

Colorado Northwestern Community College

Faculty Handbook

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Introduction

About CNCC

Colorado Northwestern Community College is a public, open-access, comprehensive community college and is one of thirteen community colleges within the Colorado Community College System (CCCS). There are two primary campuses of CNCC, one located in Rangely and the other in Craig. The college's service area includes Rio Blanco, Moffat, and Routt counties and concurrent enrollment programs. CNCC's presences in these counties are located in the communities of Meeker and Oak Creek.

This handbook is designed to be a helpful, centralized source of information for faculty members of Colorado Northwestern Community College (CNCC).

This handbook assists faculty to understand the policies and procedures applicable to fulltime and adjunct instruction and to provide faculty with information relating to the instruction of CNCC students.

A Brief History

- 1962 - Rangely College opens its doors to a freshman class of 82 students
- 1970 - Rangely College separates from Mesa College
- 1974 - Rangely College becomes Colorado Northwestern Community College
- 1990 - Colorado Northwestern Community College establishes Craig branch campus
- 1999 - Colorado Northwestern Community College becomes the thirteenth member of Colorado Community College and Occupational Education System (CCCOES)
- 2000 - CCCOES becomes Community Colleges of Colorado (CC of C)
- 2002 - CC of C becomes Colorado Community College System (CCCS)
- 2003 - CNCC receives 10-year accreditation renewal from HCA
- 2012 – CNCC Reaffirmation of Accreditation by Higher Learning Commission (HLC)
- 2017 – CNCC HLC Assurance Review Accepted
- 2022 – CNCC HLC Comprehensive Evaluation and Visit (October 24th)

CNCC Foundation

The Colorado Northwestern Community College (CNCC) Foundation is governed by a voluntary board of business and community leaders located throughout the northwest quadrant of the state. Foundation support enables CNCC to enhance instructional programs, improve college facilities, offer student scholarships, strengthen projects, and provide cultural activities. The CNCC Foundation solicits and channels funds to worthy college programs and projects.

CNCC Advisory Board

Colorado Northwestern Community College has a locally appointed College Advisory Council in accordance with CCCS Board Policy [SP 2-25](#). The advisory council made up of seven members of the College's service area communities. Council membership is comprised of three members of the Rangely Junior College District Board of Trustees, three members of the Moffat County Affiliated Junior College District, and one at-large member from the CNCC service area. The CNCC Advisory Council reports to the CNCC President and provides an invaluable communication link between the community and College to the SBCCOE and CCCS.

CNCC Mission, Vision and Core Values

Our Mission

The mission of Colorado Northwestern Community College is to enhance people's lives by providing an accessible, affordable, quality education.

Our Vision

Colorado Northwestern Community College will be the college of choice for students seeking a unique education grounded in the Colorado experience.

Value Statement & Core Values

Innovative teaching, outreach education, and continual assessment will ensure that our students have the skills to further their education, succeed at meaningful careers, and prosper in a complex and increasingly diverse world.

Achievement: Provide holistic and broadly-based student support to prepare our students to achieve their educational, professional, and personal goals.

Life-long Learning: Offer educational programs that encourage continued education as well as respond to evolving workforce environments.

Equity and Inclusion: Promote a culture of equity and foster a safe positive environment of inclusion for all students, employees and stakeholders

Innovation: Utilize innovation to provide unique learning, leadership, and recreational experiences in the diverse natural environments of Northwest Colorado.

Community Involvement & Development: Create and nurture meaningful and mutually beneficial partnerships with the Northwest Colorado community and beyond.

CCCS Code of Ethics

Public confidence in the integrity of state government demands that public officials demonstrate the highest ethical standards at all times. Those who serve the people of the State of Colorado as public officials should do so with integrity and honesty, and should discharge their duties in an independent and impartial manner. Any effort to realize personal gain through official conduct, other than as compensation set through established processes, or disclosure of confidential information, is a violation of the public trust. External obligations, financial interests, and activities of each employee of the State Board must be conducted so there is no real or perceived conflict or interference with the employee's primary obligation and commitment to the Colorado Community College System.

All employees of the State Board for Community Colleges and Occupational Education shall be responsible for upholding the following code of ethics [BP 3-70](#)

- A. Shall serve the public with respect, concern, courtesy and responsiveness;
- B. Shall demonstrate the highest standards of personal integrity, truthfulness and honesty and shall through personal conduct inspire public confidence and trust in government;
- C. Shall not use public office to bestow any preferential benefit on anyone related to the officer, appointee or employee by family, business or social relationship;
- D. Shall not disclose or use or allow others to use confidential information acquired by virtue of state employment for private gain;
- E. Shall not accept outside compensation for performance of state duties. This includes acceptance of any fee, compensation, gift, reward, gratuity, expense, or other thing of monetary value that could result in real or perceived preferential treatment, impediment of governmental efficiency or economy, loss of complete independence and impartiality, decision making outside official channels, or disclosure or use of confidential information acquired through state employment;

- F. Shall not accept any compensation, gift, payment of expenses or any other thing of value as a reward for official action taken;
- G. Exception: Employees may accept awards from non-profit organizations for meritorious public contributions;
- H. Shall not perform work for individual benefit when the work in question falls within the regular assignment of the individual;
- I. Shall not engage in outside employment unless:
 - 1. the outside employment is disclosed to the employee's immediate supervisor; and
 - 2. the outside employment does not interfere with the performance of state duties;
- J. Shall not use state time, property, equipment, or supplies for personal benefit or the benefit of outside employers or activities, without prior approval.
- K. Shall not engage in a substantial financial transaction for his or her private business purposes with a person the employee inspects, regulates, or supervises in the course of his or her official duties;
- L. Shall not assist any person for compensation or a contingent fee in obtaining any contract, claim, license, or other economic benefit from the State;
- M. Shall not perform an official act directly and substantially benefiting a business or other undertaking in which the employee either has a substantial financial interest or is engaged as counsel, consultant, representative or agent;
- N. Shall not use state time, property, equipment or supplies for private purposes or any other purpose not in the interests of the State of Colorado;
- O. Shall not knowingly engage in any activity or business which creates a conflict of interest or has an adverse effect on the confidence of the public in the integrity of government
- P. Shall carry out all duties as a public servant by exposing corruption or impropriety in government whenever discovered;
- Q. Shall support equal access and employment opportunities in state government for all citizens of the State of Colorado;
- R. Shall comply at all times with the standards of conduct set forth in title 24, article 18 of the Colorado Revised Statutes.

Accreditation

Other Accreditation/Authorization

Colorado Northwestern Community College has been accredited by the Higher Learning Commission (HLC) since 1971. In March 2001, Colorado Northwestern Community College began its' comprehensive self-study process to prepare for the 2003 comprehensive HLC site visit. As result of the self-study efforts and a favorable site visit, CNCC was granted the full ten-year accreditation, with only two follow-up reports required. In 2017 CNCC completed its HLC Assurance Review with no follow-up reports required. HLC will complete its 10 year comprehensive evaluation and visit in October 2022.

The Higher Learning Commission (HLC) is an independent corporation that was founded in 1895 as one of six regional institutional accreditors in the United States. HLC accredits degree-granting post-secondary educational institutions in the United States. HLC's Mission is to "Advance the common good through quality assurance of higher education as the leader in equitable, transformative and trusted accreditation in the service of students and member institutions." More information about HLC can be found at <https://www.hlcommission.org/About-HLC/about-hlc.html>

Several CNCC Career & Technical Education (CTE) programs have received external accreditation

through professional agencies. The advantages to this additional accreditation include setting high standards for programs, identifying quality programs for prospective giving graduates an advantage in gaining employment in their chosen profession, and better preparing students for state, regional, and national exams.

The following CNCC Career & Technical Education programs are accredited and/or approved by external agencies:

- Cosmetology (Office of Barber and Cosmetology Licensing)
- Dental Hygiene (American Dental Association—ADA)
- National Park Service (Federal Law Enforcement Training Center, FLETC)
- Aviation Maintenance Technology (Federal Aviation Administration—FAA)
- Aviation Technology (Federal Aviation Administration—FAA)
- Nursing – (Colorado Board of Nursing and Accreditation Commission for Education in Nursing , ACEN)
- Emergency Medical Services(Colorado Department of Public Health and Environment, CDPHE)
- Nurse Aid Training, DORA (Department of Regulatory Agencies)

College Governance

Colorado Northwestern Community College is a member of the thirteen-college Colorado Community College System. The Colorado Community College System is governed by the State Board for Community Colleges and Occupational Education. Executive authority is delegated to the CCCS President, who delegates chief executive authority to the CNCC President. CNCC is also served by two taxing districts and their boards, the Rangely Junior College District Board of Trustees and the Moffat County Affiliated Junior College District Board of Control. CCCS Colleges are also required to maintain college advisory committees, which include local representatives appointed by the governor. The Colorado Commission on Higher Education and its executive department, the Colorado Department of Higher Education, are the long-range planning and oversight agencies guiding the state system of higher education as a whole.

Colorado Commission on Higher Education (CCHE)

The Colorado Commission on Higher Education (CCHE) is the state’s central coordinating board. It oversees policy direction for Colorado's public institutions of higher education. The commission serves as a bridge between the Governor and the Colorado General Assembly and the institutions of higher learning within the State of Colorado. Eleven commissioners (changed from nine in HB99-1359) appointed by the Governor, oversee the state's 28 public institutions for higher education, working with the five statutorily and one constitutionally created institutional governing boards.

State Board for Community Colleges and Occupational Education (SBCCOES)

The Colorado Community College System is governed by a nine-member State Board for Community Colleges and Occupational Education (SBCCOE). The Board is responsible for both Secondary and Postsecondary Career and Technical Education and Community College Governance. Members are appointed by the Governor and confirmed by the State Senate for staggered four-year terms. One community college faculty member and one student representative serve in non-voting capacities for one year each.

Colorado Community College System (CCCS)

The Colorado Community College System comprises the State’s largest and fastest-growing system of higher education. Currently this system serves more than 247,000 students annually with career, technical, and academic programs found in the fourteen Colorado community colleges, seven other post-secondary institutions, and 157 public school districts. The majority of public college freshmen and

sophomores in Colorado—six out of ten—are served by the Colorado Community College System.

Rangely Junior College District (RJCD) Board of Trustees and Moffat County Affiliated Junior College District (MCAJCD) Board of Control

In 1998, the electorate of both the Rangely Junior College District (RJCD) and the Moffat County Affiliated Junior College District (MCAJCD) voted for CNCC to join the Colorado Community College and Occupational Education System. The College became a member of the State Community College System on July 1, 1999. With state affiliation, the role of the RJCD and the MCAJCD changed dramatically. There was a shift in emphasis from local control to that of State control. The locally elected Board members would become an appointed Advisory Council, making recommendations regarding CNCC to the state CCCOES Board. CNCC was already subject to that State agency for program approval, modification, or termination. Operationally, however, the State System Board and staff rely on the presidents and the local advisory boards to address those issues arising within the parameters of the allocated budgets for the institutions.

CNCC Administrative Cabinet

The CNCC President's Cabinet is comprised of the President, Vice-President of Business Services, Vice-President of Instruction, Vice-President of Student Services, the Deans of Instruction (Rangely and Craig campuses), the Dean of Student Services and Athletics, the Director of Facilities, and one faculty representative. The President's Cabinet is charged with the overall administration of the college and constructing the annual budget for approval by the State Board and the District Boards.

Faculty Responsibilities and Rights

Each member of the teaching faculty at Colorado Northwestern Community College (CNCC) is primarily accountable for effective instruction. Full-time faculty will have a minimum of a 40-hour workweek in keeping with the requirements for all State employees BP-3-80. Every instructor's most fundamental obligation is to meet all classes on time and to provide the full period of instruction designated by the schedule. Class dismissal is appropriate only in emergencies and only with prior approval of the respective Dean of Instruction or Vice President of Instruction (VPI).

The full-time faculty teaching load is 30 credit hours per academic year.

Additionally, the maintenance of a sound educational and learning environment requires every instructor to perform the following duties:

1. Maintain a thorough current knowledge of his/her subject matter and keep informed of growth and developments in his/her respective field through professional reading, formal study, professional memberships, attending workshops, seminars, working in current technology, and continuing his/her education.
2. Become familiar with the philosophy and purposes of Colorado Northwestern Community College, keep informed of modern educational philosophy and strive for continued improvement in the effectiveness of instructional techniques and the use of current instructional materials.
3. Accept responsibility for conformance with directives and policies issued by the State Board for Community Colleges and Occupational Education and Colorado Northwestern Community College and be cognizant of the Colleges and Board Policies and Procedures which affect the faculty member's employment.

4. Develop and implement a system of appropriate student evaluation that includes keeping each student informed about his/her progress in each course.
5. Submit grade reports, roster verifications, course syllabi, attendance reports, assessment forms, and other required documents according to established deadlines.
6. Assist in the selection of appropriate textbooks, in coordination with other CNCC faculty within the discipline per the textbook adoption policy.
7. Understand the student group to be served and adapt methods of teaching to meet the needs and abilities of the students.
8. Meet all scheduled classes and hold classes for the specified minutes or hours designated in the published schedule and College Catalog (as approved by the State Board for Community Colleges and Occupational Education).
9. Refer students to appropriate personnel when their problems extend beyond the instructor's knowledge or competence.
10. Recognize his/her primary responsibility is to the College and to his/her faculty position as a full-time contractual employee. System policy prohibits any other full-time or part-time employment during contracted months without President's approval.
11. Provide students with a current course syllabus, prepared according to the syllabus development guide, and post in Desire2Learn for student access.
12. Participate in professional activities such as curriculum development, committee assignments, in-service training, student orientation, honors banquet, and graduation. Excused absences from such events require VPI approval.
13. Fulfill System [SP 3-31](#) to fulfill a required contract of 70 percent teaching responsibilities and 30 percent service responsibilities.
14. Be cognizant of his/her image as a representative of the College and endeavor to maintain exemplary standards of professional conduct and ethics appropriate to the position.
15. Assist in promoting the College in a positive manner to the community through individual contacts within the community.
16. Post, hold, and file with the appropriate Program Director/Chair or Dean established office hours for a minimum of five hours per week during which of the faculty member is available to students. Should a situation occur due to scheduling conflicts, the faculty member must receive written approval from the appropriate supervisor to amend his/her office hours.
17. Hold final examinations or classes during the posted final examination schedule, except those approved by the Dean of Instruction and/or the VPI according to the final exams policy and procedures. Final examination days are regular contract days and faculty are expected to be on campus and available.
18. Obtain prior approval from the Program Director/Chair or Dean of Instruction for any changes in location of classes.
19. Submit to the Program Director/Chair course schedules, including dates and times for field trips and activities. Notify campus of student absences at least three days prior to the trip.
20. Be in attendance and on campus during all of the College's contracted days. Make prior

arrangements and receive approval in writing from the supervisor for leave and travel by completing the proper forms prior to leave or travel.

21. Return keys when employment terminates.

22. Comply with ADA and offer accommodations deemed appropriate by ADA coordinator.

Faculty Teaching Credential Standards

General Education and Transfer Faculty

For faculty teaching in general education (GT Pathways) curriculum, as well as courses typically applied to the Associate of Arts, Associate of Science, or Associate of General Studies curricula, faculty must meet the minimum standards as follows (in order of descending preference):

A master's degree or higher in the subject area taught.

A master's degree or higher in any subject with 18 credit hours of post graduate study in the subject area to be taught.

In the interest of promoting faculty development, and in recognition of the difficulty of attracting qualified faculty in our underserved rural area, CNCC also offers a faculty development process as follows: promising potential faculty members with a bachelor's degree may teach under the close supervision of a fully qualified faculty member if,

- They are specifically approved to begin teaching by the Vice President of Instruction.
- They are enrolled in a Master's degree program in the subject area or other appropriate graduate program, and complete a minimum of 6 credits toward the degree per year.
- They enroll in appropriate EDU courses as defined by the Program Director/Chair and/or Dean of Instruction.
- Develop a faculty development plan with the Program Director/Chair, approved by the Dean of Instruction and the Vice President of Instruction.

Career and Technical Education Faculty

Faculty teaching in Career and Technical Education Programs must meet the minimum standards required for the specific discipline, which may be defined by program accreditation standards.

Minimum standards include:

- Eligibility for a Colorado Post-Secondary Career and Technical Education Credential within the discipline.

Additional standards may include:

- A master's degree in the discipline area.
- A bachelor's degree in the discipline area.
- An associate's degree in the discipline area

For more information on CTE credentialing, contact CNCC's Credentialing Officer.

Developmental Education Courses

- A bachelor's degree in related subject area.
- Reference: [*HLC Guidelines for Determining Qualified Faculty: Guidelines for Institutions and Peer Reviewers*, 2022.](#)

Assessment of Student Learning

Our commitment to student learning provides the motivation for assessment at Colorado Northwestern Community College. Through comprehensive and continuous assessment of our academic and student services programs, we can improve student academic achievement, teaching effectiveness, customer service, and overall student satisfaction. Assessment of student learning is an integral component of instruction. All faculty are expected to actively participate in assessment activities and become familiar with CNCC's institutional assessment plan, process, procedures, and reporting requirements. Faculty should work with their Program Director/Chair and the Dean of Instruction closely to fulfill assessment duties. Assessment forms are available through Crossroads.

Assessment Procedures

All faculty (full-time, part-time, and adjunct) are required to complete a Course Assessment Report (CAR) for one class each term (Fall, Spring, [Summer]). Program Directors/Chairs will meet with their faculty during CNCC's Convocation and direct what program goals will be measured for that academic year. Faculty will then complete Part A of the CAR at the beginning of the term addressing the goal to be assessed, method of assessment (how the goal will be assessed in the particular class), and the criteria for measuring success (how will the assessment be measured). At the end of the term, or after the completion of the assessment, Part B of the CAR will be completed, where faculty will provide the results of the course assessment, an analysis of the results, indicate any plans for the future, identification of whether the assessment goal will be continued (or not) and any additional recommendations/requests that the faculty member will provide for the Program Director/Chair to review and to include in the budget process.

Program Directors/Chairs will complete the Program Assessment Plan and provide guidance for faculty CAR. The Program Assessment – Report & Analysis will be compiled at the end of the academic year and are due prior to Convocation the following year. The previous year's PAP will provide guidance for the assessment goals for the next year's PAR.

Assessment Committee (AC) will serve to provide any trainings that faculty may need to aid in the assessment process. AC will also organize evaluation/review of the CAR's and PAR's that were complete for each term. This is to assess our assessment to ensure that goals are measurable and realistic. During this review, if AC determines there to be CAP's that need assistance, then further trainings will be provided.

Important Dates for Assessment Activities

Date	Faculty	Department/Program	Assessment Committee
August	-Fall Assessment Day/Trainings	-Fall Assessment Day/Trainings	-Fall Assessment Day/Trainings -Previous SP CAR evaluation - Coordinate trainings
September	-FA CAR (Part A) – Due: Sept. 30th	-Program Assessment Plan – Due: Sept. 15th	-Previous years PAR evaluation -Coordinate trainings
December	-FA CAR (Part B) – Due: before leaving for break		-Coordinate trainings
January	-SP CAR (Part A) – Due: Jan. 30th		-FA CAR evaluation - Coordinate trainings
May	-SP CAR (Part B) – Due: before leaving for summer	-Program Assessment Analysis – Due: prior to convocation next year	

Academic Advising

Program Directors/Chairs and selected full-time faculty serve as Academic Advisors. Full time CTE faculty begin advising right away and full time Arts and Science faculty begin advising after their first year of instruction. Part and $\frac{3}{4}$ time faculty are welcome to advise but are not required to do so.

Faculty Overload Pay Policy

1. Full-time faculty may receive overload pay upon approval by the Vice-President of Instruction and Student Affairs for teaching loads in excess of 30 credits during a 1.0 FTE contract year.
2. A minimum FTE generation of 12 semester FTEs are required in a given term to be eligible for overload pay. Faculty who do not meet the minimum FTE generation in a given term will be required to teach one additional three credit hour course or three independent studies prior to being considered for overload pay.
3. Faculty who meet the minimum 12 semester FTE generation are eligible for overload pay for credit hours that exceed 15 credits in a given term or 30 credits in a given year, dependent upon teaching load assignments and distribution of credits over the academic year.
4. Eligibility for overload pay for Program Director/Chair will be based on appropriate generation of semester FTE in relation to required teaching loads.
5. Payment for overload is based on the Adjunct Faculty Pay Scale per credit hour.
6. FTE generation will be calculated after census date.

Calculation of Semester FTE:

Full-Time Faculty

- Expected to teach 15 credits per semester

- Expected average class size - 12
- Total expected credit generation per semester 180 (15 cr hr X 12 students)
- **Semester FTE generation – 12** (180 cr hr/15 cr hrs per FTE) [annual FTE = 6.0 for this term]

Program Directors/Chairs with One Release (3 cr hr release)

- Expected to teach 12 credits per semester
- Expected average class size - 12
- Total expected credit generation per semester 144 (12 cr hr X 12 students)
- **Semester FTE generation – 9.6** (144 cr hr/15 cr hrs per FTE) [annual FTE = 4.8 for this term]

Program Directors/Chairs with Two Releases (6 cr hr release)

- Expected to teach 9 credits per semester
- Expected average class size - 12
- Total expected credit generation per semester 108 (9 cr hr X 12 students)
- **Semester FTE generation – 7.2** (144 cr hr/15 cr hrs per FTE) [annual FTE = 3.6 for this term]

Committee Service

During a faculty members’ service at CNCC, there will be times at which they may need to join a committee depending on one’s contract (all faculty have a 30 percent service component) or service goals. Below is a list of the different committees a faculty member may serve. Contact faculty senate secretary for a current list of committee chairs.

CNCC Committees

Committee Name	Term length
Academic Council*	2 years
Assessment Committee*	2 years
Diversity, Equity & Inclusion(DEI)	Terms not limited
Extended Cabinet Representative (E-Cab)	(by appointment)
Grievance Committee	Terms not limited
HLC Criterion Committees	Terms not limited
HLC Steering Committee	Terms not limited
Honors Committee	1 year average of 4 faculty members, 2 from each campus
Professional Development Committee	Terms not limited
Teaching Excellence Committee	Terms not limited
Student Success	No service terms, faculty members and deans, interested faculty welcome to join

CCCS State Wide Committees

Committee Name	CNCC Representation
Colorado Faculty Advisory Council (CFAC)	Selected from Faculty Senate 2 year term
State Faculty Curriculum Committee (SFCC)	1 faculty member from Arts and Sciences and 1 from CTE 2 year term
State Faculty Advisory Council (SFAC)	Selected from Academic Council 2 year term
Learning Technology Committee (Instructional IT)	Director of eLearning

* Denotes the committees of which membership is mandatory for Program Directors/Chairs.

** Faculty Senate does not count as part of the 30 percent service unless an individual is acting in a leadership role or participating in sub-committees.

Grievance Policies & Procedures

A group of individuals from CNCC serve as the College Grievance Committee (Step II, [BP 3-50](#)). This committees' purpose is to provide for fair and prompt internal action at CNCC, within the time limits stated in BP 3-50, to resolve complaints pertaining to a policy, procedure or established practice in force at the College; to expedite the processing and resolution of those disputes not requiring the application of all possible elements of Due Process, while at the same time providing those elements of Due Process essential to "fundamental fairness" and to allow reasonable opportunity for internal review and resolution of the matter without resorting to outside local, state or federal agencies.

For more information on this and other related policies, please refer to the policies on the State website:

- Legal Protection for Employees – [BP 3-06](#)
 - Provisional Status
 - Academic Freedom
 - Due Process for Faculty
 - Peer Review Committee Appeal Process – [SP 3-20a](#)
 - Due Process for Faculty Timelines
- Employee Grievance – [BP 3-50](#)
- Employee Benefits and Leave – [BP 3-60](#); [BP 3-60a](#) [SP 3-60b](#)
- Early Retirement – [SP 3-61](#)

Copyright and Patents

Policy Statement: [BP 3-90](#)

The Board seeks to provide an environment in which faculty and other employees can discover, examine critically, preserve, and transmit the knowledge and wisdom, which will help to improve the quality of life for present and future generations. The rights of the Board and its employees concerning production, ownership, and use of copyrightable and patentable materials are controlled by this policy.

Teaching and Learning

General Education

CNCC Philosophy of General Education General education at Colorado Northwestern Community College seeks to assist students in obtaining the knowledge, skills, and attitudes that enhance quality of life and the ability to function effectively in an ever changing society. To meet this goal, all CNCC students, vocational and liberal arts, full-time and part-time, are provided with a variety of educational experiences, both within and outside the classroom.

CNCC emphasizes two general education outcomes for every student:

- 1) To equip students with skills necessary for creative problem solving, critical thinking, and analysis of values; and
- 2) To equip students with the communication skills necessary for effective listening, speaking, reading, and writing.

Career & Technical Education

Career & Technical Education at CNCC seeks to assist students in gaining knowledge, skills, and attitudes that promote occupational competence and the ability to function effectively in the workplace. To meet this goal, students are provided with a variety of educational experiences inside and outside of the classroom. Each Career & Technical Education (CTE) program at CNCC has an advisory committee, whose charge it is to guide and help CNCC's CTE programs. CTE programs must hold advisory committee meetings twice each year. Given the crucial role that advisory committees play in the success of CTE programs, measures must be taken to ensure that these meetings take place on a regular basis. Career & Technical Education Department Chairs must establish and maintain a strict schedule of advisory committee meetings to best serve their programs and their students. A CTE Advisory Committee Guide is available on the CCCS Career and Technical Education website.

CNCC Degrees and Certificates

*For a list of degree requirements, course descriptions and general academic guidelines, please reference [CNCC Degrees, Programs and Careers](#)

Textbook Adoption Policy

Consistent Textbooks and Materials across All Sections

Textbook and course material selection is meant to be a collaborative effort by the program director and faculty, including adjunct, who teach the same course. Each faculty member, in conjunction with all faculty that teach the same course and their program director, will select textbooks and course materials to be used for each course. The books and course materials selected must be used for all sections of the course, regardless of mode of

delivery. Individual instructors cannot deviate from the selected course materials and textbooks. Should all faculty that teach the course and program director determine a justifiable need to have different textbooks or course materials for a particular section of a class, a written letter requesting such must be supported by the program director, if relevant, to the appropriate Dean for final approval. The letter must clearly outline the reasons a different textbook and course materials should be used and any actions that will be taken to minimize the impact and cost to students. Should the Dean deny the request, the faculty members and/or program director have the right to appeal the decision to the Vice President of Instruction through a written letter of appeal. Approved exceptions to the common text policy will be noted in the master textbook list.

Duration of Textbook Use

Textbooks and course materials selected must remain in use for at least three years before replacement or updating of editions, unless the text is found to have serious flaws. This allows students a reasonable opportunity to finish their sequences without having to purchase additional textbooks. Should all faculty that teach the course and program director determine a textbook has serious flaws and should be replaced prior to three years, a written letter requesting such must be sent from the department chair to the VPI for final approval. The letter must clearly identify the textbook's deficiencies along with the textbook and course materials that will replace the existing materials including name of new textbook, author, ISBN, and cost to students. Exemptions from the three-year policy will be granted for classes requiring texts or course materials that are updated annually or change course content frequently and/or are required by accrediting bodies. Should the Dean deny the request, the faculty members and/or program director have the right to appeal the decision to the Vice President of Instruction through a written letter of appeal. Approved exceptions to the common text policy will be noted in the master textbook list

Process and Deadlines

[Textbook Adoption Policy](#)

Common Course Numbering System

The Colorado Community College Common Courses (Common Course Numbering System – CCNS) has been developed to facilitate ease of transfer for community college students from one community college to the other and from the community college to the four-year educational institutions, to improve program planning, to increase communication among all of the colleges, and to facilitate articulation arrangements from high schools to the community colleges. The scope includes all courses offered for credit at the community colleges, and the structure is content specific rather than program, department or discipline specific. The goal of the CCNS is to establish consistency in course offerings across the system.

Courses with common content carry the same prefix, number, title, credits, description, competencies and outline. These commonly described courses facilitate transfer and articulation arrangements for Colorado's secondary and community college students and ensure curriculum quality across the colleges.

Syllabi

The syllabus is provided to the student by the instructor. This syllabus provides a course description and a plan/schedule, which are considered a contract with the student. Any changes to this must be indicated by providing an addendum to the initial syllabus. The syllabus should be comprehensive, detailed, and clear. Syllabi should be submitted to the Program Director/Chair at least 7 days prior to the start of instruction so that it may be filed S:\Instructional_Archive\Sylla

ADA Compliant Syllabus

Syllabi posted online or in a Learning Management System (LMS; CNCC uses Desire2Learn), must be formatted to be compatible with a reader software program that may be installed on computers as per CCCS. CNCC has created a template, [Course Syllabus template](#) for instructors to use. It also can be found on the S:\drive in the 'Instructional Archive' folder or on Crossroads on the 'Faculty Tab'.

Syllabi should include the following information:

- Course title, course number, course description, number of credits, and course competencies (course outcomes)
- Course meeting times and location(s)
- Instructor name, contact information (email, phone, office location), and office hours
- Required texts and other material
- Course specific policies/procedures/expectations
- Course calendar/schedule
- Evaluation/grading criteria
- Statement of academic dishonesty/plagiarism
- Statement of Americans with Disabilities Act (ADA)

Faculty Office Hours

Instructors should make every effort to ensure that they are accessible to students for one-on-one discussions. This means that both morning and afternoon office hours should be scheduled. *Full-time faculty are required to maintain a minimum of five hours a week* for office hours in which students have access for tutoring, make-up exams, and additional direction. Class preparation and grading are not to be conducted during these hours when students are present.

Roster Verification

Roster verification forms are sent from the Registrar for faculty to verify student attendance compared to the roster that are provided in Crossroads. Forms are due on/near census, which is the last day for students to drop classes without tuition penalties. Students are to be considered a 'no-show' and reported on the roster verification form if they have not attended any class from the start of classes to the census date. If this occurs and is reported on the form, the Registrar will drop the student(s) from the course(s).

For more information on this process, contact CNCC's Registrar.

Final Exam

Finals are scheduled before classes begin and are posted on syllabi. Those dates and times cannot be changed without Dean of Instruction or VPI approval. All students on the Craig will be expected to take their examinations at the regularly scheduled times. All students on the Rangely campus will be expected to take their examinations at a predetermined time in adherence with the 'finals schedule'

Grades/Grade Reports

Faculty must clearly state their system for assessing student progress and assigning grades in the course syllabi and explain this to students during the first week of each class. For all grades of F or I, the last

date of attendance must be recorded. Faculty must submit grades in Crossroads and D2L. It is CNCC policy that the grade appearing in D2L must match the final submitted grade in Crossroads.

Grade Appeals/Petitions

When a student believes that there are inequities or procedural errors in assignment of the final course grade(s), including grading penalties resulting from academic dishonesty, the student may initiate the grade appeal procedure within 30 calendar days of the awarded grade in question.

Closed Courses

Classes at CNCC have a maximum class size in an effort to provide the classroom environment most conducive to student success. When that class size is reached during the registration process, additional students registered over the max class size will be placed on a waitlist. If a spot on the class list opens up, students on the wait list will be notified of the opening. Class numbers will never be over the maximum class size unless the instructor and Program Director approve of the increase.

Cancellation of Classes

In general, the College runs only those courses with 8 or more students. Classes with fewer than 8 students enrolled are subject to cancellation. It is necessary, in some cases, to run a course with fewer than 8 students.

To affirm CNCC's caring environment for students, faculty, and staff, the College tries:

- to ensure that all faculty receive adequate notice of a course's status;
- to provide students whose classes are cancelled with the time they may need to meet with their academic advisors and select another class that meets their needs;
- to assist the College in managing enrollments and class-size averages;
- to encourage early and/or timely registration;

The appropriate dean and Program Director/Chair meet before the start of fall, spring, and summer terms to review classes with low enrollments and to discuss the need for allowing certain classes with low enrollment to run. Factors that may guide the decision to run classes with low enrollment include the following:

- Students need the class for graduation and have no other reasonable option;
- The course is advanced with normally low enrollments but necessary to serve advanced students and maintain a high quality curriculum;
- The course is part of a new or start-up program;
- The course is needed for remediation and to ensure student success

Notification of Faculty:

Once the decision for cancellation occurs, the appropriate supervisor contacts the faculty member about the cancellation. Further, an adjunct instructor's class is cancelled 14 calendar days or less prior to the start of class, they will be paid 10% of the adjunct salary for that class.

Notification of Students:

The Admissions Office notifies students that a class has been canceled and encourages them to contact their assigned advisor. If the advisor is off contract and/or off campus, the student is encouraged to contact the Advising Center for guidance in selecting alternative courses. In addition, the campus Executive Administrative Assistant to the VPI makes appropriate schedule changes notifies advisor of canceled classes.

Cancellation of Regularly Scheduled Classes

If a faculty member is forced to cancel a regularly scheduled class at the last minute, the faculty member should make an effort to contact each student in the class to inform them of the situation.

Brightspace by D2L (Desire2Learn)

All faculty members at CNCC are expected to use Brightspace (formerly D2L) for submitting grades, posting class syllabi, and receiving student assignments. While this is the minimum requirement for all faculty, this learning management system (LMS) offers faculty the ability to do much more. Think of the LMS as a way to reach every student in the classroom 24 hours a day, 7 days a week. With its ability to post videos, update students on class activities, upload class lecture materials, and communicate with students using discussion boards, chats, and drop boxes, Brightspace by D2L extends the classroom in ways that are new and innovative.

For new faculty members, CNCC offers training on Brightspace by D2L at the beginning of each semester. During this training, faculty members will gain access to 'OMG D2L for Instructors', an online course that covers the main features of this LMS. After that, the LMS administrator is available for individual appointments to help faculty master this useful learning tool. In addition, new faculty may also contact one of our D2L Faculty Consultants who have demonstrated mastery of different parts of this LMS.

If you experience a technical issue with D2L (something used to work, but it no longer does), please file a ticket at helpdesk.cncc.edu

Gateway Center

Gateway Center is the academic focal point of CNCC's Craig and Rangely campuses, with access to reference material, literature, and staff who understand difficult texts. Gateway Center is designed around a core purpose of student success, retention, and graduation in an academic setting. The Centers provide supplemental instruction, collaborative learning groups, tutoring, test proctoring, proofing services, computer access in an Open Lab, disability support services, GED support services, ESL support services, academic skills development, academic/career conversations, and a wide range of other services that can be custom-fit for each student.

The Gateway Centers are staffed with professional tutors who are well versed in all content areas. Each center has a tutoring schedule for specific subject areas; however, staff are flexible to meet the needs of diverse student populations.

Library

A full use library is located on the Rangely campus (McLaughlin building) and a virtual library is housed on the Craig campus (AB 240). Students are able to use the computers, desks, and chairs to help facilitate a study environment.

The main Library is located on the Rangely campus (McLaughlin building) and a virtual library is housed on the Craig campus (AB 240). Students are able to use the computers, desks, and chairs to help facilitate a study environment. Students have access to the collection with paper circulation, the clipboard is located at the Circulation Desk.

CNCC Students & Faculty have access to the Library Intranet Page at <https://cncc.edu/academics/library2> that gives them access to all Library services inside our domain.

- Access to Online Databases
- Bibliographic Instruction
- Request Interlibrary Loans
- Request New Library Materials
- Reserve Materials
- Research Tools

Remote access is provide to all CNCC students. Request the Link, Username & Password directly from the Librarian, their Instructor or one can pick-up a packet from the Gateway or the handouts the Library. Contact information is provided on the Website.

Faculty Support Services & Information

Faculty Governance

The Rangely campus and Craig campus act as a unified Faculty Senate. Faculty Senate's purpose is to share in the determination of the mission, goals, and objectives of CNCC, to give the faculty voice in the shared governance of CNCC, and to promote the development and maintenance of excellence in teaching and education. Membership is composed of those persons whose duties include instruction on at least a half-time basis. Part-time faculty are invited and encouraged to attend and participate but are not voting members. Officers in each Senate include a president, vice-president, and secretary. With the unified Faculty Senate, there is a president and a vice-president, and they alternate between campuses each year (i.e. one year the president and secretary are from Craig, and the Vice President is from Rangely, and the next year the roles switch campuses). Officers are elected every year

Faculty senate includes one representative to President's Cabinet, and a representative each to the Colorado Faculty Advisory Council (CFAC), the State Faculty Advisory Council (SFAC), and the State Faculty Curriculum Council (SFCC). Faculty Senate nominates candidates for the President's Cabinet position, with final selection being made by the College President. This representative serves a two-year term, and membership is rotated between the Craig and Rangely campuses. CFAC/SFAC/SFCC representatives are elected every two years. Faculty Chairs alternate between campuses.

Meetings are set for the 4th Friday of every month unless otherwise specified. Meetings may be held via WebEx so all faculty can attend.

Professional Development

The SBBCCOE is committed to providing professional development opportunities for faculty and staff that fosters organizational development through activities that develop a better understanding of the system/colleges' role and mission, enhances student learning, develops leadership and management skills, and promotes individual and organizational effectiveness. For more information on what constitutes as professional development, visit SBBCCOE Board Policy [BP 3-65](#).

Colorado Northwestern Community College benefited employees may submit requests with their supervisor's approval to attend seminars, workshops, classes, or other offerings to enhance the

employee's job performance. Non benefitted individuals may be considered, if the request demonstrates a clear benefit for CNCC.

To qualify for professional development funds, the following shall apply:

- All out-of-state travel shall be approved by the college president.
- State-funded credit courses at any state system community college are subject to the following criteria:
 - The course must be job related.
 - The course must be applicable to a degree or career enhancing.
 - The employee may take up to three courses in a fiscal year.
- Approval of the immediate supervisor is required in all cases.
- Individuals may apply for funding for one course per semester and up to three during any one fiscal year depending on funding availability.
- Funding requests that are approved may be funded for the entire amount or a portion of the request.
- All requests will be considered dependent upon available funding.

File Storage and Backups

All faculty and staff can store documents using drives that have been set up by CNCC; both network drives are backed up nightly.

To secure your files and folders, store them on one of these network drives:

- S:\ Drive: This is a shared workspace for storing files and folders based upon organizational groups (i.e. DH, Nursing, Administrator, Academic Council, Business Office, etc.). Changes to files and folders appear on both campuses, but this feature depends upon network availability.
- H:\ Drive: This is a personalized private workspace for storing files and folders. Only you (and IT) have access to these files.

Below is a list of folders found in the S:\ drive that individuals should have at all times:

- Faculty (full-time and adjunct): Assessment, Faculty Senate, Instructional Archive, Official CNCC Org. Chart, CNCC Resources, Advising (if advisor).
- Program Director/Chair: Assessment, Academic Council, Advising, CNCC Resources, Faculty Senate, FY Budget Process, Instructional Archive, Official CNCC Org. Chart and Purchasing.

Information Technology (IT)

The department of Information Technology Services (IT) provides students, faculty, and staff with an innovative, customer-centered, and reliable foundation for technology solutions in higher education. IT is more than desktop support. IT creates an infrastructure to manage projects, track the implementation of technological goals, and to ensure that systems operate efficiently with little down time.

Common contacts in IT:

Perceptis Help Desk <http://help.cccs.edu> – 24/7 technical help desk available to all students and faculty. Problems they can fix: portal (Crossroads) password resets/login problems; student email setup/access; D2L access, navigation, course files and discussion help. Contact method: phone – (888) 800-9198.

OS Ticket System <http://helpdesk.cncc.edu> – for routine help request that are internal to CNCC. Use help topics and departments as a guide for completing tickets – departments try to respond to ticket within 24 hrs.

Network information

CNCC uses many interfaces for information storage, instructional purposes, emails, and even VPN. Below are commonly used network resources and what they are used for:

Crossroads Portal – allows you to access employee information, class rosters, D2L, etc.

CNCC website <http://cncc.edu> – CNCC general website, access ticket info, online forms, etc.

Virtual Private Network (VPN);- gives CCCS users the ability to access to network resources (CCCS WAN, H:\ drive, S:\ drive, CCCS email etc.) from computers connected outside the network. In order to successfully operate VPN, you need to ask IT to add your user name to the approved users list.

Windows Domain – separates campus computers into two security groups:

- Faculty/Staff: members of CNCC (administrative) domain. Faculty can still login to CNCCINST computers by using the login: “CNCC\user.name” with their password.
- Students: members of CNCCINST (instructional) domain.

Instructional Technology/Equipment

In every classroom, faculty are encouraged to use technology to facilitate learning. When faculty or students need help with this technology, the Instructional Technology Support Specialist will assist with resolving your issues. The IT Specialists’ area of expertise include: Desire2Learn, lecture capture, interactive classroom technology such as smart boards and clickers.

For more information, contact CNCC’s Instructional Technology Support Specialist.

General Policies & Procedures

Title IX

Colorado Northwestern Community College has a legitimate and compelling interest in prohibiting sexual harassment. Furthermore, the College has an obligation to discipline those who engage in sexual harassment behavior. Conversely, persons accused of sexual harassment have considerable interest with regard to their reputation. The College must, therefore, strive to balance the interests of those making the accusation and the accused. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature can constitute sexual harassment when: 1.) submission to such conduct is made wither explicitly or implicitly a term or condition of a person’s employment or educational opportunity; 2.) submission to or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individuals; or 3.) such conduct has the purpose or effect of substantially interfering with an individual’s working or learning environment. All students, staff, faculty, and administrators should be aware that the College deplores and condemns such behavior, and that the College is prepared to take appropriate action for prevention or correction.

Complaints of sexual harassment will be dealt with in a manner, which will consider fairly the concerns of both the complainants and the respondents. In determining whether alleged conduct constitutes sexual harassment and in taking disciplinary measures, all of the information available, including the nature of the sexual advances and the context in which the alleged incident occurred, will be considered.

In some cases, sexual harassment constitutes unlawful sexual discrimination for which legal remedies are available under Title VII of the Civil Rights Act of 1964, as amended or the Colorado Anti-discrimination Act of 1957.

Although all members of the Colorado Northwestern Community College community are encouraged to resolve sexual harassment problems through the internal procedures set forth in the following policies, an individual may choose to file a complaint directly with the Equal Employment Opportunity Commission or the Colorado Civil Rights Commission. For more information on Title IX material or how to file a complaint, contact the Title IX Coordinator or refer to the sexual misconduct procedure [SP 3-120b](#).

FERPA

The Family Educational Rights and Privacy Act [FERPA](#) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records, which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address,

telephone number, date, and place of birth, honors, and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). If you are deaf, hard of hearing, or have a speech disability, please dial 7-1-1 to access telecommunications relay services.

For further information about FERPA in the postsecondary environment, please consult the [FAQs](#) for school officials.

For further information about CCCS System FERPA policies, consult [SP 4-80a](#).

Americans with Disabilities Act Amendments Act (ADAAA)

Faculty are expected to comply with ADAAA guidelines and offer accommodations as approved through the CNCC ADA officer. The Coordinator of the Advising and Student Support Center serves as CNCC's ADA Officer. Students must declare a disability with the ADA Officer and provide supporting documentation. The ADAAA Officer will review all documentation and determine appropriate accommodations. A letter will be sent to the student's instructors and Academic Advisor outlining approved accommodations. Should a student volunteer information concerning a disability, refer the student to the Counseling and Career Services Center.

The Americans with Disabilities Act Amendments Act (ADAAA) extends federal civil rights protection in several areas (including colleges) to people who are considered "disabled". ADAAA seeks to dispel stereotypes and assumptions about disabilities and to assure equality of opportunity, full participation, independent living, and economic self-sufficiency for disabled people.

To be considered "disabled" under the ADAAA, a person must have a condition that impairs a major life activity. Major life activities, which impair higher learning, include: self-care, manual tasks, walking, seeing, hearing, speaking, breathing, and working.

CNCC is required by the ADAAA to make reasonable accommodations to the known physical and mental limitations of otherwise qualified students with disabilities, unless we can demonstrate that the accommodation required would impose an undue hardship on CNCC.

In general, a reasonable accommodation is an adaptation to a program or facility (including classrooms) that allow a qualified student with a disability to participate in a course and/or a program (preferably in the most integrated setting which is appropriate). Accommodations may include changes in policies, practices, or services. The following examples may apply: 1) qualified interpreters for the hearing impaired; 2) qualified readers or taped texts for students with visual impairments; 3) acquisition or modification of equipment or devices; and 4) other similar services and actions.

For more information about ADAA, please visit [The Americans with Disabilities Act Amendments Act of 2008](#).

ADAAA and EEO/AA for Faculty

Policy Statement affirmative-action-anti-discrimination [BP-3-120](#)

The System shall not unlawfully discriminate on the basis of race, color, creed, national origin or

ancestry, sex, sexual orientation, religion, veteran status, age, or disability. The Board recognizes that the quality of instruction and educational opportunities for all are enhanced when the diversity of the community served is represented in the student population and workforce. The Board also recognizes that women and minorities have been historically underutilized in the higher education work force. Therefore, the System shall have an Equal Employment Opportunity/Affirmative Action (“EEO/AA”) Program, which promotes diversity and remedies underutilization of women and minorities in its System. Procedure Statement [3-120b](#)

Board Policy specifies that the System and each Community College shall have an Equal Employment Opportunity/Affirmative Action (EEO/AA) Program which promotes practices that support diversity, equity and inclusion of all employees and students.

Equal Employment Opportunity

The total campus community of Colorado Northwestern Community College shares the responsibility of exercising good faith efforts to ensure equal educational and employment opportunities for all students and employees. It is the responsibility of each faculty and staff member to assure appropriate compliance on all issues.

The faculty and staff will:

1. Attend workshops or seminars conducted by the Affirmative Action Officer or designee to ensure implementation of the Equal Opportunity/Affirmative Action Program;
2. Provide encouragement and/or career counseling to prepare all students, especially underrepresented and special populations, for educational and employment opportunities commensurate with their abilities; and
3. Exemplify the spirit and intent of CNCC in their recommendations for employment of faculty or staff for CNCC’s respective organizational units

It is the responsibility of those who believe they have been the subject of discrimination on one or more of the following grounds – race, color, religion, sex, national origin, age, or handicap – to notify the Affirmative Action Officer and file a completed Grievance Form. It is the responsibility of each employee who suspects some type of discrimination in a College practice, procedure, or policy to inform the Affirmative Action Officer who will investigate and recommend appropriate action.

Notice of Nondiscrimination

CNCC prohibits all forms of discrimination and harassment including those that violate federal and state law or the State Board for Community Colleges and Occupational Education [BP 3-120](#) or [BP 19-60](#). The College does not discriminate on the basis of sex/gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, genetic information, gender identity, or sexual orientation in its employment practices or educational programs and activities. CNCC will take appropriate steps to ensure that the lack of English language skills will not be a barrier to admission and participation in vocational education programs.

CNCC has a Title IX/Equal Opportunity Coordinator with the responsibility to coordinate its civil rights compliance activities and grievance procedures. For more information, contact the Title IX/Equal Opportunity Coordinator.

Title IX/EO Coordinator

Name: Jennifer Rea

Address: 500 Kennedy Drive, Rangely, CO 81648
Phone: 970.675.3229
Email: Jennifer.Rea@cnc.edu

Deputy Title IX Coordinator

Name: Angela Miller
Address: 500 Kennedy Drive Rangely, CO 81648
Phone: 970.675.3235
Email: Angela.Miller@cnc.edu

You may also contact the Office for Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 North Speer Boulevard, Suite 310, Denver, CO 80204, telephone (303) 844-3417.

Report an Incident/Concern

Use the following link for reporting:

[Report an Incident/Concern](#)

Violence, Threats, Firearms, Weapons on Campus

Violent behavior or the threat of violent behavior toward employees, students, the general public, college property or college operated facilities will not be tolerated. Further, Colorado law defines a dangerous weapon as an instrument designed to, or that is used in a manner to produce bodily harm. This list includes; firearms, explosives, ammunition, and dangerous weapons or materials that can be deemed as harmful. Policy states that no person may have on his or her person any unauthorized firearm, ammunition, explosive device, or illegal weapon on campus or any facility used by a college.

Persons authorized to carry firearms and other equipment defined in the policy are:

1. Those persons conducting and participating in an approved program of instruction in the college's curriculum which requires access to such equipment as an integral part of the instructional program;
2. Certified Peace Officers;
3. Those persons who have been issued a valid permit to carry a concealed handgun in accordance with Colorado's Concealed Carry Act, [SB18-097](#)
4. and who are acting in compliance with the requirements of that Act;
5. Those persons granted permission at the discretion of the College President for specific purposes from time to time.

For more information, refer to the violence/firearms on campus [BP 19-10](#); [SP 19-10](#) and the CNCC Emergency Operations and Response Plan.

Spartan Safety Alert

Download the Spartan Safety Alert from an app store. After the download, turn on notifications to activate.

Conflict of Interest

Policy Statement:

Faculty members shall not engage in any activity or relationship that places them in a conflict of interest between their official activities and any other interest or obligation. All faculty activities are to be conducted in a manner that is free of real or perceived conflict of interest or favoritism. A conflict of interest requires all faculty members to disqualify themselves from participating in a decision when a personal interest is present.

Further information and forms about the types of relationships can be found in State Policy [SP 3-70a](#).

Travel

Policy Statement:

Travel is considered a sensitive expenditure and easily perceived to provide personal benefit to employees traveling, and therefore warrants appropriate internal reviews of the travel and associated costs. This policy documents the process for obtaining approval for travel and requesting reimbursement for travel related costs.

For more information on the travel policy, visit the State Policy [SP 8-61c](#)

Home Campus

CNCC Guideline requires each employee to designate (as approved by his/her supervisor) a "home campus." This should be the campus where the employee spends the majority of his/her work time. The mileage from the employee's residence to his/her "home campus" will be considered his/her "normal commute."

Travel from Home Campus

All travel on College business must be approved by utilizing the appropriate forms and documents prior to such travel by the traveler to insure that the traveler will receive reimbursement. Failure to get signed pre-approval is grounds for non-reimbursement. The Travel Authorization Form must be completed by the traveler and approved by the appropriate supervisor. It is expected that faculty use the most cost efficient means possible (key statement from state travel rules), including carpooling, using a state vehicle (unless special circumstances are approved). All out-of-state travel must be submitted for approval by the President at least 10 days in advance of the proposed travel.

The State of Colorado reimburses approved travel in accordance with established reimbursement rates on an after the fact basis. Receipts are required for lodging, registration, meals, and other expenses incurred in the employee's travel. All payments for rental cars will be disallowed in expense vouchers unless the rental is justified in advance and approved in advance. The properly completed Travel Expense Reimbursement forms are to be completed by the traveler and be approved by College officials. The Travel Expense Reimbursement forms are to be submitted to the Business Office for signature along with the traveler's copy of the Travel Request and Authorization forms(s) and/or Out-of-State Travel Request and Authorization form(s).

Travel Rules

[State of Colorado Fiscal Rule 5-1](#) related to travel was recently revised by the State Controller. The primary change is related to meal reimbursement.

Meal reimbursements shall be for the actual cost of meals, including tax and reasonable tip (no greater than 20%), up to the total per diem rate established by the State Controller. Receipts are required for all meal reimbursements. The actual costs of meals (including tips) in any day may be reimbursed up to the

maximum aggregate per diem amount for the location and time in travel status.

Travel Card

CNCC maintains a travel card that can be used strictly for travel purposes and things associated with frequent travel (i.e. Hotel reservations, car rentals etc.). If you are interested in learning more about travel cards, contact CNCC's Purchasing Coordinator.

Travel Authorization and Travel Expense Reimbursement forms can be found on the S:\ drive or on Crossroads. Further information on travel rules and regulations are available in the Business Office.

Electronic Communication

Policy Statement: [BP-3-125](#)

CCCOES (System), as an employer and owner of the computer system, possesses authority to restrict the electronic communication technology use of its employees and students in their capacity as employees and students. The System may monitor access to the equipment and networking structures and electronic communication system for the following purposes:

1. To ensure the security and operating performance of the systems and networks;
2. To review employee performance;
3. To enforce System policies.

Effective Use of E-mail and Internet

E-mail and Internet are resources provided for research, instruction, and education for community college system students and employees. All users are expected to utilize these resources in a responsible, considerate, and ethical manner.

1. Respect the network as a shared resource. Be sensitive to the impact of your electronic communications traffic on network performance and the workload of others.
2. Be aware of your potential audience. Avoid expressing opinions that could reflect negatively on the System and opinions that could result in unwanted actions or reactions from Internet or E-mail participants.

Public Records

Electronic Communication is governed by the same laws and policies as communications in other mediums. Correspondence of the employee, whether in the form of electronic mail or other uses, may be a public record under the public records law and may be subject to public inspection under [C.R.S. § 24-72-203](#) et. seq.

Electronic Communication Policy

Policy Statement [BP 3-125](#)

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Electronic Communications Management and Retention Procedures

Policy Statement [SP 3-125d](#)

Students, faculty, staff, and administration within CCCS rely significantly on electronic communications as a result of the business and operations of the Colleges. These communications document ideas and activities, help the College's better serve their mission, assist management in its decision making and act as the archive of the College's and surrounding community's history with the College. These kinds of communications, like any vital resource, also have an intangible monetary value. Because of the tangible and intangible value of these records, it is critical that they be part of a comprehensive records management program that ensures all CCCS Records are properly and securely managed, replaceable, and disposed of, preserved and/or archived.

An electronic communications management program serves other purposes as well. It improves office efficiency, facilitates administrative access to inactive as well as active records, ensures the consistent maintenance of records, decreases operational costs, increases staff productivity, and assists CCCS in meeting legal and regulatory standards. Obsolete records impede access to current records, pose a possible legal liability, and waste valuable space.

The purpose of this procedure is to:

1. Outline CCCS' requirements for its Electronic Communications Management Program, including Retention and Destruction schedules;
2. Guidance on records creation and classifying documents into types;
3. Establish retention and use practices;
4. Provide for schedules of records retention and disposition; and
5. Outline criteria for the conversion of retained or archived records to a different medium (e.g., e-mail to hard copy). This policy does not apply to systems and services not operated by CCCS.

Willful violations of the following policies may result in disciplinary action following normal Human Resources procedures and guidelines in consultation with the appropriate supervisor, which may result in actions up to and including termination and necessary legal action. Willful violations on the part of students would also be subject to the CCCS Student Disciplinary Procedures, [SP 4-30](#).

Electronic Communications Management

Electronic communications management is a joint responsibility of the record creator and users. All CCCS employees who handle CCCS records are responsible for knowing and following laws (e.g., Public Records, FERPA, and Schedule 8-Higher Education Retention Schedule).

Records Management consists of 3 basic stages:

1. Creation
2. Retention and Use; and
3. Disposition

When a record is created, the creator should consider the following:

1. Is the new record an Official Record?
2. What is the type of data included in the record being created?
3. How should the record be handled or stored?
4. Do any laws or regulations dictate a specific retention period?
5. Barring any legal/regulated retention period, when will the information on the record be no longer useful?

Based on the answers to these questions, the record creator shall decide whether the communication is:

1. Official Institutional Record
2. Process or Decision-making Record
3. Transitory Communications

Neither the format of the record (e.g., memo, e-mail, voice recording, etc...) nor the medium on which it resides (e.g., paper, electronic, audio, etc....) determines the classification. For example, e-mail may be just as confidential as formal, typed letters. Many records are created during normal administrative practices and are either used for extremely short-term (transitory communications) purposes or contain unimportant information. Additionally, many records-received from external resources (e.g., vendors) have no significance to CCCS or its records needs and therefore retention of these materials is unnecessary.

General Higher Education Opportunity Act Procedures

Policy Statement [SP 3-125e](#)

The Appropriate Use Policy (SP 3-125c) prohibits violations of federal law or any other conduct that unreasonably interferes with the operations of CCCS. These provisions make any copyright infringement by a student, faculty or staff member a violation of State Board policy. In addition, this policy prohibits any use of the CCCS network for unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books, or other copyrighted sources, copyrighted music, movies, and the installation of any copyrighted software for which CCCS or the college does not have an active license. Unauthorized distribution of copyrighted material through peer-to-peer file sharing is explicitly prohibited.

Operation of Official Social Media Accounts and Student/Employee Social Media Conduct

Policy Statement [SP 3-125f](#)

The use of social media websites (e.g., Facebook, Twitter, LinkedIn, Flickr, and YouTube) is increasingly common for the departments, students and employees of CCCS Colleges and the system office, and these communication tools have the potential to create a significant impact on organizational/professional reputations and public affairs effectiveness.

For a complete list of social media procedures, use the policy link above.

Web Accessibility Procedure

Policy Statement [SP 3-125g](#)

The Colorado Community College System is committed to facilitating access to its Colleges' instruction, communication, and business processes for the broadest possible audience. CCCS strives to employ principles of Universal Design and the use of the World Wide Web Consortium's WCAG 2.0 standards in the design, development, implementation, and enhancement of all web-based information and services.

This procedure applies to all web-based information and services, which includes, but is not limited to, websites, instructional materials, and online services that are developed, hosted, or maintained by the Community Colleges and all entities within the Colorado Community College System (CCCS). Colleges must ensure that web-based information is accessible for use by faculty, staff, students, prospective students, and the public. This procedure does not apply to unauthorized web pages published by students or employees, which are not used to conduct College business or instructional activities.

For more information on this procedure, use the policy link above.

Faculty Benefits

Employee Benefits [3-60a](#)

Leave Policies

- Employee Benefits - [BP 3-60b](#)
- Retirement
- Sick Leave
- Special Leaves with Pay
- Administrative Leave with Pay
- Leave Without Pay
- Family & Medical Leave -
- Leave for K-12 Academic Activities -
- Administrative Leave for Volunteer Activities -

Rangely Recreation Center Membership

All full-time employees receive a full membership as part of their benefits package. The center includes a swimming pool, a hot tub, racquetball courts, a weight room, cardio room, an arts & crafts room with kitchen, and locker rooms with showers. On the grounds outside the building are lighted tennis and basketball courts, as well as a lighted in-line hockey rink.

For specific questions about benefits, contact CNCC Human Resources.

Paychecks

Pay Periods

Payday for faculty throughout the college is the last working day of the month, with the exception of June, which is paid on July 1. If the last day of the month falls on a weekend, payday is the preceding Friday. Faculty salaries at CNCC are dispersed through a 12-month period. Using direct deposit automatically deposits your paycheck electronically and funds are available to you on payday. To set up direct deposit, please fill out the Direct Deposit Enrollment form available from the Human Resources Office. You are required to attach a voided check or deposit slip.

Deductions

As required by law, the college withholds federal and state income taxes from faculty earnings. Tax deduction amounts are determined by the exemption schedule filed by each employee on the W-4 form. Faculty members who wish to change their exemptions should file a new W-4 form in the personnel office. Tax deductions are reported to employees each year in January on the W-2 form, Withholding Tax Statement, which is used in completing tax forms.

Leave/ Vehicle Request

Travel during operational hours or for College business requires a 'Leave Request' form to be submitted by the employee to their supervisor. This form can be found on the S:\ drive, Crossroads, or website and is called 'Leave Request Vehicle Request'. Note: the leave request form is combined with the vehicle

request form; however, there are instructions with tabs on the bottom of the excel spreadsheet to help with navigation.

Purchasing Procedure

CNCC uses an approved purchasing procedure that conforms to State procurement rules. There are two primary methods of purchasing goods and services for the college:

- Purchase Orders - contain an authorized purchase order number, is the primary method to purchase goods and services. Questions regarding purchasing should be directed to the Business Office. Forms and instructions can be found on the S:\ drive or in Crossroads. Purchases over \$5,000 require a purchase order.
- Purchase Card - orders for smaller purchases can often be made in person or by phone with a departmental Purchase Card (P-Card). Individuals who have been issued a P-Card have the ability to make small dollar purchases as well as cover travel and entertainment expenses without prior approval. If an invoice or packing slip is received when purchasing an item, please submit it to the appropriate department staff person for processing.

For more information on the purchasing procedure, contact CNCC's Purchasing Coordinator.

Reimbursement

CNCC seeks to provide appropriate reimbursement for all qualified expenses incurred while engaged in official College business in accordance with IRS regulations and [CCCS Policy](#). This Policy applies to all faculty, staff, students, and others who incur expenses that will be reimbursed from any source of College funds including, but not limited to, unrestricted funds, restricted funds, endowed funds, grants, or contracts. This Policy also establishes the responsibilities of the College and the employee for ensuring that expenses are valid, necessary, and in full compliance with IRS and other government agency regulations. By filling out the 'Travel Expense Voucher' you are recognizing that the costs incurred are valid and necessary. The 'Travel Expense Voucher' form can be found on the S:\ drive or on Crossroads. For more information on the reimbursement procedure, contact CNCC's Accounts Payables coordinator.

Issuance of Keys

Individual supervisors recommend the issuance of hard keys for their respective staff. Distribution of keys is managed through sign-off on a key request form. The approval form must be signed by the Director of Student Services. Keys are then issued through the Director of Facilities Management on each campus. Under no circumstances should any issued keys be duplicated by a third party.

If a key is lost, misplaced, or destroyed, the staff member must report this immediately to the Director of Facilities Management (Craig) or Safety Coordinator (Rangely). It is possible that there may be fines associated with the lost key(s). Staff and faculty should not lend keys/swipe cards to others or open doors and buildings for persons whose presence has not been authorized.

State Fleet Vehicle Request

There are state fleet vehicles that are available for all faculty and staff to use upon approval by their supervisor for CNCC business use (i.e., not personal). Vehicles can be requested using the online reservation system, '[Request a Vehicle](#)' link, on the website. This reservation system shows the availability of all CNCC vehicles (both in Craig and Rangely) using the 'Schedule' tab, reservations for vehicles and if the vehicle is able to be reserved or not.

For more information regarding fleet reservations, contact the Facilities Administrative Assistant.

Faculty Responsibility Calendar

Month	Item	Date Due
August	Convocation Student Orientation Fall syllabi	Week prior to semester Saturday prior to semester 3 days prior to semester
September	Roster Verification (census date) – form due to Registrar Advising – Census (drop) date for students Faculty Performance Plans - Due to from faculty to supervisor Assessment – Fall CAR (Part A) due	Early Sept. Early Sept. mid Sept late Sept
October	Textbooks – Spring requests due to PD	Oct.
November	Evaluations – Faculty class evaluations by PD Advising – Student advising/registration for Spring semester Advising – Withdraw date for students	November Nov. Mid Nov.
December	Finals Assessment – Fall CAP (Part B) due Final Grades – Fall final grades due	Mid Dec. Friday of finals week Friday of finals week
January	Spring syllabi Assessment – Spring CAP (Part A) due Roster Verification (census date)– form due to Registrar Advising – Census (drop) date for students	3 days prior to semester late Jan. Late Jan. Late Jan.
February	Evaluations - Faculty class evaluations by PD Provisional Faculty – Recommendations due from PD to Dean Schedules – Banner fall schedule back to Program Director/Chairs for review	February mid Feb End of Feb.
March	Textbooks – Fall requests due to PD	March 15 th
April	Advising – Fall advising/registration opens for students Faculty Performance Self-Evaluations – Due to PD Performance Evaluation – Faculty performance evaluations due to Dean (from PD) Honors Banquet Faculty Performance Evaluation – Faculty mid-year meeting with PD and signing of evaluation Faculty Performance Evaluation – Due in full to Dean (from PD)	April April April Mid-April April 15 th – 30 th April
May	Finals Final Grades – Spring final grades due Assessment – Spring CAP (Part B) due Commencement	1 st week in May Friday of finals week Friday of finals week 1 st Saturday in May

Program Director/Chair Responsibility Calendar

Month	Item	Date Due
August	Convocation Assessment – Previous year PAP due at Convocation Student Orientation Fall syllabi	Week prior to semester Week prior to semester Saturday prior to semester 3 days prior to semester
September	Roster Verification (census date) – form due to Registrar Advising – Census (drop) date for students Faculty Performance Plans - Due to from faculty to supervisor Assessment – PAP (part A) due (PD) Faculty Performance Plans due to Dean (from PD) Assessment – Fall CAP (Part A) due	Early Sept. Early Sept. Sept. Sept. Sept. Sept.
October	Textbooks – Spring requests due to PD	Oct.
November	Evaluations – Faculty class evaluations by PD Textbooks – Spring request due to Dean and Registrar Advising – Student advising/registration for Spring semester Advising – Withdraw date for students	November Nov. 1 st Nov. 1 st Mid Nov.
December	Finals Assessment – Fall CAP (Part B) due Final Grades – Fall final grades due	Mid Dec. Friday of finals week Friday of finals week
January	Spring syllabi Assessment – Spring CAP (Part A) due Roster Verification (census date)– form due to Registrar Advising – Census (drop) date for students	3 days prior to semester Jan. 30 th Late Jan. Late Jan.
February	Evaluations - Faculty class evaluations by PD Budget – Comprehensive Development Plan (CDP) for budgets due Budget – Course Pass-Through Fees due to Deans Provisional Faculty – Recommendations due from PD to Dean Schedules –Fall schedule due to Scheduler (from PD) Schedules – Banner fall schedule back to Program Director/Chairs for review	February Feb. 1 st Feb. 1 st Feb. 15 th Mid Feb. End of Feb.
March	Schedules – Final chance for corrections to fall schedule due to Scheduler (from PD) Schedules – P-terms due to Scheduler, schedule rolled Textbooks – Fall requests due to PD	Early March Early March March 15 th
April	Advising – Fall advising/registration opens for students Faculty Performance Self-Evaluations – Due to PD Performance Evaluation – Faculty performance evaluations due to Dean (from PD) Schedules – Spring schedule due to Scheduler (from PD) Schedules – Banner fall schedule back to PD for review Schedules – Final chance for corrections to fall schedule due to Scheduler (from PD) Textbooks – Fall orders due to Dean (from PD) Honors Banquet Faculty Performance Evaluation – Faculty mid-year meeting with PD and signing of evaluation Faculty Performance Evaluation – Due in full to Dean (from PD)	April 1 st April 1 st April 1 st Early April Early April Early April Early April Mid-April April 15 th – 30 th April 30 th
May	Finals Final Grades – Spring final grades due Assessment – Spring CAP (Part B) due Commencement	1 st week in May Friday of finals week Friday of finals week 1 st Saturday in May

