WELCOME

Part-time faculty members are vital to the instructional programs at Wor-Wic Community College. By hiring part-time faculty members, the college can provide a full, flexible range of educational programs that uses the wealth of knowledge and experience in our community.

Since many part-time faculty members teach in the evening or on weekends, communication with department heads and other college administrators is sometimes difficult. This handbook was prepared to facilitate communications by providing important information needed by part-time faculty members who teach credit courses at the college.

More detailed information on the subjects covered in this handbook can be found in the catalog, policies and procedures manual, strategic plan and other college publications. Questions related to the material in this handbook should be directed to the vice president for academic and student affairs or director of human resources. Suggestions for additions or modifications are invited.

FOR MORE INFORMATION

If you or your students have questions about:

- Academic & Student Affairs ............ (410) 334-2813
- Administrative Services ............... (410) 334-2911
- Admissions ................................ (410) 334-2895
- Bookstore .................................. (410) 543-4655
- Career Services ....................... (410) 334-2903
- Continuing Education and ........... (410) 334-2815
- Workforce Development
  - Counseling ............................. (410) 334-2897
  - Dean of Student Development ...... (410) 334-2893
  - Financial Aid ........................... (410) 334-2905
  - Grades .................................... (410) 334-2908
  - Human Resources .................... (410) 334-2920
  - Registration ........................... (410) 334-2907
  - Retention ................................ (410) 334-2902
  - Student Activities ................. (410) 334-2891
  - Veterans Affairs .................... (410) 334-2882

EQUAL OPPORTUNITY

It is the policy of Wor-Wic Community College not to discriminate on the basis of age, gender, race, color, religion, national origin, marital status, sexual orientation or disability in the admission and treatment of students, access to educational programs and activities, and terms and conditions of employment.
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Categories of continuing education and workforce development courses include business, career and personal enrichment, child care, computers (word processing, operating systems, database management, spreadsheets, the Internet, desktop publishing, graphics and digital imaging, computer-aided design and Web page design), floristry and landscaping, health and safety (certified nursing assisting, dental assisting, medical coding, phlebotomy, medical office assisting, pharmacy technician training, electrocardiogram technician training, physical therapy aide training and continuing education for nurses), hospitality and tourism (food and beverage, culinary skills, and hotel and motel operations), industry, trades and manufacturing (electricity, electronics, machine trades, construction, air conditioning, heating and refrigeration, sanitary technology, welding, quality and materials management), insurance, real estate sales and appraisal, secretarial and office skills, truck-driver training, veterinary assistant training, and courses for senior adults. A variety of online courses is also offered.

Students can register for continuing education and workforce development courses through the mail, by fax or in person at the cashier’s office at the college campus in Salisbury. The college accepts VISA, MasterCard and Discover, and businesses can be billed for their employees who register for courses. Maryland senior adults, 60 years of age or older, can take most community and continuing education courses without paying tuition, but they must pay for any required fees and textbooks.

Schedules that list the courses being offered, course descriptions and meeting dates are mailed to most residents of Worcester, Wicomico and Somerset counties approximately one month prior to the scheduled starting dates of the courses. Anyone who is not regularly receiving a schedule can call Wor-Wic’s continuing education and workforce development office at (410) 334-2815 in Salisbury. Class schedules are also available on Wor-Wic’s Web site at www.worwic.edu.
Sanctions -- A college employee who violates this policy shall be subject to disciplinary action, including, but not limited to, transfer, suspension, demotion, mandatory participation in a rehabilitation or counseling program at his or her own expense, and termination.

SUPPORT SERVICES

Administrative Support

Full-time and part-time faculty shares the same administrative support services. Typing and the duplication and collation of materials are available to part-time faculty members teaching in Wicomico County through their respective department heads. Part-time faculty should plan for up to three working days for the completion of typing and duplication jobs due to the high volume of work assigned to the administrative staff. The support staff do their best to meet the needs and deadlines of all faculty in serving the students of the college.

Student Services

The college provides a variety of services for students, including career services, academic advisement, learning assistance, counseling, financial aid and special services for disabled students. Any questions about student services should be referred to the dean of student development.

Continuing Education and Workforce Development

Wor-Wic’s office of continuing education and workforce development offers career-oriented non-credit courses during three major terms each year, beginning in September, January and April. Courses are designed

GENERAL INFORMATION

Accreditation

Wor-Wic is a state-approved two-year college. It is accredited by the Middle States Commission on Higher Education, 3624 Market St., Philadelphia, PA 19104, (267) 284-5000. The Commission on Higher Education is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation. Wor-Wic’s nursing programs are approved by the Maryland Board of Nursing. The radiologic technology program is nationally accredited by the Joint Review Committee on Education in Radiologic Technology.

History

In June of 1975, the State Board for Community Colleges approved a proposal for the creation of a community college to serve the postsecondary vocational and technical education needs of the residents of Worcester and Wicomico counties. The college was designated to operate as a "college without walls." In November 1975, the college's board of trustees appointed Dr. Arnold H. Maner to serve as president of the college. Continuing education courses were offered in the fall of 1975, and the college opened its doors to credit program students in the fall of 1976. In 1989, state legislation was enacted to allow Somerset county residents to attend Wor-Wic at the in-county tuition rate.

After almost 20 years of leasing classroom and office space at various locations in its service area, the college purchased 173 acres of land on the southeast corner of Route 50 and Walston Switch Road in Salisbury. Construction was started in 1993, and the campus officially opened in the fall of 1994. In 1996, the college purchased 29 additional acres of land adjoining the campus to the south of the existing property, bringing the total college-owned acreage to more than 200.

Henson Hall was built in 1999, providing a home on campus for Wor-Wic’s nursing and radiologic technology programs. In the summer of 2000, Maner retired, and Dr. Ray Hoy was named Wor-Wic’s second president. Guerrieri Hall opened in the fall of 2001 to provide office and classroom space for the college’s criminal justice department and the Eastern Shore Criminal Justice Academy. A new Student Center was opened in the summer of 2005, providing food service and additional activity and study space for Wor-Wic’s growing student body. The Jordan Center was added in the fall of 2006, providing child care facilities, and additional classrooms for students in the human services department. In 2007, the Workforce Development Center opened, providing a new home for the college’s continuing education and workforce development division, the business department and the hotel-motel-restaurant management department.
Values

At Wor-Wic, core values are the underlying principles behind all individual, instructional, and institutional behaviors and actions. The college recognizes that the application of the core values in all college programs, services and communications is the route to accomplishing the college’s mission and achieving its vision.

Accessibility is continuous access to educational services for all members of the service community regardless of geographic, physical or economic limitations. The institution promotes access through sensitivity to the varied needs of its constituencies.

Community is the result of collaboration and cooperation among faculty, staff, administration, students and the larger community. The college responds creatively and flexibly to community needs, and promotes civic and environmental responsibility, as well as community service.

Diversity is the dynamic variety of people and ideas that promote greater skill and wisdom, and enhance institutional vitality. All members of the community have a right to contribute to and benefit from the college’s institutional life. The college protects and welcomes a diversity of freely-exchanged and critically-considered perspectives and approaches in the learning and working process.

Honesty is the guiding principle of all college-related interactions among faculty, staff, administration and students. It lays the foundation of trust and ethical behavior that allows for mutual respect, credibility and integrity.

Learning is intellectual and personal growth that is promoted through a positive atmosphere and supportive atmosphere that encourages creative and critical thinking. Formal and informal learning experiences are essential for the well-being and success of all individuals.

Quality is the pursuit of excellence that is the measure of all individuals.

The college affords reasonable confidentiality and individual protection against reprisals to anyone who files a sexual harassment complaint. Every effort is also made to keep the name of the individual accused of sexual harassment confidential until after the allegations are proven. If the director of human resources or the supervisor of an employee with whom a sexual harassment complaint has been filed, or the chairman of the student-faculty disciplinary committee when a complaint has been filed against a student, does not conduct an investigation of the complaint, he or she may be subject to disciplinary action. If, after the investigation of a sexual harassment complaint, it is found that the employee or student who filed the complaint deliberately filed a false accusation of sexual harassment, the individual may be subject to disciplinary action in accordance with dismissal policies and procedures (when the complainant was an employee) or student conduct policies and procedures (when the complainant was a student).

Policies and procedures regarding sexual harassment are circulated to employees and students on a regular basis through the college catalog and other appropriate publications.

Relationships Between Employees and Students or Employees and Other Employees

It is the intent of Wor-Wic Community College to maintain the highest standards of decorum and professionalism, to avoid improprieties and the appearance of improprieties, and to discourage conditions involving the risk of sexual harassment. Accordingly, the college discourages amorous, romantic and sexual relationships between employees and students, as well as between employees and other employees. In furtherance of this philosophy, particularly harmful relationships between employees and students and between employees and other employees are prohibited as stated in this policy.

Relationships With Students -- No college employee shall engage in an amorous, romantic or sexual relationship with a student enrolled in a course taught by that employee or with a student over whom the employee holds a position of authority or supervision.

Relationships With Employees -- No college employee shall engage in an amorous, romantic or sexual relationship with an employee over whom he or she holds a position of authority or supervision or with an employee who holds a position of authority or supervision over him or her.
The patient should be kept warm and others kept at a distance pending the arrival of professional assistance.

The college recognizes drug or alcohol abuse as an illness and a major health problem, as well as a potential safety and security problem. The college complies with all federal, state and local laws that regulate or prohibit the possession, use or distribution of alcohol or illicit drugs.

Students, faculty and staff are required to report to class and work each day in an appropriate mental and physical condition, free of any illegal drugs and alcohol and capable of fulfilling their duties.

The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance and the unlawful possession or unauthorized use of alcohol at any college facility or college-sponsored event is prohibited. Any individual who violates Wor-Wic’s drug and alcohol policies is subject to college, county, state and federal sanctions. Legal sanctions for illegal drug and alcohol activity are severe and can include substantial fines and/or incarceration.

Sexual Harassment

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other inappropriate verbal or physical conduct of a sexual nature: a) when submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or education; b) when submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting that individual; or c) when such conduct has the purpose or effect of unreasonably interfering with an individual’s work or academic performance or creating an intimidating, hostile or offensive working or educational environment. Examples of sexual harassment include, but are not limited to, verbal harassment or abuse, pressure for sexual activity, repeated remarks with sexual or demeaning implications and unwelcome physical contact. It is recognized that sexual harassment can occur between individuals of the same or different genders.

An individual who alleges sexual harassment by an employee should file a complaint with his or her supervisor or the director of human resources. If the allegation is substantiated after an investigation, the employee is subject to disciplinary action, including possible dismissal. College policies and procedures regarding dismissal, including any appeals that may exist, govern the handling of sexual harassment complaints against employees.

An individual who alleges sexual harassment by a student should file a complaint with his or her dean of student development. If the allegation is substantiated, the student is subject to disciplinary action, including possible dismissal. College policies and procedures regarding dismissal, including any appeals that may exist, govern the handling of sexual harassment complaints against students.

Wor-Wic is a comprehensive community college serving the education and training needs of the residents of Worcester, Wicomico and Somerset counties. Providing affordable, high quality postsecondary credit programs and community and continuing education courses in a high technology environment, the college serves a diverse student population from current high school students to senior citizens. Its open door admission policy and comprehensive support services enable Wor-Wic to provide educational opportunities for those who have the desire and ability to benefit from its courses and programs. Copies of Wor-Wic’s entire mission statement are available in the president’s office.

Admission Policy

Wor-Wic has an open door admission policy. Standard entrance examinations are not required, but free diagnostic assessments are administered to assist in the appropriate selection of courses.

Admission is open to anyone 16 years old or older who has graduated from or left elementary or secondary school and has the ability benefit from instruction. Current high school students who are at least 16 years old must provide signed authorization from the high school principal or his or her designee indicating that they have permission to attend. Students under the age of 16 who are identified as having the ability to benefit by Wor-Wic’s dean of student development can be admitted if they have completed at least the seventh grade and have Scholastic Aptitude Test (SAT) reading and mathematics subset scores of at least 600 or American College Testing (ACT) subset scores of at least 24.

Wor-Wic accepts foreign nationals who can provide sufficient evidence to prove their domicile and document their legal status to be in the U.S.
during the period of their enrollment. However, as an institution that serves the local community, Wor-Wic does not function as an international student training center, and is not authorized by the U.S. Department of Homeland Security to issue I-20 forms.

Limited Admission Programs

Emergency medical services, nursing and radiologic technology are limited admission programs. Anyone interested in these programs should obtain an admission information packet from the admissions office or on the college Web site at www.worwic.edu.

Student Population

Because of our open door admission policy, the population served by Wor-Wic is quite diverse. Students in a single classroom can vary greatly in age, race, educational background, motivation and experience. Meeting the needs of this highly diverse population in a single classroom is a true challenge to every faculty member.

Philosophy

Wor-Wic is committed to making the college a place where students can be successful in their learning. It is the responsibility of every faculty member to exert maximum effort to facilitate the student learning process. Since the teaching/learning process is a shared responsibility between the faculty member and the student, the student must also accept his or her responsibility in the learning process. Just as the student has a right to succeed, he or she has an equal right to fail. The failure of the student to learn is ultimately his or her own responsibility, only after the college has fulfilled its full responsibility to the student. As a teacher, you are the key to making Wor-Wic a place where students are successful in their learning. Your positive attitude, behavior and sensitivity are critical to creating an effective learning atmosphere. Your colleagues are committed to help you achieve this goal.

Weapons

The college prohibits any individual from bringing or using a weapon on college property, including a firearm or any other instrument intended to cause harm or reasonable apprehension of immediate bodily harm. Individuals who are licensed to carry a concealed weapon are required to comply, but individuals affiliated with law enforcement agencies who are licensed to carry a weapon are exempt.

Security Provisions

Wor-Wic employs five security officers (one full time and four part-time workers) who patrol the campus facilities and grounds. Campus buildings are open during the school year: Monday through Thursday from 7 a.m. to 11 p.m., Friday from 7 a.m. to 9:30 p.m., Saturday from 8:30 a.m. to 5:30 p.m. and Sunday from 10:30 a.m. to 5:30 p.m. College security personnel can be reached during these hours by dialing (410) 334-2937. Pay phones are located outside the main entrance of the Academic and Administrative Building (AAB) and the Student Center (SC), in the student lounge on the second floor of the AAB, in the hallway on the third floor between the AAB and the Technology Center and near the student lounge in the SC. A phone is also available in every classroom and laboratory at the campus for faculty who need to call out for emergency assistance by dialing 911. These phones can also be used to reach campus security by dialing 2937. The college has also installed emergency phones in the center of student parking lot B (north) and adjacent to student parking lot A (south) on the wall by the SC. These can be identified by a blue light and are programmed for direct access to campus security.

Parking lots and grounds are checked on a regular basis and the college makes every attempt to keep bushes trimmed and lights in good working order at all college facilities. These tasks are performed by plant management personnel at the campus and by the landlords at our various outreach facilities. If you notice something at any college facility that poses a safety or security risk, call our plant management department at (410) 334-2932 during regular office hours.

Because the college's activities occur in diverse locations throughout the region, individual faculty members should assume responsibility in the event of an emergency situation. Medical, fire or police assistance can be obtained by dialing 911. The call to 911 is free on any pay phone.

In an emergency situation, first aid should be administered only by a person who knows first aid procedures. Normally, a seriously injured or ill patient should not be moved, except by professional medical personnel.
Prevention & Awareness

Efforts to provide a safe and secure environment focus on the prevention and awareness of substance abuse, sex offenses and other crimes. For safety reasons, students, visitors and unauthorized college personnel are not permitted to be at the campus during hours the college is not open. The college is not responsible or liable for the safety of anyone at the campus when the college is closed. The director of plant management coordinates the prevention program by periodically inspecting the lighting, landscaping, doors, locks and alarm systems at college facilities to make any necessary security improvements. The director of plant management also serves as the college liaison to law enforcement officials as they seek to protect life and property, to prevent anti-social conduct and to preserve a secure college environment. As the college’s liaison to area law enforcement agencies, the director of plant management contacts local law enforcement officials at the start of every semester to inform them that college classes are about to begin and to request increased police patrols of the areas where evening classes are held. The director also informs law enforcement officials, in writing, that he or she is the official point of contact for the college. The director of counseling coordinates the awareness program by disseminating pamphlets and brochures, displaying posters in college facilities, submitting articles for student and employee publications or providing information to students and employees at orientation sessions, workshops or meetings. College prevention and awareness programs are reviewed at least every other year to determine their effectiveness and to ensure that sanctions are consistently enforced.

Security Report

The director of plant management prepares, publishes and distributes an annual security report. The most recent copy of the report can be accessed on the college Web site at www.worwic.edu/AnnSecRpt.pdf. The report includes statistics for the most recently-completed calendar year and the two preceding calendar years for which data are available on crimes of murder, forcible and non-forcible sex offenses, robbery, aggravated assault, burglary, negligent manslaughter, arson and motor vehicle theft, as well as the number of arrests for liquor law violations, drug abuse violations and illegal weapons possessions at the college. This report can also include information about security assistance measures available to students and employees or substance abuse and crime prevention and awareness information to educate students and employees about their personal responsibility for security and the security of others.

Diagnostic Assessment

To increase the student's chances for academic success, Wor-Wic administers free diagnostic assessments that analyze a student's academic strengths and weaknesses to assist in the appropriate selection of courses. The assessments are mandatory for:

- New students who do not have a high school diploma or the equivalent;
- New students who register for six or more credit hours in one semester/session;
- Students who want to register for an English or mathematics course or any college-level course that has an English or mathematics prerequisite;
- Students who register beyond 15 cumulative credit hours; or
- Students who are currently in high school.

Exceptions are made for students with bachelor's or higher degrees, college transfer students who have received a transfer credit for ENG 101 and/or a higher-level mathematics course, and students who have received Scholastic Aptitude Test (SAT) subset scores of at least 550 or American College Testing (ACT) subset scores of at least 21 within the past two years. Students interested in an exception should forward official transcripts to the registrar’s office and/or test scores to the counseling office.

Students are permitted to retake the diagnostic assessments one time, following, a 24 hour waiting period. Placement is based on the student’s latest score. Assessment scores are valid for two years. A student who has started the sequence of developmental education courses can retest if his or her test scores are at least two years old and his or her last attempt at the course was at least two years ago. Students can pick up diagnostic referral forms at the counseling office. Testing hours are available in the counseling office or on the college Web site at www.worwic.edu.

Developmental Education

Students whose assessment scores indicate a strong need for support in reading, writing or mathematics are required to enroll in one or more of the following developmental education courses: ENG 084, ENG 086, ENG 095, ENG 096, MTH 091, MTH 092 or MTH 099. These courses are not college-level courses, and therefore, are not counted as part of a degree or certificate program.

Students who need ENG 084 must take this course with SDV 100 during
the first semester/session in which they enroll after completing the diagnostic assessments, and they are limited to these two courses. Students who need ENG 086 must take this course during their first semester/session (second semester/session if they also need ENG 084), and they cannot take more than nine credit hours in a semester/session until they complete this course. Students must complete ENG 084 and ENG 086 with grades of “C” or better before taking any course at or above the 100 level, excluding SDV 100. Students who receive an “R” grade are required to re-register for the same developmental course during the following semester. If the student does not re-take the course the following semester, the “R” grade automatically becomes an “F.” Students who are taking two or more developmental courses are strongly encouraged not to take more than nine credit hours in a semester.

General Education Philosophy & Objectives

Wor-Wic strives to combine the advantages of a general education core with opportunities to pursue a variety of occupational and technical programs. The curricula for the associate degree are designed to broaden and deepen the student's education by helping the student develop the ability to:

1. Express ideas effectively through oral and written communication;
2. Think critically and reason logically;
3. Read and analyze a written text;
4. Apply mathematical models to the solution of problems;
5. Evaluate individual, societal and cultural relationships;
6. Use the scientific method in understanding the interdependence of humankind and the environment;
7. Demonstrate the appropriate use of technology to obtain and communicate information; and
8. Internalize the core values of the institution, including community, diversity, honesty, learning, quality, respect and responsibility.

Substance Abuse

Substance abuse is a major public health problem. Health risks associated with substance abuse include death, stroke and diseases of the heart and liver, in addition to alcohol and drug related suicides, homicides and accidents. The college does not advertise or promote the use of alcohol by students or employees, and students and employees are subject to all federal, state and local laws governing the unlawful possession, sale, manufacture, distribution or use of drugs and alcohol. Violators are subject to arrest and prosecution by appropriate law enforcement agencies, with penalties that include fines and/or imprisonment, as well as college disciplinary procedures for violations at college facilities. Students and employees with substance abuse problems are referred to the director of counseling, who provides evaluation, counseling and referrals to community agencies. All students agree to abide by the college’s substance abuse policies and procedures when they sign the college’s admission application. Employees are required to sign a statement when they begin their employment at the college, certifying that they understand that they are required to notify their supervisor of any criminal substance abuse conviction within five calendar days after the conviction. The college is required to provide written notification of an employee substance abuse conviction to the U.S. Department of Education within 10 calendar days after receiving notice of such conviction and to take appropriate disciplinary action against the employee or to require that the employee complete a substance abuse assistance or rehabilitation program at his or her own expense within 30 calendar days after being notified of the conviction.

Sanctions

In addition to any criminal or civil proceedings, any employee or student who is accused of substance abuse, a sex offense or any other crime is subject to college disciplinary procedures. If the employee is found guilty of the charges, appropriate personnel action is taken, up to and including dismissal. If the student is found guilty of the charges, disciplinary action is taken in accordance with procedures that govern student conduct, up to and including permanent suspension. The accuser and the accused are entitled to the same opportunities to have others present during college disciplinary proceedings and both are informed of the outcome of any college proceedings related to the alleged crime.
Safety and Security

The college strives to provide students and employees with a learning and working environment that is safe and secure, free from substance abuse, sex offenses and other crimes. Policies and procedures are developed to meet this goal and to comply with federal, state and local laws that govern the conduct of students and employees at college facilities or at college-sponsored events. Specific policies and procedures related to safety and security are provided in the college catalog, Appendix/183.

An annual security report, which contains policies and procedures regarding campus security, alcohol and drug use, safety and crime prevention tips, crime reporting procedures and crime statistics, is available to all students and employees and prospective students and employees. The report can be accessed on the college Web site at www.worwic.edu/AnnSecRpt.pdf, or a copy can be obtained by contacting the plant management office at (410) 334-2932.

Crime Reporting Procedures

Any employee or student who discovers a crime at the college should notify the police and the college security office. Circumstances which must be reported and which may require the assistance of local law enforcement officials include, but are not limited to, murder, forcible and nonforcible sex offenses, robbery, aggravated assault, burglary and motor vehicle theft.

Sex Offenses

When a forcible or nonforcible sex offense is reported, the director of plant management notifies the director of counseling, who encourages the alleged victim to contact law enforcement and medical personnel as soon as possible to receive guidance in the preservation of evidence needed for proof of criminal assaults and the apprehension and prosecution of assailants. At the request of the alleged victim, the director of counseling assists in the notification of local law enforcement officials and makes arrangements to transport the alleged victim to the nearest hospital equipped with the Maryland State Police Sexual Assault Evidence Collection Kit (Peninsula Regional Medical Center, Atlantic General Hospital, E.W. McCready Memorial Hospital or Dorchester General

USE OF FACILITIES POLICY

In an attempt to safeguard all users of Wor-Wic Community College facilities, our Board of Trustees has approved the following policy regarding visitors to the college:

POLICY

The use of college facilities is restricted to currently-enrolled students, employees and guests officially invited by the college. All individuals who enter college facilities as students, employees, invited guests or visitors with legitimate business must comply with all college policies and procedures.

The following should be read to your students:

STATEMENT TO BE READ TO STUDENTS IN ALL CLASSES

Please be aware that only currently enrolled college students, employees, and officially invited college guests are permitted in college classrooms and laboratories while classes and other educational activities are being conducted. It is inappropriate to bring nonenrolled persons, of any age, to college classes and laboratory activities. Children who are brought to the college while parents are on official business may not be left unattended in college facilities. This practice is unsafe and detrimental to the well-being of the children. It is expected that all students and employees will comply with this policy.
PERSONNEL ISSUES

Appointment of Part-Time Credit Faculty

The employment of part-time faculty members is a shared responsibility of the vice president for academic and student affairs, dean and the head of the department in which the vacancy exists. Applications from individuals applying for part-time faculty positions are submitted to the vice president for academic and student affairs, who acknowledges receipt of the application and forwards a copy directly to the dean or head of the department to which the individual is applying. When an applicant indicates several fields of competency, all department heads representing those fields receive copies of the application.

Documents required at the time of employment include a completed application form, resume and a copy of all transcripts, as well as copies of any special degrees, certificates or licenses that prove the credentials being claimed. In special cases when there may not be sufficient time to obtain the required documents prior to the time when the employee's assignment begins, the employee has until the end of the employee's first teaching semester to provide such documents. If such documents are not received by the end of the employee's first teaching semester, the employee cannot be issued a new employment agreement until such documents are received.

Employment agreements for part-time faculty members are signed by the vice president for academic and student affairs. No other college representatives are authorized to enter into any agreement -- oral or written -- concerning the terms or conditions of employment for faculty members.

Job Description

A part-time credit faculty member:

1. Is responsible for the creation and management of an environment conducive to the student's learning of credit course material;

Disciplinary Action

If a student is considered disruptive to the point of disturbing the learning process, the faculty member is expected to inform the student that the behavior is disrupting the class and to request the student to stop the behavior. If the student persists, the faculty member is authorized to ask the student to leave the class. If the student fails to comply with the request to leave the class, the instructor should call security (2937) to assist with the student's removal. The faculty member must then file a report, with the charges specified, with the Student/Faculty Disciplinary Committee within 24 hours of the incident. The department head should be informed of the incident and can assist with the process. The faculty member may not exclude the student from the classroom or other academic area while a resolution of the matter is pending.

Any student or employee can refer student conduct violations to the chairperson of the student-faculty disciplinary committee. Student conduct cases of an unusual or emergent nature can be referred to the dean of student development when immediate action is deemed necessary. All other cases are handled by committee hearings.

Special Notes:

1. Documentation. The faculty member should document all incidents of disruptive, disrespectful, offensive and/or threatening behavior as they arise, even though they may appear to be minor at the time. Documentation needs to be objective and include the date, time, location, persons involved and what took place (the specific actions/behaviors that occurred). If a subjective judgment about the behavior is made, then the faculty member must substantiate it with objective and specific examples, using direct and accurate quotes and give an explanation of the context in which it was said. A pattern of disruptive behavior can be used to substantiate charges made against the student and/or bring about some mediating action. Submit the documentation to the department head.

2. Disciplinary action. Disciplinary actions which the College may impose, after guilt is confirmed by the Student/Faculty Disciplinary Committee, include a formal warning, probation, suspension and dismissal. An instructor referring a student for disciplinary action does so under the provisions of the Student Conduct code, which can be found in the Appendix of the College catalog.
the academic setting hinder the educational process. "Disruption," applied to the academic setting, means behavior that a reasonable faculty/staff member would view as interfering with normal academic functions. Examples include, but are not limited to: persistently speaking without being recognized or interrupting other speakers; behavior that distracts the class from the subject matter or discussion; refusal to comply with faculty/staff direction; or in extreme cases, physical threats, harassing behavior or personal insults. Civil expression of disagreement with the course instructor, during times when the instructor permits discussion, is not in itself disruptive behavior and is not prohibited.

**Preconditions for the classroom**

At the beginning of the semester, the faculty member's expectations and standards for appropriate classroom behavior should be discussed with the students. These expectations and standards also may be included in the course syllabus.

If a student’s behavior is mildly disruptive, such as, distracts other students from the task at hand, talks loudly out of turn during lecture, monopolizes the discussion, makes disrespectful comments (written or verbal) to the instructor or to another student, comes late and is disruptive settling in, and the behavior impedes the learning process, then the faculty member should make a reasonable attempt to talk to the student about the inappropriate behavior. A private conversation with the student may be more productive than a verbal reprimand or a warning in the presence of other students. When the faculty member acts reasonably and the student remains disruptive, the faculty member may choose to contact the department head and/or the counseling office. The department head may choose to observe the behavior in class, meet with the student to discuss the situation, or facilitate a communication process between the faculty member and student. Depending on the nature and perception of the disruption, the student may be referred to the counseling office.

2. Is responsible for the preparation and use of course syllabi and the recommendation of appropriate textbooks;
3. Meets all scheduled learning experiences, including the final examination;
4. Maintains student records;
5. Submits copies of course syllabi, copies of tests and the telephone number and hours he or she may be contacted;
6. Submits attendance rosters, midterm grades, final grades and the names of day students who were absent five times and night students absent three times to the dean of student development within the established time frame each semester;
7. Conducts assigned classes in accordance with the catalog descriptions and the stipulations of the department and the college; and
8. Performs other duties as assigned by the department head.

**Salary**

All part-time credit faculty members are placed on the “Part-Time Faculty Salary Scale” depending on their education and experience. They are not eligible for the ranks associated with full-time faculty positions. Payment is based on course load, calculated as the total number of course credit hours taught during a semester. In some cases, course load is calculated on the basis of contact hours, such as when laboratory and clinical teaching assignments are involved. When a part-time faculty member accumulates the equivalent of an annual full-time teaching load, he or she is eligible for an increase in rate of pay. This increase consists of one level on the “Part-Time Faculty Placement Salary Scale.” Part-time faculty employment agreements are prepared by the vice president for academic and student affairs.

**Dress Code**

Monday through Friday during regular work hours, as well as weekends and evenings when an employee is scheduled to work, the following attire will not be permitted:

- Jeans (defined as denim slacks of any color – blue, black, white, etc.);
- Tee shirts, gym shorts;
- Sweat shirts and sweat pants including sweat suits;
- Short shorts, mini skirts, halter tops, shirts that expose the midriff, or other provocative attire;
- Cutoffs; and
- Tennis shoes or sneakers.
Essentially, a good rule of thumb should be that if you have to ask, you shouldn’t wear it. Supervisors will enforce this dress code by sending an employee who violates the code home to change their clothes. The time the employee spends away from work will be charged as personal or vacation time. Please note that this applies to all facilities in which Wor-Wic holds courses.

FRINGE BENEFITS

Worker’s Compensation

An employee in any type of position at the college is covered by worker's compensation insurance when he or she is involved in a work-related accident. Worker's compensation insurance covers medical care, rehabilitation and lost wages for employees or death benefits for the employee's dependents, according to the specific terms of the insurance policy. All work-related accidents must be reported to the employee's supervisor and to the vice president for administrative services as soon as possible. Claim forms, which are available from the vice president for administrative services, must be submitted within 48 hours after the accident.

Credit Union

Full- and part-time employees and their immediate family members can participate in the State Employees Credit Union (SECU). The SECU’s definition of immediate family member, which includes the employee's parents, spouse, natural, step, adopted and foster children, grandparents, grandchildren, brothers, sisters, brothers-in-law, sisters-in-law, parents of spouse, sons-in-law, daughters-in-law, aunts and uncles, and nieces and nephews, is used in the implementation of this policy. An employee must submit a "Credit Union Payroll Change Request" form to initiate or make changes in his or her monthly payroll deductions.

Evaluation

Evaluations of part-time faculty members are performed by the department head, dean, or evening and weekend administrator and include classroom observations, as needed, as well as student input. Surveys requesting the opinions of students that are distributed at the end of each semester are returned directly to the vice president for academic and student affairs, who provides each faculty member, the department head and dean with a compilation of the student surveys. A copy of the vice president

Please contact your department head for assistance in obtaining audiovisual materials or services.

Academic Grievances

A student who believes that he or she has been treated unfairly by a faculty member regarding an academic matter should make an appointment with the faculty member to discuss the situation. Academic matters include interactions between a faculty member and a student that affect student performance and/or evaluation in a particular course. If, after meeting with the faculty member, the student does not believe the problem is solved, a community and continuing education student should meet with the community and continuing education director responsible for initiating the course and a credit student should meet with the department head. If the faculty member is also the department head, the student should meet with the dean. If the student still believes the problem has not been satisfactorily resolved, then he or she may submit a written grievance to the chairperson of the academic standards committee of the faculty council. A student grievance to the academic standards committee should include the student’s name, the faculty member’s action that is the basis for the student’s grievance, what the student believes is wrong about the faculty member’s action, the steps of the grievance procedure the student has taken, when each step was pursued, the results of each step and an explanation of what the student wants the academic standards committee to do for the student. The academic standards committee then reviews the case and submits its recommendation to the vice president for academic and student affairs. The vice president reviews the recommendation and the grievance process and forwards a recommendation to the president. The decision of the president, upon notification of the parties involved, is final. It is the student’s responsibility to initiate academic grievance procedures within 30 days after the alleged incident. The hearing guidelines for the academic standards committee are provided in the college catalog, Appendix/188.

Guidelines for Handling Disruptive Student Conduct in the Classroom or other learning Environment

Introduction

Students, faculty and staff have the responsibility for maintaining an appropriate learning environment. Students who fail to adhere to behavioral standards may be subject to discipline. Faculty has the professional responsibility to treat students with understanding, dignity and respect and to effectively manage the learning environment. Disruptive students in
Parking

Parking stickers for part-time faculty who are teaching at the campus are available from the director of human resources. Part-time faculty must park in designated parking areas.

Bookstore

The college bookstore, located in the Student Center, sells all of the required and recommended textbooks, study guides, reference books and supplies for classes offered by the college. Academic software is available at educational pricing with a valid ID card. The bookstore also sells a selection of Wor-Wic insignia items, such as clothing, hats, mugs, ID holders and academic planners. During the week of final examinations in the fall and spring semesters, the bookstore buys back used books from students who want to sell them.

Desk Copy Text

A desk copy of the text used in each course is made available to each part-time faculty member. Typically, book publishers will not release desk copies directly to the college and a phone call or signed letter from the administrative support staff or faculty member is required. Since it is necessary for the desk copy to be obtained from the publisher prior to the beginning of class, part-time faculty members must make arrangements with the administrative support staff in their department for all desk copies and supplementary materials at least four weeks prior to the beginning of class. If the desk copy is not received by the beginning of class, it may be necessary to obtain one from the college bookstore. After receiving the requested copy from the publisher, you must replace it with the one obtained from the college bookstore.

Audiovisual Equipment

Each classroom and laboratory on the college campus is equipped as a “smart classroom.” Each “smart classroom” is equipped with a computer with Internet access, a document camera, a VCR and a projection system. The use of audiovisual materials is encouraged. Therefore, training on the use of the “smart classroom” equipment, assistance with the development of materials, and funds to purchase and/or rent materials, are available.

dent's compilation and the end-of-semester student surveys are kept on file in the vice president's office, where they can be reviewed by the faculty member. Abbreviated surveys distributed to students at the midterm point of a new part-time faculty member's first semester of teaching are returned directly to the faculty member, who submits a summary of these surveys to the dean and the vice president for academic and student affairs. Employment agreements for part-time credit faculty members are awarded on a semester-by-semester basis. A part-time faculty employment agreement does not presume an ongoing commitment by either the college or the faculty member. Under no circumstances are the reasons for a decision not to appoint an individual faculty member revealed to the individual.

Faculty Absence

If a part-time faculty member finds he or she must be absent, he or she must call the department head or dean. When calling in the absence, the part-time faculty member is requested to make a recommendation for a substitute to teach the class, provide the substitute’s telephone number and state what financial arrangements are recommended. If appropriate, the department head makes arrangements for the guest lecturer to receive an honorarium payment from teaching funds and the honorarium payment for the guest lecturer is deducted from the part-time faculty member’s gross pay.

The responsibility for providing class coverage is in the following order and applies to both day and evening classes:

1. If circumstances permit, it is the part-time faculty member’s responsibility to recommend a substitute for the necessary period: one hour, one day or longer.

2. If alternative 1 is not possible, provision of coverage becomes the responsibility of the department head or the dean.

3. The class will be canceled as a last resort only if alternatives 1 and 2 are not possible.

Class Cancellations

The college reserves the right to cancel any course due to insufficient enrollment or for other reasons when such action is deemed necessary by the college. Every effort is made to schedule required classes so that a minimum of cancellations is necessary. When a class is canceled due the illness of an instructor, a notice is posted on the classroom door as soon as possible. Questions about class cancellations should be directed to the
department head. When classes are canceled due to inclement weather, an announcement is called in to area radio stations, including WICO/WXJN (AM 1320 and FM 97.5 or FM 105.9), WLBW/WLWV (FM 92.1 or FM 105.5), WOCQ (FM 103.9), WOLC (FM 102.5), WOSC (FM 95.9), WQHQ (FM 104.7), WSBY (FM 98.9), WSC1 (89.5), WTGM (AM 960), WWFG (FM 99.9) and WZBH (FM 93.5), as well as WBOC-TV (Channel 16) and WMDT-TV (Channel 47). For the most part, these announcements specify whether day and/or night classes are canceled. Announcements about day classes are issued by 8 a.m. and by 5 p.m. for night classes. When classes are not canceled, students are responsible for making their own decisions based on their judgment of local road conditions.

ACADEMIC & ADMINISTRATIVE PROCEDURES

Registration

Registration for classes takes place prior to the first day of class, with late registration continuing through the first week of classes. As a result, a number of registration changes can occur during the first three weeks of classes. Every attempt is made to provide you with class rosters that are accurate during this period of time. Students whose names do not appear on class rosters must be immediately referred to the registrar. Part-time faculty members are required to keep accurate attendance records through the fourth week of classes and to communicate this information on the attendance rosters to the department head. By the end of the fourth week of classes, a final class roster is established.

Student Absences

Central records of student attendance or absence are not maintained, but for good classroom management, part-time faculty members should keep records of attendance in each class they teach. Part-time faculty members are expected to explain their expectations regarding student attendance and tardiness at the initial class meeting. This policy should also be clearly stated in the course syllabus that is provided to the students at the beginning of the semester.

Students who miss three or more sessions of day classes or two or more sessions of evening classes must be reported to the director of retention. the change in case of an emergency, as well as to avoid any possible conflicts with other college activities.

Student Outings

Transportation for student outings can include college vehicles, private vehicles, rented vehicles and commercial buses. Participants are usually required to pay their own trip costs.

A "Student Outing Request" form must be submitted at least one week prior to the scheduled date of the trip. Any injuries sustained during a student outing may be covered by the college's insurance policy if a college vehicle or rented vehicle is used, according to the limits of the policy, or by the bus company when a commercial bus is used. When a personal vehicle is used, insurance coverage is provided according to the limitations of the vehicle owner's policy, when and if such a policy exists. The college assumes no responsibility for the existence of liability insurance coverage when a private vehicle or commercial bus is used.

Mailboxes

Each part-time faculty member is assigned a mailbox in the building that houses his or her department. It is important that these mailboxes are checked on a regular basis.

Faculty Websites

Part-time faculty members may have a faculty website which provides the ability to have online resources for their students. To request a faculty website, contact the Webmaster in AAB 223B or at 410-334-2958.

Faculty Email and Telephone

Part-time faculty members may have a faculty email through the college’s Outlook email system or a campus telephone number. To request a faculty email account or telephone number, contact your department head.

Keys

Keys to college offices and vehicles are available to authorized personnel from the administrative associate II in plant management. Keys cannot be duplicated or loaned and all keys issued by the college are returned to the department head upon termination of employment.
**Student Withdrawal**

After the drop period ends, a student can withdraw from a course by submitting a “Withdrawal” form to the registrar’s office prior to the end of the withdrawal period. Withdrawal dates for full semester/session classes that begin and end according to the regular academic calendar are listed in the class schedule publications for each semester. Withdrawal dates for classes that begin and end at other times are provided to students on their registration confirmation. A “W” is recorded on the transcript of a student who has officially withdrawn from a course. Withdrawing from a course does not eliminate the student’s financial obligations to the college. Students who are receiving financial aid should be aware that withdrawing from one or more courses could affect the amount of their award and jeopardize their eligibility for financial aid in the future.

**Library Services**

Wor-Wic’s electronic library supports the academic, professional and institutional information needs of students, faculty and other college employees. The Patricia M. Hazel Media Center, located in the Academic and Administrative Building, and three other resource centers, in Guerrieri Hall, Henson Hall and the Workforce Development Center, are staffed to provide research assistance in using the Internet, online full-text reference databases, videos, computer simulations and other specialized software applications. Web-delivered subscription databases cover a wide variety of academic disciplines and can be accessed both on and off campus through the media center’s Web page.

Through cooperative agreements with Salisbury University (SU) and the University of Maryland Eastern Shore (UMES), Wor-Wic students also have library privileges at SU’s Blackwell Library and the Frederick Douglass Library at UMES. Students with a current Wor-Wic identification card can obtain a Gull card from SU or a special borrower’s card from UMES in order to check out materials.

**Class Location or Time Changes**

There are instances when it is appropriate to change a location or class meeting time. A change should be considered only if there is unanimous agreement from the students that such a change would not create a hardship. Requests to make such changes must receive prior approval from the vice president for academic and student affairs so that the vice president's office is aware of

Notification of absences to the director of retention allows the director to investigate the circumstances surrounding the absence and provide whatever supportive services are available. In addition, lengthy absences from class for students receiving financial support from such agencies as the Veterans Administration can cause the student and the college some difficulty. Therefore, the prompt reporting of these absences is necessary.

**Midterm Grades**

Approximately midway through the semester, part-time faculty members are required to provide an evaluation of each student’s progress at that point. Students who are not progressing satisfactorily receive a notice with a “U” (unsatisfactory) grade at mid-semester. These “U” grades do not become part of the student’s transcript.

**Examinations and Final Grades**

Part-time faculty members are encouraged to use at least three evaluative procedures in each course. A week for conducting final examinations is scheduled at the end of each semester and a formal schedule of examinations for each course is published in advance of this week. State regulations require that each course meet for 750 minutes per credit, including the examination period. Therefore, it is required that examinations be given during examination week. Any exceptions must be approved by the vice president for academic and student affairs.

All final grades must be submitted to the department head no later than 24 hours following the final examination.

**Academic Freedom Policy**

Wor-Wic strives to create an educational environment that encourages academic freedom as an essential component of scholarship. Faculty are free to present information and ideas related to their course content, and college students should expect to test and explore their personal views, beliefs and philosophies in new contexts during the educational process. Faculty are, however, expected to present as many sides of a controversial issue as practical within their classroom teach, assigned readings or instructional handouts.
Grading System

Students who are not progressing satisfactorily receive a notice with a “U” (unsatisfactory) grade at mid-semester. At the end of each semester, all students are issued final grades and these grades become part of the student's transcript. Each letter grade is equivalent to a specific number of points, as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Definition</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent -- An “A” denotes intellectual initiative as well as high academic achievement.</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>Good -- A “B” denotes above average completion of course requirements.</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>Average -- A “C” denotes a satisfactory understanding of course principles and techniques.</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>Poor -- A “D” denotes marginal understanding of course principles and techniques.</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>Unacceptable -- An “F” denotes that course requirements and standards were not met.</td>
<td>0</td>
</tr>
<tr>
<td>P</td>
<td>Pass -- A “P” denotes a passing grade of “C” or better in a pass/fail course.</td>
<td>0</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete -- An “I” denotes that the student was unable to complete the work or take the final examination because of illness or other causes over which the student had no control. The student does not re-register for the course the following semester, but continues to complete the coursework as designated by the instructor of the incomplete course. The “I” automatically becomes an “F” if the work is not made up prior to the mid-semester point of the following semester.</td>
<td>0</td>
</tr>
<tr>
<td>R</td>
<td>Re-register -- For self-paced courses (except OFT 103), an “R” denotes that the student has completed at least half, but was unable to complete all, of the course requirements by the end of the semester. For developmental education courses, an “R” denotes that the student has a final average of 70-74 percent. The student is required to re-register for the same self-paced or developmental education course (a laboratory-only section if the course is ENG 095) during the following semester. If the student does not re-register for the course in the following semester, the “R” grade automatically becomes an “F.”</td>
<td>0</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal -- A “W” denotes that the student has officially withdrawn from the course.</td>
<td>0</td>
</tr>
<tr>
<td>U</td>
<td>Unsatisfactory -- A “U” denotes that course requirements and standards are not being met.</td>
<td>0</td>
</tr>
<tr>
<td>AU</td>
<td>Audit -- An “AU” denotes that minimum standards of attendance were met.</td>
<td>0</td>
</tr>
</tbody>
</table>

Grade Changes

The grades reported to the dean of student development at the end of the semester are final and cannot be changed, except when there has been an error in the assessment, computation or recording of the grade and the instructor submits a “change of grade” form through their department head.