

Section VI
FACULTY POLICIES
(FACULTY HANDBOOK)

FACULTY EMPLOYMENT POLICIES

Faculty are an integral part of Alabama Southern Community College. The selection, development and retention of a competent faculty at all levels are of major importance to the educational quality of this institution. The commitment of faculty to the College's purposes determines to a large measure the effectiveness of its total educational program. Excerpts and summaries of policies are followed by references to policies and procedures found in the Alabama Southern Community College Policies & Procedures Manual and the State Board Policy Manual.

A. Duty Days for Instructors, Librarians, and Counselors

Alabama Community College System Board of Trustees Policy 609.02 states:

1.1 Full-time instructors, librarians, and counselors employed on an academic year contract (fall and spring semesters) shall work 175 days. Full-time instructors, librarians, and counselors employed on a twelve-month contract shall work 229 days. Those employed full-time for the summer shall work 54 days.

1.2 Full-time instructors, librarians, and counselors at technical colleges which have adopted an alternate calendar, who were hired effective with the Fall Semester of 1998, and who are employed on an academic year contract (fall and spring semesters) shall work 165 days. Those employed full-time on a twelve-month contract shall work 229 days. Those employed full-time for the summer term shall work 64 days.

B. Employment of Full-Time Faculty

Full-time faculty appointments are for nine months. Summer employment for faculty is determined by student need. Appointments for administrative and support personnel are for the period September 1 through August 31, unless otherwise specified. Written appointments are issued at the beginning of the employment periods covered by the letters of appointment.

C. Summer Employment of Instructors, Counselors and Librarians

1. Full-time instructors, counselors, and/or librarians employed on nine-month contracts are not automatically entitled to summer employment. However, in the event that summer employment is available, current full-time employees must be given the first option for such employment. In considering which employees shall be offered summer employment, the institution must consider several factors:

- enrollment;
- funding;
- qualifications of the employee under consideration;
- status of the employee under consideration with regard to the college's summer employment policy;
- attainment of tenure by the employee under consideration prior to September 1, 1979;
- areas taught by the employee under consideration in most recent academic year.

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Employees who attained tenure prior to September 1, 1979, and who are employed on a nine-month contract with a technical college or the technical division of a community college shall have the first option for employment over all other full-time technical college/division employees at that institution.

2. Each Alabama College System institution must have a local summer employment policy. Such policy must be based either upon a seniority principle, a rotation principle, or a combination of the two. Any change in the local summer employment policy shall be submitted in advance to the Chancellor for approval prior to its implementation by the college.
3. Alabama College System institutions may consider the equivalence to a course to be the assignment of a faculty member as: department or division chairperson; Southern Association of Colleges and Schools accreditation chairperson; coaching duties and studio courses (such as athletics, drama, music); laboratory, clinical and shop classes; student organization sponsors. Any other equivalence for faculty load not included in these guidelines must be approved by the Chancellor. The course equivalence exception approved by the Chancellor will not alter the salary schedule or salary schedule placement granted to the faculty member by the college.

Alabama Community College System Board of Trustees Policy 608.01 Guidelines states:

This policy provides presidents with the flexibility to use contact hours in calculating a teaching load, instead of basing a normal load for a full-time instructor solely on credit hours. In using the contact hour method of calculation, no single faculty member shall have a contact hour assignment that exceeds 30 hours per week. Presidents may also use a combination of credit hours and contact hours so long as the appropriate equivalence is maintained.

Any faculty member employed by an institution of The Alabama College System shall be considered full-time teaching faculty, for salary purposes, once the threshold of 15 credit hours of teaching class load, or the equivalent, per term has been achieved, so long as the faculty member works a minimum of 35 hours per week. After the threshold has been achieved, the faculty member is entitled to a full-time salary until the course load exceeds 16 credit hours per term. Any instructional load assigned to faculty that exceeds 16 credit hours per term must be approved by the president of the institution as a course overload, pursuant to Alabama Community College System Board of Trustees Policy Number 608.03. Once the course overload assignment is approved by the president, the faculty member shall be paid on the college's adjunct salary schedule. There is a distinction made between summer term and any other term of the academic year in a normal load for a full-time faculty member since the normal teaching load during the summer term is 12-13 credit hours or the equivalent.

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load not included in these guidelines must be approved by the Chancellor. The course equivalence exception approved by the Chancellor will not alter the salary schedule or salary schedule placement granted to the faculty member by the college.

D. Adjunct Instructors

Applications for adjunct instructors are accepted throughout the year and are maintained on file in the Human Resources office for one year. Credentials are evaluated by the Dean of Instruction to determine qualifications. Adjunct instructors must meet the minimum qualifications set forth by the College, Alabama Community College System, and the Southern Association of Colleges and Schools Commission on Colleges. In the event of unusual circumstances concerning qualifications, the determination will be made by the Dean of Instruction. Neither non-probationary status nor seniority is attained through adjunct employment. Employment is on a semester-to-semester basis.

The Division Chair is responsible for the orientation of adjunct instructors relating to course syllabi and objectives, grading standards, and all instructional policies and procedures.

Adjunct instructors are evaluated at least once an academic year through use of student assessment of instruction forms and classroom observation forms. Originals are reviewed and signed by all appropriate personnel, then filed in Human Resources.

In addition to initial competency assessment, adjunct clinical instructors are evaluated at least once in an academic year by students. In addition, the Division Chair or designee will also conduct a clinical site observation. Originals are reviewed and signed by all appropriate personnel, and are maintained in Human Resources. Periodic skills assessment may be done by an outside agency.

E. Leave

1). Personal Leave

Personnel Employed on Salary Schedule D

Up to five (5) days of personal leave with pay will be granted to each full-time employee on the first day of each academic year. Personal leave is noncumulative. A reason for personal leave is not required. However, personal leave with pay shall be requested prior to its occurrence. The appropriate supervisor shall approve this personal leave unless the leave will hamper the normal routine operation of the College. Personal leave will not be paid on resignation or termination of employment.

2). Professional Leave

Up to a maximum of one year of professional leave without pay shall be granted to a full-time tenured faculty of Alabama Southern Community College if, upon approval by the Chancellor, upon written request of the President, the purposes of the institution and the objectives of the instructional program are not hampered by the instructor's absence.

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Other full-time employees may be granted professional leave without pay for a period not to exceed one year if, in the opinion of the President, the purpose of the institution and the objectives of the instructional program are not hampered by such leave without pay.

Professional leave with pay may be granted to any full-time employee when Federal or other non-institutional funds are available for such purposes. A person granted a leave with pay must return to the institution for a minimum period of two years or repay the monies received while on leave. The employment status of persons on professional leave will not be affected. Professional leave will be granted only on written request from the President and approval by the Chancellor.

3). Professional Development Leave

Full-time personnel employed by Alabama Southern Community College shall be granted professional and/or vocational leave with pay for up to ten (10) days per year upon approval by the President. Professional and/or vocational leave with pay for more than ten (10) days per year shall be granted upon written request of the President and approval of the Chancellor. Professional Development Leave will be provided if the professional and/or vocational development activity will enhance significantly the employee's direct contributions to the institution and is consistent with the goals of the employee's professional and/or vocational development plan. Documentation of the activity, its purpose, and the benefits derived must be placed in the appropriate professional development files.

4). Sick Leave

Each full-time college employee employed on Salary Schedule D shall earn one day of sick leave per month of employment to a maximum of nine days during the academic year (fall and spring semesters) and up to a maximum of three days during the summer term. (State Board Policy 610.01.8.2).

F. Work Schedule Policy for Full-Time Faculty

Each full-time instructor, librarian, or counselor employed on Schedule D is required to maintain a weekly schedule that includes a minimum of 35 hours on campus excluding lunch breaks or other activities considered time off-the-clock.

Office hours per week should be scheduled to serve students. Office hours cannot begin before 7:30 a.m. unless faculty are teaching classes scheduled before 8:00 a.m. If classes are scheduled before 8:00 a.m., office hours should be scheduled a maximum of 30 minutes prior to class. A total of at least three hours, office hours or in-class hours, must be scheduled on campus on each of the five work days (Monday through Friday during Fall and Spring terms and M-Th during Summer term). If an instructor teaches an overload, these overload hours should be scheduled outside the regularly scheduled thirty-five hours (excluding lunch and breaks) per week.

Faculty schedules must be approved each term by the Division Chairs and/or Dean of Instruction and posted on the faculty member's office door. Any deviations must be approved by the Dean of Instruction. Faculty teaching online courses are required to schedule online hours to assist

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students enrolled in distance education courses. Faculty schedules will be retained in the Dean of Instruction's Office and should be posted on the faculty member's office door.

G. Faculty Job Responsibilities

- Faculty members are directly responsible to the appropriate Division Chairperson. Faculty are required to meet classes as scheduled and devote adequate planning time to provide quality instruction for the prescribed time. Faculty members are expected to conduct class in a .the time and date scheduled unless prior approval from the Dean of Instruction for change has been granted. Every attempt should be made by a faculty member to contact the Division Chair and/or Dean prior to a scheduled class when that instructor anticipates being late or absent. Faculty anticipating absences should request approval from the Division Chair and the Dean of Instruction. Faculty should notify students of any cancelled or missed classes through the use of email and Eagles' Web as appropriate and file leave through the College's leave process. A notice of cancellation must be placed on the classroom door of a traditional class that is cancelled. If an instructor must be absent for an extended amount of time, arrangements should be made through the Division Chair to cover classes. Instructors cannot pay a substitute to cover missed classes.
- Faculty are required to disseminate an approved college-wide course syllabus to each student in each course at the beginning of the semester.
- In keeping with the College's policy of assisting students and promoting student success, faculty are encouraged to assist students outside of class whenever possible. This may entail arriving early and staying beyond the scheduled time for the class.
- Faculty members are required to complete all job responsibilities as outlined in the annual job description.
- In order to remain in compliance with agreements/contracts with clinical facilities, Full-time instructors and part-time instructors within the Division of Nursing are required to have an initial competency assessment and an annual evaluation and competency assessment.

H. Instructor Load and Hours

The duties of an instructor are determined by the President, with the understanding that good professional judgment will be exercised. The number of preparations, the number of students taught, and the number of contact hours are considered in determining instructor loads. No distinction is made between day, extended day, weekend, evening, and off-campus programs. Personnel are employed to provide education for those enrolled, regardless of the day and time of day. Each full-time academic instructor at any institution under the authority, direction, and control of the Alabama Community College System Board of Trustees shall teach 15 to 16 credit hours per term or the equivalent for the academic year, fall and spring semesters. The full-time teaching load for academic faculty for summer semester is 12 to 13 semester hours or equivalence approved by the President. A full-time teaching load for technical faculty

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for fall, spring, and summer is 30 contact hours per week or equivalence approved by the President.

The President will determine equivalent credit hours for non-teaching assignments in accordance with guidelines established by the Chancellor.

I. Overload Classes

The College's Instructor Overload Policy follows Alabama Community College System Board of Trustees policy, which is included here for documentation, but which can also be referenced by selecting the Alabama Community College System website at <http://www.accs.cc>.

Alabama Community College System Board of Trustees Policy 608.03 – Effective: 03/24/2005 states:

1. A full-time instructor may be employed to teach a maximum of one additional course and/or lab per term for pay, if approved by the President. Full-time technical program instructors may be employed to teach a maximum of 15 additional contact hours per week for pay if approved by the President. The overload course must be taught outside the normal work week of the instructor, and the pay must be at the prevailing part-time salary rate at the employing institution.
2. Overloads with pay will be approved for instructors who teach beyond the full-time load or equivalent as determined by the President.
3. Proposed faculty overloads not in accordance with these standards must be approved by the Chancellor.

J. Faculty Rank Increases

As outlined in State Board Policy 605.02, Faculty rank increases are granted upon completion of additional graduate coursework and/or graduate degrees as well as additional certifications of technical excellence. Faculty Rank Increase Certification Forms are reviewed by the Dean of Instruction and approved by the President. Rank changes only occur at the beginning of an academic year (see SBE Guideline 605.02 Advanced Degrees item I-H).

An instructor who seeks to advance in rank that requires an additional academic degree must provide a course of study with the appropriate College/university advisor signature(s) along with the Faculty Rank Increase Certification Form. This process should be initiated with the Dean of Instruction and approved by the President. This course of study must lead to the appropriate in-field requirements and degree required to advance to the next highest rank. A College/university advisor, in conjunction with the employee, may change the course of study, but the changes must lead to the same degree or in-field requirements with the same major to allow the instructor to advance to the appropriate higher rank. A course of study for obtaining a degree is defined as a complete list of all courses required by the College or university granting the degree. A course of study for in-field requirements is defined as a list of

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appropriate courses that meet the in-field requirement options as outlined in State Board Policy 605.02. If the rank change does not require the completion of an additional degree, a plan of study must be attached with a list of courses approved by Dean of Instruction that will allow the instructor to attain the rank increase.

All approved rank increases must be completed within the time frame as indicated on the form or must be submitted for re-approval. Instructor rank may change only at the beginning of the contract year, with appropriate documentation. Instructors cannot change rank during the academic year. Instructors must meet the credential standards as stated in State Board Policy 605.02 to advance in rank.

K. Postsecondary Faculty Qualifications

Alabama Southern Community College complies with Alabama Board of Education Policy 605.02: Postsecondary Faculty Credentials. Faculty are ranked and placed based on the guidance of this policy.

L. Academic Freedom

In the development of knowledge, research endeavors, and creative activities, faculty and students are free to cultivate a spirit of inquiry and scholarly criticism. Faculty members are entitled to freedom in the classroom in discussing discipline related subjects, but should be careful not to introduce into teaching controversial material which has no relation to the course. Faculty and students must be able to examine ideas in an atmosphere of freedom and confidence. At no time shall the principle of academic freedom prevent the institution from taking proper efforts to assure the best possible instruction for all students in accordance with the mission and objectives of the institution.

The right to express their views and beliefs – in speech and in writing, on and off campus – without fear of retaliation. Academic freedom gives faculty and students the right to discuss and debate one another's views – even views that are controversial or unpopular – without penalty, as well as the right to appeal if they feel their rights have been violated.

Academic freedom does not protect faculty and students from disciplinary action if college or state policies are violated, but it does require that they receive fair treatment and due process. Academic freedom allows the faculty member substantial latitude in deciding how to teach the courses for which they are responsible, but it does not mean that a faculty member can impose his or her views on students.

To quote the American Association of University Professors, “College and university teachers are citizens, members of a learned profession, and officers of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As scholars and educational officers, they should remember that the public may judge their profession and their institution by their utterances. Hence they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every

effort to indicate that they are not speaking for the institution.”

The College has a grievance procedure in place to safeguard and protect academic freedom. If a faculty member feels that his/her academic freedom has been violated, he/she can follow the complaint and grievance procedure above without fear of retaliation.

M. Outside Employment of Instructors

A full-time employee of Alabama Southern Community College may not enter into a contractual agreement with an outside employer which would interfere with the fulfillment of the employee's obligation to Alabama Southern Community College. Prior to accepting outside employment, the employee must submit in writing, a request for approval of outside employment to the President.

N. The Student First Act

The Students First Act was passed by the Alabama Legislature effective July 1, 2011. The Act provides for the standards and conditions under which eligible State community college employees may attain non-probationary status; and it includes provisions relating to disciplinary actions and reassignments/transfers of College employees. The following provisions of the Act are applicable to Alabama Southern Community College employees.

1) Probationary Instructors

All full-time instructors at ASCC who are eligible to attain non-probationary status but who have not yet attained non-probationary status, shall be on probationary status unless, and until such time as, non-probationary status is attained. An eligible instructor employed by ASCC shall attain non-probationary status upon the completion of six consecutive semesters in the capacity of instructor at ASCC, unless the President issues a notice of termination or non-renewal to the instructor on or before fifteen (15) calendar days prior to the end of the sixth consecutive semester of employment, excluding summer terms. No probationary instructor shall attain non-probationary status during or at the completion of a summer term.

Service performed in the capacity of a classified employee may not be converted to, recognized, or otherwise credited to a probationary instructor for the purpose of attaining non-probationary status as an instructor. Nor may an instructor attain non-probationary status in or by virtue of employment in temporary, part-time, substitute, summer term, occasional, seasonal, supplemental, irregular, or like forms of employment, or in positions that are created to serve experimental, pilot, temporary, or like special programs, projects, or purposes, the funding and duration of which are finite.

During an instructor's probationary period, the President may discontinue the instructor's employment by providing the instructor with written notification of such discontinuation at least fifteen (15) calendar days prior to the effective termination date. If an instructor's probationary employment is terminated within the period of a current written contract for a specified period of employment, the employee will be given notice of cause and an

opportunity for a hearing before the President.

With regard to instructors who are in positions that do not make them eligible for the attainment of non-probationary status, the President may discontinue the employment of such an instructor at any time by providing the instructor with written notification of such discontinuation at least fifteen (15) calendar days prior to the effective termination date. If such an instructor's employment is terminated within the period of a current written contract for a specified period of employment, the employee will be given notice of cause and an opportunity for a hearing before the President.

2) Reassignments/Transfers of Instructors

Under the Students First Act of 2011, the President may reassign an instructor to any position or work location within the same campus or work site of ASCC as the needs of the College require. For a non-probationary status instructor, except as required by acts of God or disasters that are beyond the reasonable control of the College, the instructor shall receive written notice of the reassignment by no later than the twentieth calendar day after the first day of classes for the respective semester. A non-probationary status instructor may not be reassigned more than once per academic year, excluding the summer term, and such a reassignment may not entail a reduction in compensation. Such reassignments are not subject to review under the Act. However, in the event of a reassignment due to an Act of God or disaster, the instructor may request a hearing before the President prior to the President's final decision on the reassignment.

The President may reassign a non-probationary status instructor to a teaching position at a different campus or work site of ASCC provided that the position to which the instructor is being reassigned is one that the instructor is qualified to hold and that the reassignment does not entail a reduction in compensation. Except as required by acts of God or disasters that are beyond the reasonable control of the College, the instructor shall receive written notice of the reassignment by no later than the twentieth calendar day after the first day of classes for the respective semester. A non-probationary status instructor may not be reassigned to a different campus or work site more than once per academic year, excluding the summer term, and such a reassignment may not entail a reduction in compensation. Such relocations are not subject to review under the Students First Act of 2011. However, in the event of a relocation due to an Act of God or disaster, the instructor may request a hearing before the President prior to the President's final decision on the relocation.

Non-probationary classified employees of ASCC may be reassigned to any position for which the respective employee is qualified, or to any work location of ASCC, provided that (1) the reassignment is without loss of or reduction in compensation, (2) written notice of the proposed reassignment is issued to the employee by the President no less than fifteen (15) calendar days prior to the final decision of the President, and (3) the reassignment is effective not less than fifteen (15) calendar days after the date of the President's final decision. Except as required by acts of God or disasters that are beyond the reasonable control of the College, a non-probationary status classified employee shall not be reassigned to another position or another work location more than one time per

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academic year, excluding summer term.

A non-probationary instructor or classified employee may be involuntarily transferred to another position that provides for a lower rate of pay or a shorter term of employment subject to the following terms and conditions: (1) the employee receives written notice of the proposed transfer that meets the applicable notice requirements of the Students First Act of 2011, (2) the proposed transfer is subject to the same substantive and procedural standards and requirements that would apply to a termination action under the Act, (3) the transfer would be subject to the same appeal process as would apply to a termination action under the Act, (4) the transfer is not for political or personal reasons.

Notwithstanding the foregoing requirements, a transfer or reassignment that is made as part of an approved reduction-in-force action, or that is made in order to comply with State or Federal law, would not be subject to the challenge or review procedures of the Act.

DUTIES AND REQUIREMENTS OF FULL-TIME INSTRUCTORS

A. Attendance Records

Attendance records should be kept for each class taught. A student's grade may not be based on attendance; however, if nothing of significance is occurring in a class on a daily basis, and if a student can successfully pass a final examination without ever coming to class, a serious instructional problem exists. The designation of an entire institution as a "non-attendance taking institution" for Title IV purposes does not mean that individual class attendance records are no longer necessary or required. Faculty members must take roll in their classes to assist in areas such as being attentive to the individual needs of their students, providing the personal touch of concern and interest which are the hallmark of two-year colleges, and for completing individualized follow-up and counseling of students.

B. Class Time

The instructor is expected to attend all class meetings according to the semester schedule. The instructor is to start each meeting on time and hold each class meeting for the full time scheduled. Any deviation from these class times must be approved by the Division Chair or Campus Director.

Any absences on the part of the instructor must be made up by meeting additional time outside the normally scheduled times. Absences from classes may result in a proportionate reduction in compensation based on the number of weeks in the semester. The Campus Director must be contacted and made aware of the absence as soon as possible, preferably before the absence so students in the class can be contacted. Instructors must give make-up dates for any missed class meetings to the Campus Director.

Neither the meeting time of the class nor the scheduled time for the final exam can be changed without the permission of the Office of Academic Affairs and your Division Chair. Class meeting sites cannot be changed without the permission of the Director. This includes one-time

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visits to special locations. Outside speakers and visitors must also be approved by the Campus Director prior to class time.

C. Class Rolls

At the beginning of each semester, instructors can access class roll(s) by logging on to www.ascc.edu and going to the [ASCC Online](#) link that is located in the center towards the bottom of the webpage. When the log-in page comes up, instructors must enter their social security number as the user ID and their birthday (MMDDYY) as the PIN. Due to the drop/add period, the class rolls could change significantly from one class meeting to the next. Instructors will be asked to verify attendance through ASCC Online. Please verify attendance by a notation of “A” for attending and “NA” for not attending by each student’s name. Anyone attending class whose name does not appear on your class roll must be directed to the Campus Business Office. Please send an e-mail to jhorton@ascc.edu and request that she add you to her Distribution List for e-mail reminders if you see that you are not getting any e-mails from her each semester concerning Attendance Verification dates and dates for posting grades.

The attendance verification, done after the official drop/add period at the request of Jana Horton, school registrar, is of special interest to the Monroeville Business Office as this will help with the disbursement of Pell Grant checks. A student who is eligible for a Pell Grant reimbursement cannot receive such if they have not attended at least one class meeting. Timely submission of attendance verification is required as this expedites the Business Office’s financial aid process.

D. Field Trips

Field trip guidelines have been developed to protect both faculty members and students during field trip activities and to ensure that field trips are an integral part of the course. Field trips should be included as a part of the course syllabus.

The following procedure is to be used for all field trips:

1. Obtain a Field Trip Form from the Campus Director, Secretary, or Division Chair.
2. Submit completed forms at least one week prior to the trip. Approval of proper field trips will be automatic unless this method of instruction is abused. Full information on each field trip is needed in the event that you or one of your students must be contacted.

E. Final Examinations

In courses where the college provides an institutionalized final exam, that final exam must be used and must determine at least twenty to twenty-five percent of the final course grade. The college issues an institutionalized final exam for all courses for which an institutionalized course syllabus is provided. An electronic version of the final exam must be submitted to the appropriate Division Chair (this may be done by e-mailing a copy to the Division Chair and a copy to Martha McNeil at mmcneil@ascc.edu

In courses where the college does not provide an institutionalized final exam, the final exam an

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instructor develops must be approved by the appropriate division chair, be comprehensive, and count at least twenty-five percent of the final course grade.

Division Chairs are as follows:

Humanities: Melinda Byrd Murphy mbmurphy@ascc.edu

Nursing: Corine January cjanuaryunion@ascc.edu

Practical Nursing: Joy Harrison jharrison@ascc.edu

Science and Mathematics: Ron Marcy rmarcy@ascc.edu

Business and Technical: Linda Grant lgrant@ascc.edu

Transitional Studies: Ginger Glass gglass@ascc.edu

F. Final Grades

The final course grade for all students must be submitted to the office of the Registrar through the final exam. Instructors will post grades via ASCC Online and submit a signed copy of their grade sheet to the Registrar on the Monroeville and Thomasville Campuses and the Campus Business Office if you are an Instructor in Jackson, Monroeville, or Demopolis. ASCC no longer sends out grade reports through the postal service. Students can check their grades online through the ASCC Online link on our website, www.ascc.edu.

If it is impossible to submit grades in the manner discussed above, the instructor must call the grades in to the Registrar on the Monroeville campus (Jana Horton, ext 8252; 1-251-575-8252) the morning after the final exam is given.

G. First Class Session

Please be prepared to give students an entire session on the first day of classes. It is expected that instructors will hold the class for the required time period. The following are suggested practices for the first class session:

1. Take roll (any student not on the official class roll must go to the Business Office immediately to clear charges).
2. Display your name on the board.
3. Distribute a course syllabus to each student (Make sure that your Division Chair has a copy of the syllabus that you distribute to students)
4. Go over the course syllabus. Be very specific when preparing your syllabus, particularly the course schedule. Students will on occasion question or challenge instructions or assignments. Putting your information in writing can eliminate this and settle other debates that could arise.
5. If the course that you are teaching requires a lab, please go over lab procedures with students.
6. Explain your break policy, if applicable
7. If prerequisites are required, check to see that each student in your class has met them.
8. Explain any additional expenses, whether required or optional.
9. Display a sincere interest in helping your students.

In addition to the above suggestions for your first class meeting, plan activities to help your

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students know a little about you and each other. Give students enough information on your background to inspire confidence in your qualifications. Establish a real concern for your students by asking what their interests are. This will help students to know one another and to feel at ease in your class. Two of the most important forces affecting class completion are the interest shown by the instructor for the individual student and rapport established between students. This can be enhanced by an informal or formal “buddy” system of rechecking assignments or going over notes of class lectures, etc.

H. Grade Assignment

Letter grades are assigned according to the following system for all courses for which students have registered:

A	Excellent
B	Good
C	Average
D	Poor
F	Failure
I	Incomplete
W	Withdrawn (passing)
AU	Audit

Satisfactory grades are “A”, “B”, and “C”. Senior colleges and universities can refuse to grant credit for a course in which the student has received a grade of “D”. A grade of “I” may be assigned when the quality of work has been passing but the student has been prevented by illness or other justifiable cause from completing the required work or taking the final examination. An “I” must be completed by the end of the succeeding semester for which the “I” was granted or the “I” will automatically be changed to an “F”.

Courses numbered 0-99 are considered developmental, and while they carry institutional credit, these courses are not applicable toward degree or certificate requirements. Grades are assigned in these courses as follows:

A	Excellent
B	Good
C	Average
F	Failure
W	Withdrawn (passing)
IP	In progress

*A letter grade “D” is not permissible in a developmental/transitional studies course

A student is not allowed to progress to the next course in the sequence until he/she has earned a satisfactory grade.

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I. Guest Speakers

Guest speakers can add new, unique, or special information to class content. Their use is encouraged where appropriate. Please remember that you must be present for your guest speaker's presentation. They are not to serve as substitutes. Please use discretion in the number of speakers scheduled per course each semester and be sure to notify the Campus Director at least one week prior to the speaker's appearance. Alabama Southern cannot pay guest speakers.

J. Laboratory Courses

Laboratory courses must have real, fully developed laboratory sessions. For most courses, the college will supply the laboratory exercise. For courses where standardized laboratories have not yet been developed, the instructor must have these developed and submitted along with the syllabus for approval, in writing, from the Dean of Instruction prior to the first class meeting.

K. Mid-Term Grades

Instructors will post their mid-term grades via ASCC Online and submit a signed copy of their grade sheet to the Campus Business Office in Jackson and Gilbertown. In both Thomasville and Monroeville, they will submit the signed copy to Jana Horton in the Registrar's Office. It is very important that Mrs. Jana Horton has your e-mail address so that she can send you reminders concerning the posting of grades and attendance verifications. Mid-term grades should be posted by the mid-term date published on the college calendar. Students will access their grades on line to see their mid-term progress.

Mid-term dates, as well as the last date to withdraw without penalty, are listed on the school calendar or in the current semester schedule. Calendars are also available on Eagle's Web or at www.ascc.edu. If you do not have a school calendar or current semester schedule, please see the Campus Director or Secretary for a copy.

L. Syllabus

Syllabi are prepared for most courses offered at Alabama Southern and must be followed by full time and adjunct instructors. If a departmental syllabus is not provided, the appropriate division chair will approve syllabi prepared by adjunct instructors. Even when an institutionalized syllabus is available, the information in it must be incorporated into each instructor's specific syllabus, which they will use in the course being taught. A useful syllabus contains organized information that a student will use as a guide to course activity and will consult throughout the semester. Division Chairs should provide each adjunct instructor with the departmental syllabus. A Syllabus Shell can be accessed from www.ascc.edu or can be obtained by the Office of Academic Affairs.

Items that must be included in your syllabus include:

1. Course Information
 - a) Course title and description as described by the ASCC catalog.

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- b) Required prerequisites. It is the instructor's responsibility to see that students have met these.
 - c) Class section number.
 - d) Class location.
 - e) Class beginning and ending dates and times.
 - f) Textbook titles(s) and author(s).
2. Instructional Information
 - a). Name
 - b). Office hours
 - c). How students may contact you outside of class time (ex. telephone number, e-mail). This is critical for you as adjunct faculty members.
 3. Course Outcomes
Indicates what students should be able to do and what they should know as a result of taking the class.
 4. Clear Statement of Grading Policy
This should include a list of graded assignments and tests to be submitted during the semester, their effective grade-weight, and your grading criteria.
 5. The ADA Policy must be included in your syllabus.
 6. Term Projects/Term Papers/Major Assignments
This could be a description of the project/paper/assignment with the material covered and the date due.
 7. Class Semester Schedule/Calendar
This should be a tentative schedule of the semester listed by weeks or specific days. This calendar should also include the class topic, assignment(s)/class preparation.
 8. List of Student Resources
This may include bibliographies of additional readings, supplemental texts and periodicals, library information, research tools, etc.

The syllabus must be distributed to all students at the first class meeting and must be discussed in detail. Copies should be given to students who are added after the first class meeting. All instructors are required to submit a copy of the course syllabus to the appropriate Division Chair at the beginning of each semester. One copy will be sent to the Dean of Instruction by e-mailing a copy to mmcneil@ascc.edu.

M. Faculty Role in Governance

The authority of faculty on academic and governance matters is established through faculty

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representation on committees at the College and system level. These committees provide faculty a voice in policies and governance of the College.

Faculty members also play a role in governance matters through participation in the annual planning and budget planning process. Their responsibilities include identifying establishing fiscal priorities, and submitting budget requests.

N. Faculty Role in Curriculum Development, Review, and Approval

New curricula and courses are originated by the College and submitted for review and approval to the Curriculum and Program Review Committee, Academic Council, and Executive Council. Within the guidelines established by Alabama Community College System Board Policies, the College has established procedures for the development, review and approval of courses and curricula.

All curriculum offerings are evaluated by faculty, division chairs, the Curriculum and Program Review Committee, the Academic Council, and the Executive Council. Each course offered is evaluated in terms of the purpose of the institution, the resources of the institution, and the changing needs of the students. Inclusion of courses in the ASCC Catalog and Student Handbook is an indication that they meet all these requirements and are approved by the Alabama Community College System.

1) Courses.

Any ASCC faculty or administrative staff member may propose the addition of courses to the curriculum. The initiator determines the purpose and general content of the course, recommends the curriculum to which it will apply and whether or not it will be required or elective, determines if the proposed course already exists in the Alabama Community College System Common Course Directory, and subsequently makes a recommendation to the appropriate Division Chair. Division Chair and other appropriate departmental personnel review, approve, and then submit the course to the Dean of Instruction, who in turn submits it to the Curriculum and Program Review Committee for review and submission to the Academic Council. The Academic Council will review and submit the request to the President's Executive Council for final approval.

If the proposed course is found on the Alabama Community College System Common Course Directory, the Dean of Instruction is authorized to add the course to the ASCC Catalog and Student Handbook and on future schedules.

If the proposed course is not included in the ACCS Common Course Directory, the Guidelines for Alabama Community College System Policy 717.01 explicitly outlines the approval process for a new course from faculty member to Division Chair to Dean of Instruction to the President to the Alabama Community College System Division of Instructional and Student Services. The Alabama Community College System will seek input from the appropriate state curriculum committee for the specific discipline. The curriculum committees are composed of faculty in the discipline from both two-year colleges

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and universities (when appropriate) within the State. If the course is to be considered as transferrable, the request must go to the Articulation and General Studies Committee (AGSC) to be voted on for approval as a transfer course within the State. The AGSC meets three times yearly to address issues of course adoption and ratification of templates for various degree programs. The process of course approval guards against duplications of courses and assures that the credit hours for courses are uniform across the State. This allows for greater ease of transferability of courses for two-year college students. The AGCS/STARS course proposal form will be used to request a course that is to be considered as transferrable. Once the course is added to the Alabama Community College System Common Course Directory, the Dean of Instruction is authorized to add the course to the ASCC Catalog and Student Handbook and on future schedules.

If the proposed course is not transferrable (a course within a terminal degree program), a Course Submission Request Form is submitted to the Alabama Community College System which includes a rationale for requesting the course. The Alabama Community College System refers the request to the System Technical Discipline Committee for review. If recommended by the Technical Discipline Committee, the Course Directory Steering Committee makes the final recommendation to the Alabama Community College System. Upon approval, the course is added the ACCS Common Course Directory. Once the course is added to the Alabama Community College System Common Course Directory, the Dean of Instruction is authorized to add the course to the ASCC Catalog and Student Handbook and on future schedules.

2) Curricula

Expansion of Programs and the development of new curricula are initiated when a need is identified and fully documented. As a means of controlling curricula and avoiding proliferation of programs, the Alabama Community College System Board requires justification for the initiation of any new program. Consequently, the following primary criteria must be substantially addressed in new programs as documented in the guidelines for Alabama Community College System Board Policy 702.01.

The appropriate division chair originates requests for all new curricula. Proposals from within a division are submitted to the Division Chair. Proposals or request from other sources are submitted to the Dean of Instruction for assignment.

The division chair responsible for the development of a respective curriculum provides preliminary planning by completing the “Application for a New Instructional Program” form. Additionally, the division chair will develop the curriculum format for the ASCC Catalog and Student Handbook. The materials are assembled and submitted to the Dean of Instruction who initiates the review process. New programs follow the same approval process: 1) Curriculum and Program Review Committee; 2) Academic Council; and, 3) Executive Council. Once approved at the local level the Dean of Instruction submits the request to the Alabama Community College System for review and subsequently to the Alabama Commission on Higher Education for review and approval.

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The approval process for new instructional programs occurs in three phases. The college conducts a cursory needs assessment and submits an ISPA Form (Intent to Submit a Program Application) in the academic year preceding the submission of the Application for a New Instructional Program.

During Phase Two, if the College's comprehensive needs assessment has confirmed the desirability and feasibility of implementing the proposed program, the Application is submitted to the Alabama Community College System.

During Phase Three, the Alabama Commission on Higher Education determines final approval and pre or post – implementation conditions.

This process assures all appropriate steps are taken for notification and or approval from governing and accrediting bodies.

3). Curriculum/Program Review

Curricula programs are reviewed by a variety of means. The review process involves faculty at the division, committee, and individual level. Programs are reviewed in pursuance of Alabama Community College System Board Policies that requires each instructional program be reviewed once every five years. The results of these reviews are used internally to make program improvements. The program review includes a list of significant changes occurring in each program over the past year, as well as an assessment of strengths, weaknesses, opportunities, and challenges, based on student performance. Goals for the following year are also established as part of the review process. The program review form is used to document this process.

OTHER FACULTY POLICIES AND INFORMATION

A. Faculty Personnel Folder Requirements:

1. A completed Employment Application must be on file in the Office of the Dean of Instruction, along with a resume.
2. Official copies of transcripts from all universities and colleges attended must be on file in the Office of the Dean of Instruction.
3. Proof of non-alien status, completed W-4 forms, a new hire form (if applicable), and Teacher Retirement System status must be on file in the office of the Payroll Officer.

PLEASE NOTE: Any change of home or e-mail address, telephone numbers, or tax status should be reported to the Center Director. This information must be current in your file but is used for internal use only. The center Secretary distributes personnel update forms at the beginning of each semester, but if changes are needed before or after these updates, please see the Center Director, or Secretary. Please make sure that Rodney Lord has your updated email address on file.

B. Compensation

Compensation for faculty is based on number of credit hours taught per semester and will be paid to the faculty member at the end of the semester. Contracts are usually distributed during the fourth week of class by the office of Human Resources and Administrative Services. Your contract will be placed in your mailbox in the faculty lounge area. Please sign your contract and return it to the center Secretary or Human Resources Director. A copy will be made and placed in your box as soon as possible.

NOTE: No compensation can be paid until the faculty member's folder information is complete and both grades and a copy of the final examination (if not provided) have been received. .

C. Student Surveys and Classroom Observations

Courses taught by faculty are evaluated by means of student surveys and Division Chair/Campus Director classroom observations. The surveys are designed to assist the college and the instructor by identifying areas of strength and areas for improvement. All part-time instructors will be evaluated by their students each semester by means of a survey. These surveys are administered after midterm but before the final week of classes. The Center Director or her designee will come to the classroom to administer the surveys. The instructor will also complete an evaluation while the students complete their forms. The Director and/or Division Chair will review the responses and then share them with the instructor.

The Center Director and/ or Division Chairs will also evaluate instruction on a regular basis.

D. Faculty Resources and Supplies

For help with the paperwork involved in teaching, each campus has a small area designated as a faculty workroom, which houses tools specifically designated for faculty use only.

The Business Office keeps many everyday supplies on hand such as pens, folders (manila and colored), dry erase markers, etc. Grade books are also available in the Office of Academic Affairs. If you have a special request, please see the center Secretary.

E. Keys

The Center Director or Campus Security will provide access to the classrooms on campus. Not all faculty will have keys to their rooms but someone should always be available to give access to your classroom. There is a designated faculty member or Security Guard who will lock the building each night after classes.

F. Orientation of New Faculty

A meeting will be held to orient faculty, both current and new. In this meeting, you will receive your Faculty manual, which will serve as your guide during the semester. Other

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issues such as contracts, new procedures, etc. will be discussed during this meeting. The meeting will be conducted by the Dean of Instruction, the Director of Human Resources and Administrative Services, or the Center Director.

G. Room/Equipment Changes

Instructors who have problems with assigned classrooms should contact the Center Director. Switching classrooms with another instructor is usually easily worked out, but occasionally a request for change cannot be granted. Please do not make any room changes on your own, even for one night, without alerting the administrative person on duty. Should you or one of your students be needed in an emergency situation, the administrative person on duty needs to be able to find your class as quickly as possible.

Equipment is assigned to each room and should not be moved from room to room. If any special equipment is needed, please see the Center Director.

H. Faculty Messages

The administrative person on duty will be glad to take telephone messages from your students or family members. These messages will be placed in your box or brought to you in person should the situation require it.

I. Intellectual Property Rights

The Intellectual Property Rights policy complies with the Alabama Southern Community College Copyright Policy and State Board Policy 321.01 Copyright, Trademark, and Patent Ownership.

In designing its policy, Alabama Southern Community College uses as a touchstone SACS principle for accreditation 3.2.14, which reads:

“The institution’s policies are clear concerning ownership of materials, compensation, copyright issues, and the use of revenue derived from creation and production of all intellectual property. This (policy) applies to students, faculty, and staff.”

J. Ownership of Materials:

As a general principle, Alabama Southern Community College claims ownership of all educational materials involved in teaching classes, at all locations and online. Such ownership includes, in particular:

- test banks
- syllabus
- web courses
- hybrid courses

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However, Alabama Southern Community College cedes control of the following materials:

- assessments
- class notes
- presentations
- handouts

The exceptions to this rule are materials that are produced in the course of duties based on the employment contract or program agreement and are intended for the institution to copyright, trademark, or patent.

K. Rules of Intellectual Property for Students:

All student work submitted as a requirement for course credit is the intellectual property of that student and the student may use or publish his/her this work without any authorization from the College. Students have the right to publish any of their own creative work and are entitled to 100% of the royalties for these works.

The student must get written consent from the College in order to use or publish course related material when the student is not an author or collaborator.

An employee must get permission from a student to use that student's work as a sample/model. At the student's request, the work will be published anonymously, or under a pseudonym.

L. The Use of Revenue derived from Creation and Production of Intellectual Property

Funds derived from the creation, production, and sale of all intellectual property are placed in the College's Unrestricted Fund and are invested in the institution's instructional activities among other functional areas.

If an employee wishes to develop original materials or an original online course, using his/her own personal resources and personal time, then he/she would retain 100 % of the intellectual property rights.

- If the employee wished to make that material or course "commercially viable," in other words, use the material or course for another institution of higher education or sell that material or course, he/she would keep 100 % of the royalties.

If the employee wishes to make materials or an online course he/she has created as an employee of Alabama Southern "commercially marketable," the following guidelines would apply:

- He/she would retain only the intellectual rights to the assessments, notes, presentations, and handouts and would be entitled to 100% of the royalties for the materials or the course developed from these resources.

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- The College would retain all other intellectual property rights.
- The employee must obtain prior written approval from the College President to utilize materials or a course at another institution in accordance with State Board Guidelines for Policy 615.01-Conflict of Interest.

As previously stated, students have the right to publish any of their own creative work and are entitled to 100% of the royalties for these works.

M. Copyright Information

1). General Information

The purpose of the College copyright information is to provide educational information that communicates the Copyright Act to students and employees of Alabama Southern Community College. Although every effort has been made to provide accurate information, this information is not intended to provide legal advice about copyright.

According to the U.S. Copyright Office, copyright "is a form of protection provided by the laws of the United States (Title 17, U.S. Code) to the authors of 'original works of authorship,' including literary, dramatic, musical, artistic, and certain other intellectual works. This protection is available to both published and unpublished works." For more details, see the website of the Copyright Office at www.copyright.gov.

In general, Section 106 of the Copyright Act of 1976 gives the copyright owner exclusive rights to the following, allowing him or her to authorize others likewise: to reproduce the works in copies or phonorecords, to prepare derivative works based upon the work, to distribute copies or phonorecords of the work to the public by sale or transfer of ownership, or by rental, lease, or lending, to perform the work publicly, in the case of literary, musical dramatic, and choreographic works, pantomimes, and motion pictures, and other audiovisuals, and in the case of sound recordings, to perform the work publicly by means of a digital audio transmission.

Authors of visual art also have the rights of attribution and integrity, as described in [Section 106A of the Copyright Act of 1976](#). Additional information regarding the registration of works of visual arts can be found in [Circular 40, "Copyright Regulation for Works of the Visual Arts,"](#) prepared by the U.S. Copyright Office.

While *it is illegal for anyone to violate any of the rights established for copyright owners*, there are limitations or exceptions to these rights. Of particular interest to educators and students are four exceptions under certain conditions: works in the public domain, "Fair Use," the Digital Millennium Copyright Act (DMCA), and the "TEACH Act."

2.) Public Domain

Copyrighted works may eventually fall into the "public domain" and, at that point, may be freely used without permission. In general, such works include those for which the copyright has expired or has been lost, works produced by the federal government, and works that lack sufficient originality to qualify for copyright protection (e.g., standard calendars, charts, rulers, etc.).

3.) Fair Use

The "Fair Use" doctrine allows educators and students to use copyrighted materials without seeking prior approval to certain types of resources under certain conditions. The fact alone that the intended use is educational does not remove restrictions; the "four fair use factors" must be considered in total:

- The purpose and character of the use, including whether the use is of a commercial nature or is for nonprofit educational purposes;
- The nature of the copyrighted work;
- The amount and substantiality of the portion used in relation to the copyrighted work as a whole; and
- The effect of the use upon the potential market for or value of the copyrighted work.

"Fair Use" analysis is based on reasonable efforts by reasonable individuals and, as a result, is sometimes subjective. Educators enjoy some protection from infringement lawsuits because of Section 504(c)(2) of the Copyright Act. This protection is called "the good faith fair use defense" and is based on "a reasonable, good faith determination" by educational employees that their use of copyrighted materials falls under the exceptions for "fair use": *i.e., employees, acting within the scope of their employment, who make a reasonable, good faith decisions that their use of copyrighted materials falls under the "Fair Use" doctrine, are protected from statutory damages in court cases that find copyright infringements have occurred if they believe and have reasonable grounds for believing that their use was fair.*

Alabama Southern Community College students are expected to act responsibly and legally by applying "Fair Use" principles to the completion of their activities and projects. The College does not assume legal responsibility for violations of applicable copyright law. Student employees are subject to all College policies relating to faculty and staff.

N. Digital Millennium Copyright Act (DMCA)

In 1998, Congress revised copyright provisions to meet the demands of the digital age and to offer certain protections to educational entities that offer online resources, thus qualifying as Online Service Providers (OSPs). More specifically, the DMCA:

- Prohibits the "circumvention" of "technological protection measures" (e.g., password

- or form of encryption) used by a copyright holder to restrict access to its material;
- Prohibits the manufacture or offering of any device or service designed to defeat such protective measures;
- Makes no change to the "Fair Use" doctrine and expressly states that valuable activities based on the "Fair Use" doctrine (e.g., reverse engineering, security testing, privacy protection, and encryption research) do not constitute illegal "anti-circumvention";
- Exempts any OSP or carrier of digital information (including libraries) from copyright liability because of the content of a transmission made by a user of the provider's or carrier's system (e.g., the user of a library system or College network)
- Establishes a mechanism for a provider to avoid copyright infringement liability due to the storage of infringing information on an OSP's own computer system, or the use of "information location tools" and hyperlinks, if the provider acts "expeditiously to remove or disable access to" infringing material identified in a formal notice by the copyright holder.

Title 17 of the U.S. Code and more recently the Digital Millennium Copyright Act, 105 PL 304 also outline that it is illegal to distribute copyrighted music in any form, including digital mp3 files, without a license to do so from the copyright holder. It is a violation of College policies to use the campus network for illegal activities or in a manner that consumes capacity and services needed for instruction, research, and other core purposes. The *individual* using electronic resources (e.g., computers, campus network, Internet access, etc.) is responsible for adhering to all College policies and guidelines as well as all copyright and legal restrictions.

O. The 2002 Teach Act

The 2002 Technology, Education and Copyright Harmonization (TEACH) Act updates U.S. Copyright law to extend privileges for legally using copyrighted materials with distance education technology and clarifies terms and conditions under which educational institutions can use copyrighted materials in an online educational format without permission from the copyright owner.

TEACH allows instructors and students at an accredited, nonprofit educational institution to transmit performances and displays of copyrighted works as part of a course if certain conditions are met. If these conditions are not or cannot be met, use of the material must qualify as fair use or permission from the copyright holder(s) must be obtained. The provisions of the TEACH Act require certain administrative and technological restrictions on the distribution of copyrighted materials as well as education of instructors and students in copyright requirements.

Some of the key elements of the TEACH Act include:

- Limit access to copyrighted works to only those students currently enrolled in the class;
- Limit access for the time needed to complete the class session or course;
- Inform instructors, students, and staff of copyright laws and policies;
- Prevent further copying or redistribution of copyrighted works;
- Do not interfere with copy protection mechanisms;

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- Apply "Fair Use" doctrine to print and digital environments;
- Apply "Fair Use" doctrine even when there are no established guidelines for particular uses of copyrighted materials.

P. Summary of Penalties for Copyright Violation

Students and employees should be aware that unauthorized distribution of copyrighted material, including peer-to-peer file sharing, may subject them to civil and criminal liabilities.

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under Section 106 of the Copyright Act (Title 17 of the U.S. Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

In addition, students found to be in violation of copyright laws will be disciplined in accordance with the College's Code of Conduct found in the College catalog. Employees found to be in violation of copyright laws will be disciplined in accordance with the College's Employee Handbook.

Q. Legal Alternatives to Illegal Downloading

The College recommends students and employees utilize the information provided by Educause at their Legal Source of Online Content site at www.educause.edu/legalcontent to determine legal alternatives to illegal downloading or otherwise acquiring copyrighted material. The site is a regularly maintained and updated list of legal content sources for use by students and employees. Any questions about this information should be directed to the College's Copyright Agent.

R. Copyright and College Web Pages

Web pages hosted by Alabama Southern Community College are subject to all copyright policies. Any individual who wishes to post copyrighted materials on his/her web page or a College webpage is advised to secure, in advance, in writing, permission of the copyright holder and provide a copy of that documentation to the College's Copyright

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Agent. Anyone who posts copyrighted materials on his/her web page or a College web page without first securing and providing proof of permission from the copyright holder is individually liable for copyright infractions.

S. Copyright and Distance Education

Faculty and staff are encouraged to secure copyright permission, a license, or a legal basis for use of someone else's intellectual property without permission before using the material. Instructors involved in distance education may use copyrighted materials that meet the following as prescribed by the TEACH Act:

1. Avoid use of commercial works that are sold or licensed for purposes of digital distance education;
2. Avoid use of pirated works or works where it is otherwise known that the copy was not lawfully made;
3. Limit use of works to an amount and duration comparable to what would be displayed or performed in a live physical classroom setting;
For example, TEACH does not authorize the digital transmission of textbooks or coursepacks to students.
4. Supervise the digital performance or display, make it an integral part of a class session, and make it part of a systematic mediated instructional activity.
For example, instructors should interactively use the copyrighted work as part of a class assignment in the distance education course. The copyrighted work should not be an entertainment add-on or passive background/optional reading. Enrolled students may post to distance education class pages as long as there is actual supervision by the instructor.
Actual supervision does not require prior approval for posting nor does it require real-time or constant presence of the instructor.
5. Access to software tools provided by the College limits use to the students enrolled in the course, prevents downstream copying by those students, and prevents these students from retaining the works for longer than a "class session."
6. Notify students that the works may be subject to copyright protection and that they may not violate the legal rights of the copyright holder through the posting of the message below on all distance education class sites:

The materials on this course web site are only for the use of students enrolled in this course for the purposes associated with this course and may not be retained or further disseminated.

T. Student Works and Copyright

Faculty members should be aware that students own the copyright to their work, including papers and assignments they have completed; therefore student works are protected by copyright regulations. Faculty should have written permission from the student copyright holder to use their works. Any student work that is to be placed on reserve must be accompanied by the written and signed permission of the student to do so (specifying

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name, contact information, title of item[s], statement giving permission, and dates included).