Executive Committee and staff.

The Committee Liaison shall:
- Ensure that College committees have staff representation and report findings to Staff Executive Officers;
- Inform Staff Executive Committee of newly formed College committees and seek staff appointments and representation.

Staff Executive Committee serves as a formal vehicle of communication between the members of the staff and the President of Elizabethtown Community and Technical College.

The duties of the Staff Executive Committee shall be to:
- Act appropriately on all matters presented to the Committee;
- Assist the President of Elizabethtown Community and Technical College in naming staff members to appropriate committees and task groups. Those staff members shall be responsible for informing the Staff Executive Committee of committee actions and recommendations;
- Meet monthly with the President and College staff quarterly or as deemed necessary;
- Meet with the College Deans and Administrators as deemed necessary;
- Meet with the Faculty Executive Committee as deemed necessary;
- Initiate studies as it sees fit and take whatever action it deems necessary to conduct these studies;
- Report information to staff in a timely manner.

The Staff Executive Committee acts as an advocate for the staff of Elizabethtown Community and Technical College.
Section 4. Terms of Office
To help ensure continuity, the initial Staff Executive Officer cabinet will include representatives from the existing staff and mid-management councils who have been elected or who have unexpired terms. These representatives will serve a one-year term.

Three seats on the Staff Council are elected during an odd-numbered year and four seats are elected during an even-numbered year. All terms of office shall be two-year terms. A staff representative may be reelected to serve more than one two-year term, but these terms cannot be consecutive. At the establishment of the first Staff Executive Committee meeting of the new fiscal year, these seven representatives will decide among themselves who will most effectively fill each Executive seat (Chair, Vice Chair, Recorder,..) for a one-year term.

If a Staff Executive Committee member fails to attend three (3) consecutive Staff Executive Committee and/or staff meetings, the officer will be removed from the Staff Executive Committee and replaced with the staff member with the next highest vote. The other Staff Executive Committee members shall take mitigating circumstances for absences into consideration.

Section 5. Meetings
Regular meetings of the Staff Executive Committee shall be held monthly, or more frequently if necessary. The College President shall have a standing invitation to attend all meetings. Other persons may be invited at the discretion of the Committee.

Section 6. Resignation
Any member of the Staff Executive Committee may resign at any time. Resignation shall be effective upon the Chair’s receipt of the member’s written notice.

ARTICLE V
COMMITTEES

The President or the President’s designee shall notify the Staff Executive Officers of all committees established to address staff issues. The Staff Executive Committee shall appoint staff members to any appeals, special, and/or ad hoc committees.

ARTICLE VI
ELECTIONS

Section 1. Process
The Staff Executive Committee shall conduct the election in two phases via closed ballot.

A. Phase I
Nomination
- Nominations will be accepted for one week beginning with the last week in March. The staff at large can solicit nominations from eligible full-time employees through electronic balloting. Eligibility includes regular full-time employees employed by the institution for a minimum of two years. Nominations will be submitted to the Staff Executive Officer designee.

- During the first week in April the Staff Executive Officers will review the nominees for eligibility and willingness to serve.

- During the second week in April the Staff Executive Officers will present a slate of qualified nominees for voting to all members of the Staff Executive Committee.
B. Phase II Elections

- During the second week in April, absentee voting will commence and conclude. Absentee ballots can be delivered in person or by email to the Staff Executive Officer designee.

- During the third week of April, a second round of electronic balloting will commence including only those names of previously nominated, eligible staff. The Staff Executive Officers will be responsible for developing a roster of staff eligible to vote and for developing a ballot system. After the election, two of the designated personnel will count the votes and disclose the results in rank order to the Staff Executive Officers. Ballots will be retained for one work week, and then deleted by designated personnel. The Staff Executive Officers will officially announce the results of the election no later than 24 hours after the electronic poll is complete.

- If no nominee receives a simple majority of the votes cast, a run-off election shall be held. The run-off elections shall be conducted in the same manner as the initial election. The nominees receiving the most votes in the initial election shall constitute the run-off slate. The winner of the run-off election shall be determined by majority vote. In case of a tie, a second run-off shall be held.

- The newly elected Staff Executive Officers will begin their term July 1.

- In the event a vacancy occurs on the Staff Executive Committee, the staff member with the next highest vote (from the first staff meeting of the fiscal year) will be offered the Staff Executive Committee position. Upon their acceptance, they will complete the current term and will be eligible for nomination in the next election.

ARTICLE VII PROCESSES

Section 1. Bylaws
These Bylaws may be amended at a called staff meeting or through electronic voting. Staff members will be notified no less than one week in advance of the called meeting. A majority of the quorum as stated in Article VII Section 2, of the bylaws must be in agreement to implement changes. Amendments will be effective immediately upon their adoption.

Section 2. Quorum
A quorum shall consist of one-third (1/3) of all Elizabethtown Community and Technical College staff. The majority of the quorum must be in agreement in order to pass a vote.

Section 3. Suggestions Made to Staff Executive Committee
Prior to each meeting the Vice Chair will check the anonymous suggestion boxes on campus and bring any items for discussion to the table. All other suggestions received via e-mail to the Staff Council members will be printed and copies made for each member. The Staff Executive Committee will review the issues and decide the most appropriate action. Suggestions may be sent to the President of the College; the President will review and offer a response to the issue and communicate that to the Staff Executive Committee.
ARTICLE VIII
PARLIAMENTARY PROCEDURES

The Interaction Method shall be followed in conducting Staff Executive Committee and staff meetings.

- Approximately two (2) weeks prior to a staff meeting, a request for agenda items will be sent to all staff members.
- Prior to the meeting, the Staff Executive Committee will distribute the agenda to staff members.
- The Staff Executive Committee will call the meeting to order and ask if there are discussion items to be added to the agenda.
- After the agenda is set, the minutes from the last meeting will be distributed. Additions/corrections to the minutes will be requested. The staff members will vote whether to accept or reject the minutes.
- Discussion of agenda items will begin. The Staff Executive Committee keeps the discussion on track and is responsible for requesting a vote or requesting to end discussion. If a vote is required a majority vote is sufficient.
- The Staff Executive Committee adjourns the meeting.

ACCEPTANCE OF BYLAWS

I, duly elected and acting Chair of the STAFF OF ELIZABETHTOWN COMMUNITY AND TECHNICAL COLLEGE, hereby certify that the foregoing Bylaws constitute the Bylaws of the Staff as accepted at a meeting of the Staff on October 25, 2012.

IN WITNESS WHEREOF,
I hereto subscribe my name on this.

Adam Huddleston
Chair

Last Revision Date:
October 25, 2012
(Adam Huddleston, Chair)
There are some additional guidelines/policies to guide faculty and staff as responsibilities are undertaken and fulfilled. The ECTC policies in this section include:

I. ECTC Employment Process
II. Process on Reporting Harassment/Bullying
III. Policy Statement on Division Chairs
IV. Reporting of Substantive Change Policy
V. Distance Learning Policies and Procedures
VI. Office Disability Services Testing Center Rescheduling Exams Policy

I. ECTC Employment Process

It is the goal and overall philosophy of Elizabethtown Community & Technical College to fill each faculty or staff vacancy with the best-suited applicant without regards to race, color, ancestry, age, sex, marital status, religion, or disability. Every reasonable effort will be made to recruit qualified women and minorities into vacant positions.

A. Positions

All new positions must be approved and created through the KCTCS System HR office. Existing full-time position vacancies require President/CEO approval to advertise and fill. The area Dean/Division Chair/Supervisor must complete the Personnel Requisition Form to request to advertise vacant or new position and submit it to the President/CEO office for approval. The Personnel Requisition Form must be approved by the area Dean, President/CEO, and Human Resources before a position will be advertised. A Position Description Form will need to be completed by the hiring official (supervisor) for any new positions and the current job description for vacant positions should be reviewed by hiring official prior to approving the request to advertise. Temporary hires do not require President/CEO approval, advertisements, or search committees, but, whenever feasible, advertisements are encouraged. If interviews are held for temporary positions, they should follow the same general guidelines of selection, location, and committee composition.

B. Advertising

Advertisements state the official job title in the ad and are based upon the position job description. Essential job qualifications, minimum requirements, and preferred qualifications will be clearly stated. A “review of applications begins” date of no less than ten workdays from the date of posting will be listed. All advertising media will contain the KCTCS/ECTC affirmative action statement. All responses to vacancy announcements/advertisements will be directed to the College Human Resources Office. All regular full-time vacancies are advertised online through the college’s applicant tracker. Depending on the position, additional advertising may be in the local papers, The News-Enterprise and The Gold Standard, or in the Louisville Courier-Journal and/or The Chronicle for Higher Education. Display ads are preferred. All regular full-time
vacancy postings will be simultaneously submitted to America’s Job Bank, HERC, Indeed, the Office of Vocational Rehabilitation, and the other Colleges of KCTCS and posted online at KCTCS and on the website.

C. Evaluation of Credentials
The Human Resources Office shall accept all applications through the online applicant tracker system and provide access to applicants to the search committee after the organizational meeting, where all members of the committee have signed the Equal Opportunity & Confidentiality Acknowledgment form. Records will be kept as to the number of applicants and types of applicants for affirmative action record-keeping purposes.

D. Staff Vacancies
The Human Resource Office will review credentials on all applicants for staff positions and only those applications/resumes for individuals meeting or exceeding the minimum qualifications using KCTCS Standard qualification guidelines will be considered. The Search Committee Chair can serve as back-up, as needed.

E. Faculty Vacancies
Faculty credentials will be evaluated by the Academic Unit and the Academic Unit will provide to the College HR Director records on which applicants did and did not meet the minimum qualifications for the faculty position. Applications/resumes for individuals will be retained in Human Resources for review by the hiring official/committee.

F. Search/Screening Committees
A search/screening committee will be responsible for reviewing the applications, interviewing applicants, and selecting finalist(s) for each vacancy. The President/CEO or designee may appoint the search/screening committee. Generally the direct supervisor of the vacant position will serve as Chair of the committee. The committee should consist of a minimum of three members. The direct supervisor for the vacant position will complete a Personnel Requisition Form and submit the form to the President/CEO for approval. The list of the Search Committee members’ names is made part of the vacancy record in the College Human Resources office. The committee should identify specific skills and abilities required to perform the job, listing tools, equipment, and work aids required. This criterion should be used in evaluating the applications.

Ideally the committee should select a minimum of three individuals to interview. In instances of exceedingly low response, or exceedingly high response, the number of applicants selected for interview may vary.

G. Interviews
Interviews shall be held on campus. In rare cases, an off-campus conference site or other recognized public meeting facility may be utilized. In the event an applicant is unable to honor their original interview appointment due to unforeseen difficulties, all reasonable efforts should be made to reschedule the interview at a mutually agreeable time.

The committee should compile a list of interview questions for the applicants. All applicants are asked the same questions. Questions relating to sex, age, color, race, religion, national origin, or disability are inappropriate during interviews. The Director of Human Resources reviews all question prior to interviews.

H. Reference Checks
The search committee Chair will make reference checks utilizing a standardized list of questions/inquiries before recommending the candidate to the President/CEO for hire. Criminal records checks as appropriate will be conducted confidentially by the College Human Resources Director.
Reference checks should be documented and are only for the use of the interview committee. After the completion of the selection process, all search materials and reference information must be returned to the College Human Resources Office.

I. Recommendation to Hire

The Search Committee will forward the recommendation to the President/CEO for final review. The Search Committee Chair will send the Search Committee Recommendation form along with a letter to the President/CEO specifying why the Committee feels that this candidate would be the best fit for the position. The President/CEO or his designee may also meet with the Committee Chair to discuss the recommendation. In some cases the President/CEO may also interview the candidate before the final decision is made.

J. Job Offer

The College Human Resources Director, or the College President or designee will make the official job offer. Salaries will be quoted at a semi-monthly rate for all employees, or hourly for temporary positions, as appropriate. Salary should be based upon the individual’s related education and experience in accordance with the official compensation process in place. The intent of the salary process is to determine a fair and equitable salary without causing internal equity problems. In most cases, offer letters and contracts are used to finalize the position offer. Applicants are informed that they must present qualifying identification on the first day of employment in order to complete the federally required I-9 form.

Once the job offer is accepted, all other applicants will be notified that the position has been filled through the applicant tracker.

II. Process on Reporting Harassment/Bullying

If personnel are notified by a student, fellow faculty/staff member, or observe possible harassment or bullying, employees are required to report this information to the administration.

If a student or co-worker reports harassment or bullying to a College employee, the employee should take the basic contact and incident information (name and phone number, basic information on what has happened) for reporting the complaint. Faculty and staff may want to let the person know up front that employees are required to report harassment or bullying complaints to the Human Resources Director, the Provost, or the Chief Student Affairs Officer. If other administrators are needed to assist, they will be notified as appropriate. This information will be kept as confidential as possible. Personnel should assure the student or co-worker that immediate appropriate action will be taken, and any other authorities deemed necessary (i.e., police, child protective services, or another agency) will be contacted.

III. Policy Statement on Division Chair

Elizabethtown Community and Technical College Policy Statement on Division Chair: Position Description, Qualifications, Length of Service and Selection Process

Title of Division Head at Elizabethtown Community and Technical College:
The position title for the division head (as referred to in KCTCS Administrative Policies and Procedures 1.5.6.7) shall be Division Chair.

Overall Responsibilities of Division Chair:
The Division Chair for each division at Elizabethtown Community and Technical College is the chief administrator of the division faculty and assists in the development of policies regarding implementation and revision of the division’s programs and courses.

**Responsibilities of the Division Chair**  
(KCTCS Administrative Policies and Procedures 1.5.6.7):

- Assists the Chief Academic Officer in preparation of class and teaching schedules for the division
- Presides over all division meetings except when the division head delegates this function
- Serves as an *ex officio* member of all division committees
- Responsible for implementing the division’s program within the limits established by the policies and procedures of the Kentucky Community and Technical College system, policies of the Senate, and the rules and procedures of the College
- Assists the College President/CEO, Chief Academic Officer, and other designees with the appointment of new members of the division, promotions, reappointments, terminal appointments, decisions not to reappoint, post-retirement appointments and the granting of tenure, after consultation with the tenured faculty of the division
- Assists with the periodic evaluation of members of their division by procedures and criteria established by the Kentucky Community and Technical College System, the College itself, and its divisional faculties
- Assists with budget requests for the division
- Speaks on behalf of the division (In the event the division head feels it necessary to depart from the opinion of the divisional faculty, the division head must communicate the division faculty’s opinion as well as the division head’s recommendation or advice, stating reasons for differing from the division faculty’s opinion, and notify the division faculty of such action)
- And other duties as assigned by the College President or Provost/Chief Academic Officer

**Desired Characteristics and Competencies:**
The Division Chair is expected to possess the following characteristics and competencies:

- Rank of Associate Professor or service of a minimum of seven full-time years with Elizabethtown Community and Technical College in a faculty position
- Positive interpersonal and communication skills
- Team-oriented and consensus builder
- Professionalism, integrity, and ethical practice
- Organizational ability
- Attention to detail, meeting deadlines and submitting reports/papers in timely manner
- Demonstrated exceptional College teaching abilities
- Willingness to become familiar with KCTCS rules and regulations (i.e. search committee processes; program/curriculum development; promotion procedures; and performance review process)
• Working knowledge of processes and procedures relevant to the division
• Attention to time management skills and ability to meet deadlines
• Sensitivity to diversity
• Willingness to work above and beyond minimum expectations
• Ability to represent both the division and the College

Search Process for Division Chairs:
The Division Chair is appointed by the College President/CEO or designee, in consultation with the Provost/Chief Academic Officer and the division faculty, to serve a three-year term. The College President/CEO appoints a search committee to recommend the names of individuals to fill the position of Division Chair. The search committee will be comprised of at least three faculty members from the division. The Search Committee will seek input from all full-time faculty members of the division before submitting a letter with the names (preferably two or more) of recommended individuals to the President/CEO of the College. The letter is to include the strengths and commitment to the mission of the College of each of the recommended candidates. The President/CEO and the Provost/CAO will interview the candidates. The President/CEO will render a decision.

Term of Office and Compensation:
The Division Chair is appointed to serve a three-year term. After a three year term or in the event the position is vacated early, the selection process is revisited. The individual currently serving is eligible for reconsideration. The position of Division Chair is a 12-month assignment. An annual stipend, as determined by the President/CEO, will be offered to the selected individual while the individual is serving in the position of division chair. The Division Chair will continue to teach three to six credit hours or equivalent course load during both the fall and spring semesters. Course loads must be approved by the College President/CEO and/or Provost/Chief Academic Officer and overload compensation will be considered for any assignment over six credit hours or equivalent during a fall or spring semester.

IV. Elizabethtown Community and Technical College Policy and Procedures on Reporting of Substantive Changes
PURPOSE. The purpose of this policy and procedure is to describe the requirements Elizabethtown Community and Technical College (ECTC) must follow to remain in compliance with The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Standard 14.2 which states,

“The institution has a policy and procedure to ensure that all substantive changes are reported in accordance with SACSCOC’s policy.”

SACSCOC requires all member institutions to have a policy and procedure established to ensure the timely completion of substantive changes. It is the policy of Elizabethtown Community and Technical College (ECTC) to be in full compliance with the Substantive Change Policy and Procedure of SACSCOC.
SACSCOC Principles of Accreditation further states,

A member institution is responsible for following the substantive change policy by informing the Commission of changes in accord with the Commission’s procedures and, when required, seeking approval prior to the initiation of the change. If an institution fails to follow SACSCOC substantive change policy and procedures, it may lose its Title IV funding or be required by the U.S. Department of Education to reimburse it for money received by the institution for programs related to the unreported substantive change. In addition, the institution’s case may be referred to SACSCOC Board of Trustees for the imposition of a sanction or for removal from membership.

It is imperative that the constituents of ECTC are familiar with substantive change policy and procedures so all necessary changes are reported in a timely manner.

COLLEGE POLICY STATEMENT In order to remain in compliance and good standing with the Commission, ECTC will report in writing any actions defined as a substantive change to the SACSCOC. All programs, departments, and administrative areas of the College are governed by and required to follow this policy. The type of substantive change required determines the type of written communication and documentation that must be submitted to SACSCOC and how far in advance this communication must be sent.

DEFINITION The Substantive Change for SACSCOC Accredited Institutions policy defines substantive change as a significant modification or expansion of the nature and scope of an accredited institution. Under federal regulations, substantive change includes:

- Any change in the established mission or objectives of the institution
- Any change in legal status, form of control, or ownership of the institution
- The addition of courses or programs that represent a significant departure, either in content or method of delivery, from those that were offered when the institution was last evaluated
- The addition of courses or programs of study at a degree or credential level different from that which is included in the institution’s current accreditation or reaffirmation.
- A change from clock hours to credit hours
- A substantial increase in the number of clock or credit hours awarded for successful completion of a program
- The establishment of an additional location geographically apart from the main campus at which the institution offers at least 50% of an educational program.
- The establishment of a branch campus
- Closing a program, off-campus site, branch campus or institution
- Entering into a collaborative academic arrangement that includes only the initiation of a dual or joint academic program with another institution
- Acquiring another institution or a program or location of another institution
- Adding a permanent location at a site where the institution is conducting a teach-out program for a closed institution
- Entering into a contract by which an entity not eligible for Title IV funding offers 25% or more of one or more of the accredited institution’s programs

TYPES OF ACTION  The scope of the substantive change will determine the written communication the accreditation liaison will send to the SACSCOC. Some changes require prior approval before implementation while some just require notification prior to implementation and monitoring for more advanced changes.

Changes requiring approval before implementation are as follows (see flow charts at the end of the document):

- Initiating coursework, certificates, or programs of study at a different level than those previously approved by SACSCOC.
- Initiating certificate programs for workforce development.
- Initiating other certificate programs.
- Initiating an off-campus (additional) site (site-based/classroom group instruction) at which student can earn at least 50% of the credits toward an educational program.
- Adding a site for a previously approved program under a U.S. military contract.
- Initiating degree completion programs.
- Initiating a branch campus.
- Initiating distance learning or correspondence courses and programs by which students can earn at least 50% of a program’s credits through delivery in a format other than face-to-face.
- Expanding at the institution’s current degree level.
- Initiating a significant change in the established mission of the institution.
- Changing from clock hours to credit hours.
- Changing significantly the length of a program, substantially increasing or decreasing the number of clock or credit hours awarded for successful completion of a program.
- Relocating a main or branch campus.
- Initiating a collaborative academic program with another institution not accredited by SACSCOC.
- Entering into a contract with an entity not certified to participate in USDOE Title IV programs.

Changes Requiring Notification Only

- For site-based/classroom group instruction (where the instructor is present)
  - Initiating an off-campus site at which a student may earn at least 25% but less than 50% of credits toward a degree.
  - Moving an approved off-campus instructional site within the same geographic area to serve essentially the same pool of students.
- Offering for the first time credit courses via distance learning/technology-based instruction by which students can obtain at least 25% but less than 50% of their credits toward an educational program.
- Initiating program/courses delivered through contractual agreement or a consortium.
- Entering into a contract with an entity not certified to participate in USDOE Title IV programs if the entity provides less than 25% of an educational program offered by the accredited institution.
- Repackaging of an existing approved curriculum.

DESIGNATED RESPONSIBILITY  In order to maintain compliance with Standard 14.2, ECTC’s Substantive Change Policy and Procedures, and to facilitate the flow of information regarding actions leading to a substantive change notification, institution Substantive Change will be a standing item on the schedule for ECTC’s SACSCOC Steering Committee which will meet four times a year (August, October, February, April). This team includes the President and Chief
Executive Officer, Provost and Chief Academic Officer, all Division Chairs, Dual Credit Coordinator, Chief Student Affairs Officer, Director of Financial Aid, Dean of Workforce Solutions, Library Director, Chief Financial and Facilities Officer, QEP Chair, Director of Distance Learning, and the SACSCOC Accreditation Liaison (convener). The accreditation liaison along with the Chief Academic Officer are responsible for timely reporting of a substantive change to the SACSCOC.

It is the responsibility of the Steering Committee to remain current with SACSCOC Substantive Change Policies. In order for the Committee to understand the many different types of changes that fall within the SACSCOC Substantive Change Policy, a copy of the entire policy will be distributed annually to all members in the August meeting or as the policy is updated by SACSCOC.

PROCEDURES FOR REPORTING SUBSTANTIVE CHANGES All information regarding a possible substantive change must be submitted to the SACSCOC Accreditation Liaison for the development of the required materials to be sent to the President of the College for review and submission to SACSCOC. Once the President approves the substantive change, the information will be forwarded to the Director of Financial Aid who forwards it to the Department of Education (as needed) to be in compliance with federal Title IV regulations.

To monitor compliance with the SACSCOC Substantive Change policy,

- A tracking file of all off-campus dual-credit sites is maintained by the Dual Credit coordinator. This file includes names and complete addresses of all off-campus dual credit sites along with the listing of courses offered, faculty teaching the courses, contact information for the Point of Contact for the dual-credit site, and the percentage of courses towards a credential available by year.
- A tracking file of off-campus sites, not related to dual credit, is maintained by the Director of Institutional Effectiveness. This file includes names and complete addresses of all off-campus sites along with the listing of courses offered, faculty teaching the courses, contact information for the Point of Contact for the site, and the percentage of courses towards a credential available by year.
- A tracking file of locations where workforce development certificates are being offered and is maintained by the Department of Workforce Solutions. This file includes names and complete addresses of all workforce sites along with the listing of courses offered, faculty teaching the courses, contact information for the Point of Contact for the site, and the percentage of courses towards a credential available by year.

The Dual Credit Coordinator, Director of Institutional Effectiveness, and Department of Workforce Solutions will inform the Accreditation Liaison each time a new course is added to a location. Working in conjunction with the Accreditation Liaison will ensure all documentation needed for substantive change, if necessary, is submitted in a timely manner.

During the Steering Committee Meetings, the ECTC Accreditation Liaison will solicit feedback concerning any substantive change, new program, or new academic area from the members of the Committee. This includes all program and curriculum changes reviewed as necessary by the local CRC.

If any information brought forth are deemed substantive according to the Substantive Change for SACSCOC Accredited Institutions policy, then the Accreditation liaison, in conjunction with the Chief Academic Officer will determine the type of substantive change needed and will consult with the institution’s COC staff member as needed.
If the Commission requires the institution to write a brief or complete prospectus or prepare any additional documentation, the Accreditation Liaison will work with the appropriate departments and Committee members to complete the necessary documents.

Once all pieces are completed, the Accreditation Liaison or Chief Academic Officer will prepare the necessary letters and attach all necessary documentation to be submitted to the President of the College to be signed and sent to the President of SACSCOC.

**POLICY REVIEW** The ECTC Substantive Change Policy and Procedures will be reviewed annually by the Steering Committee or when the *Substantive Change for SACSCOC Accredited Institutions* policy statement has been updated, whichever is more frequent, and the policy will be published on the ECTC website.

Questions or clarification regarding this policy should be directed to the SACSCOC Accreditation Liaison.
New Site

Can a student earn 25% or more towards a program?

Can a student earn 50% or more towards a program?

Notify the ECTC SACSCOC Liaison for record keeping. Nothing needs to be submitted to SACSCOC.

Notify ECTC SACSCOC Liaison. Provide the address of the site and the implementation date. The Liaison will submit the required notification prior to implementation; prior approval from SACSCOC is not required.

Is this site at the employer’s request, on short notice, and an already approved program at ECTC?

Notify ECTC SACSCOC Liaison. Prior approval from the Commission is required before implementation. The Liaison will submit a full prospectus. Due dates (dates the prospectus must be in the Commission’s office): July 1 for implementation the following spring; January 1 for implementation in the fall. Note: this means submission occurs 6 months prior to implementation and the Commission MUST approve before students can enroll into the programs.

Notify the ECTC SACSCOC Liaison. SACSCOC requires prior approval from the Commission. The Liaison will submit a modified prospectus.
New Program
Degree/Diploma/Certificate

Does ECTC currently offer the program?

YES

Is it a significant departure from the current program offerings?

NO

Notify the ECTC SACSCOC Liaison.
Nothing needs to be submitted to SACSCOC.

YES

Notify the ECTC SACSCOC Liaison.
Prior approval from the Commission is required before implementation. The Liaison will submit a full prospectus. Due dates (dates the prospectus must be in the Commission’s office): July 1 for implementation the following spring, January 1 for implementation in the fall. Note: this means submission occurs 6 months prior to implementation and the Commission MUST approve before students can enroll into the programs.

NO

Notify the ECTC SACSCOC Liaison for record keeping. A justification for not needing a substantive change needs to be written. Nothing needs to be submitted to SACSCOC.

What constitutes significant departure?
A program that is not closely related to previously approved programs at the institution or site or for the mode of delivery in question. To determine whether a new program is a “significant departure,” it is helpful to consider the following questions:
• What previously approved programs does the institution offer that are closely related to the new program and how are they related?
• Will significant additional equipment or facilities be needed?
• Will significant additional financial resources be needed?
• Will a significant number of new courses will be required?
• Will a significant number of new faculty members will be required?
• Will significant additional library/learning resources be needed?
Questions or clarification regarding this policy should be directed to the SACSCOC Accreditation Liaison at 270-706-8447.

V. Distance Learning Policies and Procedures

Several faculty members are teaching classes which use some form of distance learning. A handbook is available through the Distance Learning Coordinator for Elizabethtown Community and Technical College to help orient faculty and staff to the policies and procedures regarding online and Interactive Television instruction. Online and ITV courses enable the College to reach a broad range of diverse community of learners. The ECTC Distance Learning Handbook for Full and Part-time Faculty is designed to serve as an informational tool as faculty design online instructional tools. Specific guidelines about distance learning can be found at

- KCTCS Administrative Policies and Procedures 6.5
- KCTCS Administrative Policies and Procedures 3.3.5

[https://publicsearch.kctcs.edu/policies/Pages/KCTCSPolicies.aspx](https://publicsearch.kctcs.edu/policies/Pages/KCTCSPolicies.aspx)

Following is the “Table of Contents” for the ECTC Distance Learning Handbook for Full and Part-time Faculty. The handbook can be secured by contacting the Distance Learning Office at 270-706-8428.
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VI. Office of Disability Services Testing Center Rescheduling Exams Policy *(Effective 2018 Spring semester)*

A new testing request procedure has been implemented starting with the Spring 2018 semester. **Students will now be required to send their testing request 24-hours in advance to** ECTCAST@kctcs.edu. Requests submitted to any other email address will be ignored.

The following information must be included:

1. Name of the instructor
2. Name of the class
3. Date (what date do you want to take the exam)
4. Time (time that you want to take the exam)

**NOTE: If all of the above information is not included, it may delay the ability to obtain the student’s exam in a timely manner.**

Students will receive a confirmation email that their test request has been received. Exams will still be taken in the Assessment Center, and students must bring a form of ID with them.

If the student needs to change the date or time of the exam, the student must email the changes to ECTCAST@kctcs.edu.
I. New and Adjunct Faculty
Faculty are the students’ first--sometimes only--contact with the College. In order to keep informed about Elizabethtown Community and Technical College, its policies, and programs, faculty receive periodic updates on College programs and policies.

Faculty are invited to participate in general College, division, and teaching area meetings and are urged to take part in the various faculty development workshops and activities scheduled each semester both at ECTC and sister Colleges inside KCTCS; these are announced through campus email and the division offices. New adjunct faculty will receive a digital on-boarding packet.

The direct supervisor, for both on- and off-campus classes, is the division chair. New and adjunct faculty should feel free to consult with the division chair, full-time faculty, and/or the Chief Academic Officer regarding any questions.

II. College Information

A. Developmental Studies/Mandatory Placement
Elizabethtown Community and Technical College utilizes placement test scores and high school GPA to appropriately place students in courses that match their current level of preparation. Appropriate placement provides students the opportunity to strengthen their basic skills and background in reading, writing, and mathematics in order to increase their ability to perform in AA, AS, and AAS degree programs successfully. In addition, Elizabethtown Community and Technical College has effective tutoring services that assists students in their academic preparation.

The goals of developmental education and mandatory placement are several. In addition to improving reading, writing, and computational skills, the goals of developmental education include raising student preparation to a level necessary for succeeding in College. It is anticipated that students who are appropriately placed will be challenged, will meet that challenge, and will persist through graduation. Thus, it is anticipated that the developmental studies courses and mandatory placement will increase the Elizabethtown Community and Technical College retention rate and graduation rate of students.

B. Continuing Education
Many citizens, not interested in pursuing a degree or obtaining a credential, seek to improve their knowledge or skills in a specific discipline or area of interest. A significant number of community college students are in this category. Community colleges meet these educational needs with both credit and non-credit experiences. These courses can be taught by full- and/or part-time faculty.
1. **Credit Classes**
A variety of evening, Saturday, and online classes are offered for students who work during the day. They are offered at on-campus and off-campus sites. Occasionally credit classes are offered at industrial sites for specific groups of employees. Credit classes can usually be applied to a degree program except in the case of developmental courses.

2. **Non-Credit Classes and Seminars**
Elizabethtown Community and Technical College offers a variety of non-credit classes and seminars. Many of these are offered through the Workforce Solutions Office. Non-credit students may be of any age. The non-credit activities might include special interest or hobby activities. Some non-credit activities the College has offered in the past include interior decorating, home computer use, and motorcycle rider safety. They also include professional enrichment classes and training for business and industry as well as special group topic seminars or classes, such as preparing for retirement and senior adults staying healthy. For more information contact the Workforce Solutions Office at 270-706-8702. (Toll Free 877-246-2322, ext. 68702)

C. **Community Service**
Elizabethtown Community and Technical College brings to the community valuable physical and human resources. An effective community service program utilizes these resources to enhance activities and services that already exist in the community or would be desirable for the community. Physical resources can be used to house community activities and meetings, such as the Elizabethtown Japanese School. College faculty, staff, and administrators are encouraged to provide leadership in the community to help create and/or maintain valuable community activities.

D. **Institutional Effectiveness**
The Office of Institutional Effectiveness assists Elizabethtown Community and Technical College with accreditation, strategic planning, strategic enrollment management, diversity planning, and continuous enhancement by facilitating "ongoing, comprehensive, and integrated research-based planning and evaluation processes that (a) focus on institutional quality and effectiveness and (b) incorporate a systematic review of institutional goals and outcomes consistent with [the College's] mission" (*The Principles of Accreditation: Foundations for Quality Enhancement*, 2018 Edition, Core Requirement, 7.1, p. 7).

Elizabethtown Community and Technical College places an emphasis on student success. The purpose of the Office of Institutional Effectiveness is to ensure continuous improvement occurs based on the use of accurate information for decision-making; to support a comprehensive, ongoing institutional effectiveness process grounded in the mission and goals of the College; and to monitor SACSCOC accreditation activities.

III. **The Elizabethtown Community and Technical College Student**
Elizabethtown Community and Technical College serves students from several surrounding counties to include Breckinridge, Grayson, Hardin, LaRue, Green, Meade, Washington, Marion, Taylor, and Nelson as the College offers both on-campus and off-campus programs and/or courses.
Elizabethtown Community and Technical College is an open-access institution. To be admitted to the Kentucky Community and Technical College System, one must either be a high school graduate, have obtained a GED high school equivalency examination, or be eligible to take such an exam. High school students who meet entrance requirements and who are recommended by high school personnel are permitted to attend on a dual-credit basis.

Elizabethtown Community and Technical College provides dual-credit courses for area high schools. High school students who are interested in taking dual-credit courses or evening courses should contact their high school counselor.

All first-time freshman are required to take a placement test (ACT, KYOTE, or TABE-A) for appropriate placement in English, reading, and math courses if their high school GPA does not qualify them for placement into college-level courses.

IV. The College Curriculum

Elizabethtown Community and Technical College offers courses that will apply to the first two years of a baccalaureate degree as well as a two-year Associate in Arts or Associate in Science degree. Any questions involving the transfer of courses from one institution to another should be referred to the Transfer Coordinator a 270-706-8486. In addition, Elizabethtown Community and Technical College offers two-year associate degrees in Applied Science programs (see Chapter 3 in this Faculty and Staff Handbook).

V. Employment at Elizabethtown Community and Technical College

A. Qualifications

Elizabethtown Community and Technical College follows credential guidelines for faculty established by the Southern Association of Colleges and Schools Commission on Colleges.

1. Faculty teaching associate degree courses designed for transfer to a baccalaureate degree: doctor’s or master’s degree in the teaching discipline or master’s degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline). It is desirable to have at least 24 graduate semester hours beyond a master’s degree.

2. Faculty teaching associate degree courses not designed for transfer to the baccalaureate degree: bachelor’s degree in the teaching discipline, or associate’s degree and demonstrated competencies in the teaching discipline.

3. A comprehensive guide is provided in the Faculty Credential Manual.

B. Application for Employment

To be employed as an instructor at Elizabethtown Community and Technical College, the following items must be included in the personnel folder: (1) a completed application for employment and (2) official transcript(s) of all college credits sent from each higher education institution attended to ECTC’s Human Resources Director. It is the instructor’s responsibility to ensure Human Resources has received these items.

In addition, prior to the first class meeting, instructors must complete and sign a drug-free policy statement, a W-4/K-4 form (withholding income tax statement), an I-9 employment verification form, and a city tax exemption form when applicable, and any
other forms deemed appropriate through the Human Resource Office. Only when these materials have been supplied can the payroll process be completed.

C. Contracts for Adjunct Instructors
All adjunct instructors must sign a contract. The contract is for one semester only and does not imply continued re-employment at the College. Student enrollment determines whether or not a course is taught. Classes may be cancelled due to low enrollment. In addition, full-time faculty must be assigned a full teaching load. Should one of their classes have to be cancelled, the full-time faculty member may have to teach a course originally slated for an adjunct instructor.

D. Pay Periods for Adjunct Instructors
Adjunct faculty will be paid bi-monthly. Contract amounts for regular full semester classes will be divided into eight equal payments. Instructors who teach a twelve-week class will receive six equal payments. Instructors who teach first bi-term, second bi-term, or summer classes will receive four equal payments.

E. Responsibilities for Adjunct Instructors
Adjunct instructors are required to teach their assigned classes and to provide students with access beyond scheduled class hours. The access opportunities must be detailed in the instructor’s syllabus. Elizabethtown Community and Technical College invites adjunct instructors to attend faculty meetings, division meetings, workshops, and other College activities.

F. Parking
On-campus, adjunct, and full-time faculty can pick up a faculty/staff parking permit at the Business Office. There is no charge for the permit and possession entitles use of faculty/staff parking.

VI. Classroom Instruction

A. Supervision
The division chair is a faculty member’s direct supervisor. At extended sites, the off-campus coordinator will be available for questions and concerns.

B. Academic Freedom
The KCTCS Board of Regents Policies (Section 2.9.12) states the following: It is the policy of the Kentucky Community and Technical College System to maintain and encourage, within the law, full freedom in inquiry, discourse, teaching, research, and publication; and to protect members of the academic community against influences, from within or without, which will restrict them in the exercise of these freedoms in the faculty members’ areas of scholarly interest. Teachers and students will be permitted and encouraged to investigate any theory, challenge any premise, engage in political and social debate, and express their dissent without jeopardy to their academic careers, provided their behavior is not in violation of the law and does not interfere with the normal operation of the educational programs of the Kentucky Community and Technical College System.
C. Student Rights

Students are entitled to an appropriately challenging, well-organized, and interesting learning experience. The KCTCS system requires faculty to include statements similar to the following in the syllabus:

*Faculty and students at Elizabethtown Community and Technical College are bound by principles of truth and honesty that are fundamental for an educational community. Information about academic rights and academic offenses and the student’s right to appeal is located in Article II The KCTCS Student Bill of Rights and Article III Principles and Standards of Student Conduct in the KCTCS Code of Student Conduct.*

Elizabethtown Community and Technical College values the cultural and academic diversity among the students it serves. Elizabethtown Community and Technical College faculty members must uphold, protect, and guarantee the academic rights of students as explained in the *KCTCS Code of Student Conduct*: https://systemofficemig.kctcs.edu/media/academics/kctcs_code_of_student_conduct_1117.pdf

Students may file appeals when they believe a violation of their academic rights has occurred. The scope of a grievance does not include matters a student simply does not like or disagrees with, unless the matter represents a violation of the student’s academic rights.

Students have the academic right to:

* timely receive information about course content and grading criteria;*
* hold and express a contrary opinion;*
* fair and impartial academic evaluation;*
* confidentiality of academic records; and*
* informed evaluation of student character and ability.*

More information about student academic rights may be found in the Student Bill of Rights in the *KCTCS Code of Student Conduct.*

Any student who feels they have been discriminated against or subjected to harassment by students or employees because of their race, color, national origin, sex, sexual orientation, marital status, religion, beliefs, political affiliation, veteran status, age, or disability (including denial of a request for an accommodation), has the right to pursue an informal and/or formal discrimination grievance. The Chief Student Affairs Officer or his/her designee shall be responsible for investigating student discrimination grievances. If appropriate, this shall be conducted in collaboration with the College human resources director and the College’s diversity director. The procedures are explained in the *KCTCS Code of Student Conduct.*

D. Problems in the Classroom

Refer to the *KCTCS Code of Student Conduct* for proper procedures for problems associated with classroom conduct.
1. **Disturbances**

In the event a student is disruptive in class, the instructor should first discuss the problem with the student *in private* and ask that the disruptive activity cease. Should this be ineffective, the faculty member may ask the student to leave the class session in which he/she is being disruptive. In extreme circumstances, the Division Chair/Chief Academic Officer may have a student withdrawn from a class for interfering with the academic environment.

2. **Medical Emergencies**

When an individual is ill or sustains an injury requiring notification of parents, spouse, or medical personnel, the faculty/staff/administrative member who discovers the ill or injured individual should do the following:

   a. If possible, ask the person if he/she knows what is wrong or if there is any additional information which might help to determine the necessary response.

   b. If emergency medical personnel or vehicles are needed, they should be summoned immediately (Dial 9-911). Exact information concerning the illness/accident and the precise location of the injured/ill person should be given to the E.M.S. personnel in order for them to be prepared when they arrive on campus. Employees will not be held personally responsible for expenses incurred related to the provision of emergency medical personnel or vehicles.

   c. Notify security (270-706-8703) of the incident, giving the following information:
      1. Location of the victim
      2. Name of the victim

   d. Security will assist the employee in completing the KCTCS Accident Report.

   e. Security will also notify family members if needed.

   f. In addition, security will record the date and time of the emergency, the name of the patient, and the name, numbers, and times of all relevant telephone calls.

The KCTCS Accident Report (*See Appendix B*) must be filled out and turned in to the Security Office for all known accidents or illnesses which occur on campus. When the above procedure is used, security will fill out the form with assistance from the person assisting the injured/ill.

If an employee assists someone who has been involved in an accident or fallen ill on campus, please contact security at 270-706-8703. If the employee believes the situation may be life threatening, do not hesitate to call 9-911 for emergency assistance first. While waiting for assistance to arrive, collect as much information as possible concerning the circumstances surrounding the incident, and report this information to security.

3. **Sexual Harassment**

Instructors need to be aware of policies regarding sexual harassment. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct or written communication of an intimidating, hostile, or offensive sexual nature, when submission to such conduct is made either explicitly or implicitly a term or condition of the student’s status in a course, program, or activity, as a basis for academic or other decisions affecting such academic performance, or creates an intimidating, hostile, or offensive working or academic environment.
When a faculty member makes a sexual advance of any type toward one of his/her students, that student is placed in a coercive situation. The student must decide how to respond to the faculty member in light of the fact that the faculty member controls the student’s grade in the course. Therefore, any faculty-initiated sexual advance toward a student in that faculty member’s class will be construed as sexual harassment.

VII. Instructor Responsibilities

A. Syllabus
To assist instructors in generating an effective syllabus, a syllabus checklist form has been developed (See Appendix C). All instructors are expected to address the items included in the checklist.

Instructors are invited to consult the syllabi of other faculty in the same subject area as models for developing a syllabus. Copies are available from the division chair, off-campus coordinator, or the Office of the Chief Academic Officer. Instructors should develop the syllabus carefully because it serves as a contract between instructor and students. Any deviations from the syllabus during the semester must have the consent of the students. Instructors should NOT make changes in the syllabus without approval of the division chair, and those changes should be put in writing. Copies should be sent to the Division Chair. Each semester electronic copies of all syllabi must be on file in the Office of the Chief Academic Officer.

B. Class Rosters
A class roster is available at the Faculty Center Page on PeopleSoft. Instructors should call roll and check the list carefully on the first few days of class to ensure the students who are attending are indeed enrolled. Instructors should notify the registrar immediately of any discrepancies because students cannot be allowed to attend a class unless they are officially enrolled.

C. Reporting Attendance and Class Attendance
Faculty are required to report attendance under “No Shows” on their Faculty Center Page in PeopleSoft (see instructions below) by a specific date which will be shared at the beginning of each semester/term.

Even if all students are in attendance, faculty are asked to:
- go to the Faculty Center
- go to No Show/Last Date of Attendance panel for each class
- click “Update Roster”
- check “The No Shows have been recorded and the roster is complete”
- click “Save Roster”

If instructors have students who have not attended:
- go to the Faculty Center
- go to No Show/Last Date of Attendance panel for each class
- click “Update Roster”
- click checkbox(es) to indicate which students have been “no shows” on the Roster in the Student No Show column
- go back to the top of Roster and click “The No Shows have been recorded and the
Instructors are asked each semester to report attendance in PeopleSoft for the full term, first bi-term, twelve-week term, and second bi-term by a specific date. **No Shows reported after the dates provided through the registrar's office will not be processed.** The reason for not processing after these dates include the Senate rules and census date as set by CPE. An instructor should contact the division chair, division administrative assistant, or the registrar's office if he/she has trouble reporting attendance and/or the "No Shows."

Although Rules of the Senate, Section V, 1.0.2 indicates…“instructors report the students who have not attended **any meeting** of the class through the last day to drop a course without a grade,” instructors need to report even if all students are in attendance.

If an instructor mistakenly reports a student as a “No Show,” and the student has been participating in the class, it is the instructor’s responsibility to seek approval from the Division Chair before requesting the student be reinstated.

Since the attendance policy for each class is determined by the instructor, the instructor should explain the policy and its relationship to determining students’ grades carefully in the syllabus. At Elizabethtown Community and Technical College, the general policy is that students should attend each class meeting except in the case of emergencies and/or inclement weather. Whatever an instructor’s attendance policy, the instructor should **keep accurate attendance records**—these are especially important in the case of veterans and other students receiving certain kinds of financial benefits. Instructors should report students having excessive or frequent absences on Starfish by raising a flag. Instructors should remind the students of the attendance policy occasionally through the semester, especially early in the semester and before midterm.

### D. Dropping Students from Class, Student Withdrawals, Incomplete Grades

1. Changes in registration for the class are governed by procedures outlined in the academic calendar which can be found at the following site:

   https://elizabethtown.kctcs.edu/education-training/academic-calendar/index.aspx

   Instructors should be aware of the procedures because students may ask for advice and guidance. This procedure is known as an administrative withdrawal.

2. Any student may request to withdraw from class until midterm. After the last day to drop without a grade, students must submit a request following the steps below.

   To withdraw from a class after midterm through the last day to officially withdraw (view the Academic Calendar):

   1. Login to **Student Self-Service**.
   2. Click the **Academic Records** tile.
   3. Click the **Withdraw/Drop Request** option on the left sidebar.
   4. Email your instructor from your KCTCS Student Email account and request permission to withdraw or drop the class.
5. Forward instructor’s permission to ElizabethtownRecordsOffice@kctcs.edu.

Each instructor determines the policy for withdrawing from class after midterm with a grade of W. Instructors must clearly explain the policy both in the course syllabus and orally the first few class meetings so that the students understand completely. Students cannot withdraw from class once final examination week begins. After this point, a “W” may not be assigned as a final grade.

3. Incomplete grades may be given with certain guidelines. Before giving an incomplete grade, instructors should check with their division chair for proper procedures.

E. Faculty Duty to Hold Class
Instructors should plan classroom activities so that students can profit from the entire class meeting. According to accreditation guidelines, three-credit-hour classes on a regular 16-week schedule meet for 150 minutes per week; on 12-week schedule, they meet for 200 minutes per week; and on bi-term and 8-week summer sessions, they meet for 300 minutes per week. In the case of courses that meet only once per week, instructors may want to plan a 10-15 minute break for students. **Instructors are not at liberty to change or reschedule class meeting times and** are expected to meet class **for the full scheduled meeting periods** except in emergency situations or inclement weather. Instructors should **contact their division chair when absence is necessary.**

Totally online or hybrid classes should be designed to offer students an opportunity to acquire the quality of instruction equivalent to the quality offered in a traditional, in-class setting. Instructors should respond to students’ emails or messages within a two-day period after the student has sent his/her email. Instructors must open the assignments by the date indicated in the syllabus and/or Blackboard site.

In order to provide adequate, course-related assistance and individual attention to students, instructors are required to provide students with access beyond scheduled class hours. The access opportunities must be detailed in the instructor’s syllabus. Instructors are responsible for counseling students on matters related to their participation and performance in the courses. Adjunct faculty members are **not** expected to provide professional career, personal, or academic advising. Career and academic assistance as well as tutoring are available at no charge to students; instructors can consult the Educational Excellence Center section in this handbook for additional information and refer students who need professional counseling to the Student Success Center.

F. Grading
Although Elizabethtown Community and Technical College does not set a policy on the number or type of tests given in a course, the more frequently tests, writing assignments, and quizzes are given, the more reliable the evaluation of learning becomes. Midterm grades are not submitted to the Office of Student Affairs by Elizabethtown Community and Technical College faculty; however, instructors should be prepared to give a midterm evaluation to any student who requests midterm grades.

Students should receive the evaluations of their tests and assignments as soon as possible and within two weeks at the latest for a 16-week course and one week at the
latest for an 8-week course. All major tests should be announced at least two weeks in advance. If instructors need assistance with makeup tests or if it is necessary to miss class when a test is scheduled, an instructor can contact the division chair for information about whether a proctor or substitute is available.

If a final comprehensive exam is required in a class, the exam must be scheduled during final exam week. All final grades should be reported at the PeopleSoft site for the course by the due date and time distributed by the Records Office each semester. If instructors need assistance with entering the grades, the division chair, the division assistant, or the Registrar’s Office should be contacted. Final grades are recorded by letter only at the PeopleSoft site. Instructors are not permitted to place a public listing of grades for students to view. The students may visit PeopleSoft to ascertain their grades after the instructor has posted the grades to the site. The Student Affairs Office cannot release final grades to students by phone.

G. Maintenance of Class Records and Papers
Instructors need to retain any exams, quizzes, papers, and major graded items, which have not been returned to students, for at least one year subsequent to a semester’s end. This corresponds with the one-year statute of limitations provided for student grievances. In addition, the Faculty Senate Rules require that faculty leaving the College provide student records, syllabi, class rolls, and other such materials (or copies thereof) to be retained in the departmental office. This will accommodate issues arising subsequent to the faculty member’s departure.

H. Student Evaluation of Courses
Formal student evaluations will be distributed in classes taught by adjunct faculty each semester. Formal student evaluations for full-time instructors will be distributed for designated classes at least once per academic year. Copies of the current student Feedback (teaching evaluation) form are available in the Institutional Research Office. Administration instructions for evaluations are distributed to faculty by the Office of Institutional Research each semester and faculty are asked to encourage students to complete the student evaluations. Instructors should avoid any comment that might be construed as an attempt to influence student responses on the evaluations.

After results of the evaluations are tabulated, summary reports and rating forms are returned to the appropriate division chair or off-campus program coordinator. The division chair is responsible for reviewing and discussing student evaluations with faculty members.

Student evaluations may occur more frequently—at the request of the faculty member, division chair, Chief Academic Officer, or President/CEO.

I. Copyright Laws
It is the intent of Elizabethtown Community and Technical College to adhere to the provisions of copyright laws. Recent changes to copyright law affect the classroom and fair use. Instructors must be aware of copyright, intellectual property, and fair use issues, and they be able to convey information on these issues to students.

Instructors must be aware of legislation regarding the use of audiovisuals, the digitization of analog materials, the need for technological controls of transmitted materials, and the
need to instruct students in copyright issues and more. In addition, instructors must be aware of guidelines regarding the copying of text materials and guidelines governing the incorporation of protected materials into multimedia presentations.

Please review the copyright and fair use document:

https://systemoffice.kctcs.edu/media/faculty_staff/kctcs-copyright-guidelines-final-10-2-08.pdf

This document provides some of the basic information about copyright law and the application of fair use in the classroom. It also provides links to other sources of information.

Employees who willfully disregard the copyright policy are in violation of Elizabethtown Community and Technical College policy and do so at their own risk, assuming all liability that might arise from their actions.

J. Early Alert Process
Early intervention can often mean the difference between a student passing or failing a course. This type of program has been used very successfully by other Colleges and universities. Faculty must identify students who are performing poorly as early as possible and to provide information about relevant support services to help students overcome their deficiencies. Starfish surveys should be performed by all instructors; instructors receive emails notifying them of the time frame in which to complete the surveys. The surveys are not the only way to utilize early alert; instructors are encouraged to be proactive about using Starfish flags and kudos outside of the survey time.

VIII. Instructional Support

A. Clerical Assistance
The division office assistants will provide administrative assistance, typing, word-processing, and duplicating services for College-related activities of both full-time and adjunct instructors. Typical services include ordering desk copies and supplements; typing, photocopying, and stapling of course syllabi, class handouts, and examinations; and coordinating messages.

There is one division office assistant for many faculty members; therefore, requests should be submitted five working days in advance (eight working days for finals and syllabi) of when the material is needed. The work request should include the number of copies needed, the date needed, if it can be copied front and back, and any other special instructions.

B. Library
Elizabethtown Community and Technical College’s Library is located in the Learning Resources Center (LRC) and houses a collection of approximately 38,000 print books, 800 DVDs/videos, and various periodicals and newspapers. The Library also houses a computer lab with 25 computer workstations, two printers with copy/scan capabilities and Wi-Fi throughout the building.

The Library subscribes to 79 databases which provide digital access to eBooks,
scholarly journal articles, magazine/trade/newspaper articles, reference sources, and more. Off-campus access to the databases require students and faculty/staff to log in with their KCTCS email and password.

Interlibrary Loan is a free service available to ECTC's students, faculty and staff to obtain books and articles not available through the Library's on-campus or electronic collections. Online request forms are available on the Library home page. [https://elizabethtown.kctcs.edu/current-students/student-resources/library/interlibrary-loan.aspx](https://elizabethtown.kctcs.edu/current-students/student-resources/library/interlibrary-loan.aspx)

The ECTC Library provides in-person and online instructional sessions. These sessions cover topics such as basic academic research, introduction to the library, website evaluation, subject-specific resources, academic databases and navigation of electronic resources. Library instruction is available for all disciplines and all ECTC campuses. Requests are first-come, first served and based on availability. To request a library instructional session, please contact Katie Meyer, 270-706-8443.

The instruction librarian can work with faculty and staff to create a research guide (LibGuide) which can support general research sources or can be tailored to specific courses, research assignments, or topics covered in class. If interested in a research guide, contact Katie Meyer (x68443).

C. **Audiovisual Equipment**

Audiovisual equipment is located at various sites across campus and at off-campus locations. Faculty and staff should contact the division chair or the division office assistant for information about reserving needed equipment. If a piece of equipment fails, the division chair or division office assistant should be notified.

D. **Educational Excellence Center**

Students who need help with their studies should be encouraged to go to the Educational Excellence Center. Student tutors can help students with specific academic problems and/or study skills. Commercially and locally-prepared supplemental materials are available; instructors can check to determine what might be helpful for students. It is possible for someone to present a study skills seminar for a class if arrangements are made 24 hours prior to the time needed. Faculty should call 270-706-8432 for more information. The Educational Excellence Center is located in the RPC (Rooms 107 and 108) and is open from 8:00 - 4:30 pm Monday through Friday. Instructors are invited to bring classes for a tour of the lab during these days and times, but instructors should call in advance. We really encourage and welcome all students to come early to receive help and we specialize in helping our minority populations of African Americans and Spanish-speaking students. [https://elizabethtown.kctcs.edu/current-students/academic-resources/educational-excellence-center.aspx](https://elizabethtown.kctcs.edu/current-students/academic-resources/educational-excellence-center.aspx)

E. **Bookstore**

Part-time instructors are to use the same textbooks being used by full-time faculty, unless approval is given by the Division Chair for use of a different text.

The following is the policy on textbook adoption: Instructors are encouraged to use textbooks that are adopted for a minimum of two academic years. A book not used for the following semester must be reported to the bookstore by the Division Chair or faculty
member no later than October 15 for the next Spring Semester and no later than March 15 for the next Fall Semester.

Instructor copies of books for adjunct instructors are obtained through the division office assistant or off-campus coordinator and not through the bookstore. A book not used for the following semester must be reported to the bookstore by the Division Chair or faculty member no later than October 15 for the next Spring Semester and no later than March 15 for the next Fall Semester.

F. Computer Lab Usage

Open computer labs are available in Room 155 of the Academic/Technical Building and Room 107 of the Educational Excellence Center. The labs are open to all Elizabethtown Community and Technical College faculty, staff, and students and are staffed with lab personnel to help with hardware and provide technical assistance. Computer Information Systems students are given first priority for computer usage when the lab is filled to capacity. Instructors who have their class go to the lab, en masse, must contact the laboratory technician at least two (2) weeks in advance to see if arrangements can be made. [https://elizabethtown.kctcs.edu/current-students/student-services/computer-lab.aspx](https://elizabethtown.kctcs.edu/current-students/student-services/computer-lab.aspx)

a) The SMILE Lab is an acronym for Supplemental Mathematics Instruction Lab and Enrichment located in room 251 of the Academic Technical Building offering resources for the following topics: Pre-Algebra, Geometry, Exponents, Polynomials, Rational Expressions, Linear Equations and Inequalities, Lines, Quadratic Equations, Systems of Linear Equations, etc. [https://elizabethtown.kctcs.edu/current-students/offices-departments/mathematics/supplemental-instruction/index.aspx](https://elizabethtown.kctcs.edu/current-students/offices-departments/mathematics/supplemental-instruction/index.aspx).

b) The Writing Center provides one-to-one tutoring to assist currently enrolled ECTC students with their writing assignments. Students accept full responsibility for their assignments, and professors determine assignment and final course grades. The Writing Center does not guarantee a specific, or passing, grade for any assignment or course.

The Writing Center provides supplemental support to course instruction and is here to help all students develop more effective writing skills. Students assume responsibility for consulting with their instructors regarding specific content guidelines for assignments.

The Writing Center is a tutoring and learning academic support service (not a proofreading or editorial service). Tutoring sessions are geared towards the individual student's writing needs, and multiple visits are encouraged throughout the semester for best results.

<table>
<thead>
<tr>
<th>The open lab hours for Room 155 of the Academic/Technical Building are:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday - Thursday</td>
</tr>
<tr>
<td>Friday</td>
</tr>
<tr>
<td>Saturday</td>
</tr>
</tbody>
</table>
The open lab hours in the Educational Excellence Center are:

Monday - Friday 8:00 am - 4:30 pm

A lab technician is available to assist students. A variety of software exists and Internet access is available. The lab provides a work environment for its patrons similar to that of a library. Lab rules are posted in several different locations in the room. General rules include no copying software, no pirated software, and no copying files to the hard drives. Please call ext. 68574 for more information.

The SMILE lab hours for Room 251 of the Academic/Technical Building are:

Monday / Wednesday 8:00am – 4:30pm (Lunch 1:30-2:45)
Tuesday / Thursday / Friday 8:00am – 4:30pm (Lunch 12:00-1:00)

The Writing Center hours for Room 121 of the Library Resource Center are:

Monday - Thursday 8:00am – 5:00pm
Friday 8:00am – 2:30pm

G. Maintenance Needs
If routine maintenance is required in a classroom, instructors should contact the division office assistant or the off-campus coordinator for assistance in reporting the need. In the event of an emergency, contact the Interim Chief Operations Officer (ext. 68606) or the maintenance supervisor (ext. 68566) for assistance. If a need arises during evening hours, contact facilities at (270) 872-8027.

H. Copiers
Copiers are available for all faculty and staff use. Students should not be asked to make copies. For copier problems and questions, faculty and staff should contact the division administrative assistant.

I. Supplies
Supplies can be obtained through the appropriate division office assistant or off-campus personnel. Any “special” supplies not kept on hand by the College have to be approved by the division chair before purchasing.

K. Recycling Program
Elizabethtown Community and Technical College has a paper-recycling program in place; therefore, faculty and staff are encouraged to re-use paper as much as possible. Each division office assistant has information on where to take paper for recycling. There are recycling containers located on all campuses.
IX. Additional Information

A. Registration
Students can register for courses at any of the ECTC campuses (Elizabethtown, Springfield, Leitchfield, Fort Knox) by meeting with their faculty advisor, an advisor in the Student Success Center on main campus, or advisors at the off-campus locations.

B. Field Trips
Permission for all field trips for instructional, institutional, or student activities must be obtained by the instructor, faculty advisor or sponsor, or by the faculty member in charge at least two weeks before the trip takes place. A Field Trip Authorization form to request field trips is available to the faculty through the Provost/Chief Academic Officer's Office. (See Appendix G) Approval of the field trip will be made by the President/CEO, Chief Academic Officer, or the Chief Student Affairs Officer, depending upon the type of the activity—institutional, instructional, or student activity.

Policies for field trips are in place for Elizabethtown Community and Technical College. The following is of special concern to both students and faculty: Any student who misses classes because of an approved off-campus activity (either academic, institutional or in student affairs) is required to make up all academic work that was missed. Arrangement for this make-up work is the responsibility of the student. It is to be done within the guidelines established by the instructor in regard to class absences.

Field trip approval is not officially granted until a memorandum giving the facts related to the field trip and a list of students involved is distributed to the faculty by either the President/CEO, the Chief Academic Officer, or the Chief Student Affairs Officer. All required field trips must be indicated on the course syllabus. Field trip request forms are available from the Office of the Chief Academic Officer, Information Office, or from the off-campus coordinator.

C. Inclement Weather Policy

In the event that ECTC will have to close for all or part of a day due to bad weather, one of the following messages will be broadcast on local radio and television stations. The information will also be available through the ECTC web site https://www.elizabethtown.kctcs.edu, and also on ECTC's Facebook page at www.facebook/ElizabethtownCTC.

- **ECTC- CLOSED**
  The College is closed for the day. Check on evening classes later in the day.
- **ECTC- OPENING AT...** The time will be specified.

Extended campus classes, (Fort Knox, Western Kentucky University, etc..), may or may not be affected by adverse weather at the main campus in Elizabethtown. Listen to your designated local radio stations for more information on off-campus classes.

D. SNAP (SAFETY NOTIFICATION ALERT PROCESS)
SNAP is the Safety Notification Alert Process for the Kentucky Community and Technical College System (KCTCS). Faculty and staff are encouraged to sign up in order to receive text messages about College closings and campus emergencies.
E. Correspondence

1. Mail
All on-campus adjunct instructors at Elizabethtown Community and Technical College have a mail folder located in their division’s mailroom. Please check your mail folder each time you come to Elizabethtown Community and Technical College because important information will be placed there from time to time (class rosters, internal memos, student evaluation packet(s), textbooks, announcements, contracts).

An effort will be made to have mailboxes at off-campus locations and to see that periodic mail deliveries are made to these boxes. Please ask about mailboxes at the off-campus locations. Off-campus instructors may have a folder on campus if they desire.

2. Telephoning
The toll free number (1-877-246-2322) may be used to contact individuals at the College.

3. Email
All College personnel are provided with a KCTCS email account and are expected to check their email daily, Monday through Friday. This address is used by the College to communicate issues around payroll, class instruction, College events, and more. This email should be used when corresponding with members of the College community including students. This allows ECTC to ensure that emails sent have been received and also provides a means of verification of student assignment submission when needed. Once established, personnel can access the KCTCS email account from any computer.

F. Tobacco-Free Campus
In 2014, Governor Steven Beshear issued an executive order to ban all tobacco products (including e-cigarettes) on properties owned or leased by the Kentucky Finance and Administration Cabinet. The Executive Order, effective November 20, 2014, also encourages educational institutions to follow this example. KCTCS followed this executive order, and ECTC implemented the ban effective January 1, 2015.

This policy creates a healthier working and learning environment for faculty, staff, students, vendors, contractors and all visitors. The College supports healthy lifestyles and can help provide resources for employees and students who are ready to end their tobacco use.

Students and the community will be informed of this change in policy in a variety of ways. The information below will help answer questions you might have. If you have any other questions or concerns, please email el-tobacco-free@kctcs.edu.

TOBACCO–FREE POLICY
FREQUENTLY ASKED QUESTIONS

1. What does tobacco-free mean?
The use of tobacco products of any kind is prohibited on all property owned, operated, leased, occupied, or controlled by ECTC. This includes, but is not limited to, College buildings and structures, grounds, parking lots, walkways, sidewalks, and vehicles.

2. Who is affected by this policy?
Respecting the policy is everyone’s business and applies to all employees, visitors, students, vendors, and contractors.

3. What is considered a tobacco product and therefore prohibited by the policy?
The following products considered prohibited include, but are not limited to, cigarettes, e-cigarettes, cigars, snuff, snus, water pipes, pipes, hookahs, chew, and any other non-combustible tobacco product.

4. Can anyone use tobacco in a personal vehicle while on campus?
No. Tobacco use is prohibited in all ECTC operated parking areas, and when on ECTC property, both inside and outside of vehicles.

5. Are other Colleges tobacco-free?
Yes. All 16 Colleges in the Kentucky Community and Technical College System join the rest of Colleges and universities in Kentucky and more than 1400 other United States College and universities with smoke- or tobacco-free policies.

6. What should be said to someone who is violating the tobacco-free policy?
Faculty, staff, and students who see individuals using tobacco products on College property should respectfully inform these individuals of the policy prohibiting tobacco use anywhere on College grounds. Individuals who do not feel comfortable approaching someone violating the policy can notify the ECTC Office of Facilities and Operations by email at EL-TOBACCO-FREE@kctcs.edu.

7. Why are e-cigarettes included in this policy?
The FDA has the authority to regulate e-cigarettes as a tobacco product. For more information on e-cigarettes: http://tobaccofree.ucsc.edu/pdf-only/E-cig%20Campus%20New%20Brief_v%203-30-14.pdf

8. How will the tobacco-free policy be enforced?
As with other College policies, compliance is an expectation for all employees, students, and visitors. Initial enforcement will involve education, awareness, intervention and referral for smoking cessation support. Progressive disciplinary procedures will then be used as necessary and appropriate for violations. It should also be noted that it is considered a violation of the Student Code of Conduct. Anyone with concerns regarding enforcement should contact the ECTC Office of Facilities and Operations by email at EL-TOBACCO-FREE@kctcs.edu.

9. What resources are available to help those who would like to quit using tobacco?
The following tobacco cessation resources and programs are available for employees and students:
• http://www.tobaccofreekids.org/microsites/smokefreekentucky/
• http://www.tobaccofree.org/
• http://www.cancer.org/healthy/stayawayfromtobacco/guidetoguittingsmoking/index?from=fast
The following tobacco cessation resource is available to all eligible employees who have enrolled in the Kentucky Employee’s Health Plan:
• https://livingwell.ky.gov/pages/quitsmoking.aspx
APPENDICES

The following additional information has been included in the appendices:

A. Accident Report
B. Syllabus Checklist
C. Student Feedback form (Teacher Evaluation)
D. Distance Learning Evaluation form
E. Field Trip Authorization Form
F. (Helpful Links) Websites of Interest
G. Faculty Staff Directory
H. Listing of the current Faculty and Staff Handbook Team
A. ACCIDENT REPORT FORM

Injury Accident Report

Date of Occurrence ___________________________ Time of Occurrence ___________________________

Section A: Personal Information

Name: ___________________________ Student □ Employee □ Visitor □ EE/Student ID: ___________________________

Facility/Campus: ___________________________

Accident Location: ___________________________

Section B: Description of Injury

<table>
<thead>
<tr>
<th>Apparent Nature of Injury</th>
<th>Part of Body Injured</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Abrasion</td>
<td>□ Head</td>
</tr>
<tr>
<td>□ Amputation</td>
<td>□ Knee</td>
</tr>
<tr>
<td>□ Asphyxiation</td>
<td>□ Leg</td>
</tr>
<tr>
<td>□ Bite</td>
<td>□ Back</td>
</tr>
<tr>
<td>□ Bruise</td>
<td>□ Chest</td>
</tr>
<tr>
<td>□ Burn</td>
<td>□ Ear</td>
</tr>
<tr>
<td>□ Conussion</td>
<td>□ Elbow</td>
</tr>
<tr>
<td>□ Cut</td>
<td>□ Foot</td>
</tr>
<tr>
<td>□ Dislocation</td>
<td>□ Finger</td>
</tr>
<tr>
<td>□ Fasciation</td>
<td>□ Mouth</td>
</tr>
<tr>
<td>□ Fissure</td>
<td>□ Laceration</td>
</tr>
<tr>
<td>□ Fracture</td>
<td>□ Sprain</td>
</tr>
<tr>
<td>□ Gash</td>
<td>□ Shock</td>
</tr>
<tr>
<td>□ Hoistage</td>
<td>□ Other</td>
</tr>
<tr>
<td>□ Puncture</td>
<td></td>
</tr>
<tr>
<td>□ Poisoning</td>
<td></td>
</tr>
</tbody>
</table>

If Other, explain: ___________________________

If Other, explain: ___________________________

Describe the nature of the injury (cut, third finger, left hand, etc.): ___________________________

Describe medical attention provided or received and by whom: ___________________________

Section C: Description of Accident

Did accident occur while in an instructional or work activity? Yes □ No □ If no, continue to Section D.

Please specify any machine, equipment, or tools involved: ___________________________

If applicable, were proper machine guards used? Yes □ No □

Was individual using Safety Equipment? Yes □ No □ Describe Safety Equipment: ___________________________

If Safety Equipment was not in use, explain: ___________________________

Was individual given safety orientation? Yes □ No □

Was this accident/injury due to faulty equipment? Yes □ No □

Did person have permission to use equipment? Yes □ No □ If no, explain: ___________________________

Was supervisor/instructor present at accident? Yes □ No □ If no, explain: ___________________________

Describe any action taken to prevent recurrence: ___________________________

Page 1
Section D: Statements/Signatures

Employee’s/Student’s description of accident (explain in detail):

Employee’s/Student’s Signature: ___________________________ Date __________

Was family notified? Yes [ ] No [ ] Explain: ____________________________

Was student provided with supplemental insurance form and instructions? Yes [ ] No [ ]

Witness’ description of accident (explain in detail):

Witness’ Signature: ___________________________ Date __________

List all non-student/non-supervisor witnesses and contact information:

<table>
<thead>
<tr>
<th>Name</th>
<th>Email Address</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Supervisor’s/Instructor’s description of accident (explain in detail):

Supervisor’s/Instructor’s Name and Signature ___________________________ Date __________

Section E: Additional Signatures

If report is completed by an individual other than the Supervisor/Instructor please provide name and signature below:

Name and Signature ___________________________ Date __________

Section F: Administrator Comments:

Administrator’s Signature: ___________________________ Date __________

Section G: KCTCS Environmental Health and Safety Review

Date accident report received by EHS Coordinator: ___________________________

FOR SAFETY SECTION USE ONLY
Degree of Injury Minor Severe

Important: Send copy to KCTCS Environmental Health and Safety Coordinator via email at ehscoordinator@kctcs.edu.
I. **The course syllabus includes the following checked items:**

- Name of the College
- Course number and department abbreviation (i.e., ENG 101)
- Course title
- Semester/Year of Syllabus (i.e., 2015 Spring Semester)
- Instructor’s Information:
  - name
  - office location
  - office hours
  - office phone number
  - e-mail address
- Catalog Course description
- Prerequisites/co-requisites
- KCTCS course competencies as approved by the Curriculum Review Committee. These can be found at: [https://kctcs.sharepoint.com/sites/AcademicLeadership/senate/_layouts/15/start.aspx#/Approved%20CoursesPrograms%20Final/Forms/Programs%20and%20Courses.aspx](https://kctcs.sharepoint.com/sites/AcademicLeadership/senate/_layouts/15/start.aspx#/Approved%20CoursesPrograms%20Final/Forms/Programs%20and%20Courses.aspx). Click on “Approved Courses/Curriculum (Final)” in left column, and then click on course you are looking up. Or you can check with your Program Coordinator for competencies for your course. *(Make sure this information can be opened/downloaded through the website)*.
- Addition of an outline is optional.
- Specific General Education competencies include:
  - Students should prepare for twenty-first century challenges by gaining:
    - Knowledge of human cultures and the physical and natural worlds through study in the sciences and mathematics, social sciences, humanities, histories, languages, and the arts
    - Intellectual and practical skills, including
      - Inquiry and analysis
      - Critical and creative thinking
      - Written and oral communication
      - Quantitative literacy
      - Information literacy
      - Teamwork and problem solving
  - Personal and social responsibility, including
    - Civic knowledge and engagement (local and global)
    - Intercultural knowledge and competence
    - Ethical reasoning and action
    - Foundations and skills for lifelong learning
  - Integrative and applied learning, including synthesis and advanced accomplishment across general and specialized skills
- Textbook(s)
- Supplies
- Grading criteria *(include grading scale)*
- Attendance policy
- Late/make-up work policy
- Withdrawal Policy
- Tentative Class Schedule of Topics *(optional)*
- Signed statement from students enrolled in class acknowledging receipt of syllabus *(optional)*

II. Information pertaining to the topics listed below can be found at the following web address:

[https://elizabethtown.kctcs.edu/current_students/course_syllabi_information_and_related_policies.aspx](https://elizabethtown.kctcs.edu/current_students/course_syllabi_information_and_related_policies.aspx)
Americans with Disabilities Act (ADA) statement

KCTCS Code of Student Conduct statement referring to information about academic rights, academic offenses, and the student’s right to appeal.

Accessing/Checking Your KCTCS Email statement

Make-up Days

Required Satisfactory Academic Standards

Procedures relating to Discrimination, Harassment, and Sexual Misconduct

III. ONLINE – WORLDWIDE (BW) AND LOCAL (BL)

1. Be sure to include an alternate contact name, email address, and phone number. This can be your Division Chair or Program Coordinator. You can add a statement that students should not send assignments or course questions to this contact.

   Example:
   John Doe
   jdoe0001@kctcs.edu
   270-706-5555

2. Clearly explain the drop process for an online class. Generally, they can drop up to midterm at their home College without your permission. After midterm, if your policy permits drops, they must email you for permission and, if you grant permission to drop, you will email them permission from your KCTCS email account. The student would print the email and present that as a drop slip to their home campus.

3. You must provide an academic activity for students to complete prior to the No Show date. Financial Aid rules no longer permit a student to just log in during that period to be counted as having attended the class. The academic activity can be a syllabus quiz, a required email to you, a required discussion post or blog, or any other activity you can use to document the student’s participation in the class. This policy should also be clearly communicated in your syllabus.
1. Please answer the following questions; if you cannot answer please select NA. The responses in section 1 will not be calculated in the overall mean.

1.1 The instructor distributed a course syllabus by the 2nd class meeting.

1.2 The instructor uses a variety of instructional methods to help me learn.

1.3 If attendance is required in the syllabus, does the faculty member record attendance on a consistent basis? If attendance is not required, please indicate by choosing NA.

2. Please answer the following questions, if you cannot answer please select NA.

2.1 Required course materials enhance my learning.

2.2 Tests relate to the objectives of the course.

2.3 Assignments relate to the objectives of the course.

2.4 The instructor begins class on time.

2.5 The instructor ends class on time.

2.6 The instructor communicates clear objectives for this course.

2.7 If I seek help related to this class from this instructor outside of class, he/she is willing to help me.

2.8 The instructor returns marked work promptly enough to benefit me.

2.9 The instructor responds to messages in a timely manner.
2. Please answer the following questions, if you cannot answer please select NA. [Continue]

2.10 I find the instruction in this course to be effective.

<table>
<thead>
<tr>
<th>Strongly Agree</th>
<th>Agree</th>
<th>Disagree</th>
<th>NA</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

2.11 Feedback provided by this instructor helps me learn.

<table>
<thead>
<tr>
<th>Strongly Agree</th>
<th>Agree</th>
<th>Disagree</th>
<th>NA</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

2.12 At this point in the semester, I can determine an increase in my knowledge of the subject matter.

<table>
<thead>
<tr>
<th>Strongly Agree</th>
<th>Agree</th>
<th>Disagree</th>
<th>NA</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

2.13 Constructive Comments:

[Blank space for comments]
**1. Course Information**

1.1 Is this your first distance learning course?  
☐ Yes  ☐ No

1.2 Was the course available on your campus?  
☐ Yes  ☐ No

**2. Course Feedback - Please answer the following questions on a scale of Always, Sometimes, Seldom or Never. If the question does not apply then select N/A.**

<table>
<thead>
<tr>
<th></th>
<th>Always</th>
<th>Sometimes</th>
<th>Seldom</th>
<th>Never</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.1 Did you need assistance with the technology required for the course?</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>2.2 Were the course materials (lessons, tapes, televised sessions, software, syllabus) sent to you in a timely and consistent manner?</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>2.3 Were you challenged to think critically about the material?</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>2.4 Was the quality of the course materials sent (lessons, tests, televised sessions, etc.) high?</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>2.5 Were the support services (library, labs, research information) required for this class made available to you?</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>2.6 Was the level of difficulty of this course appropriate for your level of motivation and preparation?</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>2.7 Were instructor generated materials for this course helpful?</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>2.8 Was the instructor helpful to you in understanding the materials?</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>2.9 Did the instructor seem to have a clear understanding of the subject matter?</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>2.10 Were the tests or assignments related to the material covered?</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
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<td>2.11 Were the syllabus and course objectives clear?</td>
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<td>2.12 Was the instructor prompt in answering questions?</td>
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<td>2.13 Were you given a reasonable amount of time to do the assigned work?</td>
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2. Course Feedback - Please answer the following questions on a scale of Always, Sometimes, Seldom or Never. If the question does not apply then select N/A.  [Continue]

2.14 Was the instructor able to answer questions regarding the technology required for this course?

2.15 Were materials (tests and papers) returned in a reasonable amount of time?

2.16 Were contacts with the online instructor worthwhile and helpful?

3. Overall

3.1 What overall rating would you give this class?

3.2 Comments

[Blank space for comments]
E. ELIZABETHTOWN COMMUNITY AND TECHNICAL COLLEGE
FIELD TRIP AUTHORIZATION FORM

FACULTY MEMBER MAKING REQUEST: ___________________________ DATE: __________

FIELD TRIP IS STATED IN SYLLABUS: Yes [ ] No [ ] COURSE INFO:

People Soft # - Prefix - Crs# - Section - Title

FIELD TRIP DATE & TIME: From ___________________________ Until ___________________________

DESTINATION: (Name, Address, Phone #)

OBJECTIVES FOR FIELD TRIP:

ALTERNATE PROJECT PROVIDED:

TRANSPORTATION:

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STUDENTS [S] & FACULTY [F] ATTENDING: Please provide Empl ID--class rolls may be attached. Be sure to indicate S or F.

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AUTHORIZATIONS: Division Chair ___________________________ Date __________

Provost/CAO ___________________________ Date __________

(This form should be turned in to the Provost’s Office at least two weeks prior to field trip.)
ECTC Home Page  
https://elizabethtown.kctcs.edu/

KCTCS Home Page  
http://www.kctcs.edu/

PeopleSoft Link  
https://kctsaprd.kct.mycmsc.com/psc/kctsaprd/EMPLOYEE/SA/c/NUI_FRAMEWORK_PT_LANDINGPAGE.GBL  
This link accesses Student Administration,  
https://kctcsfin.kct.mycmsc.com/psc/kctfsprd/EMPLOYEE/ERP/c/NUI_FRAMEWORK_PT_LANDINGPAGE.GBL  
This link accesses Financials,  
https://kctcshr.kct.mycmsc.com/psc/kcthprrd/EMPLOYEE/HRMS/c/NUI_FRAMEWORK_PT_LANDINGPAGE.GBL?  
This link accesses HRMS Employee Self-Service.

Faculty and Staff (Common Links)  
https://elizabethtown.kctcs.edu/faculty-staff/index.aspx

- Business Affairs Online Forms (only works while connected to the campus network). In-State & Out of State Travel Request forms  
  https://employees.kctcs.edu/Forms .................................. Travel Expense Vouchers—BA3, BA3a, BA3b  
  (click Business Services on right, then Travel)  
- el-room-reservation@kctcs.edu ............................................................. Room Reservation  
- el-vehicle-reservation@kctcs.edu ............................................................. Vehicle Reservation  
- Faculty/Staff Directory (only works while connected to the campus network) ...... Faculty/Staff Directory Search  
- Faculty/Staff Handbook  
- Room Setup Request Form  
  https://elizabethtown.kctcs.edu/News_and_Events/ ................................................. News & Events  
  https://elizabethtown.kctcs.edu/News_and_Events/ ................................................. School Closing Announcements  
  https://kctcs.edu/snap .................................................................................. Safety Notification Alert Process (SNAP)  
  https://employees.kctcs.edu/forms ................................................................. HR 94 – Tuition Waiver form  
  (click Human Services on right, then Tuition Waivers)  
  https://employees.kctcs.edu/forms ................................................................. HR 97  
  Faculty/Staff Internal Supplemental Assignment Approval Request – formerly known as Overload Form)  
  (click Human Services on right, then Positions/Job Duties)  
- Human Resources  
- Information Technology Support Services  
- Request work/service from Maintenance  
- Safety/Crisis Manual  
- https://employees.kctcs.edu .................................................................................. Intranet  
- Webmail
BA8 & BA8a - Purchase Request
BA 50 - Meals, Refreshments, & Accommodations Request/Report
https://employees.kctcs.edu/forms
(click Business Services on right, then Procurement to Payment)

Payroll Forms – Time Sheet (PR99) & Absence (PR90) Forms
https://employees.kctcs.edu/forms\PR090.xlsx
https://employees.kctcs.edu/forms\PR099.xlsx

Academic Affairs: Forms-Documents-Manuals
https://elizabethtown.kctcs.edu/current-students/offices-departments/academic-affairs/forms-documents-manuals.aspx which houses the following documents/forms:

Documents/Forms
- PEDEN Trust Fund Application Form
- Schedule Change Form
- Syllabus Checklist
- Field Trip Authorization Form

Manuals/Information
- Faculty/Staff Handbook

Academic Resources
- Academic Affairs Office
- Academic Calendar (Also lists Final Exam Schedule & Registration Schedules)
- Class Schedules
- eLearning/Blackboard
- Course Syllabi (only works while connected to the campus network)
- Library
- KCTCS Online Catalog
- KCTCS Policies and Procedures
- Student Code of Conduct
- Transfer Equivalency System

Instructor Cover Sheet & Approval Form (Division Chairs Only)
You now have access to the Faculty.Transcripts share on the file server. To map a drive letter to the share, just right click the My Computer icon on the desktop and select the Map Network Drive option, paste the following link in the Folder box and select an available drive letter. You must be on one of our campuses to access these files.

\el-netops-f01.kctcsacc.ds.kctcs.edu\Faculty.Transcripts

SACSCOC - Faculty Roster Form & Instructions (Division Chairs Only)
http://sacscoc.org/inst_forms_and_info1.asp
or
- Faculty Roster Form (Updated Jan 2011)
- Faculty Roster Instructions with sample (Updated Jan 2011)
Performance Reviews & Merit (PPE)

Performance Review – PPE Calendars & Procedures; Forms
https://elizabethtown.kctcs.edu/faculty-staff/media/pdfs/faculty-staff-handbook.pdf

- All Human Resources forms are located on the Intranet ...................... https://employees.kctcs.edu

Faculty Promotional Procedures & Information
https://elizabethtown.kctcs.edu/about_us/offices_and_departments/academic_affairs/promotional_processes.aspx

or

- The Path to Promotion
- KCTCS Faculty Promotion Procedures (2017-2018)
- KCTCS System-Level Procedures, Training Materials, Evaluation Forms
- Integrated Promotion Format
- Former Kentucky Tech System Employees
- Former UK System Employees
- Suggestions from April 2014 System Promotional Committee

Faculty Meeting Minutes
https://elizabethtown.kctcs.edu/current-students/offices-departments/academic-affairs/faculty-meeting-minutes.aspx

or select a link to the year below to view archives of the Faculty Meeting minutes and agendas
(links below only work while connected to the campus network):

- 2016
- 2015
- 2014
- 2013
- 2012
- 2011
- 2010
- 2009
- 2008
- 2007
- 2006

Institutional Effectiveness Sites

- https://elizabethtown.strategicplanningonline.com/SPOLNET/default.aspx Strategic Planning Online
  .................................................................................................................. DC, PC
  (Access granted through IE Office)
- https://kctcs.sharepoint.com/sites/mypath Decision Support System (DSS), SharePoint, DC

[DC=Division Chairs; PC=Program Coordinators; ALL=Entire Campus]

Maps & Directions

- Campus Map
- Driving Directions (to main campus)
- Fort Knox Driving Directions
- Driving Directions (to Springfield Campus)
- Driving Directions (to Leitchfield Campus)
Cultural Diversity

https://elizabethtown.kctcs.edu/about/student-life/cultural-diversity.aspx

or

- Statewide Diversity Policy
- KCTCS/ECTC Fact book
**Elizabethtown Community and Technical College Faculty/Staff Directory**

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- **PAYROLL***
  - 850-256-3456
  - Payroll@kctcs.edu

- **SAFETY CELL PHONE***
  - 270-307-8240
  - In Case of emergency, call 911

**FAX NUMBERS**

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**BUILDING LEGEND**

- ATB - Academic/Technical Bldg
- EDC PK - Fort Knox Education Ctr
- FRT - Fire Rescue Training
- ISO-James S. Owen Bldg.
- LKC - Leitchfield Kelly Campus
- LRC-LIB - Library, WFS - Workforce Solutions
- OTB - Occupational/Technical Bldg
- RPC - Regional Postsecondary Ctr
- SCI - Science Bldg

Comments/edits to: sandra.howard@kctcs.edu
H. Listing of the Faculty and Staff Handbook Team

Dr. Tiffany Evans, Provost/CAO - Convener
Tina Love, Word Processor

Chief Student Affairs Officer
HR Director
Policies and Procedures, Chair
KCTCS Rules Representative
Staff Council, Chair
Director of Institutional Effectiveness
SACSCOC Liaison
Distance Learning