

**TOHONO O'ODHAM KEKEL HA-MASCAMAKUD**

**Tohono O'odham Community College**

**Faculty Handbook**

*2020*



Tohono O'odham Community College

P.O. Box 3129  
Sells, Arizona 85634  
Tel. 520-383-8401  
Fax 520-383-8403  
[www.tocc.edu](http://www.tocc.edu)

Approved by the TOCC Board of Trustees July 2020

## Contents

Faculty Handbook.....	1
2020.....	1
Introduction.....	5
Education Division.....	5
Dean of Academics .....	5
Academic Coordinator .....	5
Sustainability Division.....	6
T-Şo: şon –Our Core.....	7
Duties and Responsibilities of Instructional Faculty .....	8
Academic Freedom .....	8
Class Coverage and Cancelled Classes Policy.....	9
Absences Due to Attendance at Conferences, Workshops, etc. ....	10
Change of Class Location .....	10
Class Coverage.....	10
Classroom Atmosphere.....	11
Off-Campus Instructional Facilities.....	11
Office Hours.....	11
Faculty Senate: T-Ba’itk (Our Voice).....	12
Faculty Senate Committees.....	12
Curriculum. ....	13
Faculty Development.....	13
Assessment.....	14
Schedules and Catalogs.....	14
Contract / Teaching Assignments – Adjunct Faculty .....	14
Teaching Assignment.....	16
Certification .....	16
Hours of Service .....	17

Contact Information .....	17
TOCC Identification Cards .....	18
Education Division Faculty Meetings.....	18
Faculty Support.....	18
Faculty Mailboxes.....	18
Email and Network Accounts .....	18
Copyright .....	18
Supplies.....	19
Field Trips .....	19
Grade Records.....	20
Guest Speakers.....	20
Keys and Locked Rooms .....	20
Library.....	21
General Information.....	21
Computer Lab .....	21
Himdag Committee .....	22
Information Technology (IT).....	22
Instruction .....	22
Adding a Class .....	22
Class Breaks.....	22
Class Schedule .....	23
End of Semester Grades Procedure.....	25
Giving Grades to Students .....	25
Grading Policy .....	26
Change of Grade .....	28
Load Hours and Contact Hour to Credit Ratio & Type of Class Delivery .....	28
Course Type: Independent Study / Independent Research .....	29
Other Course Types .....	31
Student Attendance .....	31
Student Records .....	32
Substitute Instructors .....	32

Syllabus.....	32
Measuring Student Performance.....	33
Teaching Observation.....	33
Textbooks.....	33
Tutoring.....	34
Code of Ethics of the Education Profession .....	34
Preamble .....	34
Principle I – Commitment to the Student .....	34
Principle II – Commitment to the Profession .....	35
Principle III – Commitment to the College.....	36
Americans with Disabilities Act (ADA).....	37
Affirmative Action and Equal Employment Opportunity .....	37
Emergency Procedures.....	37
Equal Opportunity and Indian Preference.....	37
Family Education Rights and Privacy Act of 1974 (FERPA) .....	37
Equal Access Statement/Disability Accommodations .....	38
Grievance Procedure.....	38
Harassment (Including Sexual Harassment) Policy Statement) .....	38
Title IX.....	38
Bullying Policy .....	39
Lost and Found .....	39
Policy of Non-Discrimination.....	39

## **Introduction**

This handbook provides information that is specific to instruction at Tohono O’odham College (TOCC). faculty should also read and understand the Personnel Handbook, College Catalog, and Student Handbook to have a complete understanding of the operations and employment responsibilities and benefits of the college. The term “faculty” means any individuals who teach courses to students in the institution and includes full-time faculty and adjunct (part-time) faculty. For additional personnel policies that apply to TOCC employees refer to the *TOCC Personnel Policies and Procedures Handbook*. The term “Faculty” includes all full-time Instructional Faculty who meet the definitions in the Handbook. Adjunct, part-time and one-semester Faculty appointments are not considered full-time regular College employees.

### ***Education Division***

Education Division (ED) consists of academic faculty, library director and library staff (including tutors), and academic advising. The ED falls under the direction of the Dean of Academics

### ***Dean of Academics***

The Dean is responsible for the direct oversight and leadership of full-time and adjunct faculty, who develop and deliver academic programs including Tohono O’odham Studies, Business, Life Science, IT, Mathematics, Early Childhood, and Teacher Education, Liberal Arts. Responsibilities include leading the faculty in development and evaluation of academic programs and courses, reviewing, providing input into, and overseeing curriculum processes as well as ensuring that the Academic Division is on track for continuous improvement and accreditation.

### ***Academic Coordinator***

The Academic Coordinator (AC) plays a central role in organizing, supervising, and maintaining a steady flow of work in the Education Division of the College. The AC make sure logistical matters of the Education Division are covered and assure workflow is complete.

### ***Area Chair***

The Area Chair is a faculty member who is appointed by the Dean of Academics that provides mentorship to other faculty assigned to them, and advise and support the Dean of Academics regarding faculty affairs and student learning, and ensure that effective

infrastructures are in place such as assessment of program-level outcomes and meeting institutional and educational goals.

***Sustainability Division***

The Sustainability Division is under the direction of the Dean of Sustainability and includes special programs, Agriculture programs, GED program, Trades, and Culinary Arts. Faculty that serve under the ED and the Department of Sustainability all have to follow the guidelines outlined in this handbook.

**T-Şo: şon –Our Core**

**T-Wohocudadag (Our Beliefs)**

*We believe that T-Wohocudadag provides balance, strengthens us and helps us respect ourselves, other people, and cultures.*

**T-Apedag (Our Well-Being)**

*We believe that T-Apedag is inclusive of what is healthy and good for us (physically, spiritually, emotionally, and mentally), and for all that is around us.*

**T-Pi:k Elida (Our Deepest Respect)**

*We believe that T-Pi:k Elida is a deep sense of respect for the land, your surroundings, the people, things upon the land, and also for your own self and your life.*

**I-We:mta (Working Together)**

*We believe that I-We:mta is crucial for the success of the College, and includes sharing, working together, and giving back to the community.*

## **Duties and Responsibilities of Instructional Faculty**

Instructional faculty members have two primary responsibilities: instruction of the students and performance of necessary educational obligations.

In carrying out these responsibilities, the Faculty member is required to:

- Be familiar with the Vision, Mission and Goals of the College;
- Provide instruction and conduct classes in accordance with T-So:son and within the course of study defined by the department;
- Cooperate with colleagues in regard to educational matters;
- Attend scheduled College meetings;
- Assume responsibility to keep any certifications current;
- Keep accurate student records for five years and submit all records when required;
- Meet all assigned classes with adequate preparation;
- Shall post and hold office hours of at least (5) hours per week;
- Evaluate student progress;
- Conduct fair evaluations applied equally to all students;
- Avoid behavior that could be interpreted as discriminatory;
- Refer to the counseling services any student whose scholastic or personal needs require special attention;
- Participate in student evaluations of instructors;
- Participate in Faculty Senate (full-time faculty);
- Actively promote student retention, including participation in the Early Alert Retention System and submission of progress reports to Student Services, as required;
- Shall mentor students as assigned;
- Shall assist in the recruitment, retention and success of students;
- Actively participate on one Faculty Senate committee (full-time); and,
- Conduct student learning assessment according to TOCC guidelines.

Faculty contracts delineate the full list of duties and responsibilities for full-time faculty, and Adjunct contracts delineate the same for Adjunct Faculty

## **Academic Freedom**

Tohono O'odham Community College recognizes that all students, faculty and staff have the right to express their opinions without authoritative repression. Students also have the freedom to express and defend their views, and the freedom to differ without scholastic penalty by faculty of the College.



The College subscribes to the following statement on Academic Freedom:

1. In the course of performing duties consistent with one's assignments, any Faculty member is entitled to freedom of discussion provided the discussion has educational value and is relevant to the course or educational support services.
2. Any Faculty member is entitled to full freedom in research and in publication of the results, subject to the adequate performance of her/his primary responsibilities, and to research requirements set by the College's Institutional Research Board (IRB).
3. The College Faculty member is a citizen, a member of a learned profession, and a member of TOCC. When a Faculty member speaks or writes as a citizen, or exercises legal or constitutional rights, Faculty shall be free from institutional censorship or discipline. However, in extramural utterances, the Faculty member has an obligation not to imply that the faculty member is an institutional spokesperson.
4. Textbooks and other classroom materials shall be approved by the designated area chair. Major purchases of equipment directly related to the Faculty member's subject or service area shall be made with the review of the Faculty from the discipline and Dean of Academics. Faculty are responsible for obtaining their own desk copies of textbooks from the publisher. Faculty should order their desk copy early as it can take several weeks to a month to obtain a desk copy.

### **Class Coverage and Cancelled Classes Policy**

Each semester, classes must be held as scheduled in the TOCC Schedule of Classes. Classes must be held on the designated day, between the designated times and at the designated location. If the class meeting time, day or location is rescheduled, this information must be forwarded to the Dean of Academics in a timely manner.

By the end of the first week of classes each semester, the Faculty member should submit a "Class Coverage Plan" to the Academic Coordinator. The plan should include the name of the individuals who will substitute in the Faculty's absence, if there is a substitute available.

If a class must be cancelled, Faculty should contact the relevant Dean of Academics as far in advance as possible and notify the enrolled students using their email accounts or alternative methods such as social media tools. This applies equally to classes on a weekend that have been cancelled. In the event of a class meeting cancellation(s), the faculty needs to inform the Dean of Academics in regard to make-up classes or out-of-class assignments to replace the loss of class contact hours.

If an emergency situation prevents notification of students, Faculty may request the Academic Coordinator to post a sign on the classroom door, informing students that the class will be cancelled. Any other assignments from the Faculty may be given to the students at this time.

### **Absences Due to Attendance at Conferences, Workshops, etc.**

Faculty should submit a request for approval two weeks in advance to the Dean of Academics for any absences from class due to attendance at a conference or workshop. The faculty member is to arrange class coverage for the absence.

If a faculty member attends a conference, workshop or other event on behalf of the College, the Administration will arrange coverage of classes.

### **Change of Class Location**

All classes are to meet in rooms printed in the class schedule. Changes in class meeting places must be approved by the Dean of Academics and Academic Coordinator and are subject to room availability. All students must agree to the change of location before relocating the class. In the event of a conflict in scheduled space, classes assigned to a classroom have priority.

### **Class Coverage**

Each semester classes must be held as scheduled in the TOCC Schedule of Classes. Classes must be held on the designated day, between the designated times and at the designated location.

By the end of the first week of classes each semester, the faculty member is to submit a "Class Coverage Plan" to the Academic Coordinator. The plan should include the name of the individuals who will substitute in the Faculty's absence, if there is a substitute available. The plan should also include an emergency lesson plan, that can be delivered by any staff in the education division.

If a faculty member needs to be absent from class, but will not be cancelling class, the Faculty member will notify the Dean of Academics and the substitute instructor as soon as possible. The substitute instructor will contact the Academic Coordinator to verify teaching the class. The instructor of record will provide to the substitute instructor all necessary lesson plans, class materials, or other items necessary for teaching the class. The substitute instructor will meet with the students and follow the lesson plan for that

class and submit any student work or other class materials to the instructor of record after the class is held.

### **Classroom Atmosphere**

Both the Faculty and the students contribute to the atmosphere of the classroom. It is the Faculty member's responsibility to maintain the classroom in an orderly fashion and to make the course worthwhile. It is the student's responsibility to learn, to attend class on time, to meet deadlines, and to turn in required projects and papers. If problems occur, discuss the situation with the Dean of Academics. Any problems should be approached in a matter-of-fact, rational manner and in a spirit of mutual respect, per the TOCC T-So:son of T-Pi:k Elida (our deepest respect). See the *Student Handbook* for more specific information.

### **Off-Campus Instructional Facilities**

The Tohono O'odham Nation cooperates with TOCC to provide space for instruction at different locations throughout the Nation. Faculty members have a responsibility to students and the community to make the best educational use of the facilities. The instructor must leave the classroom in good condition so that it is ready for full and effective use. Please return desks and chairs to their normal positions at the end of class. Concerns regarding room temperature should be directed to the location coordinator and/or representative of the agency. All Faculty members must conform to the rules established by the particular agency providing the classroom space. For example, the various facilities may have parking provisions. Each instructor must be familiar with the rules established by the location coordinator and/or representatives of the agency.

### **Office Hours**

Full-time faculty members shall maintain office hours consistent with their assignments and shall be available to students. Office hours shall be distributed throughout the faculty member's scheduled assignments and shall be posted conspicuously at the faculty member's office and in the syllabus. TOCC faculty must hold office hours for five hours per week for faculty members teaching 15 load hours of regular load during a 16-week semester. No additional office hours are required for voluntary or involuntary overloads. Office hours shall be scheduled in a minimum of one-half hour increments. If a faculty member's teaching load falls below 15 load hours, office hours can be reduced by one hour per week for every three load hours. For example, if the faculty member is teaching 12 load hours, then the office hours will be four hours per week.

During the course of the semester, including finals week, a faculty member may reschedule posted official office hours as needed in consultation with the Dean of Academics. Rescheduled office hours will be posted, and an email sent out by the faculty member to all affected students.

Faculty members may elect, with the approval of the Dean of Academics, to hold up to 20 percent of their office hours using an electronic format. Electronic office hours may be off-site and/or spread throughout the day/week.

A faculty member may schedule additional electronic office hours in lieu of traditional hours in the faculty member's office. This alternative opportunity for students will be noted in the faculty member's syllabus.

### **Faculty Senate: T-Ba'itk (Our Voice)**

T-Ba'itk: Faculty Senate serves as a vehicle for institutional shared governance at TOCC. As stated in the T-Ba'itk Constitution:

*“T-Ba'itk shall address all those affairs which affect the faculty and will advise, recommend, and formulate such rules and regulations as it shall deem wise and proper for the guidance and government of such affairs of Tohono O'odham Community College as directly and primarily affect the faculty and to take such steps as it shall deem necessary for their implementation and administration.”*

T-Ba'itk Constitution (Board Approved 2002)

The goal of T-Ba'itk is to promote the optimum conditions for Faculty members and students in connection with TOCC's Vision, Mission and Goals as they pertain to community, T-So:son and exceptional education standards and expectations. T-Ba'itk provides input to TOCC administration, through the Dean of Academics, regarding College policies and oversight for the Faculty Development, Curriculum Development and Continuous Improvement for Student Learning Committees. All full time Faculty members are expected to be active participants in T-Ba'itk. All Adjunct Faculty members are expected to select two representatives to serve as voting members. The head Librarian, as Academic Support Faculty, serves as a voting member on T-Ba'itk and on one of its committees. Minutes for all T-Ba'itk meetings and Faculty Senate committee meetings are located in the digital archives and the Main Library.

### ***Faculty Senate Committees***

Faculty Senate committees are under the auspices of the Faculty Senate. Requests from Administration need to be addressed to the full Faculty Senate. There are three areas that the Faculty Senate mainly focuses on curriculum, assessment of learning, and faculty development:

***Curriculum.***

Curriculum Meetings are attended by Faculty Senate (T-Ba'ik) members and are chaired by a full-time faculty member. The Curriculum meetings are held to review curriculum, including new and modified courses and programs, and curricular evaluation of existing programs according to established policies and procedures.

The full-time faculty members, and the Himdag Committee meet together during curriculum meetings for review of curriculum. According to curriculum meeting procedures, recommendations from the Curriculum Council proceed for review or approval to the Dean, the President and the Board of Trustees as appropriate.

The Administrative process of curriculum is determined by the Dean of Academics.

***Faculty Development.***

Is comprised of Faculty Senate members. Meetings, as needed, may be called the T-Ba'itk/Faculty Senate's President, as appropriate to the purpose of the meeting. Faculty development will work to improve the professional activities of faculty. These activities include teaching, the pursuit of scholarship, academic and professional currency, and the establishment of an intellectual climate that will enhance the experiences of all those involved with the College. As with most faculty endeavors, improvement of these activities rests largely with the individual as a reflection of academic interests and experience. Faculty will support each other with development opportunities such as fellowships, funding grants, workshops, Faculty retreats, and other prospects as they arise.

The full-time faculty will dialogue and negotiate with the Education Division to bring the necessary logistical and financial support to provide an environment which facilitates faculty development.

### ***Assessment.***

*Assessment meetings* are comprised of Faculty Senate members and are chaired by a full-time Faculty member. Assessment meetings spearhead the assessment of student learning at the course level, program level and general education level. The ultimate goal of these endeavors is to improve the learning and teaching experience at TOCC. Assessment is collected throughout the year and data is shared with all faculty and interested staff and administrative personnel. The faculty also arranges assessment trainings as needed. Full-time faculty works in close collaboration with a Senate member serving as an Assessment Coordinator.

### **Schedules and Catalogs**

Semester schedules of classes and college catalogs are available on the TOCC website at [www.tocc.edu](http://www.tocc.edu). The semester schedule is provided on the website is for reference use only; the official semester class schedule can be found at MyTOCC when a student is ready to register for courses. Print copies of the schedules and catalogs may also be available by the Academic Coordinator. Each Faculty member must be familiar with College policy by reading the catalog, particularly in reference to grading, attendance and academic alert policies. The Library has copies of previous years' catalogs and schedules of classes in the College archives.

### **Contract / Teaching Assignments – Adjunct Faculty**

Teaching assignments for Adjunct Faculty are made on a semester-by-semester basis. A contract provides no guarantee of continued or future employment. Classes may be cancelled for various reasons, including low enrollment. A class cancellation indicates cancellation of the Adjunct Faculty member's assignment as stated in the Adjunct Faculty Agreement. Every effort will be made to notify Adjunct Faculty of cancelled classes; however, Adjunct Faculty are encouraged to call the Academic Coordinator to inquire as to the status of their classes prior to the start of the semester. The appearance of the Adjunct Faculty's name on the master schedule is not a contractual obligation on the part of the College.

Because student enrollment and full-time Faculty loads may not be determined until after the date that an Adjunct Faculty signs a contract, that contract is contingent upon sufficient student enrollment for the course to be taught and upon that course not being assigned as part of a full-time Faculty member's required teaching load. If there is insufficient course enrollment, the contract is void. If the course is assigned to a full-time Faculty member to meet that Faculty member's required teaching load, the Adjunct Faculty contract is void. If there is sufficient enrollment for the course, and if the course

is not required to satisfy the teaching load for a full-time Faculty member, the contract is a one-semester teaching assignment, with no express or implied future assignments.

A contract provides no guarantee of continued or future employment. The payment amount for a contract is subject to audit and conformance to TOCC payment policies. TOCC policies on personnel management, including benefits, apply to Adjunct Faculty only as expressly stated by TOCC Governing Board policy and as set forth in the TOCC Personnel Policies Handbook.

As an express condition of a contract, the Adjunct Faculty agrees to become and remain legally certified during the term of a contract, and to provide and have the following on file with the Human Resources Office: (1) W-4 Withholding Form; (2) I-9 Form; and, (3) application for employment. Failure by an Adjunct Faculty to comply with these conditions shall allow TOCC to terminate the contract.

The Adjunct Faculty is expected to perform in a professional manner and to conduct classes by the contract. The contract is intended to include the time the Adjunct Faculty member spends preparing for and teaching the course and the Adjunct Faculty member's time spent to be available to students before and/or after class. If for any reason the Adjunct Faculty cannot conduct his or her class, he or she will notify the appropriate Dean of Academics as soon as possible prior to the class meeting time and will schedule an approved make-up class, if required. Failure to conduct or make-up a class will result in a proportionate-adjustment in compensation.

When an Adjunct Faculty is absent without having given notice and/or having received approval from the appropriate administrator, the Adjunct Faculty's employment may be terminated.

The Adjunct Faculty is required to attend orientation and professional development workshop meetings as announced.

The Adjunct Faculty is required to submit a written syllabus to the Academic Coordinator within the campus-stated deadline, to submit the 45<sup>th</sup> day class roster in a timely manner and to submit student grades on time. See TOCC website at [www.tocc.edu](http://www.tocc.edu) for current syllabus template.

The Adjunct Faculty should refer to the appropriate course content form and include all course description, objectives and learning outcomes in the syllabus. The approved syllabus with course outline should be presented to the students during the first class meeting. Course expectations shall be clearly stated and reviewed during the first class meeting. Instructional activities appropriate for the class shall be designed by the Adjunct

Faculty to accommodate different learning styles. Student assessment materials (tests, quizzes, homework, etc.) shall be returned in a timely manner with meaningful feedback. Grading shall be based on student achievement and competence.

The Adjunct Faculty is responsible for proactive student retention. Faculty will provide regular reports as required by the Academic Dean's Office on student progress. Adjunct Faculty will complete student progress reports consistent with the process followed by full-time Faculty.

TOCC conducts student learning assessment in all courses, and the Adjunct Faculty must participate in assessment. The Dean of Academic's office will provide direction on completion of assessment.

At the end of each semester, all TOCC property must be returned before the release of the final paycheck. In the event of failure to return TOCC property or report loss thereof, an appropriate sum may be deducted from the final paycheck to cover this loss.

Assignment or reassignment of duties within TOCC shall be and remain the prerogative of the Dean of Academics, provided such assignment is consistent with the qualifications of the Adjunct Faculty.

Adjunct Faculty will adhere to all TOCC policies that address code of conduct and standards of behavior for employees as found in this Faculty Handbook and in the TOCC Personnel Policies and Procedures Handbook.

Preparation for payment begins when the signed Adjunct Faculty Agreement is returned to the TOCC Human Resources Office, which will contact the Adjunct Faculty when the contract is ready. Be advised that paydays are normally biweekly.

### **Teaching Assignment**

Faculty contracts identify in what discipline Faculty may teach, and the number of expected credits to be taught for the life of the contract. For more information, please refer to the TOCC Faculty Contracts.

### **Certification**

TOCC certifies its own Faculty. Faculty Certification procedure:



The Education Division is charged with the responsibility of reviewing the credentials of applicants for full-time and part-time faculty. The Dean of Academics, with the assistance of the full-time TOCC faculty as needed, is responsible for reviewing and determining faculty qualifications according to the guidelines described by the Higher Learning Commission (HLC).

The Education Division is responsible for determining faculty qualification and for ensuring that HLC guidelines are followed. Applications for employment as full-time and/or adjunct faculty will be reviewed by the Education Division. The Dean of Academics and full-time faculty will review the credentials of adjunct faculty in order to certify whether or not adjunct faculty are qualified to teach specific courses offered by TOCC. The forms documenting faculty approval will be kept in adjunct personnel files and a copy will be kept by the Dean of Academics.

Internal procedures for certification criteria will be brought forth for board review and approval. Certification would require elders, recognized individuals and others with expertise from the community who would vouch for a person's expertise. This type of practice is widely accepted at tribal colleges.

### **Hours of Service**

The teaching contract is written in terms of hours taught in the classroom. Faculty members are expected to be present at teaching locations and in the classroom ten minutes before the beginning of the class period. Faculty members are also expected to arrange time, either before or after classes, to assist students as appropriate. Time devoted to meeting students individually can provide useful feedback for improvement of instruction and will greatly enhance student retention rates. Faculty members who do not require final exams are still required to meet with their class, thereby meeting every class scheduled within the academic period.

Faculty are expected to be on campus 30 hours per week, although these hours are not expected to be their only work hours. Due to the nature of teaching at an academic level, ten hours a week minimum may be spent in off-campus activities, including class preparation, grading, professional development, field trips, writing, and presenting professional papers, and other typical academic Faculty related pursuits.

### **Contact Information**

A current home address, home telephone number/cell phone number, and day business telephone number must be on file for all Faculty in the Human Resources Office. This information is only for internal College professional matters and will not be available

without the authorization of the individual involved. All changes in contact status must be given promptly to the Human Resources Office.

### **TOCC Identification Cards**

TOCC identification cards are available to all TOCC employees. The card is the TOCC Library card, is the proper identification card to present to authorities, and identifies the bearer as a TOCC Faculty member. All TOCC Faculty members are expected to obtain a TOCC identification card.

### **Education Division Faculty Meetings**

Meetings, workshops, and faculty orientations are held to assist Faculty members in providing high quality education and to inform Faculty members about campus or department procedures. Attendance is mandatory.

### **Faculty Support**

#### ***Faculty Mailboxes***

Full-time Faculty and Adjunct mailboxes are located in the Ha-mascamadam Ha-Ki: at S-Cuk Du'ag Mascamakud. All mail and messages will be left in the Faculty mailboxes. Faculty members are expected to check their mailboxes on a regular basis. Any College business mail will be metered and routed through the U.S. Post Office. Outgoing boxes for mail are located by the Academic Coordinator's Office.

#### ***Email and Network Accounts***

Computer accounts and emails are provided to Faculty and staff for the purpose of performing College business. The IT department sets up email and computer accounts for each full-time Faculty and Adjunct Faculty. Faculty members are encouraged to communicate with colleagues within the College and at other institutions through their official TOCC email. Faculty may access the College email from off-campus through Gmail at [www.gmail.com](http://www.gmail.com). Other College resources may be accessed through the TOCC website at [www.tocc.edu](http://www.tocc.edu).

Faculty members are responsible for following legal and ethical guidelines for computer account usage in a manner consistent with the educational mission of the College. Refer to the *TOCC IT Policies* for more information on the guidelines.

#### ***Copyright***

TOCC strictly adheres to copyright policies. If there are any copyright questions regarding duplication of materials, contact the College Librarian for more information. If copyright permission is required, resolution requires a copy of written, legal and specific permission from the copyright owner. TOCC also subscribes to “fair usage” of materials used for educational purposes, and all Faculty members should be familiar with the fair usage law and apply it appropriately.

### ***Supplies***

Supply purchase requisitions must be approved by the Dean of Academics. Contact the Academic Coordinator for more information.

### ***Field Trips***

Subject-related field trips are a valuable aid to instruction. Safety and student interest are primary concerns on the trips. The College carries liability insurance, which covers both the Faculty member and the students, provided the field trip is College sanctioned. Field trips are subject to budget limitations and must be approved by the Dean of Academics one month prior to the date of the trip. Faculty must submit written requests to the Dean of Academics, including the class list of the names of students who will be attending.

If approved, the field trip and students will be covered on the College’s liability arrangements. All vehicles reserved for field trips must be entered through the School Dude software, in keeping with TOCC policy. Contact the Academic Coordinator for more information. Only full-time Faculty or staff who submit their driving records, obtainable from the Arizona Department of Motor Vehicles at <http://servicearizona.com>, are covered by the College’s liability and may drive College vehicles. Faculty are responsible for the cost of the driving record (approximately \$3.00). Two copies of the record must be submitted: one to the Finance Office and one to the Dean of Finance. Adjunct Faculty with an approved field trip may request a TOCC vehicle and driver. For more information, see the TOCC *Travel Policies*, or contact the Administrative Services and Finance Division.

Prior to the field trip, Faculty should provide all students with adequate and accurate information in regard to transportation, where to meet, length of the field trip, food and drink options, and what obligations they must fulfill. Faculty should provide adequate supervision and avoid circumstances that could be construed as negligent on behalf of the College. Unless a field trip is part of a course’s curriculum, faculty member must provide an alternative assignment for students who cannot attend the field-trip.

### ***Grade Records***

The Faculty member shall maintain the right and responsibility to determine grades and other evaluation of students within the grading policies (see the official Tohono O'odham Community College Catalog), based on professional judgment of available criteria pertinent to any given subject area or activity for which she or he is responsible. Faculty grade records shall be retained by the Faculty member for one year from the date of grade submittal. For each class section taught, the Faculty member shall evaluate student performance. During fall and spring semesters, final evaluations, if used, shall be given during final exam week. The times scheduled for final evaluations are to be used for that purpose or continued instruction. For courses offered during a nontraditional term, final evaluations, if used, shall be given at the end of that term. Faculty members should retain final evaluation instruments for one year from the end of the semester in which the course was completed. However, if the final evaluation instrument is returned to the student, the one-year retention requirement does not apply. Faculty members will maintain their official gradebook using the College's Learning Management System (aka Canvas).

No grade or evaluation shall be changed without the approval of the Faculty member; however, in cases where the Faculty member cannot be contacted by registered mail, a full-time faculty member for the same subject area, with concurrence of the Dean of Academics, and the Registrar, may certify grade changes.

Faculty are required to provide students with timely feedback on course work. Faculty should provide feedback on assignments, classroom activities, quizzes, and exams within 48 hours. For course projects and papers faculty should provide feedback within five (5) working days.

### ***Guest Speakers***

Guest speakers enrich classes and Faculty members are strongly encouraged to invite guest speakers to their classes, particularly Tohono O'odham elders. Faculty members are encouraged to share guest speaker presentations with the entire TOCC community. Please contact guest speakers far enough in advance so that transportation and any other arrangements (e.g., ADA accommodations) may be made. Contact the Dean of Academics for information on honoraria, travel arrangements, and special accommodations. While faculty are not limited to the number of guest speakers, only one honorarium per semester is allowed for each faculty member.

### ***Keys and Locked Rooms***

Faculty should have keys to the faculty offices, but keys are usually not issued to Adjunct Faculty. Generally, classroom doors should be unlocked when Adjunct Faculty arrive. In cases where the facilities might be locked at the assigned time of use, instructors may contact the College security for entry. Ask the Academic Coordinator regarding policies for locking particular classrooms (i.e., the Science Lab).

## **Library**

### ***General Information***

The Tohono O'odham Community College O'ohana Ki: (Library) is located in I-We:mta Ki: on S-cuk Du'ag Maščamakuđ and in the small adobe building on the northeast corner of the Wişag Koş Maščamakuđ - Hawk's Nest Campus West Campus. A Faculty member may borrow O'ohana Ki: materials using a Tohono O'odham Community College identification card, available through O'ohana Ki: on the Main Campus. A TOCC identification card is required to borrow O'ohana Ki: materials. A brief list of services offered follows:

- Database/Research instruction
- Test proctoring for Individual Make Up Tests
- Scanning
- Course Reserve Shelf
- Device Checkouts
- Supplies such as butcher paper for class projects among other supplies
- Title requests are gladly accepted, but we do not use O'ohana Ki: funds to purchase textbooks.
- Please visit: <http://www1.youseemore.com/tocc/> to search our current titles and their availability.
- Tutors are available for student assistance.

Tutors are available for student assistance. Please understand tutors are not TAs or substitute instructors. In the past, we have had instructors send lesson plans to tutors and/or library staff in order to essentially perform instructor duties. We are here to support you in any way we can, but we are not adequate substitutes for your expertise.

## **Computer Lab**

The Computer Lab is a service provided to all College students, Faculty, and staff regardless of major or experience. Occasionally classes will be held in the Computer Lab; at this time, the Lab is closed to everyone not enrolled in that particular class. Class times held in the Computer Lab will be clearly displayed on the Computer Lab entrance.

### **Himdag Committee**

The Himdag Committee is a College-wide committee that helps to meet the following goal: *To ensure the integration of appropriate Tohono O'odham Himdag into the physical environment, curriculum and processes of the College.* The Himdag Committee makes recommendations to the President. The Himdag Committee produced a *Himdag Document/Manual* that is available to employees from Human Resources. The Himdag Committee participates in curriculum review through representation on the Curriculum Council which consists of TOCC's Assessment Coordinator, one member of the TOCC Administration, one member of the CISLC Committee, and Himdag and Curriculum Committee chairs.

### **Information Technology (IT)**

The College's IT Department is under Administrative Services and Finance Division. IT staff are responsible for ordering and the maintenance of computers and peripheral hardware and software. IT also will provide guidance in using software and hardware. For more information, contact in-house phone number 69. Refer to the *IT Policies Manual*, available from Human Resources.

### **Instruction**

#### ***Adding a Class***

- The last day to add a traditional semester-length class is the first week of classes, if the class is open and does not require special permission.
- After this date, during the second week of classes, the student may add classes by filling out a Registration Transaction form and having the Faculty member sign it. The form **should be** returned to Student Services for processing.
- To add shorter, non-traditional classes that have not yet begun, the student may use the Registration Transaction form without the Faculty member's signature.
- Open entry/open exit classes may be added at any time.

#### ***Class Breaks***

Faculty members will allow a ten-minute break period for every 60 minutes of regular class time. These breaks are scheduled at the discretion of the instructor with the consideration of student motivation, safety, and subject continuity. Break times cannot be used to start a class late or end a class early.

### ***Class Schedule***

To assist students with their academic planning, the College provides a print and an online Schedule of Classes in advance of each semester. The names of Faculty members, including Adjunct Faculty, are included in the schedule *if known*. The Academic Coordinator will notify Faculty of deadlines pertaining to the Schedule (e.g., classes to be taught during a particular semester). The listing of an Adjunct Faculty's name in the College's master schedule or any Schedule of Classes does not guarantee to the student that the listed Adjunct Faculty member will serve as the instructor of record for the course.

### **Student Feedback on Performance**

Faculty are required to give students feedback on work within 48 hours of the due date for an assignment, not including the weekend. For assignments such as student projects and significant student papers that take a deep analysis, faculty have five working days not including the weekend to provide feedback to students.

### **Academic Integrity and Plagiarism**

Academic Integrity is established by the faculty through the Faculty Senate and must be published in the faculty member's syllabus. One type of academic integrity is plagiarism, which is currently defined as "All work done for this class must be your own, or the original work of your group. While you may discuss assignments with other class members, the final written project must clearly be original. You may use work from books and other materials if it is properly cited. Copying from a book without proper reference or from a person under any circumstances will result in an "F" for the assignment, and at the instructor's discretion, possibly an "F" for the course. If you are uncertain about proper citations ask your instructor or the librarian." . The following is the administrative process for plagiarism and reporting plagiarism.

#### **Violations in Same Course**

##### ***First offense***

First offense will be handled by the faculty member, according to guidelines posted in the faculty's syllabus. It is recommended that the faculty member follow the guidelines of the Faculty Senate. However, potential consequences for first

violation, dependent on severity and student's willingness to take responsibility may include:

1. Learning opportunity and/or referral to Student Services for further support.
2. Ability to do the assignment over with reduced points.
3. Letter grade of "F" on assignment.
4. Letter grade of "F" for course.

Report the violation and consequence to the Dean of Academics.

*Second offense*

On the second offense the faculty member will consult with the Dean of Academics. Upon review of the severity of offenses, completion of consequences from first offense, and student's willingness to accept responsibility the Dean and faculty member will determine one (or more) of the following consequences.

1. Learning opportunity and/or referral to Student Services for further support.
2. Letter grade of "F" on assignment.
3. Letter grade of "F" for the course.
4. Academic suspension for one semester. (Student will not be allowed to register for the next semester).

*Third offense*

On the third offense the student will automatically receive a letter grade of "F" in the course and be required to meet with the Dean of Academics before continuing in the student's other courses. Upon meeting with the student and determining the severity of plagiarism offense and the student's willingness to take responsibility the Dean will provide one or more of the following consequences.

1. Learning opportunity and/or referral to Student Services for further support.
2. Academic suspension for one semester.
3. Recommendation to the President of the college that the student receive expulsion from the college

**Important Note:** The student has the right to appeal any decision made during this process based upon the Academic Integrity Statement and appeals process outlined in the Student Handbook.

**Violations Across Different Courses**

*Two Reports*

The Dean of Academics will meet with both faculty members to determine if further action needs to be taken beyond the faculty members enforcing their



plagiarism statement in their syllabus (see Violations in Same Course, First offense). Additional consequences may include:

1. Learning opportunity and/or referral to Student Services for further support.

*Three reports*

The student will be required to meet with the Dean of Academics. In addition to the consequences in each individual course, dependent upon severity of offense and student's willingness to accept responsibility the Dean of Academics may also provide additional sanctions and/or learning opportunities.

*Four reports*

The student will meet with the Dean of Academics, dependent on the severity of offense, history of offense consequences, and student's willingness to take responsibility the Dean of Academics will take one or more of the following actions:

1. Learning opportunity and/or referral to Student Services for further support.
2. Academic suspension for up to one semester.
3. Recommendation to the President of the college that the student receive expulsion from the college.

**Important Note:** The student has the right to appeal any decision made during this process based upon the Academic Integrity Statement and appeals process outlined in the Student Handbook.

***End of Semester Grades Procedure***

At the end of the semester faculty must provide a final grade by the date stated in the Academic Calendar. Faculty record final grades via the Learning Management System (i.e. Canvas). ***Grades must be submitted by the stated deadline.***

***Giving Grades to Students***

Faculty must give grades only to the student, i.e., not to parents, an employer, or any other individual requesting grades without written permission from the student. Any deviation from this delivery method of grades to students may involve a violation of the Family Educational Rights and Privacy Act (FERPA).

Do not give a student grade over the telephone or by sending to a student's non-TOCC email. Do not post grades in any public manner.

## Grading Policy

Faculty members must determine the grading criteria for their courses, and make their system clear and available in the syllabus. Grades are assigned by Faculty and cannot be released over the telephone.

A – Superior: 4 grade points per credit hour.

B – Above Average: 3 grade points per credit hour.

C – Average: 2 grade points per credit hour.

D – Below Average: 1 grade point per credit hour/

F – Failure: 0 grade points per credit hour.

P – Pass: Equivalent to a “C” or better without grade differentiation ordinarily indicated by the College grading system. A “P” grade may be given when the grading schema in the course syllabus is designed as a “pass” or “fail” course.

I – Incomplete

Incomplete (I) grades are not awarded automatically. The student must request an

"I" from the instructor who can choose to award an Incomplete only if all three of the following conditions are met:

1. The student must be in compliance with the attendance policy.
2. There must be an unavoidable circumstance that would prohibit the student from completing the course.
3. The student must have completed over 75% of the course requirements with at least a “C” grade.

Incompletes are not a substitute for incomplete work due to frequent absences or poor academic performance. Incomplete grades that are not made up by the end of the ninth week of the following semester will be automatically changed to an F if the agreed upon work, as stipulated on the written form signed by the instructor and the student when the I grade is awarded, is not completed.

An incomplete contract must be completed by the student and instructor. The student and instructor must sign the agreement and submit to the Dean of Academics for final

approval. Any “I” submitted for a student without this contract and without the Dean of Academic’s approval will be automatically converted to a grade of “F”.

#### IP – Work in progress in open entry/open exit course

A record of “IP” (in progress) as a grade will be made when a student is making satisfactory progress in a course that crosses sessions in start and end dates. At the specified end date of the course, the student will be assigned a grade of A, B, C, D, F, I, or Y.

#### W – Official Withdrawal

The student may only request this grade during the first two-thirds of any session. This grade may also be given by the instructor on or before the official census reporting date to students who have ceased attending class before the date. (See each semester’s *Schedule of Classes*)

Instructor Withdrawals. Students who have missed four consecutive classes (or the equivalent) not submitted any assignments nor taken any quizzes by the 45th day census report, are assumed NOT to be participating in the class and may be withdrawn at the faculty member’s discretion. [faculty members should be clear in their withdraw policy, if you do not withdraw students please note in appropriate sections].

For Open Entry/Open Exit classes, the two-thirds deadline is based upon calendar days between the date of a student’s initial registration and the last day of the semester or session. At their discretion, Faculty members may award a “W” grade on or before the official census reporting date to students who have ceased attending class, although official withdrawal from a class is the student’s responsibility.

- To withdraw from a class, the student must complete and process a Registration Transaction Form after the official refund deadline, but **before** the official **withdrawal deadline**.
- The student will not receive a refund if he or she withdraws.
- The student will receive the grade of “W” (official withdraw) for the class on his or her academic record.
- If the student does not process a withdrawal, he or she may receive a failing grade for the class.
- The student is responsible for processing a drop or withdrawal from a class or classes.
- Please see the relevant semester [*Schedule of Classes*] for the withdrawal deadline for classes that are not Open Entry/Open Exit and that have a withdrawal deadline as the date that marks the two-thirds point of the course from the first class to the last class.

Students should see Student Services for information concerning refunds for withdrawing from their classes.

#### Y – Special Withdrawal

The “Y” grade is an administrative withdrawal given at the instructor’s option when no other grade is deemed appropriate. The instructor must file a form stating the specific rationale for awarding this grade. “Y” grades are discouraged since they may transfer as an “F” to other colleges or universities, and may affect financial aid. A "Y" grade should only for be awarded for a compelling reason.

X – An “X” placed next to the grade indicates the grade was earned through the successful completion of a proficiency test.

The responsibility to drop or withdraw from any class belongs to the student.

To drop a class, the student must complete a signed schedule change form (drop/withdrawal form) and submit it to Student Services prior to the official refund deadline. The form is available in Student Services.

#### ***Change of Grade***

Students have up to nine weeks in the following semester to complete an “Incomplete.” When or if a student completes the course work, the instructor will complete a Change of Grade form to submit to the Admissions Office.

#### ***Load Hours and Contact Hour to Credit Ratio & Type of Class Delivery***

Below is an explanation of the Contact Hour to Credit Ratio calculations, and of the Load Hours calculations. For some courses, this is fairly straightforward, but for other courses that combine Lecture and Academic Laboratory, the calculations are more complex.

Lecture and Academic Laboratory may be delivered in an integrated format – a seamless blending of lecture and lab activities. Faculty who teach these courses will be responsible for all the instruction generally considered part of the Lecture course and an Academic Lab, as well as to create activities and processes that effectively integrate all learning activities. This course format, therefore, requires classroom management and planning above and beyond that which is necessary in a separate Lecture course and a separate Academic Lab course. The contact hour to credit ratio is a combination of those of the lecture and academic lab portions of the course. For example, Example: GEO 101 is a 4 credit class with 3 lecture periods and 3 laboratory periods and is loaded at 5.1 hours.

Load hours are calculated as follows:

- 3 Lecture contact hours or periods 1.0 = 3.0 load hours
- 3 Academic Lab contact hours or periods 0.7 = 2.1 load hours
- 3.0 load hours + 2.1 load hours = 5.1 load hours

*Course Type: Lecture*

This is a course in which the Faculty member presents an educational experience to students, applying any combination of methods, such as lecture, demonstration or application of technology or techniques, discussion, or other class activities to help students master conceptual materials. The Faculty carries the primary responsibility for the instructional activity, and is actively involved in the instructional purpose for the majority of time during which the class is in session. The evaluation of the students' performance in the lecture course is the responsibility of the assigned Faculty member; assessment is made on a regular basis. Students will be expected to work on out-of-class assignments pertaining to the course. Lecture courses will require preparation for class by both the Faculty member and the student.

<b><i>Contact Hour to Credit Ratio &amp; Load Hour Calculations based on 16-week semester &amp; three meetings per week (1 Contact Hour=50 minutes)</i></b>	<b>Associated Subject Area(s) (Current, Active, Credit Non-Contract Courses Only)</b>
1 Lecture Contact Hour = 1 credit	All
Load hours for the equivalent of three 50minute periods per week of the Lecture or Independent Study	

***Course Type: Independent Study / Independent Research***

This is a course in which students work independently on coursework, a project (studio or lab), or research. The teacher acts as a guide or facilitator, and the student plays a more active role in designing and managing his or her own learning. Course content and performance objectives are to be determined by the student and faculty. An academic contract, drawn in advance, specifies the subject and method of inquiry, the texts or other course materials, the purpose of the projects, and the basis of evaluation and credit.

<b><i>Contact Hour to Credit Ratio &amp; Load Hour Calculations based on 16-week semester &amp; three meetings per week (1 Contact Hour=50 minutes)</i></b>	<b>Associated Subject Area(s) (Current, Active, Credit Non-Contract Courses Only)</b>
Study/Independent Research Course Type is calculated as follows: 3 lecture contact hours or periods * 1=3 load hours	All

*Course Type: Academic Laboratory*

This is a course in which students carry out experiments, perfect skills, or practice activities under the direction of a Faculty member, in order to reinforce concepts or skills learned as a result of another strategy, such as lecture. The Faculty member organizes the plan of student involvement to satisfy the predetermined course objectives and may demonstrate or describe activities to be performed by students, or devices to be utilized or operated by students. The evaluation of the students' performance in the laboratory is the responsibility of the assigned Faculty member; assessment is made on a regular basis. The student is assigned out-of-class responsibilities in preparation for, or in follow-up to the laboratory. Academic lab courses will require preparation for class by both the Faculty member and the student.

<b><i>Contact Hour to Credit Ratio &amp; Load Hour Calculations based on 16-week semester &amp; three meetings per week (1 Contact Hour=50 minutes)</i></b>	<b>Associated Subject Area(s) (Current, Active, Credit Non-Contract Courses Only)</b>
<b>3 Lab Contact Hrs. = 1 cr.*</b>  A 1-credit Academic Laboratory class meets for the equivalent of three 50-minute periods per week. For example, a 4-credit science class loaded at 3 lecture and 3 lab periods will meet for 300 minutes or 5 hours per week.  Load hours for the equivalent of three 50minute periods per week of the Academic Laboratory Course Types is calculated as follows:  3 lab contact hours or periods 0.7 = 2.1 load hours	Examples: ANR, AST, BIO, CHM, GEO, GIS, GLG, PHY, etc.

### ***Other Course Types***

**Online Class:** An online class is a course that is completely facilitated and offered online using the Learning Management System (aka Canvas). Online interaction between faculty and student and student to student should equal the same amount of time as an in-person course (ex. 3 credit course, 16-week course is 3.5 hours per week).

**Synchronous online** is a course in which the class convenes as a group at set time(s) and day(s) during the week. This in no way means that this is where all the learning takes place. Just like a face-to-face course not all learning takes place within designated "lecture times", and learning activities, "homework", and discussion boards can be used to continue the learning process beyond the synchronous times.

**Asynchronous online** is a course where there is no specific time(s) or day(s) that the class convenes as a group, but rather students complete learning activities - that include interaction between instructor, students, and between students - by specified due dates. Examples of interactions include discussion posts, group activities, and individual activities that require peer-to-peer evaluation (these are just a few examples)

**Hybrid Class:** A hybrid class is a course that is delivered partly in-person and partly online. The amount of time between the two is determined by percent in person/percent online (ex. 60%/40% means that the class meets 60% in person and 40% online, for a 3 credit course for 16 weeks this means 2.1 hours per week should be in-person and 1.4 hours per week should be online instruction.

**Interactive Video Class (IVC):** This is a course that is delivered in real time at two or more locations via streaming video over the internet. The instructor is at one location and over streaming video delivers the course to all sites.

### **Student Attendance**

The College is responsible for accurately reporting attendance and Faculty members should encourage students to complete courses and programs. Faculty members are required to provide students with a copy of the following attendance policy on their syllabi or as a separate document:

“You are expected to arrive to class on time and be prepared to participate in each class period. Four unexcused absences may result in withdrawal and a “W” or

“Y” will be recorded. You may request to be excused from class for religious observances and practices, for illness, for school or work-related travel or for personal or family emergency. If you will be absent or have been absent, please

notify the instructor as soon as possible (approved by Faculty Senate April 2014).”

Faculty members are urged to contact students with excessive absences in an attempt to encourage completion of courses. If attendance continues to be a problem, contact the Early Alert Retention System Coordinator about the student. Faculty members are required to take attendance at each class session. Student attendance is recorded in the College’s Learning Management System (aka Canvas).

**Online Course Attendance.** Faculty must provide weekly attendance for online courses that is in line with weekly interaction. Online course attendance is defined student completes a weekly assignment in which the student interacts with the instructor and/or other students.

### **Student Records**

Faculty are responsible to keep accurate and secure record of student grades and performance. This is accomplished by using the Learning Management System (aka Canvas) as the standard record keeping mechanism.

Faculty members must not permit access to or release of personally identifiable student records without the written consent of the student, or parent of a dependent student. Public listing of student grades is considered release of personally identifiable records. If there are concerns in this area, please contact the Dean of Academics

### **Substitute Instructors**

At the beginning of the semester, each Faculty member must identify a substitute instructor for each of their classes. The names of the substitute instructors and the classes they will teach must be forwarded to the Academic Coordinator. Faculty members are urged to share substitute teaching responsibilities with each other, as much as possible. Other possible substitute teachers may be found in TOCC staff or administration. If Faculty are unable to identify a substitute teacher for a particular class, please contact the Dean of Academics.

### **Syllabus**

College policy requires each Faculty member to prepare a class syllabus. All Faculty members are required to follow the syllabus template. Syllabi must be on file with the Dean of Academics so please send the syllabi in PDF to the Academic Coordinator the Academic Coordinator keeps all syllabi for each semester on file for archival and other



purposes. Syllabi also should be submitted for review to the relevant Area Chair prior to the first day of class. The Academic Coordinator keeps all syllabi for each semester on file for archival and other purposes. For questions related to syllabi, Faculty should contact the Dean of Academics.

### ***Measuring Student Performance***

The Faculty member is obligated to respond to the grading policies of the College and must determine a grade for each student at the end of the semester. The Faculty member can, however, use a number of techniques to arrive at this final grade, among them the following:

- Participation in and completion of class work.
- Completion of any work assigned for home.
- Response on scheduled or unscheduled quizzes periodically through the course.
- Midterm and/or final examination to test accumulated information.
- Special presentations or reports given to the class.
- Preparation of papers on topics relevant to class work.
- Course projects designed to reflect areas studied during the semester.
- Group work
- Service learning

The Faculty member may combine several of these to gain an overall view of the capabilities learning by the student.

### **Teaching Observation**

Each Full-time Faculty member is expected to observe classroom teaching of at least one other TOCC Faculty member once a year. The purpose of the observation is not to critique the observed instructor, but to learn possible new teaching methods that can enhance one's teaching skills. Faculty must submit documentation of the observation in their annual evaluation portfolio. The documentation is not to include any critical analysis of the other instructor's teaching practices.

### **Textbooks**

Textbooks are selected specifically for each course, and in courses where textbooks are required, it is expected that they be utilized. Textbook orders are to be submitted to the Academic Coordinator and textbooks are sold in the Bookstore. The Dean of Academics approves all textbook request, on occasion faculty maybe required to determine other

learning material. Please contact the Academic Coordinator for the proper forms to order textbooks.

Faculty are hired based on their content expertise, and should use textbooks as a resource for courses, but not to use as the main teaching tool. Faculty are strongly encouraged to use current knowledge in their field, online resources, and open source resources in replacement of textbooks or supplementing a requested textbook.

The Bookstore sets deadlines for Faculty to order textbooks for each semester. Please check with the Academic Coordinator for those dates and be sure to meet the deadlines to ensure your students receive their textbooks prior to the first day of classes.

Faculty may obtain a desk copy of the textbook by contacting the textbook publisher directly.

### **Tutoring**

TOCC provides tutoring at no cost in math, reading, writing and other subjects on an as needed basis. Students may request these services from the TOCC Library.

### **Code of Ethics of the Education Profession**

#### ***Preamble***

The educator, believing in the worth and dignity of each human being, recognizes the supreme importance of the pursuit of truth, devotion to excellence and the nature of democratic principles. Essential to these goals is the protection of freedom to learn and to teach and the guarantee of equal educational opportunity for all. The educator accepts the responsibility to adhere to the highest ethical standards. The educator recognizes the magnitude of the responsibility inherent in the teaching process and in the delivery of educational support services. The desire for the respect and confidence of one's colleagues, of students, of families, and of the members of the community provides the incentive to attain and maintain the highest possible degree of ethical conduct. The Code of Ethics of the Education Profession indicates the aspiration of all educators and provides standards by which to judge conduct.

#### ***Principle I – Commitment to the Student***

The educator strives to help each student realize her or his potential as a worthy and effective member of society. The educator therefore works to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals. In fulfillment of the obligation to the student, the educator:

1. Shall encourage and support students in independent action in the pursuit of learning;
2. Shall promote student access to varying points of view;
3. Shall provide faithful and opportune information relevant to the student's process;
4. Shall make reasonable efforts to protect students from conditions harmful to learning or to health and safety;
5. Shall create and provide educational experiences so that students are not intentionally exposed to embarrassment or disparagement;
6. Shall not on the basis of race, creed, religion, color, age, sex, national origin, domicile, marital status, lifestyles which are legal in Arizona, sexual orientation, handicap, membership or activity in a bargaining unit, political beliefs and/or affiliation, concurrent employment by members of the same family, disabled veteran status, or veteran status, on the basis of membership as set forth in Uniformed Services Employment and Reemployment Rights Act , or any other basis which is proscribed by law, unlawfully discriminate to
  - a. Exclude any student from participation in any program;
  - b. Deny benefits to any student; and/or,
  - c. Grant any advantage to any student;
7. Shall maintain professional relationships with students and not engage students for private advantages; and
8. Shall maintain confidentiality regarding information about students obtained in the course of professional service, unless disclosure serves a compelling professional purpose or is required by law.

***Principle II – Commitment to the Profession***

The education profession is vested by the public with a trust and responsibility requiring the highest ideals of professional services. In the belief that the quality of the services of the education profession directly influences the nation and its citizens, the educator shall exert every effort to raise professional standards, to promote a climate that encourages the exercise of professional judgment, to achieve conditions which attract persons worthy of the trust to careers in education, and to assist in preventing the practice of the profession by unqualified persons.

In the fulfillment of this obligation to the profession, the educator:

1. Shall represent himself/herself/themselves accurately and honestly in an application for professional positions or in any other representation of professional qualifications, and shall make full disclosure of all material facts related to competency and qualifications;

2. Shall maintain confidentiality regarding information about colleagues obtained in the course of professional service unless disclosure serves a compelling professional purpose or is required by law;
3. Shall refrain from false or malicious statements about colleagues or about candidates for professional positions;
4. Shall refuse any gratuity, gift or favor that might impair or appear to influence professional decisions or actions;
5. Shall encourage persons who are qualified in respect to character, education or other relevant attribute(s) to enter into the profession;
6. Shall work to ensure that only qualified faculty members engage in the practice of teaching and delivery of complementary educational services.

### ***Principle III – Commitment to the College***

The Faculty member, believing in the mission of the College, demonstrates and promotes organizational values in his/her teaching and other service for the College. The work of the professional Faculty member includes service to students, the profession, the college, and the Tohono O’odham Nation. The roles of the professional Faculty member include instructor and provider of complementary educational services, departmental colleague, College and community citizen, mentor and applied researcher. Therefore, the inclusion and participation of Faculty members in the life of the College is essential in creating a culture conducive for student learning.

In fulfillment of the obligation to the College, the Faculty member:

1. Shall promote rational dialogue and debate about the standards, strengths, achievements, opportunities, and challenges of the College;
2. Shall provide educational leadership and service to the College for institutional advancement;
3. Shall help create readiness for institutional change;
4. Shall respect, respond to and advocate for the needs of the diverse external community;
5. Shall exercise professional ethics and individual accountability in the discharge of all duties, assignments and service to the College;
6. Shall remain current in his or her discipline and curriculum by engaging in life-long learning and in professional development activities designed to enhance his or her skills, abilities and knowledge;
7. Shall collaborate with other members of the College community to fulfill the College’s mission;
8. Shall use higher professional judgment to select appropriate materials and resources and to identify and recommend delivery systems to support student success; and,

9. Shall participate in institutional activities and processes that create an environment, which make the College an employer of choice.

### **Americans with Disabilities Act (ADA)**

Please refer to the TOCC *Personnel Policies Handbook* regarding the Americans with Disabilities Act.

### **Affirmative Action and Equal Employment Opportunity**

The Board of Trustees of Tohono O'odham Community College has affirmed that the College is an equal educational and employment opportunity institution. Discrimination is prohibited by Titles VI and VII of the Civil Rights Act of 1964 and 1991; Title IX of the Education Amendments of 1972; Sections 503 (793) and 504 (794) of the Rehabilitation Act of 1973, as amended in 1988; the Americans with Disabilities Act (ADA) of 1990; the Vietnam Veterans Readjustment Acts of 1972 and 1974; the Age Discrimination Act of 1967, as amended in 1978 and 1986; the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA); and other federal and state statutes, executive orders, and regulations. The College has policies relative to nondiscrimination on the basis of sex, sexual orientation, race, religion, color, national origin, age, disability, or on the basis of membership as set forth in USERRA, or any other basis which is prescribed by law. Such policies apply to educational programs, services, activities, and facilities, and include, but are not limited to, student admissions, applications, access to programs/classes/services, financial aid, and employment

### **Emergency Procedures**

All Faculty members should be familiar with the TOCC *Emergency Response Plan*. Copies are available from the Human Resources Office, and copies are in Special Collections in the Library.

### **Equal Opportunity and Indian Preference**

Please refer to the TOCC *Personnel Policies Handbook* for details regarding equal opportunity and Indian preference.

### **Family Education Rights and Privacy Act of 1974 (FERPA)**

Tohono O'odham Community College complies with the Family Educational Rights and Privacy Act of 1974 (FERPA). This act was designed to protect the privacy of educational records, to establish the rights of students to impact and review their

educational records and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students have the right to file complaints with the Vice President of Student Services concerning alleged failures by the institution to comply with this act. Questions concerning the privacy of student records may be directed to the Student Services Admissions and Records Office.

### **Equal Access Statement/Disability Accommodations**

Tohono O’odham Community College seeks to provide reasonable accommodations for qualified individuals with disabilities. The College will comply with all applicable regulations, and guidelines with respect to providing reasonable accommodations as required to ensure an equal educational opportunity. This process includes self-identifying as a student with a disability, providing supporting documentation of their disability, and being approved for services through the Disability Resources Office (DRO). It is the student's responsibility to make known to their instructor(s) the student’s specific needs within the context of each class in order to receive appropriate accommodations. We will work together in order to develop an accommodation plan specifically designed to meet the individual student's requirements.

### **Grievance Procedure**

Please refer to the TOCC *Personnel Policies Handbook* as it pertains to employees, or the TOCC *Student Handbook* as it pertains to students.

### **Harassment (Including Sexual Harassment) Policy Statement)**

Please refer to the TOCC *Personnel Policies Handbook* regarding harassment policies for employee related harassment see Title IX and student handbook when harassment involves a student.

### **Title IX**

Tohono O'odham Community College encourages each student to have the knowledge and skills to be an active bystander who intervenes when anyone is observed or being harassed or endangered by sexual violence. Sexual discrimination and sexual violence can undermine students’ academic success and quality of life on campus and beyond. We encourage students who have experienced or witnessed any form of sexual misconduct to talk about their experience and seek the support they need.

Faculty are considered mandatory reporters of Title IX violations. All violations of Title IX should be reported to the Title IX Coordinator in the Student Services Division.

### **Bullying Policy**

Tohono O’odham Community College faculty and staff are dedicated to creating a safe and supportive campus environment as a core value. Harassment based on age, class, color, culture, disability and ability, ethnicity, gender, gender identity and expression, immigration status, marital status, political ideology, race, religion/spirituality, sex, sexual orientation, and tribal sovereign status will not be tolerated

### **Lost and Found**

All lost and found articles should be reported to the Receptionist at S-Cuk Du’ag Mascamakud, to the Administrative Office at the Komckud E-Wa:’osidk Mascamakud, and to the Administrative Assistant at the Wisag Kos Mascama Ki:. When seeking articles lost in classes, check with the Administrative Office of these locations on the appropriate campus. The Library also has a lost-and found for items left in the Library or in the Computer Lab.

### **Policy of Non-Discrimination**

Please refer to the TOCC *Personnel and Policies Handbook* for information on nondiscrimination policies.