

**ALABAMA SOUTHERN COMMUNITY COLLEGE
POLICIES AND PROCEDURES MANUAL
TABLE OF CONTENTS
Section VI**

Section VI: Faculty Policies, (Faculty Handbook)

Faculty Employment Policies.....	6.1
Duty Days	6.1
Employment of Full time Faculty	6.1
Contracts: Summer Employment.....	6.1
Guidelines for Policy Number 608.01: Instructor Load and Hours.....	6.2
Adjunct Instructors.....	6.3
Leave.....	6.3
Personal Leave	6.3
Professional Leave	6.3
Professional Development Leave	6.4
Sick Leave.....	6.4
Work Schedule Policy for Full-Time Faculty.....	6.4
Faculty Job Responsibilities	6.5
Instructor Load and Hours	6.5
Overload Classes.....	6.6
Faculty Rank Increases	6.6
Postsecondary Faculty Qualifications.....	6.7
Academic Freedom	6.7
Outside Employment of Instructors	6.8
The Students First Act	6.8
Probationary Instructors.....	6.8
Reassignments/Transfers of Instructors.....	6.9
Duties and Requirements of Full Time Instructors	6.10
Attendance Records	6.10
Class Time	6.10
Class Rolls	6.11
Field Trips.....	6.11
Final Examinations	6.11
Final Grades	6.12
First Class Session	6.12
Grade Assignment.....	6.13
Guest Speakers.....	6.14
Laboratory Courses.....	6.14
Mid-Term Grades.....	6.14
Syllabus.....	6.14

Faculty Role in Governance.....	6.15
Faculty Role in Curriculum Development, Review, and Approval.....	6.16
Courses.....	6.16
Curricula	6.17
Curriculum/Program Review	6.18
Other Faculty Policies and Information	6.18
Faculty Personnel Folder Requirements	6.18
Compensation	6.19
Student Surveys and Classroom Observations	6.19
Resources and Supplies.....	6.19
Keys	6.19
Orientation of New Faculty	6.20
Room/Equipment Changes	6.20
Faculty Messages.....	6.20
Intellectual Property Rights	6.20
Ownership of Materials.....	6.20
Rules of Intellectual Property for Students.....	6.21
Revenue Derived from Creation and Production of Intellectual Property.....	6.21
Copyright Information	6.22
General Information.....	6.22
Public Domain	6.23
Fair Use.....	6.23
Digital Millennium Copyright Act (DMCA).....	6.23
The 2002 Teach Act.....	6.24
Summary of Penalties for Copyright Violation	6.25
Legal Alternatives to Illegal Downloading.....	6.25
Copyright and College Web Pages	6.25
Copyright and Distance Education	6.26
Student Works and Copyright.....	6.26