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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 area of instruction. In exceptional circumstances, documented evidence of professional expertise in field may be utilized to qualify faculty to teach specific courses. Minimal qualifications for instructional faculty in career and technical programs follow the guidelines as established by the Qualifications Manual for Postsecondary Career and Technical Personnel 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 approve instigation of each hiring search for full-time instructors based on recommendation of need from the Office of the 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. All 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 either the Academic Dean or Dean of Career and Technical Education.

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, and the writing must be done in the presence of a monitor)
- present a mock classroom presentation to the Office of the Vice President of Instructional Affairs, the Academic Dean or the Dean of Career and Technical Education, and the Division Chair.

At the conclusion of the interviews for a position, and after discussion among the committee, the Office of the Vice President of Instructional Affairs will recommend the top 2 or 3 candidates for a corporate fit interview with the President of the College. The President will present, per his discretion, an applicant to the Board of Trustees for approval.

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

Unsuccessful applications will be kept on file for a minimum of one year from the date of initial receipt unless the applicant requests 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 or adjunct instructors teaching a full load for one semester at Jones College 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 a minimum of one year. 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 of 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 either the Academic Dean or Dean of Career and Technical Education, and the appropriate Division Chair who will recommend a candidate for employment to the Office of the Vice President of Instructional Affairs.

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

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

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, 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 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 County Junior College to contract for 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 notified that their services will be needed prior to that session. Any instructor requested to serve Jones College in this capacity will be paid the established rate for summer school teaching. Additional part-time faculty may be employed for service in the summer terms.

Faculty Teaching Load

The normal teaching load for academic instructors at Jones County Junior 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 daytime teaching overload for full-time faculty shall be 6 - 8 semester credit hours during the regular academic year. Any exception to this

maximum daytime load shall be granted by the Office of the 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 County Junior 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., with the exception of Fridays, which are from 8:00 - 2:30.

All Instructors shall be present on campus from 9 a.m. to 1 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.

Faculty shall be allowed 5 flexible work hours per week. These hours shall be taken between 8 and 9 a.m. or 1 - 3:30 p.m.

All faculty shall attend division meetings and any meetings deemed necessary by the administration.

Division chairs shall attend administrative EPAC meetings and be responsible for scheduling divisions on alternating weeks.

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

Professional Growth

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.

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 required 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. All full-time faculty members will be allowed to take only one course per semester. Exceptions must be approved by the Office of the President and/or the Office of the Vice President of Instructional Affairs. All courses taken must be approved by the Office of the Vice President of Instructional Affairs; failure to receive prior approval may result in course work that is unacceptable in meeting the requirements.

Experiential Credit

Vocational instructors with less than a bachelor's degree who are teaching in nondegree 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 staff 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

All full-time Jones County Junior College employees 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 employees. Professional development is fundamental to all employees of the college.

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. Employees are responsible for their own professional development and for furthering the mission of the college to enhance learning. To this end, the college promotes professional development activities that encourage excellence in teaching.

The Leadership team composed of the Cabinet and Cabinet Plus members, serve as the Professional Development Committee and is charged with the responsibility for designing and implementing the Professional Development Plan. These responsibilities include, but are not limited to:

Analysis of needs

Identification of needs and design of the annual training plan and guidelines

Implementation of events, workshops, and opportunities associated with professional development

Evaluation of the Plan's effectiveness

The Office of the Vice President of Instructional Affairs is responsible for administering the guidelines of the Professional Development Plan. The division chairs 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.

Jones College requires faculty to continue their education through additional coursework. The Professional Development Plan does not replace this requirement, but allows Professional Enhancement credit to be used to satisfy both the Jones College educational improvement policy 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 are 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 division chair at the end of each semester, thus identifying continuous efforts to meet this requirement. The professional development is summarized in each division report and is maintained by the division chair as part of the Comprehensive Faculty Information Sheet.

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

Responsibilities of Division Chair

- To work with the appropriate dean in recruiting, selecting, orienting, supervising, and evaluating faculty members in their division
- To work with the appropriate dean in the preparation of the division's annual budget and to consider for approval all requisitions for supplies and equipment for the division
- To work with the appropriate dean and faculty in the area of curriculum development
- To work with the Office of Institutional Effectiveness and Planning, Academic Dean, Dean of Career and Technical Education, and faculty in the area of institutional effectiveness
- To ensure that all faculty within the division are informed regarding institutional policies and procedures
- To work with the appropriate dean and faculty to schedule classes and facilities to maximize the effectiveness of the division and Jones College.

Responsibilities of Instructional Faculty

- To be familiar with all school policies, procedures, and programs outlined in official school publications: Policies and Procedures, Catalog, and Student Handbook
- To be a competent scholar in the area of 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 faculty member is assigned students for advisement and registration.
- To prominently post 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 division chair and other faculty in developing course syllabi and educational objectives, in recommending changes to texts and other teaching materials, in revising the catalog, in purchasing instructional supplies and equipment, in evaluating and upgrading the division's

functionality, and related duties as deemed appropriate by the division chair, dean or Vice President of Instructional Affairs.

- To attend all general and division 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 serve on college committees for programming, review, policy development, and curriculum development
- To inform the division chair 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 Vice President of Instructional Affairs 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 Vice President of Instructional Affairs 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 student handbook policies
- Work with the ADA compliance officer to meet the academic needs of disabled students
- 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 the students.
- Teach each class for the entire period.

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 shall 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 departmental and 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 and moral 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 employees are to refrain from expressing personal views using their position/title, official college communication mediums. Approval from the Vice President of Marketing and Recruiting is required prior to publishing documents bearing the official title, image, or logo of Jones College.

Faculty who feel 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 Procedures section of this manual.

At no time does academic freedom protect an incompetent or negligent faculty member, nor will they prevent the institution from making proper efforts to evaluate the work of each faculty member.

Faculty Meetings

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

Divisional Meetings

Each instructor is required to attend and take part in divisional meetings.

Campus Communications

Campus Mail

All campus mail will normally be received through the central mail room located 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 department'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 appropriate handling of information coming to their offices, especially as it pertains for 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 short 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 County Junior 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 County Junior College. Implementation of this policy ensures that 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 division chairman presents a recommendation for a field trip to the Academic Dean or the Dean of Career and Technical Education. 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 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 members of the faculty appear in their classes, they are required to obtain approval from their division chairman well in advance of the proposed appearance date. The division chairman will confer with the Academic Dean or Dean of Career and Technical Education 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.

Discipline and Cheating

Instructors are not expected to jeopardize the progress of a class by permitting the continued presence of any student whose behavior could in any way adversely affect the class. Each faculty member is his 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 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 important information. Jones defines a course outline as a description of the major topics and learning outcomes to be covered in a course. Jones 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.
- contain a hyperlink to the Mississippi Articulation and Transfer Tool.
- a course outline stating course learning objectives.
- required texts and other course materials.
- assessment and grading policies.
- Americans with Disabilities Act information.
- Jones College absence 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. Additionally, the syllabus will be made available, during posted instructor office hours, to students who are 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 departmental or Jones College policies. Every instructor must lodge a current syllabus for each course they teach with the appropriate division chair 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 which would require the students involved to miss classes must provide written notification to the Dean of Student Affairs.

Disposal of Complimentary Textbooks

To maintain the highest ethical and professional standards, Jones prohibits buying and/or selling of all complimentary resource materials including, but not limited to, textbooks. Complimentary materials that are not being utilized by the instructor or kept in a departmental reference library are to be donated to the Terrell Tisdale Library. Library staff will arrange 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 that is developed through a sponsored research agreement (grant) will be determined by the terms of the grant.

Evaluation of Faculty

Evaluation Instruments

Regular and systematic evaluation of instruction shall be conducted at the course, program, division, and institutional levels. This comprehensive approach for posttests, standardized tests, licensure exams, and graduate and employer surveys.

Faculty will be evaluated annually by students using the Course and Faculty Appraisal Instrument. The institution utilizes the Faculty Performance Evaluation, the Jones College Instructional Effectiveness Assessment, and The Community College Survey of Student Engagement (CCSSE).

Faculty Performance Evaluation will be administered by division chairmen annually during the spring semester. The purpose of this evaluation is to assess how well each faculty member is performing the duties and responsibilities expressed in this Policies and Procedure Manual. The faculty member and the Division Chair will discuss the evaluation, sign the form, and agree on an improvement plan, if the chair deems one necessary. Any improvement plans will be filed in the Human Resources Office and reviewed annually by the Division Chair.

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

The Community College Survey of Student Engagement (CCSSE), will be administered every even 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 divisions shall be coordinated by Division Chairs. Results of the assessment shall be compiled by the Office of Institutional Effectiveness and provided to the Division Chair for distribution to and discussion with individual faculty members. If deemed necessary by the Division Chair, an improvement plan must be developed by the faculty member and presented to the appropriate dean. 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.

