

Faculty Handbook 2016-2017

Division of Academic Affairs



950 Main Street
Hartford, CT 06103
www.capitalcc.edu

Capital Community College

Contents

~ Directory ~	4
~ Academic Policies and Procedures ~	5
Academic Freedom.....	5
Academic Integrity	5
Admission of Students to Class	5
Students with Special Needs.....	6
Class Meetings and Locations	6
Syllabus	6
Academic Calendar.....	8
Student Attendance Requirements.....	8
Audit Status	9
Grading	9
Withdrawals.....	12
Appropriate Classroom Behaviors.....	12
Adding and Dropping Classes	13
Incomplete Grades	13
Final Examination Schedule	13
Submitting Grades	14
Academic Advising	16
~ Personnel Policies and Procedures ~	17
Attendance Policy (full-time faculty)	17
Late Notice Instructor Absence	18
Medical Emergency	18
Change of Address or Phone Number	18
Smoking.....	18
Affirmative Action Policy Statement	18
Sexual Harassment Policy	18
Benefits.....	19
Contracts.....	19
Professional Development Funds	19
Additional Responsibilities.....	19
Dual Employment.....	19
Violence in the Workplace Prevention Policy	20
Technology Policies	21
Logging In to PCs.....	21
Using Classroom A/V Equipment	21
Fire Evacuation Procedures	22
Lock-Down Procedures	23
~ Services ~	24
Evening Administrator	24
Adjunct Offices	24
Mailboxes	24
Parking.....	24
Bookstore.....	25

Security.....	25
Copy Center.....	26
Library Services.....	26
Academic Success Center.....	27
Blackboard Learn	27
Online Instructor Support	27
Stock Room (Instructional Supplies).....	27
Payment Schedule	27

Please review this handbook carefully and refer to it during the semester. If you have any questions, contact the appropriate college officials: the Department Chair or Program Coordinator for your teaching area and the Director of Human Resources regarding personnel policies.

~ *Directory* ~

Academic Affairs Office

Debbie Thomas, Dean	860-906-5010	dthomas@capitalcc.edu
Diane Mathis, Admin. Assistant	860-906-5011	dmathis@capitalcc.edu
Ryan Pierson, Assistant to the Dean	860-906-5014	rpierson@capitalcc.edu
Amy Lemire, Admin. Assistant	860-906-5185	alemire@capitalcc.edu

Department of Business & Technology

Miah LaPierre-Dreger, Chair	860-906-5176	mlapierredreger@capitalcc.edu
-----------------------------	--------------	-------------------------------

Department of Science & Mathematics

Andre Freeman, Chair	860-906-5177	afreeman@capitalcc.edu
----------------------	--------------	------------------------

Department of Social & Behavioral Sciences

Stephen Fagbemi, Chair	860-906-5230	sfagbemi@capitalcc.edu
------------------------	--------------	------------------------

Department of Humanities

Jeffrey Partridge, Chair	860-906-5191	jpartridge@capitalcc.edu
--------------------------	--------------	--------------------------

Department of Health Careers

Paul Creech, Chair	860-906-5155	pcreech@capitalcc.edu
Deb Johnson, Health Careers Secretary	860-906-5154	djohnson1@capitalcc.edu

Department of Nursing

Cindy Adams, Director	860-906-5151	cadams@capitalcc.edu
Annette Boyko, Nursing Secretary	860-906-5150	aboyko@capitalcc.edu

Academic Media Technology

Michael Bies, Director	860-906-5030	ca-media@capitalcc.edu
Marie Farrell, Blackboard Help	860-906-5032	mbies@capitalcc.edu
	860-906-5033	mfarell@capitalcc.edu

Academic Success Center

Marie Basche, Director	860-906-5200	
	860-906-5095	abasche@capitalcc.edu

Library

Eileen Rhodes, Director	860-906-5020	
	860-906-5021	erhodes@capitalcc.edu

IT Services

	860-906-5252	ca-itservices@capitalcc.edu
--	---------------------	------------------------------------

Maintenance

	860-906-5070	
--	---------------------	--

Human Resources

Josephine Agnello-Veley, Director	860-906-5002	jagnello-veyley@capitalcc.edu
Josh Ochs, Payroll Clerk	860-906-5004	jochs@capitalcc.edu

Public Safety

	860-906-5075	ca-publicsafety@capitalcc.edu
	or **	

~ *Academic Policies and Procedures* ~

Academic Freedom

Capital Community College adheres to the Student Conduct and Discipline Policy as provided by the Connecticut State College and Universities (CSCU) Board of Regents for Higher Education.

Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students, and the general well-being of society. In line with this purpose, the Board of Regents for Higher Education (“BOR”) in conjunction with the Connecticut State Colleges and Universities (“CSCU”) has the duty to protect the freedoms of inquiry and expression, and furthermore, has the responsibility to encourage all of its members to develop the capacity for critical judgment in their sustained and independent search for truth.

Academic Integrity

Capital Community College adheres to the Student Conduct and Discipline Policy as provided by the Connecticut State College and Universities (CSCU) Board of Regents for Higher Education.

The following list of behaviors is intended to represent the types of acts that constitute violations of this Code. Academic misconduct, which includes, but is not limited to, plagiarism and all forms of cheating.

Plagiarism is defined as the submission of work by a student for academic credit as one’s own work of authorship which contains work of another author without appropriate attribution.

Cheating includes, but is not limited to: (i) use of any unauthorized assistance in taking quizzes, tests or examinations; (ii) use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems or carrying out other assignments; (iii) the acquisition, without permission, of tests or other academic material belonging to a member of the University faculty or staff; and (iv) engaging in any other behavior specifically prohibited by a faculty member in the course syllabus.

The penalty for plagiarism is determined by the instructor teaching the course involved. In many schools, including Capital, it could mean failure for the paper and referral to the Dean of Students and possibly even failure for the entire course. Disciplinary action, if necessary, is determined by the Dean of Students.

Admission of Students to Class

All faculty members obtain class rosters via the Web. Follow the procedures as outlined in the section “Submitting Grades on the Web.” Admit **ONLY** those students whose names appear on your class list. Students not listed or who do not

possess a registration receipt should be sent to the Registrar's Office. An unlisted student should **NOT** be allowed to remain in the class.

Faculty should announce in class any pre- or co-requisite required for the course. If there are students enrolled in the class who have not met the pre- or co-requisite, they should be referred to a counselor immediately.

Students with Special Needs

The College makes every effort to accommodate students with special needs. Students who have special needs or who are disabled must self-identify and provide documentation of their specific disability to a counselor. **IT IS IMPORTANT THAT YOU REFER ANY STUDENT WHO DISCLOSES SPECIAL NEEDS TO HELENA CARRASQUILLO, THE STUDENT DISABILITY COORDINATOR, AT (860) 906-5204, HCARRASQUILLO@CAPITALCC.EDU, OR ROOM 208A FOR ADDITIONAL ASSISTANCE.**

Class Meetings and Locations

Consult the Academic Calendar regarding the dates of class meetings. Official holidays and vacation periods are also listed. If you would like to change the location of your class, you must submit an e-mail room change request to:

Registrar's Office (after semester begins) – Marilyn Goodman
mgoodman@capitalcc.edu

Academic Dean's Office (prior to start of semester) – Ryan Pierson
рпиerson@capitalcc.edu

Final examinations must be held at the time and place scheduled by the Registrar.

Syllabus

The syllabus is a contract with the students and should be followed as closely as possible. In the event of an academic appeal, the College will have to demonstrate adherence to the published grading policies in the syllabus.

On the first day of class, all students should receive the course syllabus. Before the end of the second week of class, all syllabi should be uploaded to a protected drive using a college computer. The link to the drive and instructions are sent out prior to each semester. This link is only accessible from a campus computer. Instructors teaching an online class can email Diane Mathis (Dmathis@capitalcc.edu) their syllabi and it will be posted the document for you.

All syllabi should include the following items:

-*Standardized Course Outline*: Course objectives, topics and assigned timeframes, reading and attendance requirements, the evaluative and grading mechanisms

(based on the approved course outline that can be found at:
<http://www.ccc.commnet.edu/protected/CourseOutlines/index.htm>);

-Students with Special Needs Statement: CCC is committed to providing access and full participation to students with special needs in all areas of its academic programs and services. Students with special needs should:

- Meet with the Learning Disabilities Specialist at least thirty (30) days prior to the beginning of each semester.
 - o Self-identify & provide documentation of their specific disability.
 - o Be able to identify reasonable accommodation to be successful academically.

-Sexual Violence Awareness Policy: Capital Community College (CCC) is committed to ensuring that our campus community, both virtual and on grounds, is safe and supportive of people of all genders and sexual identities. CCC has zero tolerance for sexual misconduct. Sexual misconduct includes sexual harassment, sexual assault and intimate partner violence. A variety of support resources are available on campus and in the community to assist in dealing with sexual violence. These resources are available whether or not the incident occurred on campus or off campus. For support and information on available options the following contact list is provided.

Doris Arrington, Dean of Students860-906-5086
Rita Kelley, Title IX Coordinator.....860-906-5133
James Griffin, Master Sergeant Public Safety.....860-906-5076
Sabrina Adams-Roberts, Lead Counselor.....860-906-5043

-NEASC Credit Hour Policy: The US Department of Education has enacted regulations regarding program integrity that include a federal definition of a credit hour:

include a federal definition of a credit hour:

Federal Definition and Commission Review of the Credit Hour

As an accreditor recognized by the U.S. Secretary of Education, the Commission is obliged to follow federal law and regulations pertinent to that recognition. Federal regulation defines a credit hour as an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutional established equivalence that reasonably approximates not less than –

(1) One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or

(2) At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution including laboratory work, internships, practicum, studio work, and other academic work leading to the award of credit hours.

In accordance with federal policy, CCC defines a credit hour as the amount of work represented in the achievement of student learning outcomes (verified by evidence of student achievement) that reasonably approximates one hour (50 minutes) of classroom instruction and a minimum of two hours of out-of-class student work. For every course credit hour, a typical student should expect to spend at least two hours per week of concentrated attention on course-related work including, but not limited to, class meeting time, reading, reviewing, organizing notes, studying and completing assignments.

Academic Calendar

The Academic Calendar can be retrieved from the college's website or the college catalog.

Student Attendance Requirements

Effective learning is based on participation in every class. Each instructor is responsible for determining the participation requirements of the course. Participation requirements may include attendance, timely arrival, contribution to classroom and online discussion, and other measures of student engagement. Actions that diminish the participation include absences, tardiness, early departures, unapproved use of communication devices in class, and other distractions to class cohesion. Instructors may expand or clarify these descriptions as needed for specific classes.

Generally, faculty members use the following guidelines in determining how absences affect a student's ability to meet the participation requirement of a course. Each instructor has discretion to clarify, limit, or expand these guidelines in the determination of a student's final grade.

1. If a student misses the equivalent of more than one week's classes through unexcused absences, the student may be at risk of not satisfying the participation requirements for the course.
2. An instructor may excuse student absences that are substantiated by documentation. Instructors will clarify standards for determining the effect of excused absences on the student's participation grade
3. Whether missed work can be made up is at the discretion of the instructor. Responsibility for making up such work rests with the student.

Audit Status

A student may request audit status from the Registrar at the time of registration. An audited course confers no credit, grades or quality points. Auditors pay for the course at the same rate as students taking the course for credit.

A student wishing to change from credit status to audit or from audit to credit after the add/drop period has ended must first obtain and complete the appropriate form from the Registrar and seek written permission of the faculty member of the course.

Changes from credit to audit or audit to credit are not permitted after the fourth week of classes.

Although auditors customarily do not take the examinations or other academic exercises required in the course, details of the auditor's participation in class activities may be determined by prior agreement between the student and the faculty member.

Grading

The College uses the following grading system to indicate student performance and has assigned quality points for the purpose of computing numerical grade point averages in credit bearing courses:

Grade	Quality Point Value	Grade	Quality Point Value
A	4.0	C	2.0
A-	3.7	C-	1.7
B+	3.3	D+	1.3
B	3.0	D	1.0
B-	2.7	D-	0.7
C+	2.3	F	0.0

The letter grades shown above, with an additional designator, shall also be used for grades awarded to students in developmental courses. The current practice is that a # symbol shall be added immediately following the grade.

Posting of "F" Grades

The online grading process requires additional information whenever a grade of F is assigned. To record a failing grade, the instructor is asked to select one of the following codes:

- **F:** This grade is reserved for students who have, in the judgment of the instructor, completed assignments and/or course activities throughout the term sufficient to make a normal evaluation of academic performance possible, but who have failed to meet course objectives.

- **UF (unearned F):** This notation is awarded to students who were enrolled in a course, did not officially withdraw, but who failed to participate in course activities through the end of the term. It is used when, in the judgment of the instructor, completed assignments and/or course activities were insufficient to make normal evaluation of academic performance possible. Students who receive this notation will have reported on their behalf a “last date of participation” by the assigning faculty member. **When saved on the grade roster, this notation will immediately convert to a regular grade of F on the student’s transcript. It will be punitive and count in the GPA.** The UF notation is used for internal reporting and will not appear on the student’s transcript.

In order to enter and save the UF grade notation, the instructor will be required to provide the last date of participation in the course.

A student is considered to have participated in a course if ANY of the following scenarios apply:

- The student submitted an academic assignment.
- The student submitted an exam.
- There is a documented record of the student participating in an interactive tutorial or computer-assisted instruction.
- There is a documented posting by the student showing the student’s participation in an online study group that was assigned as part of the course.
- There is a documented posting by the student in a discussion forum showing the student’s participation in an online discussion about academic matters.
- There exists an e-mail from the student or other documentation showing that the student initiated contact with a faculty member to ask a question about the academic subject studied in the course.

Note: **A Blackboard login** (recorded as “Last Access” in the Blackboard Grade Center) is NOT a valid “last date of participation” in any course including courses offered entirely online through Distance Education.

Using the criteria listed above, the faculty member must assess whether or not the student participated in the course for a portion of the term.

If “yes”, the UF notation must be entered with the date on which the most recent instance of participation occurred.

If “no”, the UF notation must be entered using the date of the day prior to the term start date. For example, if the term begins on August 31, enter August 30.

In instances where the notation of UF is assigned, the college must be able to document the student’s participation as recorded by the instructor via the use of any of the records listed above. Instructors are not expected to take extraordinary efforts to document participation, but should draw on the records they customarily use in evaluating course work, such as gradebook posting, participation in a group activity, test grades or any other means ordinarily used by the instructor to document student performance.

Administrative Transcript Notations – Letters other than A-F

AU - Audit

An administrative transcript notation for students auditing a course. This status will allow them to participate in class activities without being required to meet the examination requirements of the course. A student who wishes to change from credit to audit status must request this within the first four weeks of the course, using such forms and procedures as the college may prescribe. Students auditing a course may not change to credit status.

I - Incomplete

A temporary grade assigned by the faculty member when course work is missing and the student agrees to complete the requirements. The use and management of this grade is prescribed in Board of Trustees policy 3.5.1—Granting of an Incomplete, adopted July 23, 2001.

M - Maintaining Progress

An administrative transcript notation used for developmental courses only to indicate that the student is maintaining progress. It may be given to a student for a course only twice.

P - Pass

An administrative transcript notation for successful completion of courses taken on a pass/fail basis. Students failing will receive a grade of “F”.

R - No Grade

An optional administrative transcript notation for any situation where there is no grade reported by the instructor at the end of the traditional semester.

TR- Transfer

An administrative transcript notation in lieu of grades for courses accepted for credit from other colleges and universities.

W – Withdrawal

An administrative transcript notation used to indicate that a student is withdrawn from a course in accordance with the procedures prescribed by the college.

Passing grade point averages range from 1.0 to 4.0. A student who receives a grade of D or D+ in a course is discouraged from enrolling in other courses in that discipline. Furthermore, in some disciplines or programs, a student receiving a grade below C+ (2.3) in a course may be prohibited from enrolling in other courses in the given discipline or from remaining in a given program.

Withdrawals

A student may withdraw up to the final day of the eighth week of class. After that, he/she may withdraw with written permission of the instructor until the last day of class. The final examination period is not considered as a class day.

The student should take the responsibility for initiating a withdrawal by using the applicable form. This form may be obtained from a Counselor, Academic Advisor or the Registrar's office. It is in the best interest of the student to discuss a withdrawal with a Counselor and/or the instructor and obtain their signature on the withdrawal form. The completed withdrawal form is turned in to the Registrar's office.

The student transcript will reflect a "W" for each course from which he/she withdraws. There is no academic penalty for withdrawing from a course, however, it may negatively impact a student's financial aid. If the course is a graduation requirement, it must be taken and passed.

The student who does not initiate a withdrawal and who, in the instructor's judgment, should not be given a "W" will be assigned a performance grade (A-F or I) based on work completed.

Appropriate Classroom Behaviors

The guidelines regarding disruptive student behavior are published in Chapter 3 of the *Student Handbook*. A student who displays behavioral problems should be referred to a counselor for consultation; if no resolution is achieved, a referral should be made to the Office of the Dean of Student Services for appropriate action. The Capital Community College community subscribes to the following guidelines regarding classroom behavior:

- Regular attendance in class is essential for every student. If you plan to miss class, make every effort to contact the instructor. Excessive absences, as defined by each instructor at the beginning of every semester, can affect grades.

- No phones, headphones, or tablets are allowed in class as they distract the other students (unless they are being used for instructional purposes)
- Chronic tardiness is inconsiderate to the instructor and fellow classmates. Schedule medical appointments after class hours and consider employment and demands of family life before you register for classes.
- Courtesy is the hallmark of academic discourse. Students should allow the instructor and fellow students to express their views. Side conversations intrude on other people's right to speak without interruptions when they have been recognized by the instructor.
- Once class has started, students should stay seated in the classroom. The disruptive motion of people coming and going during classroom instruction is inconsiderate. A student should leave class only for an emergency. Getting a drink of water or making a telephone call is (usually) not an emergency activity.
- Because it is difficult for you and others to concentrate when children are in the classroom, you are not permitted to bring children to class or other academic areas of the College. Children present at the College with their parents while conducting business must be monitored by their parents/guardians at all times.

Adding and Dropping Classes

Students may register for or add a course until the beginning of the second week of that course. Classes may be dropped (no notation of "W") through the end of the second week of classes.

Incomplete Grades

An Incomplete is a temporary grade assigned by a faculty member when course work is missing and the student agrees to complete the requirements. To request an incomplete obtain the required form from the instructor or counseling office and have it signed by the instructor. Assignment of an Incomplete is at the discretion of the faculty and is typically used when there are extenuating circumstances, such as illness. Students receiving an Incomplete must submit the missing course work by the tenth week of the next semester. An incomplete grade (I) automatically becomes an F if the course work is not completed within the proscribed time lines.

All Incompletes must convert to a letter grade by the tenth week of the next semester. Students with Incompletes are temporarily ineligible for semester or graduation honors.

Final Examination Schedule

Note the final examination period on the Academic calendar. The final exam schedule and locations will be developed and distributed by the Registrar. Examinations may not be given during the last week of class.

Submitting Grades

Capital Community College uses myCommNet for final grade submission. The following information provides the details necessary to enter your grades online. Online grading may be accessed from any computer with internet access either on or off campus.

Access myCommNet to enter final grades at: <http://my.commmnet.edu>

1. Enter your NetID (ex: 12345678@ccc.commmnet.edu) and Password, Click **Login**
2. Select **“Banner Self-Service”** from the top menu bar
3. If prompted, Select - **Capital Community College**
4. Select - **Faculty Services**
5. Select - **Final Grades**
6. Select term and Submit
7. Select **CRN** and click **Submit**
8. Class roster will appear - Use drop down menu to enter a grade in Grade Column
 - Use the Grading System information on pages 8-10 of this Handbook for guidance. If you have questions regarding grading, contact your School Liaison or the CCP Coordinator.
 - “None” is not a grade; every student must be assigned a letter grade.
9. Click **Submit** to turn in your grades
10. Verify at top of Grading Roster that **Students Ungraded = 0**
 - **EVERY student on your roster must be assigned a grade or notation**
11. **Print Roster** for your records (See link at bottom of page)

myCommNet Grading Reminders:

- In courses with multiple instructors, only the primary instructor may enter grades.
- Enter a grade or administrative notation for every student listed on the grade sheet.
- There is a 30-minute “no action” time limit. Press the Submit Button at the bottom of the page frequently to prevent the loss of data.
- **If you have more than 25 students, click the link at the top of the screen indicating #26 through the last student.** This will bring you to the next grading page.
- If a student has withdrawn from a class, “W” will appear “grayed out.”
- Per college policy, the UF notation is awarded to students enrolled in a course, who did not officially withdraw, but failed to participate in course activities through the end of the term. Faculty members using this notation must include a “last date of participation.” For further information see Section VI. Above, “Academic Information and Regulations,” or consult your School Liaison.

- **Incomplete Notation Reminder:** Before assigning an incomplete, faculty should complete an incomplete grade agreement. This form is posted on our website at: <http://www.ccc.commnet.edu/registrar.htm> under “Faculty and Staff.”

If you have any questions about entering grades, please contact the Registrar’s Office:

Argelio Marrero	(860) 906 - 5125	amarrero@capitalcc.edu
Waynette Arnum	(860) 906 - 5124	warnum@capitalcc.edu
Marilyn Goodman	(860) 906 - 5123	mgoodman@capitalcc.edu

Any changes to your final grades once the final grading period has ended or once they have been “rolled” by the Registrar’s Office must be made on a “Grade Change Authorization form” and submitted to our office in writing.

If you have difficulty logging into myCommNet, contact the Information Technology Help Desk at (860) 906-5252. Please Note: faculty password resets will only be done in-person with a photo ID at the Information Technology Office, room 601, M-F 7:30am - 5pm. The Registrar’s Office cannot reset Faculty Passwords.

Cancellation of Classes by the College

In case of inclement weather, employees should assume that they are expected to report to work as scheduled unless the President of his/her designee has announced that the College will be closed or that there will be a delayed opening; or unless the Governor has ordered non-essential state employees not to report to work or to report to work late. Employees should also assume that they are expected to remain at work until the end of their established work day unless an announcement of early closing is made.

Whenever the college is forced to cancel classes, it will be announced over most local radio and television stations. In the event that a storm begins during the day and evening classes are to be canceled, that decision will be made by approximately 3:00PM and the same radio stations notified. In case of delayed openings, the class schedule will pick up at the hour designated for opening; i.e., if school opens at 10:00AM, the school day will begin with the 10:00AM class. Evening classes are not automatically canceled when day classes are canceled.

Keep in mind that Capital Community College cancellations may differ from Hartford K-12 school systems. Capital Community College faculty and staff will receive a system-wide voice mail message regarding weather-related closings or cancellations.

You can sign up for text and voicemail alerts by logging into myCommNet and clicking “myCommNet Alert”.

Academic Advising

It is the responsibility of all full-time teaching faculty to advise students. In some cases, a formal advisee caseload will be assigned to full or part-time faculty. Below you will find the directions to access your advisee list in MyCommNet.

1. Log in to MyCommNet
2. Click on 'Banner Student & Faculty Self-Service'
3. Click on Capital Community College (if prompted)
4. Click on 'Faculty/Advisor Services'
5. Scroll down and click on 'Advisee list'
6. Select 'spring 2016' from the drop down list and click 'submit'

A list of your advisees will be populated. From the list you will see basic information about the student. You will be able to release advising holds on student accounts from this screen or to get more information – click 'Get Info'.

To send a group email to your advisees (and create a distribution list) scroll down and click on the hyperlink 'selected advisee list'. This action will pull the college email address for all your advisee into the bcc line.

For more information, contact LaKisha Grant-Washington at lgrantwashington@capitcc.edu or 860-906-5000 x 6434.

~ Personnel Policies and Procedures ~

Attendance Policy (full-time faculty)

1. Employees are responsible for accurately reporting their absences and working hours on the bi-weekly time sheet in CORE-CT. Full-time faculty are not required to submit timesheets during the summer. Adjunct faculty are not required to submit timesheets at any point.
2. Employees must request use of vacation and personal leave, in writing to their immediate supervisor, so far in advance as possible, in accordance with division/department procedures and any applicable collective bargaining agreement or personnel policy. Approval of such requests shall be contingent on the needs of the division/department and receipt of acceptable documentation (where required) and advanced notice.
3. Similarly, an employee should notify his/her supervisor of pre-scheduled sick leave, in writing if possible, as far in advance as possible, in accordance with division/department procedures, any applicable collective bargaining agreement or personnel policy, and procedures for requesting Federal or State family medical leave.
4. An employee who is absent due to his/her own illness and who will require additional leave time following exhaustion of his/her sick leave balance must request additional (donated) leave time from the Human Resources Office. The request must be in writing and state the reason for and anticipated additional period of absence, be accompanied by appropriate medical documentation and indicate whether the employee is requesting the use of other accrued leave time, such as vacation or personal leave or, if none is available, whether the employee is seeking donation of leave time (or access to a contractual sick leave bank.)
5. In circumstances where a medical certificate (P-33A) is required (for absences of more than 5 consecutive days due to illness), it should always be provided to the Human Resources Office, not to the employee's supervisor. HR will inform the supervisor that an acceptable medical certificate was received.
6. Employees should also provide any required fitness for duty documentation to the Human Resources Office before returning to work after an absence due to illness (in excess of 5 consecutive days). If this is not possible, employees should deliver fitness for duty documentation to their supervisor upon their first day that an employee returns to work.
7. An employee requesting a leave of absence with or without pay for non-illness related reasons must submit a written request to his/her supervisor stating the dates requested,

Late Notice Instructor Absence

If it becomes impossible to meet your class or if you will be late, contact Amy Lemire at (860) 906-5185 AND Diane Mathis at (860) 906-5011. After 4:30PM contact the Evening Administrator at (860) 906-5077. An official notice will be posted on the classroom. Under the current contract, adjunct faculty are not paid for sick, personal or vacation leave. Adjunct faculty will be docked pay for each class that is missed.

It is highly recommended that you contact your students via Blackboard Learn to alert them of the absence and any assignments you would like them to complete for the next class.

If an instructor is late for a scheduled course, students are expected to wait for at least ten minutes beyond the scheduled time, after which they are free to leave unless otherwise notified by the applicable department chairperson or the Dean.

Medical Emergency

In case of medical emergency, contact Security at:
(860) 906-5075 OR (**) from any college phone

Change of Address or Phone Number

Report any change of address or telephone number to the Payroll Office (Josh Ochs – jochs@capitalcc.edu) AND Amy Lemire (alemire@capitalcc.edu). We appreciate your cooperation in keeping these records accurate.

Smoking

Smoking is not permitted in the building. Capital Community College has become a smoke-free workplace.

Affirmative Action Policy Statement

Capital Community College will not discriminate against any individual on the basis of race, color, religious creed, sex, age, national origin, ancestry, political beliefs, marital status, sexual preference, mental retardation or physical disability, including but not limited to blindness, present/past history of mental disability, veterans status, or prior conviction to a crime, except as provided in Section 46a80 of the Connecticut General Statutes. Although it is recognized that there are bona fide occupational qualifications that provide for exceptions from employment prohibitions, it is understood these exceptions are to be interpreted narrowly.

Sexual Harassment Policy

Capital Community College (CCC) is committed to ensuring that our campus community, both virtual and on grounds, is safe and supportive of people of all genders and sexual identities. CCC has zero tolerance for sexual misconduct. Sexual misconduct includes sexual harassment, sexual assault and intimate partner violence. A variety of support resources are available on campus and in the community to assist in dealing with sexual violence. These resources are available

whether or not the incident occurred on campus or off campus. For support and information on available options the following contact list is provided.

Doris Arrington, Dean of Students860-906-5086
Rita Kelley, Title IX Coordinator.....860-906-5133
James Griffin, Master Sergeant Public Safety.....860-906-5076
Sabrina Adams-Roberts, Lead Counselor.....860-906-5043

Benefits

As an adjunct faculty member, you are eligible to join a retirement plan and you will receive the collective bargaining increases. You do not receive sick, vacation or personal leave. For more information on benefits contact Josephine Agnello-Velley, Director of Human Resources in room 214B; telephone number 906-5002.

Contracts

Adjunct contracts are mailed prior the start of the semester. Please sign and return your contract in a timely manner to Josh Ochs in Payroll, Room 214 or mailed to:

Josh Ochs
Capital Community College
950 Main Street
Hartford, CT 06103

Professional Development Funds

Limited professional development funds are usually available each year for part-time lecturers and educational assistants. Part-time lecturers must have taught at least 18 credit hours in the community college system and part-time non-teaching employees must have worked at least 9 hours a week for the last three semesters. For further information, please contact the President’s office (906-5000 x6100) on the eleventh floor.

Additional Responsibilities

Each full-time teaching faculty member is expected to extend their services to meet other institutional needs related to the mission, goals, and priorities of the college and system. Each spring, full-time faculty members submit a proposal to the Academic Dean indicating the specific activities undertaken to meet their professional additional responsibilities (i.e. committee leadership, special project work, conference presentations). Please refer to your respective Collective Bargaining Agreement for a specific delineation of activities that fulfill the additional responsibilities commitment. Full-time faculty may also choose to teach a “fifth course” in lieu of additional responsibilities.

Dual Employment

State of CT employees who are employed by more than one state agency or hold more than one job assignment at this college or other state colleges and universities, should complete the attached CT-HR 25 dual employment form before the start of the secondary assignment. For dual employment purposes,

“employed” means being put on the payroll. If you are dually employed within Capital Community College, the process and required forms may be different based on your specific circumstances. Please check with HR/Payroll to be certain you complete the appropriate documents before the start of your secondary assignment.

As a part time lecturer, it may be necessary to get approval from the Department of Administrative services before you can be placed on the college payroll, depending on the nature of your primary role. Please contact HR before the start of any intended work.

Violence in the Workplace Prevention Policy

This is to inform all employees that the College has adopted, in full text, and has accepted both the intent and content of the Board of Trustees of Connecticut Community-Technical Colleges’ policy of Violence Prevention. This policy is in full compliance with Governor Rowland’s Executive Order No.16 instituting a “zero tolerance” Violence in the Workplace Prevention Policy, which is applicable to all state agencies.

Through this notice, all staff is advised that his policy is immediately in effect, and the College asks that each person know and understand the following elements of the Violence Prevention Policy:

Definition of Violence: “an overt act or threat of harm to a person or property, or any act that poses a substantial threat to the safety of any person or property”.

Reporting Incidents: Threats and acts of violence must be reported to a supervisor, manager, or to the Human Resources Office, by any person who feels that he-she has been subjected to such threats or acts, or by any person who witnesses such threats or acts. Serious incidents or serious threats of imminent danger to the safety of persons or property should immediately be reported to proper law enforcement authorities and/or to the College’s Public Safety Office.

Policy Enforcement: All incidents of violence will be taken seriously and any individual who makes a substantial threat of violence or commits an act of violence, as defined in this policy, will be immediately removed from the premises. Any weapon or dangerous instrument will be confiscated. There is no reasonable expectation of privacy with respect to such items on the College’s premises.

If you would like a copy of the full text of this policy, or a copy of Executive Order Number 16, and/or if you have any questions regarding this policy, its application, or its’ enforcement, please do not hesitate to contact the College’s Office of Human Resources: Capital Community College, 950 Main Street, Room 214, Hartford, CT 06103; telephone number 906-5007.

Technology Policies

Information Technology policies, standards and procedures promote consistency, efficiency and effectiveness in delivering secure, IT services in support of the CCC educational mission. These policies can be found at the following website: <http://www.commnnet.edu/it/policy/index.asp>

Logging In to PCs

Your Banner ID (aka NetID) is used for accessing campus computers. This will allow you use computers in adjunct offices and classrooms. Your Banner ID can be found on your contract.

Username: You Banner ID without the “@” + @capitalcc.edu

Example: 01234567@capitalcc.edu

Password: The initial password for all new NetIDs will be based on a combination of personal information (birth date and social security number). Specifically, the following three items will make up the initial password:

1. 1st three characters of birth month (with first letter capitalized)
2. Ampersand character - &
3. Last 4 digits of Social Security Number

For example, a user with a birth date on 10/24/79 and social security number of 123-45-6789, the initial password would be: Oct&6789

NOTE: You will be forced to change your password the first time you logon.

Using Classroom A/V Equipment

Having technical difficulties? Call x5030 from your classroom phone for immediate assistance (during normal office hours) or stop by Room 1031.

Multi-media presentation equipment is located there for immediate use, displaying your visual presentation materials on a large projection screen. A desktop-mounted control panel allows you to turn the projector on and off, switch the picture between your active presentation sources, and turn the volume up and down. Room lighting can also be turned on and off from wall switches located near the Instructor's Desk.

Underneath the Instructor's Desk, a small equipment rack houses major components of the system. In it, you'll find a VCR, the Computer CPU, and other switching and/or audio equipment. On top of the desk is the Computer monitor & keyboard, a Document Camera, and the Instructor's Control Panel. In larger rooms, you'll also have a Wireless Microphone and a desk-mounted “Gooseneck” Microphone.

The system also allows for the addition of other presentation equipment. If you prefer to use your own Laptop Computer, an Auxiliary Audio Device, or Auxiliary Video Device, the system may be able to accommodate your needs.

A Multi-Media Projector hanging from the ceiling in the center of the classroom displays all of your presentation materials on a large projection screen. Wider classrooms have dual projectors that are synchronized to display the same image on 2 projection screens. Ceiling-mounted speakers amplify sound to the classroom, making the system a fully-integrated "Presentation Station" for enhanced teaching and learning.

IMPORTANT:

-When you have finished using the computer, ALWAYS log-off of the network. If you don't, the next person to use the computer may have access to your personal folder on the college's Z-drive and your E-mail. The computer may also "lock" itself, restricting use by anyone else until it is unlocked by the last user or an IT staff member.

-Always turn the projector off when you finish with your presentation. Lamps are very expensive to replace, and leaving them on when not in use will shorten the lifespan of the lamp. To turn the projector off, press and hold the DISPLAY POWER button for approximately 3 seconds, until the message "Please wait a moment" appears on the projector screen. The projector lamp will then shut off automatically after about 10 seconds.

Fire Evacuation Procedures

Smoke and heat detectors are located throughout the college. Fire alarm pull boxes are located next to each stairwell door. Fire extinguishers suitable for all classes of small fires are located on every floor.

EVACUATION ROUTES

- Stairwell "A"-This stairwell will exit onto Main Street. All people using these exits will cross the Street to Main and Talcott Street.
- Stairwell "B"-This stairwell will exit onto Talcott Street. All people using this stairwell will go to the lot area at Main Street and Talcott Street.
- Stairwell "D"- This stairwell will exit behind the Richardson/Marriott Residence Inn. People using this stairwell will go through the parking area and down to Market Street.
- Stairwell "D1"- This stairwell will exit onto Main Street. People using this stairwell will go south on Main Street toward State House Square.
- Stairwell "H"-The laboratory School will exit through Stairwell H and go down to Market Street.

PROCEDURES:

A. Respond as directed by the alarm and/or Public Safety Officers or Floor Captains. Floor Captains are located at the central point of an area. Never question an alarm, Public Safety Officer or floor Captain.

B. Leave the facility without delay, respectful of persons around you, by the nearest stairwell exit as directed by emergency evacuation signs and direction of Floor Captains. Stay calm/quiet. Don't use phones except to report an injured person or blocked escape route. Do not use elevators.

C. Proceed to an area away from the building. Keep all building entrances clear for emergency personnel. Laboratory School children outside for play are to be escorted from the play area through the gate to Market Street. Children may be re-located to the Residence Inn on a temporary basis. Floor Captain for the Lab School will stand by until the all-clear is given.

D. Handicapped persons must follow the instructions of the floor captain to a designated area. After all personnel have exited the stairwells, the floor captains will bring all handicapped persons to the D1 stairwell, or to the area in front of elevator #11. Floor Captains will stay with handicapped persons at the area of refuge. Public safety will notify the Operations Center of the location and number of special needs persons. Public Safety will then evacuate handicapped persons in a timely manner. The Master Sergeant will announce the "ALL-CLEAR" for re-entry to the building.

Lock-Down Procedures

In the event of an actual Lock-Down all persons will:

- Stay exactly where they are at the moment notification of a lock-down is received
- Close and lock all doors from the inside
- Lock windows, close all blinds, shades
- Turn off all lights in the room
- Call 911 to give location, then turn all cell-phone volume down or to vibrate mode
- Fold a belt or other object under the door as an additional doorstop
- Lay flat on the floor, under a desk if possible
- Lay down in a place not in a direct line of sight from a window or door
- Stay very quiet
- Under no circumstance is a door to be opened
- Stay on the floor until Uniformed emergency personnel arrive

Once you have exited the building please move to a safe location away from the building and emergency officers.

~ Services ~

Evening Administrator

The Evening Administrator is on duty Monday through Friday 5:00 PM to 8:00PM. Dial (860) 906-5077.

Adjunct Offices

There are three adjunct offices located in the following rooms:

6th Floor – Room 603

9th Floor – Room 921 (Science Faculty Only)

10th floor – Room 1003

Computers and desk space cannot be “claimed”. These spaces should be available to all adjunct faculty.

A staff/faculty lounge is located on the fourth floor in Room 404. A refrigerator and microwave are available. It is the responsibility of staff and faculty to clean up after themselves.

Mailboxes

Faculty members are assigned mailboxes on the seventh floor Room 701. It is important to periodically check your mailbox.

Parking

Students, faculty and staff park in the 2200 car Morgan Street Garage, located behind the College on the corner of Market and Morgan Streets. Handicap-accessible spaces are available. A “transponder” that goes in your vehicle is provide to all adjunct instructors. The transponder will automatically open the gates to allow you to enter and exit the garage for free. For first-time visitors, have your parking ticket validated in the College lobby.



Bookstore

The College bookstore is operated by the Follett Higher Education Group of Oak Brook, Illinois. Bookstore hours are arranged to meet student needs, and are printed in the course catalog, weekly Bulletin newsletter and the College's website.

In addition to textbooks and supplies, reference books, posters, giftware, and a large clothing line are also available. Other services include "book buyback" service.

The bookstore has established an online textbook ordering program designed to enable students to electronically view, select and order new or used textbooks with convenient pick up in the campus bookstore.

The College accepts no liability for acts or claims arising from any action or lack of action by the bookstore company. A copy of the contract entered into by the College with Follett is available for review in the Business Office.

Normal Bookstore operating hours:

Monday 9am-6pm

Tuesday-Thursday 9am-4pm

Friday 9am-1pm

Contact the Bookstore for back to school hours at 860-525-5956 or visit <http://www.cctc.bkstr.com>.

Security

The Public Safety Office is committed to providing a safe environment for all members of the Capital community.

LOCATION

Main Lobby

PHONE

(860) 906-5075

HOURS

Monday - Friday

6:30am to 10pm

Saturday

7:30am to 4pm

Officers are available to escort staff, students, and guests to and from local parking areas. You may call ahead of time for an officer to meet you.

The Department of Public Safety will provide an officer to speak to any class or college gathering. The officer will answer any questions or concerns regarding safety issues at the college. The officer will also provide practical advice, safety tips, and what do if you are the victim or witness to a crime.

The Department will also independently conduct classes on various topics of concern to the community.

Copy Center

The Copy Center is located in Room 1032, 10th floor. Only copies related to Capital Community College business are permitted.

If a copier jams or is out of toner, please contact IT at ext. 5252 from the phone located in the Copy Center.

Please keep the Copy Center neat by cleaning up all extra papers and materials before you leave

Library Services

The Arthur C. Banks, Jr. Library, located on the 5th floor, is the hub of the educational process at Capital Community College. In support of CCC's mission, the library provides a broad range of services and resources in both a digital and a traditional setting. Serving students, faculty, and staff, the library offers access to computers, a photocopier, TV/DVD units, and a collection of over 40,000 print volumes and dozens of research databases.

The Library's website (www.capitalcc.edu/library) allows students to connect to the library catalog, a variety of subscription research databases, LibGuides (research guides), as well as interactive forms and tutorials.

In addition to our collection, Capital Community College students have access to regional and national collections via interlibrary loans and community borrowing agreements. Students are encouraged to seek assistance from the library's experienced staff. No matter the question — we are here to help! In addition to reference, citation, circulation, and computer assistance, librarians offer instructional sessions to help students effectively tackle the research process.

Additional Features of the Arthur C. Banks Jr., Library:

- Group Study rooms
- Coin-operated Copy Machine
- Wi-Fi internet access for Students, Faculty, and Staff
- Anatomy and physiology Models
- Reserve Collection of Course-related Materials
- Local and national newspapers and Magazines
- Instructional Sessions

Academic Success Center

Please refer to any student you believe needs academic tutoring or counseling to the Academic Success Center.

The Academic Success Center provides a wide range of services that enable students to develop the skills and confidence necessary to become active, independent and responsible learners. With guidance from a friendly and diverse staff of professional and peer tutors, students review course content and learn to study take tests, and manage their time more effectively - all in a welcoming environment.

Location: Fourth Floor - Rooms 409, 412, and 423

Telephone: (860) 906-5200

Academic Success Center Staff

Marie Basche, Director abasche@capitalcc.edu

Laura Reale-Foley, Tutoring Coordinator ltrealefoley@capitalcc.edu

Career Counseling is provided by Linda Domenitz and her telephone number is 906-5108.

Blackboard Learn

Whether you're teaching a fully online course, a web-enhanced on ground course, or a hybrid course, you'll find it in the Blackboard Learn course management system. Access your Blackboard Learn courses through the myCommNet portal at my.commmnet.edu. For help, contact Marie Farrell, Director of Educational Technology, at (860) 906-5033 or mfarrell@capitalcc.edu.

Online Instructor Support

Academic Media Technology (AMT) staff provide Blackboard training and support to faculty that adheres to online learning "best practices" in education. We also offer support to students who are having technical difficulties, to ensure they are able to stay on track with their courses. There are several resources located on the AMT webpage: <http://www.ccc.commmnet.edu/media/dl-index.htm>

Stock Room (Instructional Supplies)

Fill out the supply form located in the mailroom on the 7th floor and place it in the holder to the left of the stock room door or in the Business Office mailbox. Your supplies will be left in your mailbox which is located on the 7th floor in the mailroom.

Payment Schedule

Payroll is located in Room 214. Paychecks are processed on a biweekly schedule. Checks can be picked up at the payroll office or set up as direct deposit. Click [here](#) for information on setting up direct deposit. Please contact Josh Ochs for any questions regarding payroll.