

Effective Faculty Guidelines by Full and Part-Time Faculty

1. Am I required to keep students for the duration of the assigned class time?

While Niagara County Community College does not have a posted policy outlining class time regulations the following should be considered an effective faculty guideline. According to Section 50.1 (O) of the NYSED Commissioner's Regulations:

Semester hour means a credit, point, or other unit granted for the satisfactory completion of a course which requires at least 15 hours (of 50 minutes each) of instruction and at least 30 hours of supplementary assignments, except as otherwise provided pursuant to section 52.2(c)(4) of this Subchapter. This basic measure shall be adjusted proportionately to translate the value of other academic calendars and formats of study in relation to the credit granted for study during the two semesters that comprise an academic year.

In light of this policy it is therefore advisable for all faculty members to utilize ALL 50 minutes within each instructional hour rather than end class early or provide days off for students.

2. Should attendance be included as part of the grading of the course?

While Niagara County Community College does not have a posted policy outlining an attendance grade requirement the following should be considered an effective faculty guideline. In the case of all curricula on campus a statement explicitly detailing your attendance policy must be disseminated to the students in the Opening Day Handout/Syllabus. For further comment on this question you may consult the National Education Association via this [link](http://www.nea.org/home/41208.htm). (<http://www.nea.org/home/41208.htm>)

3. What is “census”? What am I required to do for this?

Census is the process of informing us of students who have never attended during the first 3 weeks of classes. The deadline for submission of this information is always at the end of the first 3 weeks of classes. NCCC is subject to Federal Audit of class rosters to verify student attendance and entitlement to receive financial aid.

Inadvertently reporting a student as non-attending when they actually are attending, or vice versa, can have significant consequences for both the student and college. If a student returns to class, the instructor should inform the student that he or she is no longer registered in the course and may direct the student to the Registration & Records Office at ext. 6250.

4. How does a faculty member handle the need to cancel a single class? (I.e. what number to call, is it different for different campuses, etc.)

The best thing to do is to cancel your class by notifying your division secretary who will put up a notice on the door of the room(s) of the canceled classes. You should also notify your students through email/Blackboard so as to try to catch the students before they leave to get to campus. As for when, as early as possible is the most ideal, however in an emergency, contact the division office at your earliest convenience once your emergency situation is under control. If you do not know the number, dial 614-6222 for the main switchboard and you can be connected from there. If for some reason you cannot reach the division secretary, contact the Security office at 614-6400.

5. How do I arrange for a library instruction class to assist my students with the research for their papers?

The process to arrange for a library instruction is completed electronically. From the library's home page, click on the library services tab along the top. On the left hand side, click "Library Instruction Scheduling - Book a Class", and choose either the Sanborn or Niagara Falls campus. You will be taken to a calendar to choose the date and time desired for the class. All requests must be made at least two weeks in advance. At the time the request is made, you must attach a copy of the assignment your class will be working on that should be covered in your library session, as well as any special topic you would like covered. You will receive a confirmation email when the class is scheduled.

6. Where can I go to print class materials without using my own money?

To print materials for your class, use the campus Print Shop, located at G159b. To make copies charged to your Division, obtain a code either from your Division chair, secretary or Shelly Woodbury (ext. 6438). You may then make copies in your Division office, or at the copy machine in the hall on the first floor of the Library, Building D, between Day Care and Digital Media.

7. Is there a place on campus where I can meet with my students one-on-one, for help with assignments, where we won't be disturbed?

The Learning Commons is available for you to meet students in group or individual setups, though it is not private. Additionally, with advanced permission, you may sign out a study room in the library for up to two hours. To arrange for this service, contact the circulation librarian at ext. 6781.

8. Is there a protocol for dealing with a disruptive student in class that is threatening a student or faculty member?

Once aware of a disruptive student, an instructor should take action to maintain control. The action could take many different approaches such as a firm verbal response, a stern stare, just walking up to student, or standing behind the desk the student is sitting in. The instructor should NEVER touch the student, should maintain a professional image, and not lose control. Actions and statements that could increase the chance for a physical confrontation must be avoided*. Also here is the link to explain the [rain model](#) from the NCCC Security page.

*see section 1.12 of the [faculty handbook](#)

9. Are + and - grades required in my grading system? Is there a standard across the campus for grade ranges? Failing grades?

While Niagara County Community College does not have a posted policy outlining the inclusion or exclusion of a + or - to your grading system the following should be considered an effective faculty guideline. Subsection 1.7.2 of the [faculty handbook](#) details that:

During the first week of the semester, each faculty member must distribute in writing his/her grading system, including an explanation of what constitutes an A, B, C, etc., such options as S/U, course requirements, absence policy, and accommodations for disabled students.

Since the + and - are not required in your class please simply be sure to remain consistent and transparent in your policies. **Please forward a copy of your grading policy to the division chair.** Additional examples of grading policies can be found in the [Faculty Guide](#) on pages 9 and 11. (<http://www.niagaracc.suny.edu/pdf/frcae/Faculty-Guide.pdf>)

10. Are there faculty members that can help me with course information if it is my first time teaching a course?

Check with your Department Chair about arranging to work with a mentor from the full-time faculty for help with a particular course. Also, refer to the Master Syllabus for helpful information.

11. How long is too long to hand back graded assignments?

Although there is no official College policy, the general consensus is that promptly returning assignments is recommended to assist student learning. Depending on the assignment, the timeframe could vary greatly. If it is a short quiz, within a class is not unreasonable. If it is a test, within a week of the test is not unreasonable to give time to not rush the grading and to accommodate any special circumstances that may have been made. For a large project like a written paper for example, a couple weeks' time is probably enough time to grade. Keep in mind, students work hard and would like to know how to improve on what they are learning or if their work is sufficient and they are doing well. Do not be afraid to check with your department colleagues for suggestions.

12. How many assignments must I have in order to assign a grade at the end of the semester?

The number of assignments should certainly be more than a midterm and a final. The College policy says, "Sufficient enough grades that demonstrate an understanding of the subject." If a student is subject to only two grades, that may not necessarily mean that the student was assessed on everything. Ultimately, the grading may be vastly different from course to course and discipline to discipline. You should contact your department and talk with the other instructors to get a baseline, and then use your own professional judgment. Regardless of the course, make sure to assess the students on the specific Student Learning Outcomes (SLO's) listed in the master syllabus. Providing multiple opportunities for each of these outcomes may help you discern more accurately if students have actually met the SLO's.

13. How are make-up exams typically handled?

The offering of make-up exams is at the discretion of the instructor, but they are typically handled one of two ways. One, they can be given immediately upon the student's return to campus if the exam results have not been reviewed in class yet (so that an advantage cannot be gained through communication with students who have already taken the exam). Alternatively, the make-up exam can be given during finals week at a mutually agreed to time.

14. What faculty recourse is there for a student caught cheating?

Basically the college uses a "three-strike" policy. The first incidence warrants receiving a failing grade for the assignment/ exam in question. The second incidence warrants receiving a failing grade for the course. The third incidence warrants the removal of the student from the college. Instructors should contact Academic Affairs as needed for further information. (The [Student Handbook](#) deals with cheating on pages 6 - 13; http://www.niagaracc.suny.edu/pdf/rights_and_responsibilities.pdf)

15. Should classroom doors be locked during instructional periods?

This decision is always left to the individual instructor. There are pertinent reasons for doing so however. Securing entrance and exit doors allows the instructor to control the classroom environment and limit distractions from students freely coming and going during any lecture. It also provides for security needs as incidents may arise.

16. Is there a formal orientation process for new faculty regarding advisement?

Academic Affairs coordinates an orientation, which includes an advisement overview, for all new faculty. Full time faculty are assigned an advisee load in their discipline. Each academic division will provide guidance and/or a mentor to assist new advisors their first semester. Student Development also maintains an advisor manual and an advisor resource web page that is available on the Advisement Services web page. Periodically, Student Development also sponsors general advisement training sessions to review the advisor manual and to help new and seasoned advisors utilize [Banner Web](#) and the college's degree audit system [DegreeWorks](#). Both full and part-time faculty are encouraged to call Student Development (x6290) for advisement assistance or to request an individualized meeting regarding questions. All faculty are encouraged to consider volunteering for new student advisement and registration sessions (STARS) which occur from November to January for students entering in the spring and from April to August for fall students.

17. If I'm an adjunct faculty member, and a student asks me about an advisement issue, where should I refer that student?

First, you should refer that student to go to [DegreeWorks](#) as well as to contact their academic advisor. Depending on their issue, the student could also be referred to their division office or the Office of Student Development, A – 131.

18. What is considered to be an academic deficiency, and when do I have to report it?

An academic deficiency is when a student is in danger of failing a course. The college administration routinely asks faculty to report the names of students (via [Banner Web](#)) with academic deficiencies about 6 weeks into each semester. A memo is published both electronically and on hard copy to alert faculty to turn in the names of students with academic deficiencies.

19. Does NCCC have an early alert program? Yes! Faculty can flag students in their classes by using Faculty Feedback in [Banner Web](#). The instructor will be prompted to enter concerns (ex. missed classes, late assignments) and recommendations (ex. see instructor, seek tutoring). Flagged students will automatically receive an email highlighting these concerns and recommendations. Also, Student Development will receive a copy of the entry and will arrange for a college professional to reach out to the student via phone. Instructions on how to use Faculty Feedback are available on the NCCC FYI page and additional help is available by calling Student Development (X6290).

20. As an instructor, what am I supposed to do when a fire alarm sounds?

When a fire alarm sounds, you and your students are to leave the building through the closest exit to your classroom. There is a "Fire Evacuation" diagram posted by the door in each classroom explaining the location of the closest exit. Upon leaving the building, all persons must proceed at least 300 feet from the building.

Please note that "Evacuation Assembly Area" signs are now posted in NCCC parking lots 1, 3, 4, 5, and 7. Upon hearing our alarm system activate, please evacuate the building and assemble near the closest "evacuation assembly area" designated in NCCC parking lots 1, 3, 4, 5, or 7.

NCCC "Evacuation Assembly Area" signs are red and white and are posted in elevated positions within the parking lots making them easy to locate in an emergency.

<http://www.niagaracc.suny.edu/studentlife/security/evacuation.php>

21. How do I refer a student for tutoring? What resources are available?

Tutoring available through the Academic Achievement Center

Phone: 716.614.6724

Email: tutoring@niagaracc.suny.edu

Location: Academic Achievement Center, D-215.

In addition to tutoring services, the Learning Commons is available to the students on a walk in basis. Specialized assistance is available in: English, (The Writing Center), Mathematics, Accounting, Science, Economics, in addition to others.

· Advise students to complete a Tutoring Request Form on the tutoring services website at: http://www.niagaracc.suny.edu/studentlife/request_tutor.php

22. What do I do if a student needs special testing accommodations?

Students must first contact Accessibility Services housed in Student Development in A-131

or by emailing: accessibility@niagaracc.suny.edu

or call Student Development and set up an appointment at 614-6290

Once a student has documentation from the Office of Accessibility Services, faculty can honor necessary accommodations in the classroom or refer the student to the Testing Center located in Office A-167 at the Main campus **E-mail:** testingcenter@niagaracc.suny.edu or **Phone:** (716) 614-6728. The Placement Testing at NCCI is located on the first floor off of the main lobby. If you have scheduled an appointment for NCCI, you may check-in at the Reception Desk or contact by **Email:** nccistudentsservice@niagaracc.suny.edu or **Phone:** (716) 210-2525.

23. What is the 150% rule and how does it affect my advisees?

150% Rule – financial aid regulations limit attempted credits to a maximum of 150 percent of required credits; typically 95 credit hours (one-and-one-half times the length of the student's current educational program.) for an associate degree or 45 credits for a certificate to maintain eligibility for Federal programs (PELL grants, student loans, Federal SEOG grant, and Federal college work study). This policy includes all of a student's previous attempted hours at NCCC (including any previous NCCC certificate/degree courses) whether the student has received financial aid or not, as well as any courses transferred from another college and regardless of whether a student is pursuing a second degree or certificate at NCCC.