



<b>Policy Name:</b>	Faculty Employment					
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**Purpose**

The purpose of this policy for Faculty at Jones County Junior College (Jones College or JC) is to clarify understandings and responsibilities for the professional conduct of Jones College Faculty members. These expectations and guidelines are intended to be consistent with and amplify the mission, vision, and values set forth by the Board of Trustees at Jones College.

**Definitions**

**Full-time Faculty:** Faculty employed to teach a full course load with additional responsibilities as outlined below.

**Part-time / Adjunct Faculty:** Faculty teaching less than a full course load, typically on a semester basis, with limited service responsibilities.

**Instructional Dean:** An academic administrator overseeing faculty, curriculum, and instructional operations within a school.

**Lead Instructor:** A faculty member assigned leadership duties within a program or discipline, such as mentoring, curriculum coordination, and assessment.

**Instructor Recruitment and Appointment**

Standards, regulations, and policies of the Mississippi Community College Board and of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) provide guidelines for the selection of faculty (full-time and part-time).

Minimal qualifications for instructional faculty in academic programs are a master's degree with at least 18 graduate-level semester credit hours in the instructional field of study. In exceptional circumstances, documented evidence of professional expertise in the field may be utilized to qualify faculty to teach specific courses. Minimal qualifications for instructional faculty in career and technical programs follow the standards as established by the Postsecondary Career and Technical Program Guidelines prepared by the

Mississippi Community College Board. The college may require qualifications beyond the minimal requirements.

### **Full-time and Adjunct Instructors**

The President of the College must authorize the search for full-time instructors based on recommendation of need from the Executive Vice President of Instructional Affairs. Once approval is granted, the administrative staff of the Office of Instructional Affairs is responsible for publicizing vacancy announcements and for notifying the Human Resources Office of closing dates for receipt of applications. Employment applications for instructor positions must be sent to the Human Resources Office.

To be considered complete, an application for a full-time instructor position must contain the following:

1. a completed Jones College Professional Employment Application Form
2. a current resume
3. names and contact information for three professional references who will attest to the applicant's abilities in the discipline
4. documentation of the applicant's educational achievement (original transcripts)
5. documentation of the applicant's teaching and relevant work experience, or contact information for employers who will verify experience

All complete applications received by the Human Resources Office by the advertised closing date, and which fulfill the minimum qualifications criteria, will be screened by the Office of the Vice President of Instructional Affairs and the appropriate Instructional Dean (Dean).

Applicants granted interviews may additionally be required to:

- write on a topic related to their area of expertise or on an aspect of their educational philosophy (the specific topic is assigned during the interview process)
- present a mock classroom presentation to the Office of the Vice President of Instructional Affairs.

At the conclusion of the interviews for a position, the Office of the Executive Vice President of Instructional Affairs will recommend the best candidates for a final interview with the President of the College. The President will present an applicant to the Board of Trustees for approval.

Salary schedules for all instructional positions are available upon request from the Office of the Executive Vice President of Instructional Affairs.

Applications will be kept on file for at least one year from the date of initial receipt unless the applicant requests in writing to the Office of Human Resources that their application be destroyed. During this period, the applicant may be considered for other positions.

### **Part-time and Adjunct Instructors**

Individuals seeking part-time employment may submit an application to the Human Resources Office at any time.

To be considered complete, applications for part-time instructor positions must contain the following:

1. a completed Jones College Professional Employment Application Form
2. a current resume
3. names and contact information for three professional references who will attest to the applicant's abilities in the discipline.

4. documentation of the applicant's educational achievement (original transcripts)
5. documentation of the applicant's teaching and relevant work experience, or contact information for employers who will verify experience

Applications will be kept on file in the Human Resources Office for at least one year unless the applicant requests in writing that their application be destroyed sooner. As part-time vacancies occur, applications on file will be considered. The Office of the Vice President of Instructional Affairs may, as deemed necessary, publicize the vacancy. If the vacancy is advertised, the Human Resources Office will collect and coordinate all the applications. All complete applications received by the Human Resources Office by the advertised closing date, and which fulfill the minimum qualifications criteria, will be screened by the appropriate Instructional Dean who will recommend a candidate for employment to the Executive Vice President of Instructional Affairs.

Salary schedules for all instructional positions are available on request from the Office of the Executive Vice President of Instructional Affairs.

Unsuccessful applications will be kept on file for at least one year from the date of initial receipt unless the applicant requests in writing that their application be destroyed sooner. During this period, the application may be considered for other part-time positions.

Emergency hires may be coordinated by the President's office on a case-by-case basis.

### **Faculty Contracts**

The Board of Trustees, upon recommendation by the Office of the President after consultation with the Office of the Vice President of Instructional Affairs, is responsible for appointments for faculty positions. The Office of the Vice President of Instructional Affairs will issue a letter, within 30 days of Board approval of the faculty members appointment or reappointment. If a faculty member is recommended for reappointment, they shall receive a letter stating the intention to re-employ approved full-time instructors for the following academic year. The letter of intent is non-binding and serves only to give the administration and the instructors a basis for planning. A formal contract will be issued to approved faculty prior to the beginning of the academic year, or whenever the institution receives allocation of funds from the state.

### **Faculty Resignations**

Faculty members resigning their position at the end of their contract should do so by written notification to the Office of the Executive Vice President of Instructional Affairs. All resignations are requested in written submission 30 days prior to the end of the current contract.

### **Tenure Clarification**

The Constitution and laws of the State of Mississippi do not empower the Board of Trustees of Jones College to contract employee services for indefinite periods. Therefore, annual contracts are executed between the Board of Trustees and faculty.

### **Summer, Night, and Overload Employment**

Instructors teaching in the summer terms, at night or additional classes above and beyond the required normal teaching load in the fall and spring semesters shall be paid by the established rate. Additional part-time faculty may be employed for service as needed.

## **Faculty Teaching Load**

The normal teaching load for academic instructors at Jones College is 15 semester credit hours with a maximum of three class preparations, except in special situations. Two hours of laboratory instruction is considered equivalent to one hour of regular classroom instruction. The teaching load of Career-Technical instructors is determined by student contact hours. Twenty contact hours per week is considered a normal teaching load for career and technical faculty; however, the teaching load may be higher in some Career-Technical programs depending on the various factors involved such as State Board requirements.

Additional time commitments including, but not limited to, club sponsorship, yearbook sponsorship, and student newspaper sponsorship may influence an instructor's teaching load. Consistent criteria to evaluate faculty overloads for pay purposes are difficult to establish. Accordingly, overload status will be addressed on a case-by-case basis.

In order to ensure the quality of instruction for all students, the maximum teaching overload for full-time faculty shall be 6 - 8 semester credit hours each semester during the regular academic year. Any exception to this maximum load shall be granted by the Office of the Executive Vice President of Instructional Affairs. The Office of the President will be notified of overloads that exceed the 6 to 8 hours standard.

## **Faculty Rank**

No formal system of faculty rank is used at Jones College. Each faculty member is identified by the title of instructor.

## **Full-Time Instructor's Work Schedules**

The workday for instructors in academic and technical programs shall be from 8 a.m. - 3:30 p.m. (Monday - Thursday), except for Fridays, which are from 8:00 a.m. - 12:00 p.m.

Faculty shall identify 10 hours per week as office hours. These hours must be posted, observed, and conveyed to classes and advisees each semester.

Teaching an overload for pay does not decrease the number of office hours.

Teaching a reduced load to assume special assignments does not decrease the number of office hours.

All faculty shall attend school/program meetings, and any meetings deemed necessary by the administration.

Instructional and Center Deans shall attend administrative EPAC meetings and be responsible for scheduling school meetings on a regular basis.

Faculty shall notify deans via phone or email of their planned work schedules for the week and any changes to their plans.

## **Professional Associations**

All instructional personnel are encouraged to participate in an appropriate number and variety of professional associations. Faculty members are urged to join organizations related to the instructor's specialized area as well as those which will contribute to professional growth and development and to the advancement of the institution. Payment of dues is ordinarily the responsibility of the instructor. Faculty members are encouraged to participate in meetings and conferences of their professional organizations and

associations; however, if participation involves travel reimbursement and/or release time, prior approval must be received from the appropriate dean before final administrative approval.

### **Experiential Credit**

Vocational instructors with less than a bachelor's degree who are teaching in non-degree certificate programs may be awarded vocational credits for experiential learning when actively pursuing a four-year degree. These vocational credits will be awarded for vocational units after the instructor has successfully taught the respective courses for a minimum of two years. The request for experiential learning credit must be presented to the appropriate deans for review and justification.

Credit awarded for experiential learning will not substitute for the institution's professional development requirements for faculty without advanced degrees. These credits will only serve as a basis for planning a degree program by the university system.

### **Professional Development Plan**

#### PROFESSIONAL DEVELOPMENT PLAN FULL-TIME FACULTY/ADMINISTRATION

### **I. Introduction**

All full-time Jones College faculty are expected to participate in professional development designed to improve performance as outlined in this plan. Some development opportunities may be related only to specific employee groups, but the overall plan applies to all full-time faculty.

Three broad categories of development serve as the foundation of professional development at Jones:

**Campus Enhancement** is defined as technology, leadership, customer service, communication, and other general training.

**Professional Enhancement** is defined as skills training and knowledge acquisition targeting specific career paths such as Humanities (Spanish, English, and History) and Technical Education (Welding, Nursing, and Electronics). This category encompasses degrees in higher education as well as approved short courses. For support staff, this will be defined as job skill training, as well as enrollment in educational courses and/or Programs.

**Community/Personal Enhancement** is defined as personal enhancement, wellness, civic involvement, and leadership in clubs/organizations.

## **Educational Enhancement**

### **Educational Improvement**

Continuous initiative is needed if faculty members are to stay abreast of changing methods, materials, standards, and curriculum additions. Faculty are required to continue their education. A faculty member with less than thirty (30) hours above the master's level is encouraged to take a minimum of three (3) semester hours in the faculty member's area of expertise every three (3) years. A faculty member with thirty (30) or more hours above the master's level is required to take a minimum of six (6) semester hours in the faculty member's area of expertise every ten (10) years. Courses must be approved by the Office of the President and/or the Office of the Executive Vice President of Instructional Affairs, and all courses taken must be approved; failure to receive prior approval may result in course work that is unacceptable in meeting the requirements. Once a course has been completed, an updated official transcript must be submitted to Office of Instructional Affairs. Exceptions to these requirements may be substituted upon approval by the Executive Vice President of Instructional Affairs.

## **II. Goals of Professional Development**

Employees are responsible for their own professional development and for furthering the mission of the college to enhance learning and teaching through which all students have the opportunity to become socially, culturally, and academically literate. To this end, the college embraces goals that encourage:

- Job effectiveness and efficiency
- Skills and knowledge growth
- A sense of personal worth and well being

## **III. Professional Development Committee (EPAC)**

The Professional Development Committee is charged with the responsibility for designing and implementing the Plan. These responsibilities include, but are not limited to:

- Analysis of needs
- Recommendations of needs
- Design of the annual training plan and guidelines
- Implementation of events, workshops, and opportunities associated with professional development
- Evaluation of the Plan's effectiveness

## **IV. Specific Facilitation**

The Office of Instructional Affairs is responsible for administering the guidelines of the Professional Development Plan. Responsibilities include:

- Distributing and interpreting the committee guidelines for all professional development activities
- Disseminating information about professional development activities
- Tracking individual personnel records of professional development activities and CEUs obtained
- Working with the administration, and various groups to provide opportunities for professional development activities.

## V. **Professional Development Guidelines**

1. Professional development classes will be approved by the Professional Development Committee.
2. A total of fifteen (15) credits of professional development per year are required for all full-time faculty and administration.
  - a. A minimum of five (5) credits of Campus Enhancement, five (5) credits of Professional Enhancement, and two (2) credits of Community/Personal Enhancement are required. The remaining three (3) credits may come from any of the three categories.
  - b. A post-secondary course approved by the Office of Instructional Affairs will suffice for five credits in Professional Enhancement.
  - c. Professional development credits for each member of the faculty and administration will be tracked by the Office of Institutional Effectiveness.
  - d. The Professional Development Committee will review requests for additional activities and special recognition opportunities as merited.
  - e. In order to promote well-rounded growth experiences, employees may be limited to a definitive number of credits for one type of activity. These limits will be communicated to deans or supervisors.
3. In seeking professional development credit, follow these guidelines:
  - f. Faculty should complete a faculty development activity report and submit it electronically. It will be housed in the Office of Institutional Effectiveness once each semester—in November and April. The form can be found in IA Sharepoint located in MyJones.
  - g. Upon completing credit classes, a copy of the employee's transcript must be submitted to the Office of Institutional Effectiveness. An original transcript must be provided to the Instructional Affairs Office for contractual credit.
  - h. For fall faculty orientation breakout sessions, faculty must attend the full session time. Sign-in sheets will be collected and recorded by the Office of Institutional Effectiveness. Categories of professional development will be determined by the sessions attended. One credit will be awarded for each breakout session attended.
  - i. All faculty and administration attending the general session and the four breakout sessions of fall faculty orientation will receive five credits for the Campus Enhancement category.
  - j. Information on categories and credits for on-campus professional development activities will be published prior to the events. Sign-in sheets will be completed at the events and provided to the Office of Institutional Effectiveness for documentation.
  - k. Any faculty member receiving recognition in the Foundation Faculty Recognition program will receive one credit in the Campus Enhancement Category.
  - l. Any faculty member receiving recognition in the HEADWAE program will receive one credit in the Campus Enhancement Category.
4. Professional development credit for presenters will be awarded as follows:
  - m. For sessions taught on campus, one credit of Campus Enhancement will be given for actual teaching time plus one credit of time for preparation. If the presenter teaches the same class more than once in the same school year, additional credit is given only for teaching time.
  - n. The same basic credit standards are in effect for off-campus presentations. In addition, an off-campus presentation is eligible for credit only if it is presented at the state, regional, or

national level to a professional organization that relates to the mission of the college. The maximum credit allowed per year for presentation is five credits.

The Office of the Executive Vice President of Instructional Affairs is responsible for administering the guidelines of the Professional Development Plan. The deans will report and track individual personnel records of professional development activities and CEUs obtained. Responsibilities include:

- Distribute and interpret the committee guidelines for all professional development activities
- Disseminate information about professional development activities
- Provide opportunities for professional development activities based on the needs of the college, students, faculty, and infrastructure, in accordance with the mission of the College.

The procedure for reporting earned professional development credit is as follows:

1. Submit completed training using the link titled “Professional Development Submission” located in the Jones Insider.
2. Faculty may keep a record of any professional development earned by using the Professional Development Activity Form located in the Jones Insider.
3. At the end of each semester, the Office of Instructional Affairs will share each faculty member’s completed Professional Development Credit with the appropriate Dean.

Jones College encourages faculty to continue their education through additional coursework. The Professional Development Plan does not replace the completion of courses but allows Professional Enhancement credit to be used to satisfy both the Jones College Educational Improvement Requirement and the Faculty Development Requirement.

The Jones College professional development program is designed by the Faculty Development Committee with the intent to encourage and require all full-time faculty to continuously enhance their skills. Faculty are required to focus their professional development activities in the areas of campus enhancement, professional enhancement, and personal enhancement. Fulfillment of the required faculty development program may include but is not limited to activities such as fall faculty orientation, leadership training, communication training, acquisition of enhanced or new knowledge within respective fields of study, civic involvement, and membership and/or leadership in clubs/organizations. Faculty are required to turn in their professional development to their respective dean at the end of each semester, thus identifying continuous efforts to meet this requirement. The professional development is summarized in each school report and is maintained by the dean as part of the Comprehensive Faculty Information Sheet. Additional training and/or education may be required for third party accreditation.

Questions related to the Professional Development process may be directed to the Office of the Executive Vice President of Instructional Affairs.

### **Responsibilities of an Instructional Dean**

- To work in recruiting, selecting, orienting, supervising, and evaluating faculty members in their school.
- To work with the appropriate administrator(s) in the preparation of the school's annual budget and to consider for approval all requisitions for supplies and equipment for the school
- To work in the area of curriculum development
- To work with the Office of Institutional Effectiveness, appropriate Deans, and faculty in the area of institutional effectiveness
- To ensure that all faculty within the school are informed regarding institutional policies and procedures

- To appoint lead instructors when appropriate for academic pathways and career and technical programs
- To work with administration and faculty to schedule classes and facilities to maximize the effectiveness of the school and Jones College.
- To promote a collegial environment that promotes the mission, vision, and values of the college.
- To complete other duties as assigned.

### **Responsibilities of Instructional Faculty**

- To be familiar with all school policies, procedures, and programs outlined in official school publications such as the College Catalog or College Policies posted at [www.jcc.edu/policies](http://www.jcc.edu/policies).
- To be a competent scholar in instruction, continuing to improve in knowledge and skills related to the subject, and to make effective presentations to students
- To assume instructional assignments in accordance with the criteria of Jones College and accrediting agencies.
- To be responsible for all duties pertaining to teaching, evaluation of learning, and preparation of requested reports for all assigned classes
- To record student attendance at every class period, reporting absences to the Office of Student Affairs in the approved format
- In addition to teaching, each full-time faculty member is assigned students for advisement and registration.
- To prominently display office hours in or near all rooms used by the faculty member for instruction
- To be available for student-instructor conferences during posted office hours which shall be from 8:00 a.m. - 3:30 p.m. Monday - Friday except during class, during lunch, or while performing assigned duties
- To work with their dean and other faculty in developing course syllabi and educational objectives, in recommending changes to texts and other teaching materials, in revising the college catalog, in purchasing instructional supplies and equipment, in evaluating and upgrading the school's functionality, and related duties as deemed appropriate by the instructional dean, Executive Vice President of Instruction and Chief Academic Officer.
- To attend all general and school faculty meetings, fulfilling any assigned task as a part of the regular teaching load
- To assist in implementing Jones College's program of guidance and counseling
- To assume responsibility for sharing chaperoning duties for sponsored clubs and class activities and for service on special committees, etc. as a part of the regular teaching load
- To serve as an effective faculty advisor by creating academic advisement plans, assisting students with appropriate course scheduling in their fields of study, and by being informed of current requirements for their assigned advisees transferring to senior institutions or other programs of study
- To hold memberships in professional organizations and represent Jones College at educational meetings
- To conduct personal affairs in such a manner as to bring credit to the individual and to Jones College
- To support community activities
- To participate in recruiting events
- To serve on college committees for programming, review, policy development, and curriculum development

- To inform the appropriate dean of any contemplated absence from teaching assignment so that proper arrangements can be made for the class or classes
- To complete all relevant official paperwork prior to anticipated absences and as soon as possible after return from unanticipated absences
- To continue academic development according to the following formulae:
  - I. Faculty with less than thirty semester hours above the master's level must attain three semester credit hours graduate credit every three years in the subject matter the faculty member teaches. The Chief Academic Officer must approve all subject matter exceptions.
  - II. Faculty with more than thirty semester hours above the master's level must attain six semester credit hours graduate credit every ten years in the subject matter the faculty member teaches. The Chief Academic Officer must approve all subject matter exceptions.
- Maintain a classroom environment that is conducive to learning, deal with discipline problems in a professional manner and follow the guidance in the student policies at [www.jcc.edu/policies](http://www.jcc.edu/policies).
- Work with the ADA compliance officer to meet the academic needs of students seeking accommodations.
- Adhere to all timelines established by administration, particularly with regard to the reporting of grades, and the completion of committee assignments.
- Grade and promptly return all assignments to students.
- Teach each class for the entire period.
- To complete other duties as assigned.

### **Part-Time Faculty and Distance Learning Faculty**

The qualifications of part-time instructional faculty shall be the same as for full-time faculty teaching in the same disciplines. Additionally, established policies, procedures, and responsibilities for full-time faculty may also apply to part-time faculty.

All part-time and distance learning faculty are expected to be accessible to students before and after scheduled class times in a timely and structured manner. Information on faculty accessibility must be provided to students as part of the syllabus distributed at the beginning of the semester.

### **Academic Freedom**

Jones County Junior College (Jones College) embraces the concept of academic freedom. This concept grants instructional faculty the privilege of organizing their subject matter in such ways and presenting it by such methods as, in their considered judgment, will have optimal value for their students, subject to guidelines expressed in Jones College policies.

With the privileges of academic freedom come responsibilities; academic freedom must be subject to the self-restraints imposed by good judgment. Faculty must fulfill their responsibility to society and their profession by exhibiting academic competence, scholarly discretion, and good citizenship. Further, a faculty member's professional right to teach rests upon mastery of their subject and competent scholarship. Accordingly, all instructional faculty are required to keep abreast of their field and to incorporate current information into their teaching.

Faculty shall refrain from expressing views on non-academic matters while acting as representatives of Jones College. Jones College employees are to refrain from expressing personal views using their position/title or official college communication mediums. Approval from the Chief Marketing Officer is required prior to publishing documents bearing the official title, image, or logo of Jones College.

Faculty who feels their academic or personal freedom has been compromised may present their grievance to Jones College. The process for consideration and determination of a grievance is outlined in the **Discrimination, Harassment, and Retaliation Policy**.

Academic freedom does not protect an incompetent or negligent faculty member, nor will it prevent the institution from making proper efforts to evaluate each faculty member's work.

### **Faculty Meetings**

Faculty meetings will be held as determined by the President or Executive Vice President of Instructional Affairs. Faculty attendance is required.

### **School/ Program Meetings**

Each instructor is required to attend and take part in school/ program meetings.

### **Campus Communications**

#### **Campus Mail**

All campus mail will normally be received through the central mail room at the Student Center. Each office will designate a person to retrieve mail daily. Mail received by expedited service at Central Receiving will be delivered by that school's personnel.

Each office shall determine the most suitable method for intra-office distribution of mail, ensuring that items are delivered in a timely manner. Employees are responsible for the appropriate handling of information coming to their offices, especially as it pertains to federal and state privacy mandates.

Under normal circumstances outgoing mail shall be routed through the central mail office. Items mailed in bulk should have a brief note explaining their purpose (to aid in appropriate accounting of charges.)

### **Electronic Communications Systems**

For the purpose of this policy, the term "electronic communications systems" includes, but is not limited to, the use of Jones College computer networks, the Internet, e-mail, telephones (including cellular telephones), voicemail, fax transmissions, video, multimedia, social media notification, text message notification, e-learning platform correspondence, and all other computer-related communications provided by Jones College. Facilities, technologies, and information resources used for Jones College information processing, transfer, storage, and communications are also included.

#### **E-mail as an official means of college communication.**

There is an expanding reliance on electronic communication among students, faculty, staff, and administration at Jones College. This is motivated by the convenience, speed, cost effectiveness and environmental advantages of using e-mail rather than printed communication. Because of this increasing reliance on and acceptance of electronic communication, e-mail is considered an official means of communication for Jones College. This policy ensures students have access to this critical form of communication. Jones College has the right to send communications to students, faculty and staff via e-mail and the right to expect that those communications will be received and read in a timely fashion.

## **Sponsorship of Student Activities**

Faculty sponsors for clubs and other organizations will be appointed by the Vice President of Instructional Affairs and Vice President of Student Affairs. Faculty sponsors should allow students optimum freedom and responsibility in planning and executing their activities. Faculty sponsors will be expected to hold student leaders responsible for maintaining high standards of conduct in all activities. Faculty sponsors are also to attend all meetings and activities of the group and act as liaison between students, Jones College administrators, and the Business Office.

## **Field Trips**

Field trips for instructional purposes involving students and/or instructional staff are planned and organized in the following manner: The faculty chair presents a recommendation for a field trip to the appropriate dean. The dean shall present the request to the Office of Student Affairs for approval. The recommendation presented should include the class or group involved, the faculty member or members in charge, the mode of transportation, estimated costs, and purposes of the trip as related to the instructional program.

## **Chaperones**

Chaperones are required at all student activities sponsored by Jones College. This responsibility is shared by the faculty and coordinated by the Executive Vice President of Student Affairs. All athletic events hosted by Jones College will have a person of record. The person of record will be the Athletic Director unless otherwise specified. The person of record will identify themselves to the guest team before the start of any event.

## **Nonaffiliated Speakers**

When instructors wish to have speakers who are not faculty members appear in their classes, they must obtain approval from their dean well before the proposed appearance date. The dean will confer with Vice President of Instructional Affairs or Dean of Students in any case in which there is doubt as to the acceptability of the speaker. This is not an attempt to censor in the usual meaning of the term, but to assure the best use of class time.

## **Classroom Discipline**

Instructors are not expected to jeopardize a class's progress by permitting the continued presence of any student whose behavior could adversely affect the class. Each faculty member is their own disciplinarian in class and is authorized to correct any infraction of accepted decorum anywhere on school property at any time; any special case or serious infraction may be referred to the Vice President of Student Affairs for consideration by the Student Affairs Committee. This committee shall be comprised of members as appointed by the Dean of Student Affairs and approved by the President.

## **Course Outlines and Syllabi**

Jones College defines a syllabus as a class information document that includes a course outline, information on required class materials, instructor expectations and Jones College policies, and other vital information. Jones College defines a course outline as a description of the major topics and learning outcomes to be covered in a course. The syllabus must be posted in Canvas and available prior to the first day of class. Jones College class syllabi must contain, but are not limited to, the following:

- Instructor name, contact information (office address, e-mail, and office phone), and office hours.

- Utility statement in simple language that explains the necessity of the course and the benefit of each course for the student.
- A course outline stating course learning objectives.
- Required texts and other course materials.
- Assessment and grading policies.
- Americans with Disabilities Act information.
- Jones College attendance policy.
- Class behavior policies (including, but not limited to, academic dishonesty and cell phone use).

Instructors of face-to-face classes will post a class syllabus in the learning management system for the first meeting of the semester. Also, the syllabus will be available, during posted instructor office hours, to students absent on the first day of class or who misplace their original copy. Syllabi for online classes will be made available to students in electronic format.

Faculty must adhere to all policies and other information outlined in their syllabi. Syllabi must not contain policies that are inconsistent with Jones College policies. Every instructor must create and submit a current syllabus for each course they teach with the appropriate dean each semester, regardless of whether syllabus content has changed.

Syllabi must be updated on a semester basis.

### **Student Absences for Approved Activities**

The faculty sponsor in charge of a planned activity requiring the students involved to miss classes must give written notification to the Dean of Student Affairs a week before that.

### **Disposal of Complimentary Textbooks**

To maintain the highest ethical and professional standards, Jones College prohibits buying and/or selling all complimentary resource materials including textbooks. Complimentary materials not being used by the instructor or kept in a departmental reference library are to be donated to the Terrell Tisdale Library. Library staff will arrange the disposal of excess and outdated donations.

### **Intellectual Property**

Intellectual property is defined as any creation of the intellect that potentially has commercial value. Jones College reserves rights of ownership of all intellectual property including, but not limited to, curricular materials, books, web pages, electronic publications, and programs written or otherwise created by any student or employee of Jones College while using college materials, resources, equipment, or while working during time that is compensated by Jones College.

Copyright ownership or patents on all material developed through a sponsored research agreement (grant) will be determined by the grant terms.

## **Evaluation of Faculty**

### **Evaluation Instruments**

Faculty will be evaluated annually by students using the Student Appraisal of Course and Faculty Effectiveness. The institution utilizes the Faculty Performance Evaluation, the Jones College Instructional Effectiveness Assessment, and Ruffalo Noel Levits.

Faculty Performance Evaluation will be administered by school deans annually during the spring semester. This evaluation assesses how well each faculty member is performing the duties and responsibilities expressed in this policy. The faculty member and the dean will discuss the evaluation, sign the form, and agree on an improvement plan, if the dean deems necessary. Any improvement plans will be filed in the Human Resources Office and reviewed as necessary by the Dean.

Student Appraisal of Class and Faculty Effectiveness is administered every semester. This assessment will be given to students to measure students' perceptions of the instructor's effectiveness and the course. The faculty members, the respective Dean, and Office of Institutional Effectiveness shall receive copies of the evaluation results.

The Ruffalo Noel Levitz (RNL) will be administered every odd year during the spring semester. The purpose of this evaluation is to provide information on the student's relationship with the administration, faculty, and survey assesses the quality of effort students expend in using institutional resources and opportunities provided for their learning and development.

### **Evaluation Coordination**

Evaluation efforts within schools shall be coordinated by the school dean. Results of the assessment shall be compiled by the Office of Institutional Effectiveness and provided to the respective school dean for distribution to and discussion with individual faculty members. The school dean will schedule meeting times for each faculty member to review their Faculty Performance Evaluation. During this meeting, the school dean will share the results.

If deemed necessary by the school dean, an improvement plan will be developed and presented to the faculty member. The dean may impose disciplinary action.

The effectiveness of instruction shall be under continuous study. The assessment results and improvement plans will be kept on file in the Human Resources Office and be used to document institutional effectiveness and to prescribe staff development activities for the improvement of instruction, thereby enhancing faculty effectiveness.

## **JONES COLLEGE STATEMENT OF NON-DISCRIMINATION**

Jones County Junior College does not discriminate on the basis of race, color, national origin, age, sex, or disability in its programs, activities, or employment practices. The following persons have been designated to handle inquiries and grievances regarding the non-discrimination policies: (ADA/ Section 504) Sarah Jones, Director of Counseling & ADA Coordinator, Student Affairs, phone 601-477-4070; email ADACoordinator@jcc.edu and (Title IX) Dr. Brittany Barron, Title IX Coordinator, Hutcheson Hubbard Administration Building, phone 601-477-4127; email brittany.weatherford@jcc.edu. Jones County Junior College, 900 South Court Street, Ellisville, MS 39437.