

# ADJUNCT FACULTY HANDBOOK

2016-2017



Sinclair  
Community  
College

## Table of Contents

GENERAL INFORMATION ABOUT SINCLAIR COMMUNITY COLLEGE.....	6
VISION STATEMENT.....	6
MISSION STATEMENT .....	6
SINCLAIR’S COMMITMENT TO STUDENT LEARNING AND SUCCESS.....	7
THE HISTORY OF SINCLAIR COMMUNITY COLLEGE.....	7
GOVERNANCE .....	8
ACCESS TO EDUCATION AS A CORE COLLEGE VALUE .....	9
ADMINISTRATIVE INFORMATION.....	9
COLLEGE POLICIES .....	9
ACADEMIC FREEDOM POLICY .....	9
ACCEPTABLE USE OF INFORMATION TECHNOLOGY .....	10
CONFLICT OF INTEREST .....	11
DRUG-FREE WORKPLACE AND DRUG-FREE COLLEGE POLICY.....	12
<i>Policy Statement:</i> .....	12
<i>Scope and Applicability:</i> .....	12
<i>Prohibited Behavior:</i> .....	13
<i>Notification of Drug-Related Criminal Conviction:</i> .....	14
<i>Searches:</i> .....	14
<i>Anyone suspected of violating this policy may be asked to submit to a search or inspection at any time.</i> .....	14
<i>Consequences:</i> .....	14
<i>Return-to-Work Agreements:</i> .....	14
<i>Drug/Alcohol Testing:</i> .....	14
<i>Assistance:</i> .....	15
<i>Confidentiality:</i> .....	15
<i>Communication:</i> .....	15
HARASSMENT POLICY STATEMENT .....	16
<i>Scope:</i> .....	16
<i>Definitions:</i> .....	16
<i>Complaint</i> .....	17
<i>Harassment</i> .....	17
<i>Consensual</i> .....	18
<i>Provisions:</i> .....	18
<i>Confidentiality:</i> .....	18
<i>Retaliation:</i> .....	18
<i>False accusations:</i> .....	18
<i>Information and Training:</i> .....	18
<i>Academic freedom:</i> .....	19

<i>Consensual Romantic and/or Sexual Relationships:</i> .....	19
<i>Relationships between an Employee and a Minor Student:</i> .....	19
<i>Discipline/termination:</i> .....	19
NON-DISCRIMINATION POLICY .....	20
RECORDS RETENTION .....	21
SMOKING POLICY .....	21
WEAPONS POLICY .....	22
COMPENSATION, BENEFITS, AND PERSONNEL POLICIES .....	23
ADVANCEMENT .....	23
<i>Adjunct Faculty Certification</i> .....	23
<i>Professional Development and Recognition</i> .....	23
BENEFITS .....	24
<i>Health Insurance</i> .....	24
<i>Lockers for Adjunct Faculty</i> .....	24
<i>Parking</i> .....	24
<i>Physical Activities Center</i> .....	24
<i>Tuition Waiver</i> .....	25
<i>Work and Meeting Space for Adjunct Faculty</i> .....	25
COMPENSATION .....	25
<i>Rate and Calculations of Pay Hours</i> .....	25
<i>Online Learning Compensation Policy</i> .....	26
<i>Pay Dates</i> .....	26
<i>Withholding Taxes</i> .....	27
<i>City Taxes</i> .....	27
<i>State Teacher Retirement System Participation</i> .....	27
CONTACT INFORMATION .....	27
JURY DUTY .....	27
PERSONNEL RECORDS .....	27
UNAVOIDABLE ABSENCE .....	27
CAMPUS FACILITY INFORMATION .....	28
ENTRANCE TO CAMPUS WHEN CLASSES ARE NOT IN SESSION .....	28
ROOM NUMBERING .....	28
TARTAN CAMPUS STORE .....	28
TARTAN MARKETPLACE .....	28
EMERGENCY INFORMATION .....	29
BOMB THREAT .....	29
EMERGENCY TELEPHONES AND INTERCOMS .....	29
FIRE .....	29
MEDICAL EMERGENCIES .....	30
SEVERE WEATHER CONDITIONS .....	30
ACADEMIC INFORMATION .....	30
THE ROLE OF AN ADJUNCT FACULTY MEMBER .....	30

DUTIES AND RESPONSIBILITIES OF ADJUNCT FACULTY .....	31
E-MAIL .....	32
EVALUATION OF ADJUNCT FACULTY .....	32
KEYS FOR CLASS/LABORATORY ROOMS .....	33
MAIL.....	33
MENTOR PROGRAM .....	33
PRINTING AND DUPLICATION SERVICES – DAYTON CAMPUS .....	33
<i>Copyright:</i> .....	34
SYLLABI .....	34
TEACHING ASSIGNMENTS .....	38
USE OF COLLEGE NAME IN PUBLICATIONS, EXHIBITIONS AND OTHER CREATIVE AND SCHOLARLY ENDEAVORS.....	38
CLASS MANAGEMENT .....	39
<i>Absence from class &amp; class cancelations</i> .....	39
<i>Accident Report</i> .....	39
<i>Addressing Inappropriate Student Behavior</i> .....	39
<i>ELEARN Course Management Tool</i> .....	40
<i>Attendance Policy</i> .....	41
<i>Change of Classroom Assignment</i> .....	42
<i>Class Roster</i> .....	42
<i>Online and Off-Campus Teaching</i> .....	44
<i>Retention of Grade and Attendance Records</i> .....	46
<i>Room Security</i> .....	46
<i>Sale of Class Materials</i> .....	46
<i>Student Right to Privacy</i> .....	47
<i>Evaluation of Student Progress</i> .....	47
INSTRUCTIONAL RESOURCES.....	50
COMPUTER AND SOFTWARE ACCESS .....	50
LIBRARY .....	50
ONLINE CLASS SCHEDULE AND ACADEMIC CALENDAR .....	52
SINCLAIR COMMUNITY COLLEGE CATALOG .....	52
TESTING CENTER .....	52
STUDENT SERVICES .....	53
STUDENT & COMMUNITY ENGAGEMENT .....	53
COUNSELING SERVICES .....	53
DISABILITY SERVICES .....	54
<i>Faculty Responsibility to Students with Disabilities</i> .....	54
ENGLISH AS A SECOND LANGUAGE PROGRAM .....	54
FINANCIAL AID .....	55
OMBUDSMAN .....	55
STUDENT JUDICIAL AFFAIRS .....	<b>ERROR! BOOKMARK NOT DEFINED.</b>
BEHAVIORAL INTERVENTION TEAM .....	55
STUDENT SUPPORT SERVICES .....	56
TUTORIAL SERVICES .....	56

VETERANS ASSISTANCE .....	56
STUDENT SERVICES OFFICES .....	57
APPENDIX .....	58
SINCLAIR ACADEMIC POLICIES .....	58
ATTENDANCE.....	58
EDUCATIONAL SUPPORT SERVICES.....	58
WITHDRAWING FROM COLLEGE.....	58
ADMINISTRATIVE WITHDRAWAL .....	59
SAFETY AND SECURITY .....	59
ACADEMIC ADVISING CENTER .....	59
OTHER COUNSELING.....	59
TESTING CENTER .....	59
SINCLAIR SEMESTER DATES .....	60
ACADEMIC DIVISIONS.....	611

# **General Information about Sinclair Community College**

## ***Vision Statement***

Before us lie uncharted worlds of opportunity.

Sinclair will be the bridge into that future, giving open access to opportunity, intellectual challenge, and self-discovery for students with diverse needs.

With Sinclair, people will pursue their quests for lifelong learning through affordable, high quality education.

At Sinclair, people will benefit from a caring approach to teaching and learning that provides personal attention and encourages individual growth.

## ***Mission Statement***

We help individuals turn dreams into achievable goals through accessible, high quality, affordable learning opportunities.

Our mission is guided by our commitment to:

Offer transfer and technical associate degree programs, certificate programs, and continuing education opportunities through a system of diverse resources and delivery alternatives accessible to the citizens of Montgomery County and the larger learning community.

Provide quality instruction, educational activities, counseling, support services, and assessment tools to facilitate the growth and development of lifelong learning and to assist individuals to achieve personal and professional goals.

Prepare today's workforce to meet the needs of a rapidly changing technologically advanced, global economy through traditional and nontraditional alternatives.

Challenge individuals to broaden their concepts of self, expand their views of the world and recognize their roles in a global society by fostering values that respect and celebrate diversity while promoting social responsibility, critical thinking, communication, and innovation.

Promote the development and implementation of new ideas, provide leadership for collaborative activities, and serve as a resource center for community-based and regional partnerships.

Manage our human, physical, and financial resources in a caring, ethical, and prudent way that facilitates a working and learning environment focused on continuous improvement.

## ***Sinclair's Commitment to Student Learning and Success***

The central measure of the success of Sinclair is the extent to which its students learn and succeed in achieving their educational goals. To this end, the college is committed to – and recognized for – adherence to the principles of a Learning College:

- Creates substantive change in individual learners
- Engages learners in the learning process as full partners, assuming primary responsibility for their own choices
- Creates and offers as many options for learning as possible
- Assists learners in forming and participating in collaborative learning activities
- Defines the roles of learning facilitators by the needs of the learners
- Succeeds only when improved and expanded learning can be documented for its learners
- All learning college employees identify their role in supporting learning

Sinclair is engaged in work across the college to help more students persist and complete the degree and certificate programs they have undertaken. Through new teaching approaches and curricula, as well as expanded support services, Sinclair is committed to increasing the number of students who:

- Remain enrolled to the end of the term
- Return in the subsequent term for continued study
- Complete developmental courses and move on to college-level study
- Work at higher levels of quality and attain grades of A, B or C

To this end, faculty are incorporating teaching approaches that research demonstrates are more effective in helping students learn, including engaging students more actively in the teaching-learning process. The college has expanded its support for the professional development of full-time and adjunct faculty to improve pedagogy through the Center for Teaching and Learning which supports the continued learning of faculty as teachers.

## ***The History of Sinclair Community College***

College founder, David A. Sinclair, firmly believed that everyone deserves to further his/her education, and the Dayton community supported that belief. Through strong community support, Sinclair Community College has grown from humble beginnings to earn a place as one of the finest colleges of its kind in the country.

Sinclair's roots go back to 1887, the year our Dayton YMCA began offering arithmetic, free hand and mechanical drawing classes in one-room evening school. In 1910, the "Y" began offering courses in business administration. By the 1930s, offerings included a school of

Liberal Arts, the Dayton YMCA Office Training School, Dayton Technical School and the Dayton Law School.

In 1948, the YMCA College became Sinclair College, renamed in honor of David A. Sinclair, general secretary of the Dayton YMCA (1874-1902) and founder of its educational program. By 1959 the college was independently operated and separately incorporated as a non-profit institution of higher learning under the laws of the State of Ohio. The State Board of Education authorized Sinclair to continue to conduct a junior college program and confer associate degrees in arts and sciences.

Sinclair's impressive growth was once again recognized when the Montgomery County Commissioners created the Montgomery County Community College district in 1965. A month later, they appointed a nine-member board of trustees. Downtown land, 20 acres in all, was acquired for the new campus.

The official plan for the community college was approved and its charter was presented 1966. Voters of Montgomery County passed a one-mill levy for 10 years to support the proposed Montgomery County Community College District. This vote of confidence among our community members would be repeated and enlarged during the coming years.

The current Sinclair campus in Dayton opened its doors to students in September 1972. Satellite learning sites have since been added in Englewood, Huber Heights, Mason in Warren County, and Preble County. Sinclair is a board member college of the League for Innovation in the Community College.

## ***Governance***

Sinclair Community College is operated by the Montgomery County Community College District, pursuant to O.R.C. 3354. Revenues are derived from three principal sources: (1) tax levies approved by Montgomery County voters, (2) subsidy from the State of Ohio, and (3) tuition and fees paid by the students. In addition, capital funds are received from state and federal grants and appropriations. The College participates in educational programs for which grants and subsidies may be awarded by various federal agencies.

The College is accredited by The Higher Learning Commission and is a member of the North Central Association. It is also a member of the Ohio Association of Colleges.

The programs of study at Sinclair Community College are approved by the Ohio Board of Regents. The College is authorized to grant the following degrees: Associate of Arts, Associate of Applied Science, Associate of Science, Associate of Technical Study, and Associate of Individualized Study.



## ***Access to Education as a Core College Value***

It is the role of Sinclair as a community college to serve a wide array of learners and therefore the college welcomes any student who wishes to study at the college. Making the opportunity to pursue postsecondary education readily available has long been one of Sinclair's core values, and this commitment is reflected in the college's openness to all students, its affordable tuition, its array of support services for students and its convenient scheduling of classes.

Because Sinclair Community College is committed to providing accessible, high-quality education and to helping students succeed academically, all degree or certificate-seeking entering students must take a test of their basic skills in writing, reading and mathematics. This test places students in classes appropriate to their skill level. Educational research shows that students who are assessed and enroll in courses appropriate to their skill levels are four times as likely to succeed academically as those students who are not assessed or who ignore placement requirements. Students who need additional preparation to be ready for college level work are given the opportunity to acquire additional basic skills through the Academic Foundations Department or through referral to an Adult Basic Literacy Education program located on campus.

## **Administrative Information**

### **College Policies**

#### ***Academic Freedom Policy***

The College adheres to the principles associated with academic freedom, including the following from the *1940 Statement of Principles of Academic Freedom and Tenure from the AAUP*:

Teachers are entitled to freedom in the classroom in discussing their subject, but they should be careful not to introduce into their teaching controversial matter which has no relation to their subject.

College and university teachers are citizens, members of a learned profession, and officers of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As scholars and educational officers, they should remember that the public may judge their profession and their institution by their utterances. Hence they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they are not speaking for the institution.

Academic freedom has been widely examined and debated since AAUP's original 1940 statement. It is recognized, both in case law and by the AAUP, that academic freedom is not unlimited. Faculty members are therefore advised to exercise this important right with a

sense of professional responsibility, including maintaining the highest standards of academic integrity.

### ***Acceptable Use of Information Technology***

The Information Technology policy is binding upon all employees, and faculty should make themselves familiar with all of its provisions.

#### **Policy Statement:**

Sinclair Community College recognizes that principles of academic freedom, freedom of speech, and privacy hold important implications for information technology use and services. Sinclair Community College provides all information technology resources in support of the learning, research, and community/public service mission of the College and all administrative functions that support this mission. The College encourages the use of its information technology resources to share information, to improve communication, and to exchange ideas in support of these purposes.

All information technology systems and services, including telecommunication equipment, computer systems hardware, software, and supporting infrastructure provided by the College, are the property of Sinclair Community College. Accordingly, the College reserves the right to manage all systems and services, including accessing records and other files resulting from use of these resources. Intellectual property and copyright laws may supersede College ownership of specific file content. Use of information technology systems and services should be undertaken with the knowledge that many electronically generated and stored records qualify as public records and may be subject to disclosure under the Ohio Public Records Act, Ohio Rev. Code Â§149.011, and that communications with students may be defined as educational records subject to the nondisclosure provisions of the Family Educational and Privacy Rights Act, Title 20 U.S.C. Â§1232g.

Sinclair's information technology resources may not be used for unlawful activities or for offensive, demeaning, harassing, or disruptive purposes. The College reserves the right to report any illegal activities to the appropriate authorities. College information technology resources may not be used for personal monetary gain unless pre-approved in writing by the President or his designee.

The President or his designee will disseminate procedures, standards, and/or guidelines to implement this policy. These will apply to all applicable information technology systems and services provided by the College, all users, holders and usage of the College information technology services, and all applicable records in the possession of all users of information technology services provided by the College. Such principles will assure that:

- The Sinclair Community College community is informed about the applicability of policies and laws as related to information technology services.

- Information technology resources are used in compliance with those policies and laws.
- Users of information technology services are informed about how concepts of privacy and security apply to these services.
- Disruptions to College information technology resources and activities are minimized.

Any violation of this policy may result in legal action and/or college disciplinary action under all applicable College and administrative policies and procedures. Distribution of specific procedures implementing this policy includes, but is not limited to, web pages, email, and printed documentation.

### ***Conflict of Interest***

All board members, officers, faculty, and other members of the College are required to comply with Ohio law and the College's policy concerning ethics, gifts, public contracts, and conflict of interest as to transactions with individuals and organizations outside the College. Faculty members should be familiar with the terms of the College policy. Copies of the College's Conflict of Interest Policy and the applicable Ohio statutes are available in the Office of Human Resources. Questions should be directed to the Senior Vice President and Provost or designee.

### **Policy Statement:**

It is the policy of the College that its relationship in transactions with individuals and organizations outside the College be conducted at all times on a highly ethical and arms-length basis. To this end, the prime consideration must be in the best interest of the College. Consequently, decisions made in conducting such relationships and transactions must not be influenced by self-interest on the part of a board member, officer or employee who is actually or potentially in conflict with the interest of the College. In addition, the administration will adopt and implement further, specific conflict of interest related policies and procedures as required by regulatory agencies.

### **Scope:**

This policy applies to all employees of the College and its Board of Trustees.

### **Provisions:**

In order that conflicts of interest may be avoided, circumstances actually or potentially involving such conflict should be promptly and fully disclosed to the College's Vice President for Business Operations, who will accumulate such disclosures for review by the Finance Committee of the Board. (This requirement of disclosure exists at all times independent of the periodic distribution of questionnaires concerning conflict of interest). It should be realized that every type or source of conflict of interest cannot possibly be outlined in this policy; however, a conflict of interest exists, and should be reported, where a person uses or authorizes the use of the authority or influence derived from his/her office or employment with the College to secure anything of value or the promise or offer of anything of value that is of such a character as to manifest a substantial and improper

influence upon him/her with respect to his/her duties. No College official or employee shall solicit or accept anything of value that is of such a character as to manifest a substantial and improper influence. Any direct or indirect personal benefit from any business transaction with or on behalf of the College, other than regular College compensation, should be reported.

All officials and employees of the College will be provided with a complete copy of applicable Ohio ethics laws. These laws, Ohio Rev. Code Chapter 102 and Ohio Rev. Code 2921.42 and 2921.43 must be adhered to in the conduct of any duties related to employment with the College. Extra copies of these statutes are available in the Office of Human Resources.

**Responsibility:**

All employees and members of the Board of Trustees shall be knowledgeable of the provisions of this policy and adhere to them.

The Vice President of Business Operations shall have ultimate responsibility for the application of this policy.

The Office of Human Resources shall maintain copies of the governing statutes as referenced herein.

**References and Related Policies:**

Ohio Revised Code, Chapter 102

Ohio Revised Code, Sections 2921.42 and 2921.43

***Drug-Free Workplace and Drug-Free College Policy***

**Policy Statement:**

Sinclair Community College recognizes that alcohol abuse and drug abuse pose a significant threat to the goals of Sinclair and that it is important that Sinclair maintain an alcohol and drug free environment.

**Scope and Applicability:**

This policy covers all full-time employees, part-time employees, student workers, applicants for employment, volunteers, interns, persons conducting business on the property of Sinclair, and all students or other participants in Sinclair programs.

This policy applies whenever anyone covered by the policy is representing or conducting business for Sinclair or engaged in activities as a Sinclair student or program participant. This policy applies during all working hours, while on call or paid standby, while on the property of Sinclair, while attending College-sponsored events, and while driving any vehicle owned by Sinclair.

## **Prohibited Behavior:**

### Illegal Drugs

It is a violation of this policy for anyone covered by this policy to use, possess, sell, trade, and/or offer for sale illegal drugs or intoxicants.

### Alcohol

It is a violation of this policy for anyone covered by this policy to use, possess, sell, trade, and/or offer for sale alcohol while they are at work or at a location or during times they are otherwise covered by this policy, except under the following circumstances.

Persons age twenty-one (21) or over who are attending an event held outside of their regular work hours, at which alcohol is being lawfully served, such as a banquet, fundraising event, theater event, or conference may use alcohol.

Sinclair recognizes that in some countries outside the United States of America, cultural norms and host hospitality may include serving alcohol to persons under age twenty-one (21). For a Sinclair student or participant in a Sinclair program who is under age twenty one (21) while travelling in a country outside the United States of America where the legal drinking age is less than twenty-one (21), use of alcohol may be acceptable only if it has been approved by the Sinclair employee responsible for the travel program and such approval has been disclosed in writing as part of the orientation for the travel program. The procedures for this approval and disclosure shall be set forth in Sinclair's policies and procedures for international travel.

Any person who chooses to use alcohol under either of these circumstances is expected to exercise good judgment and moderation in such use. At no time will inappropriate behavior relating to the alcohol use be tolerated. Any lawful and permissible use of alcohol under either of these circumstances shall not be interpreted to prohibit Sinclair from taking any disciplinary or other action against any person subject to this policy who engages in inappropriate behavior or violates any other policy, rule, or expectation of Sinclair.

### Prescription and Over the Counter Drugs

It is a violation of this policy for anyone covered by this policy to engage in the illegal or unauthorized use of prescription drugs. The use of prescription and over-the-counter drugs is not prohibited when taken in standard dosage and, for prescription drugs, according to a physician's prescription.

If the use of a medication could compromise the safety of the person, or others, including the public, it is that person's responsibility to follow appropriate personnel or other procedures (e.g., call in sick, use leave, request change of duty, notify supervisor, notify Office of Human Resources) to avoid unsafe workplace practices.

**Notification of Drug-Related Criminal Conviction:**

Any employee who is convicted of violating any federal, state, or local criminal drug statute must notify his or her supervisor and the Office of Human Resources in writing within five calendar days of the conviction.

Such a conviction will result in either the discipline of the employee, up to and including termination, or a requirement that the employee satisfactorily participates in and completes an approved substance abuse rehabilitation program.

**Searches:**

Anyone suspected of violating this policy may be asked to submit to a search or inspection at any time.

**Consequences:**

If an employee violates this policy, the employee may be disciplined, up to and including termination from employment.

If an applicant violates this policy, an offer of employment may be withdrawn; the applicant may be barred from reapplying for a specified period of time, and/or upon reapplication, the applicant may be required to successfully pass a pre-employment drug test.

If a student violates this policy, he or she may be disciplined in accordance with Sinclair's Student Code of Conduct, up to and including suspension or dismissal.

**Return-to-Work Agreements:**

An employee who violates this policy may be offered an opportunity to participate in rehabilitation. In such a case, the employee must sign and abide by the terms set forth in a Return-to-Work Agreement as a condition of continued employment.

**Drug/Alcohol Testing:**

Sinclair will not require any person, as a precondition to employment, continued employment, enrollment, or participation in any Sinclair program, to submit to substance abuse testing, except:

Where there is reasonable suspicion that the individual is currently abusing alcoholic beverages or drugs in violation of Sinclair policies;

Where a particular position has been determined by Sinclair to be of such a nature that risks of employee impairment must be reduced so as to require pre-employment substance abuse testing;

Where the employee or student has voluntarily agreed, in writing, to submit to substance abuse testing;

Where substance abuse testing is required by state, federal, or local law; or

Where substance abuse testing is mandated by rules or regulations of an outside organization as a condition for participation in activities controlled by such organization (e.g. athletic leagues).

No employee or agent of Sinclair may require any person to submit to any substance abuse testing as a precondition to employment, continued employment, enrollment, or participation in any program of Sinclair, unless expressly authorized by the Vice President for Organizational Development to do so. A request for such authorization will be limited to administrators, faculty, and supervisory personnel who have been trained in proper procedures for requesting substance abuse testing.

**Assistance:**

Sinclair recognizes that in the case of alcohol and drug abuse and addiction early intervention and support improve the success of rehabilitation. To support employees, Sinclair:

- Encourages employees to seek help if they are concerned that they or their family members may have a drug and/or alcohol problem.

- Encourages employees to utilize the services of qualified professionals in the community to assess the seriousness of suspected drug or alcohol problems and identify appropriate sources of help.

- Offers all employees and their family members assistance with alcohol and drug problems through the Employee Assistance Program (EAP).

- Allows the use of accrued paid leave while seeking treatment for alcohol and other drug problems.

Treatment for alcoholism and/or other drug use disorders may be covered by the health care benefit plan available to Sinclair employees. However, ultimate financial responsibility for recommended treatment belongs to the employee.

**Confidentiality:**

All information received by Sinclair through the drug-free workplace program will be kept confidential to the extent permitted by law. Access to this information is limited to those who have a legitimate need to know in compliance with relevant laws and management policies.

**Communication:**

To ensure all employees are aware of their role in supporting the drug-free workplace program:

- This policy will be posted on Sinclair's internet or intranet web sites.

All new employees will receive a written copy of this policy, and the policy will be reviewed in orientation sessions for new employees.

All employees will be sent a copy of this policy annually from the Office of Human Resources.

Information about the dangers of alcohol and drug use and the availability of help will be made available to all employees and students.

### ***Harassment Policy Statement***

Sinclair Community College is committed to providing and maintaining a community in which students, faculty, administrators, staff and other members of the community can work and live together in a safe and supportive environment. The College enforces a strict policy against discrimination and harassment on the basis of race, color, creed, religion, age, sex, marital status, veteran status, national origin, ancestry, citizenship, or disability. Offensive or harassing behavior will not be tolerated against any person in the workplace.

#### **Scope:**

This policy applies to all employees, including but not limited to full-time, part-time, and seasonal employees, of the College and extends to harassment by or of applicants, customers, visitors, vendors or contractors. Incidents involving only students are not covered by this policy, but are covered by the Student Harassment Policy set forth in the Student Handbook. Examples of harassing conduct covered by this policy include, but are not limited to: faculty member harassing student and vice versa; administrator or staff harassing student and vice versa; faculty harassing other faculty; administrator or staff harassing other co-workers; campus visitor or contractor harassing student or College employee and vice versa.

The policy applies while employees are working at the College, attending any College-sponsored event or activity off-campus, or participating in any other work activity (i.e. attending conference, teaching class, etc.).

#### **Definitions:**

##### Prohibited conduct

Offensive conduct and/or harassment that is of a sexual nature, or based on race, color, creed, religion, age, sex, marital status, veteran status, national origin, ancestry, citizenship, or disability, or any other protected status is strictly prohibited.

Examples of prohibited conduct, including specific examples of sexual harassment, are listed below:



- Any type of physical contact, demeaning or abusive written or spoken language, or graphic communication that is unwelcome or unwanted by the recipient. This includes, but is not limited to, physical assault that is sexual in nature.
- Slurs, jokes, posters, cartoons or gestures that are offensive, hostile or intimidating to an individual.
- Unwelcome sexual advances, requests for sexual favors and/or other verbal, physical, or nonverbal offensive conduct when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of the individual's employment (work status, promotion, etc.) or the student's academic performance (better grades, letters of recommendation, etc.), (2) submission to or rejection of the conduct by an individual is used as a basis for employment decisions or the student's academic performance affecting that individual, or (3) the 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 academic environment.
- A pattern of conduct (not legitimately related to the subject matter of a course) that has the purpose or effect of creating an embarrassing, uncomfortable, hostile, intimidating, or offensive environment including:
  - discriminatory comments based upon race, color, sex, age, religion, disability, or any other protected status;
  - sexually explicit or otherwise discriminatory statements, questions, jokes, or anecdotes;
  - touching, patting, hugging or brushing against a person's body;
  - repeated or unwanted provocative staring;
  - remarks about sexual activity, experience or orientation; and
  - possession and/or display of inappropriate sexually oriented materials in the workplace.

### Complaint

An allegation of harassment reported to an appropriate official of the College, including the employee's supervisor, the supervisor's superior, the Equal Opportunity Officer, Director of Human Resources, Department Chairperson, Dean, or Vice President for Student Services.

### Parties

Both the person lodging a complaint of harassment, and the person about whom the complaint is made.

### Harassment

The College prohibits discrimination and/or harassment on the basis of race, color, creed, religion, age, sex, marital status, veteran status, national origin, ancestry, citizenship, or disability, or any other protected status. This policy covers harassment on any of these bases.

### Consensual

Any act or pattern of behavior between two parties that is conducted with mutual agreement.

### **Provisions:**

Employees may report any harassing act(s) or pattern of conduct to any of the following persons: his/her supervisor or the supervisor's superior, the Equal Opportunity Officer, or the Director of Human Resources. Students may also report any harassing act(s) or pattern of conduct by an employee to any of the following persons: Vice President for Student Services, Department Chairperson, or Dean. Any witnesses or others who have credible information about the alleged harassment may also report the action to these parties in a timely manner.

The complainant has a responsibility to immediately report a complaint of harassment to the appropriate party, while the party taking the complaint bears the responsibility of contacting and forwarding the complaint to the Equal Opportunity Office in a timely fashion. According to the Harassment Procedure, which is attached to this Policy, the Equal Opportunity Officer will conduct an investigation of the complaint.

### **Confidentiality:**

The College will make every effort to maintain confidentiality in addressing complaints of harassment. There may be times, however, when the identity of parties involved in an incident must be revealed to appropriate parties during an investigation. All persons involved with a complaint of harassment should treat the matter with discretion, respect and confidentiality.

### **Retaliation:**

The College will not retaliate against any individual for protesting, reporting and/or participating in a complaint and/or investigation of harassment. Retaliation is a serious violation that can subject the offending person to corrective measures, independent of the merits of the case of harassment.

### **False accusations:**

It is a violation of this policy for anyone knowingly to make false accusations of harassment and will result in disciplinary action. Failure to prove a claim of harassment is not equivalent to a false accusation.

### **Information and Training:**

Employees and supervisors/managers are periodically trained on discrimination and harassment in the workplace. The College provides training to employees, supervisors and managers that enables awareness of the College policy and the behaviors/materials that may constitute harassment. The Policy is distributed and published in handbooks in order to notify individuals of their rights and obligations under the Policy.

**Academic freedom:**

The proper exercise of academic freedom by a member of the faculty is not restricted by the College's prohibition on harassment. (See Faculty Handbook, 2.4.1, Faculty Rights and Privileges–Academic Freedom)

**Consensual Romantic and/or Sexual Relationships:**

No person involved in a consensual romantic and/or sexual relationship shall have direct responsibility for evaluating the employment or academic performance, or for making decisions about the promotion, tenure, or compensation of the other party in the relationship.

Consensual romantic and sexual relationships between a supervisor and an employee or an employee and student, including faculty and student, are prohibited.

Relationships between supervisor/employee and/or employee/student present concerns about the validity of consent, conflicts of interest, and unfair treatment of other students or employees. These relationships can undermine the atmosphere of trust essential to the educational process and the employment relationship.

**Relationships between an Employee and a Minor Student:**

Under Ohio Revised Code Section 2907.03(A)(8), it is a third degree felony for a teacher, administrator, coach, or other person in authority employed by or serving in an institution of higher education to engage in sexual conduct with a minor who is enrolled at the College. Such conduct is strictly prohibited and will result in immediate termination of the person's employment, and referral for prosecution.

**Discipline/termination:**

When it has been determined that an individual has engaged in unlawful harassment, the College will take prompt, remedial action to stop the harassment. Violation of this policy will be grounds for discipline, up to and including termination of employment.

Discipline may also be imposed for any management official of the College who fails to respond appropriately to a complaint of harassment. An "appropriate response" is one which is consistent and in accordance with the Sinclair Community College Harassment Policy and Procedure.

***Harassment Complaint Procedure*****Complaint Process:**

An employee may report an incident involving a harassing act or pattern of behavior to any of the following persons: his/her supervisor or the supervisor's superior, the Equal Opportunity Officer, or the Director of Human Resources. Students reporting incidents of harassment involving an employee may report an incident to the Vice President for Student Services, Dean, or Department Chairperson.

Once a complaint of harassment has been reported, the person taking the complaint must gather important and relevant facts from the complainant. This constitutes only the first step in addressing a complaint of harassment. While the person taking the complaint plays an important role in the fact-gathering process, several other persons are involved in the investigation and resolution process. If the Equal Opportunity Officer is not the recipient of the complaint, the person taking the complaint should immediately contact the Equal Opportunity Office for guidance and assistance. In any event, the Equal Opportunity Office must be notified of the complaint no later than 24 hours after the incident is reported by the student or employee.

The Equal Opportunity Officer will be responsible for conducting a timely and thorough investigation of the complaint. However, the College reserves the right to hire an outside party to assist and/or conduct the investigation. An investigation might include a meeting with the alleged harasser, and discussions with any witnesses to the incident. The investigator will also meet with the alleged harasser to discuss the incident, and provide him/her with an opportunity to respond. The investigator will inform the parties that a complete record of the process may be kept in both the complainant's and the alleged harasser's file. The investigator is responsible for preparing a complete record of all pertinent issues.

Upon the request and agreement of all parties, the investigator may also mediate the dispute between the parties, in an effort to resolve the complaint equitably and to the satisfaction of the parties involved. If the parties agree on an equitable solution, the parties will acknowledge their agreement in writing. If the complainant or the alleged harasser cannot reach a resolution, either party can pursue an appeal under the Sinclair Community College Faculty or Non-Faculty Grievance Process, where applicable.

If it is determined that the individual engaged in a harassing act or pattern of behavior toward an employee, student, or other individual at the College, the College will take appropriate disciplinary action, up to and including termination of employment.

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

Sinclair Community College is strongly committed to a policy of equal opportunity in its employment practices, educational programs and activities, and the many services it offers to the community. The college does not discriminate against applicants, employees, or students on the basis of race, color, creed, religion, age, sex, sexual orientation, gender identity, marital status, veteran status, national origin, ancestry, citizenship or disability.

This policy applies to all employees, students, contractors and other designated affiliates of Sinclair Community College. Inquiries and complaints concerning this policy should be referred to the Equal Opportunity Officer who coordinates Title VI (discrimination on the basis of race, color or national origin); Title IX (discrimination on the basis of sex); ADA (as amended) and Section 504 (discrimination on the basis of disability) and ADEA (discrimination on the basis of age).

Equal Opportunity Officer  
Office of Human Resources  
Sinclair Community College  
444 West Third Street  
Room 7340  
Dayton, OH 45402-1460  
Phone: (937) 512-2514

### ***Records Retention***

In accordance with Ohio law, Sinclair has adopted a College Records Retention and Disposal Policy that governs how certain records must be retained, stored, and destroyed. Before making decisions concerning the disposal of any college record, faculty should consult the records retention policy.

Specific provisions of the college policy cover faculty records. Compliance with these provisions is required by all faculty members:

- Individual faculty members' records of grades (i.e. grade records showing scores students earned on tests and other assignments used to calculate the final grade) must be retained for two years after the course is concluded because students have two years to petition a grade. Departing faculty members should turn these records in to their department.
- Graded materials that have not been returned to students must be retained for sixteen weeks after the course is concluded in case students have questions or decide to review those documents. Faculty are not required to allow students to keep exams but must return other work upon the student's request.

Faculty may also be required to manage other types of college records. For a complete description of college records requirements, visit the Records Management website <http://www.sinclair.edu/about/offices/records-management/>

Secure, confidential destruction of College-related materials is available through the Records Management Department.

### ***Smoking Policy***

\* At its meeting on June 24, 2016, the Sinclair College Board of Trustees revised the college's policy regarding smoking and tobacco use on college property.

Effective January 1, 2017, this revised policy prohibits smoking and the use of any smokeless tobacco products, electronic cigarettes (or products intended to mimic tobacco products) – indoors and outdoors – on any Sinclair property. Sinclair's existing policy which limits smoking and the use of tobacco and related products to designated outdoor areas is still in effect until the new policy is implemented on January 1.

Smoking is not allowed on the campus of Sinclair Community College except in officially designated locations. Additionally, Sinclair restricts the use of all tobacco products to these officially designated locations. Smoking restriction guidelines are governed by Ohio Revised Code 3794.01-3794.09 and the Ohio Department of Health.

Anyone found smoking in any area not designated will be warned by Sinclair Police and provided information on the location of the nearest designated smoking area. Anyone smoking should place their cigarette butts in ashtrays only and not litter the ground. Anyone found defacing or damaging trash receptacles, ashtrays, and buildings may be criminally prosecuted and referred to Student Judicial Affairs by Sinclair Police.

Smoking immediately outside the doorways to any building, near air intake vents for the College ventilation system and enclosed walkways to/from the parking garages is prohibited. Smoking within 25 feet of an entrance door is a violation of state law which is enforceable by the Dayton/Montgomery County Public Health Department and may result in a fine to the violator and to the college.

The following areas are designated smoking areas and have specially marked signage:

- Building 2 southwest steps under the overhang
- Building 5 west side between Buildings 5 & 8
- Building 7 in the north terrace area in the Tartan Marketplace
- Building 7 south entrance on either side of the building
- Main Plaza, in the center
- Building 8 entrance south side of plaza
- Building 10 north steps on east end
- Building 12 west plaza facing the main campus
- Building 12 southeast plaza facing Perry Street
- Building 13 west under the pedestrian bridge
- Building 14 east plaza facing Perry Street
- Building 19 on Wilkinson Street north at the alley
- Building 20 near the art display
- Building 20 southeast plaza facing the Great Miami River

Anyone smoking may also use any public sidewalk adjacent to Sinclair property.

### ***Weapons Policy***

Use, possession, or carrying of firearms, including, but not limited to pistols, rifles, shotguns, or ammunition, incendiary devices, smoke devices, dangerous knives, explosives or other dangerous weapons while on college owned or controlled property, or at college sponsored or supervised activities, except by college or other authorized police officers, or other persons specifically authorized by the college, are strictly prohibited.

## **Compensation, Benefits, and Personnel Policies**

### ***Advancement***

Adjunct faculty hired prior to 2010 can advance from Lecturer I to Lecturer II status based on professional development in teaching and in their discipline.

Adjunct faculty can request Advancement from Lecturer I to Lecturer II if they have taught nine hours and completed the Adjunct Faculty Certification Course through the Center for Teaching and Learning. Refer to the Professional Development tab at <http://ctl.sinclair.edu/>.

Once all requirements have been met, the adjunct faculty member should complete the Lecturer II Status Request Form and submit it to the department chair for review and approval. Once received and approved in Human Resources, the change in status to Lecturer II will take effect for the next scheduled term. Adjunct faculty members are responsible for tracking their eligibility for this change in status and preparing the appropriate documentation by completing the Request for Lecturer II Classification located at [https://forms.sinclair.edu/docs/lecturer-II\\_req.doc](https://forms.sinclair.edu/docs/lecturer-II_req.doc) or through the eLearn Adjunct Faculty Community.

### **Center for Teaching and Learning**

The Center for Teaching and Learning supports the development of Sinclair's faculty, full-time and adjunct, as teachers and members of the academic community. Through an extensive array of conferences, workshops, presentations, learning communities and other events, the Center provides opportunity for faculty to explore practices and pedagogies that contribute to successful teaching and learning. The CTL and its faculty volunteers are available to individual faculty and to academic departments and divisions to provide assistance on a variety of teaching-learning topics. For information about CTL opportunities, please visit <http://ctl.sinclair.edu/>.

### **Adjunct Faculty Certification**

The Center for Teaching and Learning offers an Adjunct Faculty Certification course for those who are new to teaching at Sinclair, and adjunct faculty are required to complete this course. This experience includes an overview of basic research on student learning, teaching strategies that promote learning and key policies and procedures for new faculty at Sinclair. It is offered in a day-long format and in a hybrid of face-to-face and online learning, and includes independent readings, a classroom observation of teaching, and an examination. More information about this certification is available from the Center for Teaching and Learning, <http://ctl.sinclair.edu/>

### **Professional Development and Recognition**

All adjunct faculty are welcome and encouraged to participate in the professional development programs offered by the Center for Teaching and Learning. The CTL offers

workshops, seminars, book discussion groups, and conferences on a wide variety of topics related to teaching and learning. More information about the Center's programs can be found at <http://ctl.sinclair.edu/>. Academic departments also welcome and encourage the participation of adjunct faculty in professional development workshops, seminars, and similar activities sponsored by the department.

Each year the college recognizes the teaching excellence of adjunct faculty through awards for the outstanding adjunct in each academic division as well as for the college as a whole. Additionally, an annual dinner is held to recognize adjunct faculty for their years of service to the college.

## ***Benefits***

### **Health Insurance**

Limited health benefits are available through Key Select. Adjunct faculty may elect benefits for self, child, spouse, or family. Additional coverage is available through AFLAC for cancer, accident and dental benefits. For more information, please contact the Office of Adjunct Faculty Support Services.

### **Lockers for Adjunct Faculty**

The college reserves a limited number of personal storage lockers for adjunct faculty use. If you desire to reserve a locker you may reserve a storage locker for a minimal fee by contacting the Student Leadership and Development Office located in Building 8.

Lockers are also provided for adjunct faculty free of charge in the Office of the Adjunct Faculty Support Services on a first come, first served basis.

### **Parking**

Information concerning availability and location of parking on campus is provided during the first week of the term.

Parking for the Office of the Adjunct Faculty Support Services is available in Lot K behind building 13, in Lot A the student garage, in Lot E at Fourth and Perry Street, or in other open-access lots.

Each semester a stipend is deposited by the college to the Tartan Card of each adjunct faculty member who is currently teaching that semester. This card, the college employee identification card, also functions as a debit card for campus services. The stipend for adjunct faculty supports miscellaneous expenses (parking, bookstore, etc.).

### **Physical Activities Center**

The Physical Activities Center (PAC), located in Building 8, is available for the use of adjunct faculty. This center offers open recreation hours for the use of facilities such as the weight room, pool, racquetball courts and others. Hours are limited and may change quarterly.



Contact the Exercise, Nutrition and Sport Sciences Department for more information. A Tartan ID is required for access to the facilities of the PAC.

Many adjunct faculty use their tuition waiver privilege to take physical activity classes. A wide array of classes is offered, and a complete listing for teach term is available in the class schedule. <http://www.sinclair.edu/schedule>.

### **Tuition Waiver**

Adjunct faculty are given a 3-credit hour waiver for tuition only toward any class taken at Sinclair Community College. To qualify for this waiver, the adjunct faculty member must be teaching during the term the waiver is used, and the class must be taken for credit rather than audit. Any fees or costs above the 3-credit hour tuition must be paid by the faculty member. A tuition waiver must be completed and submitted to the Adjunct Faculty Support Office. These forms are located on eLearn courses, Communities, Adjunct Faculty Community/Content/Benefits / Adjunct Faculty Tuition Waiver.

### **Work and Meeting Space for Adjunct Faculty**

Building 13 includes a number of computer-equipped work spaces for the use of adjunct faculty as well as a conference rooms for meeting with students, all of which are available on a first come, first served basis during the hours of 7:30 **a.m.** to **7:00 p.m.** Monday through Thursday, 7:30 **a.m.** to 4:30 p.m. Fridays (summer hours may vary). Additionally, a number of academic departments across campus make workstations available to adjunct faculty as well as conference rooms for conferring with students. The computer workstations in the library are available for the use of adjunct faculty, as well as private rooms that can be reserved for meeting with students.

### ***Compensation***

#### **Rate and Calculations of Pay Hours**

Adjunct faculty are paid based on the credit hours taught using the pay hour calculations described below, and rates are established by the Board of Trustees on an annual basis. Rates of pay per credit hour are calculated based upon the individual adjunct faculty's member's rank:

Lecturer I – the rank at the time of initial hire

Lecturer II – attained through completion of professional development; see the Advancement section of this handbook.

Current pay rates can be located at [our.sinclair/college/forms/payroll](http://our.sinclair/college/forms/payroll).

### Calculation of Pay Hours

- One (1) lecture hour per week = 1 payload hour
- One (1) laboratory/clinical hour per week = 0.75 payload hour
- Payload for courses taught on an independent study basis or internships are calculated as follows: 0.2 payload hours per student enrolled on the 14<sup>th</sup> day of the term.

### Exceptions:

For students enrolled in a one or two credit hour Applied Music course as of the 14<sup>th</sup> day of the term, pay hours are 0.33 per student. For students enrolled in four credit hour Applied Music course as of the 14<sup>th</sup> day of the term, pay hours are 0.67 per student.

An additional 0.75 payload is applied to each English Department writing course due to the expectation for each faculty member to provide extensive, in-depth review and feedback to each student in these classes.

## Online Learning Compensation Policy

Online courses are part of the approved curriculum of the academic unit of the college. Online courses are developed in accordance with the approved policies in the Full-time Faculty Handbook.

Compensation will be based on formulas recommended and periodically reviewed by the Online Teaching and Learning Advisory Committee.

### Online Course Facilitation

Faculty teaching online will be paid on a per section basis:

Minimum and maximum section sizes are set by department / division management. The department/division personnel will consider the online sections in the normal analysis of average class size, student need, and departmental ability to respond.

If an instructor chooses to teach students in a section with an enrollment under the minimum section enrollment, that instructor may choose an individualized instruction option compensated at the standard college rate per student.

## Pay Dates

Pay dates for each payroll check can be located at

<https://our.sinclair.edu/index.cfm/references/payroll/payroll-schedules1/> and through the online eLearn community for adjunct faculty. Pay dates are not consistent from year to year, due to different beginning and ending dates for each term.

## **Withholding Taxes**

Appropriate federal, state, city, Medicare, State Teacher Retirement, and municipal school taxes are withheld by the college in accordance with the information provided by the adjunct faculty member through completion of the proper forms.

## **City Taxes**

Since Sinclair is located in the city of Dayton, city withholding tax is normally withheld based upon the city of Dayton tax rates. If an adjunct faculty member's total term instructional assignment consists of classes which all meet outside the city of Dayton, and, if the faculty member also resides outside the city of Dayton, the city withholding tax will be deducted based upon the tax rate of the municipality in which the faculty member lives, instead of the city of Dayton tax rate.

## **State Teacher Retirement System Participation**

All adjunct faculty members must participate in the State Teacher Retirement System. The State Teacher Retirement System membership form is completed by the Office of Human Resources upon hire. <https://www.strsoh.org/>

## ***Contact Information***

It is important to notify the college if your name, address, or phone number changes.

Name changes: Both a copy of a new Social Security card with the name change and a new W-4 tax form must be submitted to the Payroll Department.

Name, address, and/or phone number changes: Notify Payroll (not HR), Adjunct Faculty Support Services, and your department. And, if you are also taking classes as a student, notify the Registrar of these changes.

## ***Jury Duty***

The college will pay for qualified substitute(s) in the event an adjunct faculty member is called to serve on a sequestered jury. The lecturer will receive all pay entitled, less the amount received for his or her jury duty.

## ***Personnel Records***

Personnel records for Adjunct Faculty are maintained in the Office of the Adjunct Faculty Support Services.

## ***Unavoidable Absence***

In the event of an unavoidable absence such as illness or accident that will preclude the instructor from attending class, the instructor must:

- Contact the department office prior to the class session
- In no answer, contact the division dean.
- If no answer, contact the Office of Adjunct Faculty Support Services at extension 2782.

- A qualified substitute will be placed in the class if possible.

The Office of Adjunct Faculty Support Services and your department chair must be notified of any class canceled due to unavoidable circumstances. Pay will be prorated to reflect classes missed unless the instructor has, with the agreement of the chair, established reciprocal agreements with other faculty, full-time or adjunct, to cover classes. Unauthorized substitutes (spouses, professional colleagues, friends, etc.) may not be utilized in fulfilling classroom obligations.

## **Campus Facility Information**

### ***Entrance to Campus when Classes are Not in Session***

Any faculty member needing entrance to college facilities during the time the campus is closed should call the Sinclair Police at (937) 512-2534, stating their needs and estimated arrival time. Entrants will be required to sign in and out and must present their adjunct faculty ID card. Faculty members must enter and exit through Building 7.

### ***Room Numbering***

It is easy to find your way around campus by familiarizing yourself with the numbering system used to identify buildings and classrooms. Rooms are numbered according to the building and the floor or level where they are located. For example, room 10112 means Building 10, floor 1, room 12. Room 5346 is located in building 5 on the third floor, room 46. Room 3011 is in Building 3, lower or basement level, Room 11. A map of campus is located at [www.sinclair.edu/visit/map/](http://www.sinclair.edu/visit/map/).

### ***Tartan Campus Store***

The Tartan Campus Store, located on the first floor of building 7, is owned and operated by Sinclair Community College. Its fundamental purpose is to make available the texts, supplemental books, and supplies needed by the students to pursue their studies.

The Tartan Campus Store is the only authorized outlet for all books and supplies needed for classes and special events on the campus. Sale of merchandise by any other group on campus is prohibited except by special permission from the Business Services Office.

### ***Tartan Marketplace***

The main dining area located on the lower level of Building 7 is open

Monday through Thursday: 7:00 a.m. to 8:00 p.m.

Friday's hours: 7:00 a.m. to 2:30 p.m.

Saturday: 7:30 a.m. to 2:00 p.m.

Sunday: Closed

**SUMMER TERM**

Mon-Thurs: 7:30 a.m. - 4:00 p.m.

Fri: 7:30a.m. - 2:30 p.m.

Snack bars and vending machines are located throughout the campus for faculty, staff, and student convenience.

## **Emergency Information**

### ***Bomb Threat***

- If you observe a suspicious device, do not touch it or move it
- Clear the area and call Sinclair Police immediately at 512-2700 or 512-2534 or learning center security officer.
- If you are advised of a bomb by phone, note the date, time, location of the call and ask the caller where, when, how, why the bomb was placed. Ask if the caller is a student. Note the age, gender, speech pattern, attitude, background noises, accent, etc.
- If you have caller ID, check to see where the call came from.
- If the threat was received in the mail or by email, save all accompanying material and handle the envelope as little as possible. Note the return address or email address.
- If a device is located, do not touch or move it and do not use a cell phone.

### ***Emergency Telephones and Intercoms***

At the Dayton campus, emergency telephones connected directly to the Sinclair Police Office are located next to the elevators in the basement and third floor levels of Buildings 1-6, third floor of Building 10, the first floor of Building 11, and on each of the north and south circular stairwells in Building 12. Emergency intercoms also connected to the Sinclair Police Office are located in the stairwells of Parking Lot A, and in the lobby of Building 9. Outdoor intercoms designated by blue lights are located throughout the campus.

### ***Fire***

Faculty members should familiarize themselves with the building in which they are teaching, locating exit routes for use in case of fire or other emergency. Fire alarm boxes are located on each floor of all buildings.

Procedures to follow in case of the fire emergency:

1. Evacuate your class from the building. (At the Dayton campus, persons with disabilities should be evacuated through horizontal exits to a connecting building or to an "area of rescue" inside the stairwell.)
2. Pull the fire alarm.

3. At the Dayton campus, notify the Sinclair Police at extension 2700, Room 7-112. Inform emergency personnel of the location of any individuals that remained in the “area of rescue.”
4. At learning centers, notify center personnel or security officer.
5. Notify the Office of Adjunct Faculty Support Services, Room 13-223.
6. Do not reenter the building until directed to do so.

### ***Medical Emergencies***

In case of accident, illness or other emergencies, contact the Sinclair Police at extension 2700, Room 7112 or learning center personnel, as well as the Office of Adjunct Faculty Support Services at x2782. In the event of an emergency, the faculty member should take charge and remain at the scene of the emergency until the Sinclair Police officer or security or staff member arrives.

### ***Severe Weather Conditions***

The decision to dismiss classes and close the college due to severe weather conditions rests with the President of the college. In the event all classes are canceled due to weather, an announcement of the dismissal of classes will be made through the Sinclair website and local radio and television stations. In the event of severe weather conditions while classes are in progress, the college staff will alert instructors. You may register for text and email updates – visit <http://www.sinclair.edu/about/visit/campus-closing-info/> for more information.

## **Academic Information**

### **The Role of an Adjunct Faculty Member**

#### ***Academic Integrity***

Sinclair faculty are expected to maintain the highest standards of academic integrity in regard to all academic endeavors and professional involvements.

- A faculty member must verify that all materials presented or used in the execution of the faculty member’s professional responsibilities and activities comply with fair use standards and are free of copyright infringement.
- Faculty are expected to always provide appropriate attribution when using the work of others.
- Faculty will be fair and objective in evaluating students’ work.

- Faculty will not solicit nor accept anything of value that may constitute, or create an impression of improper influence in the exercise of the faculty member's duty.

### ***Duties and Responsibilities of Adjunct Faculty***

The following key responsibilities are expected of all adjunct faculty at Sinclair:

#### **Professional Development Expectations:**

- Attend Faculty semester meetings.
- Attend Adjunct Orientation.
- Complete the New Adjunct Faculty Certification
- Complete basic ELEARN training.

#### **Course Expectations:**

- Prepare a teaching syllabus for each course following the established master syllabus that defines the content and learning outcomes for the course. The department chair will provide the master syllabus, as well as a sample teaching syllabus. Post your syllabus in the course ELEARN shell. See the Syllabus section of this handbook for Syllabus requirements.
- Follow curriculum guidelines for the course as set by the department.
- Incorporate a student-centered learning approach, rather than a purely lecture format.
- Return student work within two class periods and not to exceed one week.
- Utilize ELEARN in course sections including Sinclair/ELEARN email to correspond with students, as well as the syllabus and grade book functions.
- Follow Sinclair and department policies and incorporate the policies in syllabi.
- Follow Sinclair's Academic Calendar and hold all scheduled classes for entire semester.
- Conduct classes which begin and end promptly in accordance with the published time schedule.
- Be available to students to answer questions and provide assistance relative to course work.
- Submit grades according to the schedule established by the Registrar using Web Advisor.
- Distribute and submit student survey instruments.

#### **Procedural Requirements:**

- Must review and follow the guidelines set forth in the Adjunct Faculty Handbook.
- Meet with department chairperson and/or full-time faculty members as required by the chair for the purpose of orientation and coordination of the instructional program.
- Cooperate with the department chair and full-time faculty members in maintenance of laboratory and other support facilities.

- Submit to the department chair reports normally associated with the operation of courses.
- Respond promptly to email from the chair, mentor and students.

The college provides instruction at many sites throughout our service region including area high schools, community centers, Wright Patterson Air Force Base, correctional facilities, YMCA's, Sinclair's Englewood Learning Center, Huber Heights Learning Center, Courseview Campus Center, Preble County Learning Center and many business locations. Some of these locations may require faculty to obtain special passes for entrance or participate in an orientation, and assistance is provided to faculty teaching in these special locations.

### ***E-Mail***

All faculty are assigned two separate email accounts, and both should be checked daily.

- Course email, which is through my.sinclair.edu (ELEARN), for correspondence with students. ELEARN settings allow forwarding of course mail to Outlook, but ALL replies should be through ELEARN.
- Sinclair Outlook email account for general college communication, including communications from department chairs, mentors, and Adjunct Faculty Support Services.

Prompt response to students, chairs and others is essential. The my.sinclair.edu account should be checked on a daily basis. The Sinclair Outlook account should be checked at least weekly.

### ***Evaluation of Adjunct Faculty***

Evaluation of the performance of adjunct faculty is the responsibility of the department chair. Feedback from students through the term class survey will be included, along with feedback from mentors. The Office of Adjunct Faculty Support Services provides the student survey forms, along with procedures for administering the surveys. Surveys must be completed for every course taught during the fall, summer and spring terms. A summary of the student survey results is available to adjunct faculty following completion of the term.

### ***Faculty Communication Obligations***

The comprehensive communication resources provided by Sinclair to faculty and staff are essential to efficient college operation and faculty performance. All faculty members are expected to promptly attend to voice mail, e-mail, and traditional (hard copy) mail



communications and to keep those communication systems cleared and available for communication from students, colleagues, and college officials.

### ***Keys for Class/Laboratory Rooms***

Normally, general-use lecture rooms are not locked. However, if your classroom is locked, you may call Campus Police (x2700) to be let in. Keys for laboratory rooms are issued by the Office of Adjunct Faculty Support Services for all labs except those located in Building 2, Automotive Lab, and the Physical Activities Center.

### ***Mail***

Adjunct faculty, teaching at the Dayton campus, have assigned mailboxes in the Office of the Adjunct Faculty Support Services, located in Building 13. In addition, some academic departments provide mailboxes in the department office. Learning Centers also may provide adjunct faculty mailboxes. Please check each of these mail boxes on a regular basis.

Adjunct faculty teaching only at other locations may have mail forwarded to the appropriate location by request to the Office of the Adjunct Faculty Support Services and/or academic department each term.

### ***Mentor Program***

The mentor, a full-time faculty member, is available to assist those faculty who are teaching for Sinclair for the first time or teaching a new course for the first time. This mentor is someone who can answer questions, provide important guidance for developing the syllabus and course assignments, and assist the adjunct faculty member in understanding sound practices for evaluating students' learning and other activities associated with developing and delivering a high quality learning experience for students. The mentor will be available for assistance throughout the term and will observe the adjunct faculty member's class at least once during the term to confer and provide feedback.

For adjunct faculty who are new to teaching at Sinclair, the following expectations apply to them as "mentees":

- Meet with the mentor at least three times face to face during the term.
- Communicate with your mentor at least weekly by phone, email or in person, and respond to mentor in a timely manner.
- Observe the mentor's class at least one time.
- Make syllabus and course materials available to the mentor for review.

### ***Printing and Duplication Services – Dayton Campus***

Materials to be duplicated for the classes of adjunct faculty should be given to the Office of Adjunct Faculty Support Services in advance:

Duplication of copies ..... 3 working days  
Handwritten copy to be typed and duplicated ..... 5 working days

For information on lead time requirements at each learning center, see center personnel.

### **Copyright:**

Copyright rules and restrictions usually are printed on one of the first few pages of textbooks, trade books, magazines, periodicals, music or any other such copyrighted material. All personnel working for Sinclair are expected to adhere strictly to copyright provisions.

### ***Syllabi***

The purpose of the syllabus is to provide students with a description of the policies, content and expectations necessary for successful completion of a course. Each syllabus must contain the information found in the guidelines within this section of the handbook and be updated each term. At the beginning of each academic term, faculty must provide students a syllabus that includes all required information. The syllabus may be provided either on paper and/or an electronic version organized within the ELEARN learning system.

Faculty are required to make an electronic copy of each of their syllabi available to the department chair by the end of the first week of classes. Each academic department will maintain an updated course syllabus file for every course taught within the department.

If the department provides a standard syllabus for a course, all faculty must follow it.

### **Definition of Terms:**

The **Master Syllabus** contains information pertaining to a specific course including the outcomes and course outline. Master Syllabi are available through the Curriculum Management Tool (CMT) and course schedules on Sinclair's web site. Information found on the master syllabus should be identical for every section of the same course. Revisions in the master syllabus receive approval through the curriculum review and approval process. Each master syllabus will be reviewed at least every two years, and changes will be made as necessary.

The **Course Syllabus**, provided to students, includes all the information contained in the master syllabus in addition to specific items described by the instructor for the purpose of carrying out the objectives of the course efficiently and effectively.

The **Course Description** is a summary of the major highlights and purposes of a course as stated in the college catalog.

The **Course Outcomes** are specific statements listed on both the master and course syllabi that summarize what a student will demonstrate after completion of the course.

The **Course Outline** includes a list of major areas or units of content that are covered in the course.

**Required items on the course syllabus include:**

1. **Course information** including Course Title, Number, credit hours, lab hours (if applicable), prerequisites (if applicable), course description, required textbooks, required materials, and technical requirements. Optional elements include reference materials and meeting days and times.
2. **Faculty Information** including the instructor's name, department, division, Sinclair email address, phone, office locations and office hours.
3. **Outcomes** to include Course Outcomes taken directly from the master syllabus and Program Outcomes if applicable and General Education outcomes if applicable.
4. **Course Requirements** including a brief list of major tasks to be completed by the student (for example: 2 exams, 5 quizzes, 2 short papers and 1 group assignment). Faculty should insert a calendar, schedule or outline including due dates of assignments or have an electronic calendar within ELEARN.
5. **Grading Information** including all assignments and examinations that form the basis of student evaluation in the course must be described to students through the syllabus. The proportion that each evaluative tool carries toward the final grade and the course grading scale must also be included.
6. **Course Policies** including both the college's attendance policy (students are expected to attend all classes) as well as any individual faculty or department attendance policies (for example, "Students will be dropped a letter grade if they miss more than two classes.")

Other course policies may include but are not limited to:

- administrative withdrawal
- use of technology
- safety guidelines
- academic integrity policy
- Sinclair Honor Code
- classroom etiquette
- plagiarism
- late assignments
- make-up tests
- incomplete grades
- cell phones
- lap tops

- recording devices

NOTE: Faculty retaining the authority to administratively withdraw a student for non-attendance may do so only if the syllabus clearly states an administrative withdrawal policy describing what is considered minimum participation in the course. All policies should be specific rules or contractual obligations on the part of the student. All policies should be concise and stated in terms of measurable or observable behavior.

7. Information regarding **College and Department Learning Resources** including the following services, as applicable: Library, Writing Center, Tutoring and Learning Center, Tutorial Services, Academic Resources Center, and Disability Services.
8. A copy of the **Sinclair Policies, Procedures and Services for Students** handout must be attached (or linked) to every syllabus each term.

Faculty are encouraged, but not required, to use the following syllabus template as a tool to ensure that all required information is included on the syllabus. The common formatting will help students find information more easily. (For the purposes of this Faculty Handbook Release, a copy of this template follows.)

### **Syllabus Course Information**

**Course Title:**  
**Course Number:**  
**Meeting Days and Times** (Optional if Online Course)  
**Credit Hours:**  
**Lab Hours:**  
**Prerequisite(s):**  
**Course Description:**  
**Required Text:**  
**Required Materials:**  
**Reference Materials**  
**Technical Requirements:**

### **Faculty Information**

**Instructor:**  
**Department:**  
**Division:**  
**Instructor Email:**  
**Phone:**  
**Office Location:**  
**Office Hours:**

### **Outcomes**

**Course Outcomes:**  
**Program Outcomes** (if applicable):  
**General Education Outcomes** (if applicable):

**Course Requirements**

**Calendar, Schedule or Outline**

**Grading Information**

ASSIGNMENT	POINTS/PERCENTAGE
	00
	00
	00
	00
	00
<b>Total Points</b>	000

GRADING SCALE	POINTS/PERCENTAGE
A	00 - 00
B	00 - 00
C	00 - 00
D	00 - 00
F	00 - 00
S	00 - 00
N	00 - 00
U	00 - 00

## **Course Policies**

**Attendance/Participation Policy:**

**Use of Technology Policy:**

**Safety Guidelines:**

**Academic Integrity Policy:**

<http://www.sinclair.edu/services/conduct-safety/student-judicial-affairs/academic-integrity-policy/>

**Other Policies:**

## **Sinclair Learning Resources**

**The Library:**

**The Writing Center:**

**Tutoring and Learning Center:**

**Tutorial Services:**

**Academic Resources Center:**

**Disability Services:**

## **Sinclair Policies**

**Sinclair Policies, Procedures and Services for Students:**

**Academic Calendar:**

## ***Teaching Assignments***

Teaching assignments of adjunct faculty are made by the department chair, taking into consideration the qualifications of adjunct faculty and the instructional needs of the department. Teaching assignments may change up to the beginning of the term, depending on department needs.

## ***Use of College Name in Publications, Exhibitions and other Creative and Scholarly Endeavors***

Prior authorization must be obtained from the Provost before using the college name in conjunction with publication, exhibition, or other creative and scholarly endeavors. The request for approval should be made to the department chair that will in turn make a recommendation to the Dean and Provost.

## **Class Management**

Faculty are vested with the authority and responsibility for conduct of classroom activity. This section of the Faculty Handbook identifies basic policies for class management, as well as procedures for how faculty should handle exceptional circumstances.

### ***Absence from Class and Class Cancellation***

Faculty should avoid class cancellations except in emergencies. When a Faculty member must miss a class because of approved professional travel or personal leave, the faculty member must make arrangements to ensure the continuity of student learning by arranging a substitute instructor, rescheduling the class, or providing for alternate assignments.

### ***Accident Report***

An Accident Report form must be completed if a student or an employee suffers a personal injury while in your class. Contact the Sinclair Police to complete a report.

### ***Addressing Inappropriate Student Behavior***

Managing student behavior in the classroom, including problematic behavior, is an important component in faculties' teaching responsibilities. From time to time, faculty encounter students who demonstrate severe behavior or personal problems that disrupt, or can potentially disrupt, the teaching and learning environment. Listed below are resources for dealing with such students.

Refer to the **Department Chair**

- classroom management issues which do not pose a threat or potential threat but present a problem for the student, instructor or the learning environment
- unique problems or challenges for which an instructor might need some advice or guidance

Refer to **Ombudsman**

(Ext **2205**)

Room 10-424

<http://www.sinclair.edu/services/conduct-safety/ombudsman/>

- students with a problem for which normal methods of resolution have not been successful
- students needing assistance from a liaison or mediator between or with college personnel or departments
- students who have a problem and need to know how to begin to resolve it

Refer to **Student Judicial Affairs**

(Ext **2509**)

Room 8025

- students whose behavior violates the Student Code of Conduct  
<http://www.sinclair.edu/services/conduct-safety/student-judicial-affairs/student-code-of-conduct-handbook/>
- students who have a need to learn more about their rights and responsibilities

Refer to **Behavior Intervention Team**  
(Ext 3097)

- <http://www.sinclair.edu/services/conduct-safety/public-safety/addressing-student-conduct-issues/>
- when there is a need for a rapid assessment and response to threatening language, behavior or written communication by a student
- when a faculty member has a concern about a student's potential for harm to self or others
- when a student seriously disrupts the teaching/learning environment (classroom, library, hallways, parking lot, Tartan Marketplace, etc.)

Refer to **Campus Police**  
(Ext 2700)

<http://www.sinclair.edu/services/conduct-safety/public-safety/>  
Room 7112

- when you need an immediate response to an emergency such as:
  - threatening behavior
  - hostile, abusive, or aggressive behavior
  - extreme emotional outbursts
  - articulated threats to harm self or others
  - unusual speech patterns (slurring, incoherent or rambling speech)
  - disoriented behavior
  - uncontrolled anger

**When in doubt, call the Campus Police at Ext 2700**

The Sinclair Police dispatchers are trained to deal with reports regarding a wide variety of student behaviors and to then make referrals to the appropriate campus office for intervention. Where there is an imminent threat or danger, campus police will be dispatched immediately. If the incident does not pose an immediate threat or danger, the dispatcher will make a referral to the appropriate campus office.

***ELEARN Course Management Tool***

Sinclair uses ELEARN as its platform for online course management. ELEARN is used both for courses offered fully online and as a complement to face-to-face classes. It is helpful both to students and to faculty for communicating with one another, for sharing course information (syllabi, grades, references, etc.), and for class assignments. Adjunct faculty are required to include, at minimum, the syllabus, grades and discussion board. Assistance in learning ELEARN is available through the Office of the Center for Teaching and Learning



in Building 14. All adjunct faculty are automatically members of an online ELEARN group, a source of helpful and timely information.

### ***Attendance Policy***

Students clearly are more successful when they attend classes regularly, and each adjunct faculty member is required to have an explicit attendance policy and to list this policy on the class syllabus. Academic departments may have uniform attendance procedures and expectations. Please check with your department chair or mentor regarding the policy of your department.

The college is required to track student attendance for various regulatory purposes. Faculty are required to record regular attendance and maintain these records with your class grades for at least three years.

### **Procedure for Recording Student Attendance-Participation:**

Verifying attendance of students receiving financial aid is essential to comply with a regulation of the U.S. Department of Education's Federal Refund Policy. The regulation related to the Title IV Financial Assistance Program requires verification of attendance/participation of all Title IV financial aid students through the fifty percent point of an academic term. Since identification of all financial aid students is not available at the onset of the term, it is necessary that attendance/participation of all students be tracked, regardless of aid status.

### **Procedure:**

All faculty must track attendance/participation of all students for a period of not less than the fifty percent point of the academic term. The manner in which faculty choose to verify student attendance/participation may be varied. Acceptable options for tracking attendance/participation include one or more of the following:

- recording attendance of all students for each class meeting
- recording performance on quizzes and/or tests
- recording performance/participation on course assignments.

Between the third week of the full semester and the twelfth week of the full semester, nonattendance records will be available through Web advisor. All Faculty must verify non-attendance of students as directed by the registration office.

### ***Calculation of Class Meeting Time***

The length of class meeting time is determined by the Ohio Board of Regents based on required minutes of instruction per credit hour. Sinclair schedules classes in accordance with OBR requirements, and all classes must meet for the required amount of time specified by the Ohio Board of Regents.

## ***Change of Classroom Assignment***

Arrangements to move a class to a different room should be made through the department chair.

## ***Class Roster***

### **Policy:**

Faculty are responsible for verifying student enrollment throughout the term. Faculty may not permit students who are not enrolled to attend class. Faculty are expected to refer non-enrolled students to the Office of Registration and Student Records (10231) to receive confirmation of registration. If the student does not provide written confirmation, he/she is not permitted to return to class. Students who are not registered for the class are not eligible to receive a grade or credit.

### **Procedure:**

Class rosters are available on the ELEARN website and should be checked several times throughout the first two weeks and periodically throughout the term. Rosters are available to faculty through two sources: ELEARN and Web Advisor. Class rosters from Web Advisor are updated immediately upon student registration changes, and thus are more current. Class rosters from ELEARN are updated every 24 hours.

### **Revised Class Roster:**

The Revised Class Roster available on WebAdvisor will include the names of all students who have registered for the class at the close of the Late Registration-Drop/Add Period (the first two days of classes). Any student registering or adding the class after the official late registration date as shown in the WebAdvisor will not appear on the Revised Class Roster. *Any student not appearing on the Revised Class Roster must show a receipted copy of his registration card or receipted Add/Drop Form to the instructor* in order to gain admittance to the class. The instructor will verify the registration and add the name of the late registrant to the Revised Class Roster via Web Advisor/ therefore, the **only** students permitted to remain in class will be those whose names appear on the Revised Class Roster, those who show the instructor a registration receipt, or those who present the instructor with a receipted copy of the Add/Drop form. All others must be sent to the Registrar's Office to obtain authorization to enter the class.

If a student comes to your class but belongs in another class, send the student to the Registrar's Office in Building 10 to locate the correct class.

### **Non-Attendance Class Roster:**

Identifying and reporting students who are not attending class is important to the college's ability to follow up with students and to comply with Federal report requirements. At

about the second or third week of the term, faculty receive an email advising that the Non-Attendance Class Roster is available through Web Advisor. The Non-Attendance Class Roster will reflect any additions or withdrawals from the class. Each instructor is required to review the Non-Attendance Class Roster and indicate with an “NA” any student who is not attending the class.) The Non-Attendance Roster is available online for approximately 4 weeks under WebAdvisor, Faculty, and Grades.

NOTE: If you encounter any problems with this process, please call the Adjunct Faculty Support Services at 512-2782.

### ***Classroom Equipment***

All classroom equipment which has been borrowed from another classroom must be returned. An inventory of equipment is maintained by the college for each classroom on the campus. Care should be taken to turn off all lights and secure equipment at the end of each class. In the event that the instructor’s classroom does not have adequate furniture or equipment, please contact your department.

### ***Classroom Environment***

Faculty will maintain a classroom atmosphere conducive to learning. Students should be advised that disruptive or harassing conduct will not be tolerated.

### ***Conduct of Classes***

Each instructor is responsible for maintaining a safe and professional classroom atmosphere that is conducive to student learning. Courses must meet from the first through the last dates scheduled in the college calendar. Faculty may not cancel classes, and every class session is to be used for the full time allotted to help students master the competencies of the course.

*Classes should begin and end promptly in accordance with the published time schedule. Courses must meet from the first through the last dates scheduled in the college calendar. Any changes must be arranged through consultation with the department chair and approved in advance by the academic division dean.*

### ***Departure from Routine***

It is the responsibility of faculty to conduct all class sessions as scheduled (including time and location) by the college. Any departure from the college schedule, such as off-campus class sessions or field trips, should be arranged through consultation with the department chair and approved in advance by the academic division dean. Field trips and student travel must be prepared and completed in accordance with college policies.

### ***Field Trips and Other Student Travel***

Guidelines for field trips, along with forms that must be completed by students in advance of field trips, are available from the department chair or academic division dean. Faculty may be required by the college to obtain signed liability waiver forms from participating students.

### ***Class Field Trips***

Faculty who wish to offer students the opportunity to participate in field trips, excursions, or other activities off campus must obtain prior approval from the department chair. Such activities may be incorporated in a course when the learning outcomes of the activity are related to the defined learning outcomes of the course/program. Faculty may not require participation in off campus activities that necessitate a student missing a scheduled class session associated with another course for which the student is registered or if the trip requires the student to incur cost or miss work.

### ***Other Field Trips and Student Travel***

Students who travel in capacities that represent the college (examples include attendance at the Phi Theta Kappa national conference; visits to Sinclair's sister colleges abroad; performance of musical or theatrical productions in the community; participation in athletic competitions) are considered to have an excused absence from class for the approved period of travel. The students are responsible, however, for completing all missed assignments, homework, exams and similar course requirements. Faculty are expected to make reasonable accommodations for students to make up these course requirements.

### ***Online and Off-Campus Teaching***

All Sinclair courses that are offered online or in a blended or hybrid format must be delivered through the college's course management system (ELEARN).

Courses that are delivered in a blended or hybrid format (a combination of face-to-face and online learning) must be so designated in the bulletin of course offerings so that students will be aware of the format prior to enrolling in the course.

Adjunct and full-time faculty who wish to teach online must complete Sinclair's training program for teaching online, and the recommendation of the department chair is required for faculty to participate in this program.

Online and hybrid courses are part of the approved curriculum of the instructional division of the college and are offered in these formats for the purpose of meeting needs and interests of students.

Master online courses, developed according to Full-Time Faculty Handbook policies, will be used by all sections.

All courses to be delivered in online and hybrid formats are designated in the college's course schedule as such so that students will know prior to registration the format of the section for which they are enrolling. Course not designated as hybrid in the course schedule may not be delivered in a hybrid format.

**A. Delivery Modalities.** Sinclair offers traditional classroom, online and hybrid courses. These forms of course delivery are described in the chart below. The purpose of this policy is to outline responsibilities in online and hybrid classes.

<b>Delivery Modes</b>	<b>Description</b>
Online	Course is delivered online. Participants may complete all course requirements without coming to campus with the following exception. At the discretion of the academic department, tests may be completed online, at one of Sinclair Community College's testing centers, or in an approved proctored environment.
Hybrid	Course blends online and face-to-face learning in approximately equal amounts. Some face-to-face sessions are replaced with online instruction.
Classroom (traditional)	Course is delivered 100% in a face-to-face environment. Course may include web-based content, but such content does not replace class meeting time.

**B. Roles: Online Courses: Teaching Faculty Responsibilities**

- a. Successfully complete the online faculty certification course.
- b. Faculty who choose to work off-campus are responsible for maintaining necessary hardware/software/internet access to effectively facilitate course
- c. Ensure that each of their online section shells are populated with course content by 8:00 am on the first day of the term
- d. Respond to students in a timely manner (extenuating circumstances require coordination with department chair or division dean):
  - The syllabus should clearly state the best means of communication (i.e. some faculty will be better equipped to return emails faster than telephone messages).
  - It is desired to have a return communication to the student within 24 hours, with a required return communication within 48 hours. Exceptions to this 48 hour return communication requirement include the following:
    - i. If a course does not have an assignment deadline on the weekend in question or the following Monday, then faculty will have 72 hours to reply to communications that come from students on a Friday afternoon.
    - ii. Faculty will have until the Monday after Thanksgiving to reply to communications from students that occur on (or after) the Wednesday before Thanksgiving.
    - iii. In cases where a holiday occurs within the 48 hour window, faculty will have an extra 24 hours to reply.
  - Faculty should consider the timeliness of deadlines and recognize the importance of rapid replies as deadlines approach.

- Graded assignments, quizzes, and exams communicated within one week of due date
- d. Communicate weekly with all students.
- e. Communicate with assigned mentor during the first term of teaching online.
- f. Frequently back up shell (weekly back-up suggested).

### **C. Roles: Hybrid Courses: Teaching Faculty Responsibilities**

- a. Successfully complete the Online Faculty Certification course, course management system training and other training as needed to develop, maintain, and facilitate the course.
- b. Develop and maintain hybrid course content using the college's course management system
- c. Ensure that course aligns with the course master syllabus.
- d. Provide each student with a syllabus that includes a detailed schedule of in-class meetings and in-class activities, along with online activities, assignments, and assessments.
- e. Ensure that the faculty-student interaction approximates the amount of engagement a student would experience in a traditional course.
- f. Faculty who choose to work off-campus are responsible for maintaining necessary hardware/software/internet access to effectively facilitate course.

### ***Retention of Grade and Attendance Records***

It is college policy that all faculty members keep grade books, showing assignment, test and examination scores which contribute to the final grade, and attendance records. Grade records must be kept for two years and attendance records for three years. Retention of these records is essential for two reasons: students have up to two years to petition grades, and Federal student financial aid records, which require attendance data, are subject to audits. Faculty members who leave College employment should return these records, or copies of them, to their department chair.

Completed examinations, assignments, papers, etc. and papers not returned to students must be maintained for 16 weeks in order to enable the instructor and department to deal with any inquiries.

### ***Room Security***

Faculty must ensure that laboratory rooms are locked upon completion of class. The Sinclair Police should be contacted for assistance if needed. All lights and equipment are to be turned off to conserve energy.

### ***Sale of Class Materials***

Sale of any materials for classes to SCC students must be handled through the Tartan Campus Store, either at its Dayton location or one of the satellite bookstores at the Learning Center. Faculty may not collect money from students for any course materials.

## ***Student Right to Privacy***

The Family Education Rights & Privacy Act (FERPA) affords students certain rights with respect to educational records. Copies of students' education records or personally identifiable information concerning students will not be released to anyone outside the college, except as permitted by law, without students' written consent.

<http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

<http://www.sinclair.edu/services/basics/registration-and-student-records/student-records/family-education-rights-privacy-act-ferpa/>

The Sinclair Student Records Policy is available for review in the Office of Registration & Student Records and on the web. Questions concerning the Sinclair Student Records Policy may be directed to the FERPA Coordinator, Director of Registration & Student Records. Students also have the right to file complaints with the U.S. Department of Education FERPA office.

Under provision of FERPA, a teacher may have access to student permanent records if the teacher has a vested "educational interest." At Sinclair, this is interpreted to mean that adjunct faculty may have access to student records only for those students enrolled in their class. Such access could be for the purpose of determining whether or not a specific student possesses appropriate course prerequisites.

## ***Visitors and Children in Classes***

Other than guest speakers, team teachers, or other authorized guests, visitors are not permitted in classrooms when classes are in session. The presence of children creates a distraction, and children are not permitted in classrooms while classes are in session.

## ***Evaluation of Student Progress***

Evaluation reinforces and measures the relative success of learning and thus is an essential part of classroom and laboratory instruction. Each faculty member is expected to incorporate a sufficient number of regularly scheduled tests or other evaluative tools, such as presentations, projects or written papers, in order to make a valid judgment about a student's level of accomplishment.

Students should receive graded evaluation of performance throughout the term, including early evaluation within the first two to three weeks of the term. However, for courses (such as capstone, clinical, performing arts, etc.) in which an early evaluation is not aligned with the course objectives, students are to receive some type of feedback within the first few weeks so they can gauge their progress towards reaching the course outcomes.

## ***Grade Records:***

Faculty assume primary responsibility for assigning grades. The college has the legal responsibility to award grades to students, and shall do so upon the recommendation of faculty.

Each instructor is expected to keep an accurate record of all grades given each student and a reasonably accurate record of each student's attendance. Records of grades should be retained by the instructor for two years after the course has concluded. This information should be submitted to appropriate College offices when requested.

### **Final Grades:**

Final grades **must** be submitted by the date and time indicated on the college calendar. Grades are submitted electronically by the faculty member following the instructions sent to each faculty member by the Registrar's Office.

### **Change of Grade:**

Changes for an earned grade in any course – whether failing or not – can be made by the instructor who assigned the original grade. Should a student's grade need to be changed, a "Change of Grade" form can be obtained electronically via **our.sinclair.edu**. Go to Forms Central and choose Registration/Change of Grade Report Form.

When the change of grade form is submitted by that instructor, it must be approved by the appropriate department chair and then forwarded to the Office of Registration and Student Records. This process must be initiated within two years of the time the original grade was earned. This provides ample time for students to (1) challenge grades which they feel are incorrect and (2) complete work in instances when the time for changing an incomplete grade is extended by the instructor. It also provides a consistent guideline for retention of grade records by faculty.

### **Types of Grades that may be Assigned:**

When a course is initially developed, the grading scheme for the course is determined, and listed in the master syllabus. These grade options appear in the on-line course grade roster. Not all grades are available for all courses.

#### **1. Description of Grades**

- A = Excellent
- B = Good
- C = Average
- D = Below Average/Passing
- F = Failure
- Z = Non-Attendance
- S = Satisfactory
- U = Unsatisfactory



I = Incomplete  
W = Withdrawal  
P = Pass  
N = Progress  
Y = Proficiency Credit  
IP = In Progress  
X = Audit

## **2. Incomplete Grade**

A student may be given an "I" if their work has been passing but a portion of the course assignments has not been completed. To assign a student a grade of "I" the student and instructor must have made a prior written agreement. The student must contact the instructor and request an "I" grade. If both agree an "Incomplete Grade Contract" is completed. When the required work is completed within 30 calendar days after the beginning of the next term, a "Change of Grade" form will be submitted to the Office of Registration and Student Records. If the work is not submitted the "I" automatically becomes an "F". The "Incomplete Grade Contract" can be obtained electronically via **our.sinclair.edu**. Choose Forms Central/Registration/Incomplete Contract. A completed hard copy should be given to the student and a second completed hard copy must be kept with the instructor's grade records for the required retention period of two years after the course has concluded.

## **3. Z Grade**

A "Z" grade should be assigned if a student was registered for the class but never attended. Once a student comes to class or logs onto a distance learning course one or more times, the student is no longer eligible for the "Z" grade.

Examinations, papers and projects not returned to students should be kept on file for at least one semester (16 weeks) by each faculty member. Faculty are not required to allow students to keep exams, but must return other work at the student's request.

### **Removal of a Student from a Course:**

An adjunct faculty member who believes a student should be removed from a course for non-attendance or other reasons should confer with the department chair.

## **Finals Week**

During the final week of the semester, all course sections will participate in Finals Week. This policy does not apply to 8 or 12 week courses. How student accomplishment is to be evaluated is a judgment appropriately made by the faculty of the department. The existence of a Finals Week does not imply that a comprehensive examination is required, nor that examination is the preferable means for evaluating student mastery of course

learning outcomes. This week provides time for conducting exams but also for presentations, portfolio reviews and other means of evaluating student learning.

It is not the purpose of this week to introduce new material unless unscheduled college closings or other unavoidable circumstances resulted in reduced class meeting time and make-up time is needed to cover the learning outcomes of the course or to satisfy seat time requirements of applicable accrediting bodies.

Faculty may not administer the final evaluation for a class prior to the Finals Week. Any classes that meet during Finals Week will begin and end at the times the class regularly began and ended throughout the term.

The date of the evaluation, as well as additional class sessions during Finals Week that faculty wish to require students to attend, should be listed on the course syllabus distributed at the first class session or on the first day of the semester for online courses. Should an instructor intend to use multiple days of the Finals Week to conduct evaluations, this information should be shared with students via the syllabus distributed on the first day of the class.

In the event that unplanned closings or other unavoidable circumstances make it necessary to require attendance on class days during the finals week that were not marked as required on the syllabus, faculty should notify students of the change as soon as possible.

## **Instructional Resources**

### ***Computer and Software Access***

Computers for student use are available in the library. Computer access is also available at each learning center site. Students may access the software for their courses from many of the computers located in these facilities as well as in computer equipped classrooms. Adjunct faculty may use the computers in Adjunct Faculty Support Services, Room 13-223. Visitors may use the computers in the Tartan Marketplace (bldg. 7) and the library. Printing is available in the library.

### ***Library***

The Sinclair Library has four components. First, it is a state-of-the-art facility located on the lower level of Buildings 1 through 7 with access from the basement level of each building. It is highly popular with students and faculty. Second, there are satellite library/computer labs in each Learning Center. Third, the Sinclair Library offers a comprehensive digital library featuring 24x7 access to thousands of e-books and e-journals, streaming videos and music files, and millions of articles from both scholarly and popular publications. Fourth, the Sinclair Library is expertise – a dedicated staff of professional and support personnel ready to provide library research, information, and IT support. Taken as a whole, the

Library helps people succeed with information by providing the resources and expertise to support positive learning outcomes.

In the on-campus library, you will find computers, laptops, WIFI access, group study rooms, classrooms, Writing Center, Tutorial services, Tutoring and Learning Center, individual study spaces, a quiet reading room, traditional library collection (books, journals, newspapers, and media), lounge areas, and even a Starbucks coffee bar. Your Tartan ID Card serves as your library card for borrowing books and media from the Library. The facility is open six days a week during the two academic terms for a total of 71.5 hours per week with varying holiday and summer hours. Library staff is on duty to assist faculty and students with research and learning activities. IT Lab staff are also on duty to assist with information technology questions and support. Tutors are available for both walk-in and appointment sessions in the Writing Center, Tutoring and Learning Center, or Tutorial Services desk.

The Sinclair Library is a member of OhioLINK, the state's consortium of 80 public and private universities, colleges, and two-year colleges. The collections of all OhioLINK members – some 48 million items – can be borrowed by Sinclair students, staff, and faculty using your Tartan ID. The OhioLINK digital collection includes over 150 databases, most being full-text or digital media repositories. Your Tartan ID is required to borrow OhioLINK materials or use the databases. You and your students may also visit other OhioLINK schools such as Wright State, UD, Central State, or Clark State Community College and borrow their books directly, using your Tartan ID as your library card.

Thus, the Sinclair Library provides access to research databases, electronic books and journals, and a growing collection of streaming media, either from our own subscriptions or through OhioLINK. This collection can be accessed on and off-campus from almost any computer with an Internet connection. When using these resources off-campus, you will be asked to authenticate using your name and Tartan ID number to prove your affiliation with Sinclair. Access is only available during the term you are teaching and, if approved by the chair, during the contract period when you are preparing your class.

Librarians provide instructional support in a number of ways. Any faculty member may request a librarian-directed training session in using databases and digital repositories to search and retrieve the literature of your field. With timely notice, these instruction sessions can be custom designed to support specific assignments. With minimal notice, librarians can offer a well-crafted general research session based on the college's general education information literacy competency requirements. Also, librarians can help by testing library assignments developed by faculty or department teams. Often, library assignments become dated very quickly as databases change. Librarians can also help faculty identify and integrate electronic articles and media into your course shells.

Reference librarians are always on duty to help students get started with class assignments, to answer questions, to help them make connections with other academic support units such as the Writing Center, and generally to see that their academic experience is positive. In addition to the in-library service, Sinclair reference librarians

support a 24x7 chat reference service, staffed at all hours by professional librarians. Thus, even in the middle of the night, a student can reach out for help.

All faculty are invited and encouraged to discuss their plans and course requirements with the reference staff. It is as simple as calling the reference desk or sending an e-mail.

Contact us:

- **By Phone:** 937-512-3007
- **Reference Desk Phone:** (937) 512-3004
- **By Email:** [ereferen@sinclair.edu](mailto:ereferen@sinclair.edu) – responses generally within 24 hours

You may find more information about the Library on our Library web site or our Facebook page.

- **Web Site:** <http://www.sinclair.edu/services/academic/library/>
- **Facebook :** <http://www.facebook.com/pages/Dayton-OH/Sinclair-Community-College-Library/10027326105>

### ***Online Class Schedule and Academic Calendar***

The online term class schedule lists classes offered, general college information, and important calendar dates helpful in creating class syllabi and instructional planning.

The term schedule planner is located at <http://www.sinclair.edu/academics/schedule/>

The Academic Calendar is located at:

<http://www.sinclair.edu/services/basics/registration-and-student-records/registration/academic-calendar/>

The college's website, [www.sinclair.edu](http://www.sinclair.edu), is an excellent source of information. If you have not visited the college's home page, please do so for the latest information on a variety of college programs, activities and events.

### ***Sinclair Community College Catalog***

The first sections of the catalog will be especially helpful in understanding academic policies and key student services. Copies of the catalog are available in the Office of the Adjunct Faculty Support Services, Building 13, and it also is available online at <https://catalog.sinclair.edu/>.

### ***Testing Center***

The Testing Center provides placement testing, course testing for distance learning students and, on an individual basis only, testing for students requiring accommodations and/or make up tests. Instructors submitting makeup tests must limit their use of the

Testing Center to the occasional student who misses a test. The Testing Center does not administer routine tests for entire classes.

The current version of the Testing Center Use Guidelines for Faculty can be found at <https://our.sinclair.edu> - go to Forms Central, Faculty. Tests must be received in the Testing Center at least 24 hours prior to administration to allow sufficient time for processing. All tests must be accompanied by a Testing Center coversheet and submission form. Tests can be submitted to the Testing Center through the online Test Management Systems (TMS). Instructions for the test submission process can be found through the intranet at <http://our.sinclair.edu> – click on ‘Tool’ then ‘Test Management System’.

For additional information, contact the Testing Center at 512-2211 or [Testing.center@sinclair.edu](mailto:Testing.center@sinclair.edu).

## **Student Services**

Sinclair is committed to helping each student succeed in achieving their educational goals and, to this end, provides an array of support services. Faculty often are in a position to refer students for additional support or assistance, and these referrals may make the difference between a student persisting and succeeding or not. Please refer students to the services below as needed:

### ***Student & Community Engagement***

Student and Community Engagement provides students with a wide variety of resources ranging from leadership development opportunities to resources for connecting to local employment opportunities. The office is also responsible for a variety of student activities, campus clubs, and other organizations. The department serves as a resource for employers who are seeking to connect with and recruit students through job postings, career fairs or other on-campus activities. For assistance contact Student & Community Engagement at (937) 512-2509, Building 8, Room 8025. <http://www.sinclair.edu/student-life/sce/>

### ***Counseling Services***

Counseling Services provides individual counseling/personal coaching drop-in support sessions to assist students with academic, personal, professional, and career related concerns.

Counseling Services works with the whole student by addressing the emotional, intellectual, physical, social, and spiritual areas of their lives. We address key student success areas and resources to enhance student success. We provide the student with a Student Action Plan that identifies short- and long-term goals, challenges, and holistic action steps with specific target dates. For assistance contact Counseling Services at (937) 512-3032, Building 10, Room 10424. <http://www.sinclair.edu/services/support/counseling-services/>

## ***Disability Services***

Disability Services provides reasonable academic accommodations, auxiliary aids, assistive technology, support services and access to qualified individuals with disabilities in accordance with the ADA and Section 504 of the Rehabilitation Act of 1973. For assistance contact Disability Services at (937) 512-5113, Building 10, Room 10424.

<http://www.sinclair.edu/services/support/disability-services/>

## **Faculty Responsibility to Students with Disabilities**

Sinclair has a legal responsibility to provide accommodations to eligible individuals with disabilities. The Office of Disability Services is responsible for determining who is eligible for accommodations, but faculty are often involved in the provision of accommodations.

The following steps taken by faculty will ensure compliance with these legal requirements:

- Incorporate or attach to each syllabus the Institutional Policies and Procedures, which contain the following statement: “Students are responsible for informing the instructor of any instructional accommodations and/or special learning needs. Assistance is available to eligible students through the Office of Disability Services.”
- Announce the above information to the class on the first day, and let students know it is their responsibility to communicate their needs.
- If a student identifies a need for accommodation, ask the student if he/she is eligible for Disability Services. If no, refer the student to the Disability Services Office.
- If a student verifies he/she is eligible for Disability Services, the faculty member is responsible for providing the requested accommodations per the self-id letter, such as alternate formats to standard print, extended test time, etc. You may call the Disability Services counselor to verify that the accommodation is appropriate.
  - There may be situations where a student has had an intake appointment with Disability Services and is in the process of being determined eligible for accommodations. Until an eligibility determination is made, Disability Services cannot verify which accommodations are appropriate.
  - Staff in Disability Services may be contacted if further information is needed on how to best meet the student’s needs. A Guidebook for Faculty & Staff for Student with Disabilities, available in the Office of Adjunct Faculty Support Services, is another good source of more information.
  - Be aware that not all students with disabilities require accommodations. Sinclair Community College is only responsible for providing accommodations to students who are eligible as determined by Disability Services and have made their request known.
  - For assistance contact Disability Services at (937) 512-5113, Building 10, Room 10424. <http://www.sinclair.edu/services/support/disability-services/>

## ***English as a Second Language Program***

The English as a Second Language program provides basic skills development courses for limited English speaking students in cooperation with the Academic Foundations Department. The ESL Coordinator also assists in the assessment and advisement of ESL and international students. For assistance, contact Paul Carbonaro at 512-3099.

### ***Financial Aid***

Like other campuses, many of our students at Sinclair need assistance in paying for the cost of college. Not only do many of our students receive Federal grants or loans, they also may be participating in the Federal “work study” program and thus working on campus. Many of our students also work locally, either full or part-time, and juggling work, school and family responsibilities is a challenge faculty frequently discuss with students. Sinclair offers a great deal of scholarship funding for students, based on need or achievement, and faculty who encounter students who are struggling financially should encourage students to visit the Financial Aid Office, Room 10-324.

### ***Ombudsman***

Ombudsman acts as an on-campus student advocate and/or mediator for students seeking resolution of a problem, question or issue confronting them at Sinclair. In addition to assisting students, the Ombudsman provides campus-wide training to Sinclair staff/faculty on how to assist students and address student behavioral problems. For assistance contact the Ombudsman at (937) 512-2205, Building 10, Room 10-424.

<http://www.sinclair.edu/services/conduct-safety/ombudsman/>

### ***Student Judicial Affairs***

Student Judicial Affairs administers the Student Judicial Affairs Code of Conduct and educates students, faculty and staff on issues related to student conduct, responsibilities and behavioral expectations.

#### **Student Behavior Guide for Faculty/Staff** (Student Code of Conduct Handbook)

For assistance contact Student Judicial Affairs at (937) 512-2509, Building 8, Room 8025.

<http://www.sinclair.edu/services/conduct-safety/student-judicial-affairs/>

### ***Behavioral Intervention Team***

Acting BIT Committee Chair – Dawayne Kirkman 512-3097

For faculty needing to file a report:

<http://www.sinclair.edu/services/conduct-safety/student-judicial-affairs/file-a-report/>

#### **Behavioral Incident Report**

The Behavioral Intervention Team (BIT) serves as a multidisciplinary consultation team organized to respond to serious student behaviors and concerns that may affect the educational mission and/or operation of Sinclair Community College. The purpose of the group is to provide an immediate and effective response to student behavior concerns. The BIT utilizes a group consultation approach to provide multiple perspectives on any given student case. Behaviors warranting attention may be shared informally among the BIT

team at their regular bi-weekly meetings or, in acute cases, the team will meet as a result of a specific incident or series of incidents.

- BIT reviews cases (situations or incidents) of student behavior concerns that may pose a threat to the student, others, the college community or college operations.
- BIT members will assess the situation and gather more information as appropriate.
- BIT members will consult with any number of resources such as the student in question, other students, staff, faculty, Attorney General's office and/or other community resources as necessary to respond appropriately.
- BIT members will develop and coordinate a response that is consistent with the college's mission, strategic priorities, associated policies and procedures as well as local, state and federal laws.

### ***Student Support Services***

Student Support Services administers the grant funded TRIO program for eligible at-risk students. Services include, personal/career counseling, professional/and or peer tutoring, Academic Success Assist Program, textbook loan bank, cultural/social events, student progress monitoring. For assistance contact Student Support Services at (937) 512-3550, Building 10, Room 11421. <http://www.sinclair.edu/services/support/student-support-services/>

### ***Tutorial Services***

Tutorial Services provides free individual as well as open lab/group tutoring assistance to any Sinclair student who is enrolled in class for academic credit. For assistance contact Tutorial Services at (937) 512-2792, Building 7, Room 7L01. Visit <http://www.sinclair.edu/support/tutor> or the learning center personnel. Sessions are once or twice a week depending on the subject and availability of tutors. Walk-in tutoring is available in open labs and academic laboratories for accounting, American Sign Language, AutoCAD, BIS, BIOSIS, Chemistry Resource Center, DEV, ESL, Physics Resource Lab and the Writing Center. Term open lab hours are posted in Tutorial Services. Online tutoring is available for math and English courses

### ***Veterans Assistance***

The Veterans Assistance Office provides assistance through the Department of Veterans Affairs to veterans, dependents of veterans, National Guard members, reservists and active duty service members. The office coordinates all veteran-related activities for the college and provides assistance to benefit recipients seeking information about initiating use of GI educational benefits. The office also provides counseling and advising, outreach and recruitment, form preparation, job referral, and other services necessary to enhance and promote the educational endeavors of veterans. Veterans Assistance is near the Financial



Aid office located in Building 10, Room 10323. Contact number: (937) 512-2586. There is more information at <http://www.sinclair.edu/services/support/veteran-services/>

### ***Student Services Offices***

Campus Ministry	Room 10310	512-2768
Student & Community Engagement	Room 8025	512-2509
Counseling Services	Room 10424	512-3032
Disability Services	Room 10424	512-5113
Financial Aid	Room 10324	512-3000
Registration & Student Records	Room 10231	512-3000
Sinclair Ohio Fellows	Room 8025	512-2509
Student Judicial Affairs	Room 8025	512-2509
Student Support Services	Room 10421	512-3550
Tutorial Services	Room 7L07	512-2792
Veterans Services	Room 10323	512-2586

# Appendix

## Sinclair Academic Policies

Visit the links below to view Sinclair policies regarding adding or dropping a course, withdrawing from college, late registrations, change of schedule, administrative withdrawal, student behavior guidelines, safety and security, and other academic policies. Understanding these policies is the responsibility of every student.

- Policies for Academic Progress, Academically Dismissed Students, FERPA Records, Fresh Start: <http://www.sinclair.edu/services/basics/registration-and-student-records/policies/>
- Add/Drop a Course: <http://www.sinclair.edu/services/basics/registration-and-student-records/registration/how-to-register-drop-or-add-sections/>
- Honor Code and Plagiarism Policies: <http://www.sinclair.edu/about/learning/gened/hc/>
- Student Handbook: <http://www.sinclair.edu/services/conduct-safety/student-judicial-affairs/student-code-of-conduct-handbook/>
- Policies, Procedures & Services: <https://catalog.sinclair.edu/>
- Disabilities Policy & Procedure Guidelines for Students: <http://www.sinclair.edu/services/support/disability-services/>

## Attendance

Students are expected to be present at all class sessions. It is the students' responsibility to read and understand the class attendance policy or the Sinclair Online course participation policy that will be defined in the syllabus for each course. It is the faculty member's responsibility to define attendance or participation requirements and to monitor and record the students' fulfillment of these requirements. It is a program's prerogative to have specific policies across multiple sections due to the unique requirements of that program. Attendance for traditional classes or participation for Sinclair Online classes may affect final grades, financial aid eligibility, and V.A. benefits.

## Educational Support Services

You may be eligible for free educational assistance if you are enrolled for credit. Contact Tutorial Services in the Library (lower level Building 7) or call 937-512-2792. Tutoring information also is available at <http://www.sinclair.edu/services/academic/tutorial-services/>. Tutoring is usually not provided for 200 level courses that have a prerequisite or for Developmental Language Arts and Developmental Math courses in which there are tutors. Tutoring and supplemental instruction are also available through the Tutoring and Learning Center in the Library adjacent to Tutorial Services. Additional information may be obtained by calling 937-512-4506 or by accessing their website at [www.tlc.sinclair.edu](http://www.tlc.sinclair.edu).

English as a second language (ESL) course information is available in Room 10-231 (or call 937-512-3099). This is in addition to a variety of provided services, including admissions, registration and financial aid assistance for all Sinclair students who have English as a second language.

## Withdrawing from College

If you decide to withdraw from all of your courses during the fall and spring terms within the first eight calendar days (including Saturday and Sunday), you will receive a 100 percent refund and no record of grades for the courses. Summer terms have different withdrawal deadlines. If you

withdraw from your courses after the first eight calendar days but before the last day to withdraw, you will receive “W” grades. You may not withdraw after the last day to withdraw.

You may also withdraw from all of your courses by calling (937)512-3000 or online using “Web Advisor” at <http://my.sinclair.edu> (please print copy of end of transaction confirmation screen)

### **Administrative Withdrawal**

You may be **administratively withdrawn** from a class by your instructor for nonattendance. He or she must advise you in writing **at the first class meeting** what attendance record would constitute cause for administrative withdrawal. If you do not attend the first class, it is your responsibility to obtain a copy of all materials distributed at the first class meeting.

You may also be administratively withdrawn from classes as a result of a **student judicial affairs hearing** with the Manager, Student Judicial Affairs or the Student Judicial Affairs Hearing Panel. Administrative withdrawals may be made when it has been determined that your presence on campus is potentially detrimental to the college, faculty, staff, students or yourself.

### **Safety and Security**

You may access the Sinclair Police website at <http://www.sinclair.edu/services/conduct-safety/public-safety/> for information on safety, crime reports/statistics, the department’s annual report, and other services. For more information, contact the Sinclair Police Department in Building 7, Room 7112 or call 937-512-2534.

### **Academic Advising Center**

You are encouraged to meet with an academic advisor early in your studies at Sinclair. Academic advisors are available to assist you in understanding your degree requirements and academic policies, selecting courses, and transferring to other institutions. In addition, prior to taking any action that will impact your schedule, (e.g., dropping or adding a course) it is **strongly** recommended that you see your academic advisor. All advisors are located in the Academic Advising Center, Room 11-346. The Advising Center phone number is 937-512-3700.

### **Other Counseling**

<b>Counseling Services</b> Room 10424 937-512-3032	<b>Student Support Services</b> Room 11342 937-512-3550
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### **Testing Center**

Exams are administered on a walk-in basis only at the Testing Center in Room 10445. You must present a Tartan ID Card, driver’s license, or state issued photo ID at the time of testing. You may have to wait during peak periods (lunchtime, after 4 p.m., midterms, and finals). You may call the Testing Center at 937-512-3076 to verify that your exam is on file and ready to be administered. Children are not permitted in the Center and may not be left unattended in the lobby. Please visit the website at <http://www.sinclair.edu/stservices/enrl/testing/index.cfm> for additional information.

**Sinclair Semester Dates**

Click the link below to view important semester dates such as registration deadlines, payment deadlines, start and end dates for the semester as well as the last day to withdraw with a refund and the last day that withdrawal is allowed.

<http://www.sinclair.edu/stservices/rsr/dates/index.cfm>

## Academic Divisions

### Business and Public Services

Sue Merrell Daley, Dean  
Elizabeth Orlando, Assistant Dean  
Amy Daniels, Administrative  
Assistant II  
Room 6141, Ext. 2917

Program	Phone Extension	Office
LAW PARALEGAL REAL ESTATE	2616	5141
ACCOUNTING ECONOMICS	2615	5142
ENTREPRENEURSHIP MANAGEMENT MARKETING	2615	5142
BUSINESS	2168	5111
COMPUTER INFORMATION SYSTEM	2412	5111
HOSPITALITY MANAGEMENT	2014	13420
CRIMINAL JUSTICE (CJS Training Academy)	2876 2270	9315 19128
Emergency Services	5338	19223
Fire Science Technology	3242 5310	20244

**Liberal Arts, Communication and  
Social Sciences**

Shari Rethman, Dean  
Lisa Mahle-Grisez, Assistant Dean  
Becky Edwards, Administrative  
Assistant II  
Room 6110. Ext. 2881

Program	Phone Extension	Office
ART	5381	13201
AMERICAN SIGN LANGUAGE CHILD & FAMILY EDUCATION EARLY CHILDHOOD EDUCATION EDUCATION	2722	9222
COMMUNICATION JOURNALISM	2271	2222
DEVELOPMENTAL LANGUAGE ART ENGLISH AS SECOND LANGUAGE	2701	6222
ENGLISH LITERATURE	3078	5143
HISTORY HUMANITIES PHILOSOPHY RELIGION POLITICAL SCIENCE MODERN LANGUAGES	2844	3240
MUSIC	4580	2220
PSYCHOLOGY AFRICAN AMERICAN STUDIES	2889	4142
SOCIOLOGY GEOGRAPHY SOCIAL WORK	2944	12351
THEATRE DANCE	2076	2220
DESIGN (VIS) INDUSTRIAL DESIGN	4505	13212

**Health Sciences**

Rena Shuchat, Dean

Janice Mains, Assistant Dean

Brenda Marcks, Administrative

Assistant II

Room 6143, Ext. 2919

Program	Phone Extension	Office
ALLIED HEALTH	2973	2122
	3285	
DENTAL HEALTH	2779	4332
EXERCISE, WELLNESS AND SPORT SCIENCE	2860	8023
HEALTH INFORMATION MGMT	2973	2122
HUMAN SERVICES AND BEHAVIORAL HEALTH	2845	9217
NURSING	2499	6120
	2847	
OCCUPATIONAL THERAPY ASST.	5177	1031
PHYSICAL THERAPIST ASST.	5355	1012
RADIOLOGY TECHNOLOGY	2268	3340
RESPIRATORY THERAPY	2268	3340
SURGICAL TECHNOLOGY	2563	3331
DIETETICS TECHNOLOGY	2756	13426
VETERINARY TECHNOLOGY	2563	3331

**SCIENCE, MATHEMATICS AND  
ENGINEERING**

Anthony Ponder, Dean

Larraine Kapka, Assistant Dean

Monica Martin-Frayne, Admin. Assist. II

Room 6112, Ext. 2918

Program	Phone Extension	Office
BIOLOGY (BTN)	2747	3041
MATHEMATICS	2767 3553	1341
CHEMISTRY	2890	12301
GEOLOGY		1130
PHYSICS (AST)	3047	4230
CIVIL ARCHITECTURAL TECHNOLOGY ENVIRONMENTAL ENGINEERING TECHNOLOGY MECHANICAL ENGINEERING TECHNOLOGY ENGINEERING TECHNOLOGY DESIGN HEATING, VENTILATION, AIR CONDITIONING & REFRIGERATION	2183  2241	11426
AUTOMOTIVE	3242 5310	20244
COMPUTER AIDED MANUFACTURING (INT) OPERATIONS TECHNOLOGY	2570 2242	3134
AUTOMATION & CONTROL TECHNOLOGY (EGR) ADVANCE TECHNOLOGICAL INTELLIGENCE ELECTRONIC TECHNOLOGY	2570 2242	3134
ENGINEERING UNIVERSITY TRANSFER (ESUP)	2918 5363	6112
AVIATION	2570 2242	3134
DEVELOPMENTAL MATH	3047	4230