



PROFESSIONAL EMPLOYEES

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ACADEMIC FREEDOM

The college is committed to the freedom of professional employees to investigate, to discuss, to publish, or to teach content in their discipline without censorship or restraint except for the restraint implied by the standards of professional ethics of the discipline involved. With this freedom professional employees assume the responsibility to keep in mind that the public may judge the teaching profession and Colby Community College by what the professional employee says on or off campus. For this reason, professional employees should strive to be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that he/she is not an institutional spokesperson.



APPOINTMENT OF PROFESSIONAL EMPLOYEES

The Board of Trustees reserves the right to accept or reject recommendations by the President for the appointment or reappointment of persons to the professional staff.

NEW PROFESSIONAL EMPLOYEES

A search is conducted in accordance with the college's commitment to equal opportunity and non-discrimination. The President will appoint a screening committee to interview selected applicants. Recommendations are given to the President, who submits a recommendation to the Board of Trustees for final appointment.



EVALUATION OF PROFESSIONAL EMPLOYEES

New Employees. Except as provided by K.S.A. 72-5445, all professional employees who are employed after June 1, 1991, during their first three consecutive years of employment at Colby Community College shall be deemed to be in a probationary status. Any contract with any such employee may or may not be renewed as the Board shall determine without further liability to either party. The reasons for the non-renewal shall be left to the discretion of the Board and shall not be subject to challenge, except that its decision shall not be based on legally impermissible grounds as provided by statute. Due process procedures and contract termination in the case of non-renewal or termination of a probationary employee shall be in accord with K.S.A. 72-5436 to 72-5437 and 72-5446, as amended. A professional employee on probationary status shall have no rights based on length of employment at the college, but during employment shall be entitled to the same economic benefits that are provided for other professional employees.



FACULTY CREDENTIALS FILE

Each full-time professional employee has one personnel and one payroll file. The President and the vice presidents share the professional employee's file containing application information, credentials, honors, awards, evaluations, other academic information, and correspondence.

Any professional employee's payroll and personnel files shall be open to the inspection of the employee during normal business hours, according to the **Kansas Open Records Act**. At the written request of the professional employee, a representative of the Faculty Alliance may inspect the employee's file. The professional employee shall have the right to respond to all materials contained in said file. Such response shall become part of the file. The files are located in the administrative office building.

MASTER AGREEMENT

For more details regarding faculty rights and limitations, please see the **Master Agreement**.

Negotiations shall cover only topics that are mandatorily negotiable under current law. The board reserves the right to negotiate any topic the board deems in the best interest of the college.



OFF-CAMPUS TRIPS

College-Approved Field Trips. Field trips may be approved by the appropriate administrator when reasonable educational objectives can be established. Advance requests for off-campus trips including transportation and other resource needs shall be submitted by the instructor to the appropriate staff.

Non-Sanctioned Off-Campus Trips. Non-sanctioned field trips organized by employees acting as independent contractors/agents involving students on a volunteer, self-supporting basis are not approved by the board and are not considered a part of the curriculum. Total responsibility for privately planned off-campus trips or tours rests with the individual(s) and sponsoring agency. The college assumes no legal or financial responsibilities for non-sanctioned field trips. Every attempt should be made to schedule non-board approved trips during weekends and/or vacation periods. If travel arrangements necessitate that some instructional days are missed, normal procedures for staff and student absences must be followed.

If recruitment of students is sought through the college, the request for recruitment shall be made in accordance with those of private citizens. Recruitment efforts may occur during class time or the employee's work day.



ONLINE COURSE PROCTORING POLICY

Procedure:

1. The Colby Community College faculty has the option to randomly select or designate students to take an exam, final exam, quiz, or other assessment in each course with an acceptable proctor.
2. If an assessment must be proctored for any purpose, the student is responsible to arrange for a proctor. The student must arrange for a proctor according to the following guidelines:

Acceptable Proctor Sites:	List of Potential Proctors:
Colby Community College Library	Comprehensive Learning Center personnel (proctoring available on-campus or online)
College or university	Accredited college or university administrator, designated testing administrator, faculty and/or instructors
K-12 schools	K-12 school counselor or administrator
Public library	Certified librarian
U.S. military bases	Testing Control Officer/Unit Education Officer
Educational Service Centers	Center personnel
Commercial Learning and/or Testing Centers (i.e. Sylvan Learning Centers)	Center personnel
ProctorU	Center personnel

Excluded from approval as proctors:

- Relatives
 - Employers, supervisors, co-workers
 - Neighbors
 - Friends
 - Clergy
 - Athletic department staff (director, assistant director, coaches, athletic department advisors, etc.)
3. Students are required to complete the Colby Community College Proctor Agreement and Completion Form and submit to the instructor by the due date determined by the instructor for each course. (SEE ATTACHED COLBY COMMUNITY COLLEGE PROCTOR AGREEMENT AND COMPLETION FORM.)
 4. When the proctor is approved, the instructor will email or fax the approved proctor with instructions regarding test administration. (SEE ATTACHED COLBY COMMUNITY COLLEGE PROCTORED EXAMINATION INFORMATION FORM.)
 5. On the day of testing, the student must arrive at the test site with a photo I.D. and all materials allowed by the instructor.
 6. Exams, quizzes, or other assessments will be accessed directly through the student’s course. The proctor will verify the assessment prior to the student taking the exam. The student will be responsible for submitting the completed final assessment to the faculty member.



7. Upon completion of the proctored assessment, the proctor will complete and sign the bottom of the Colby Community College Proctor Agreement and Completion Form and return all pages of the form directly to the instructor.
8. The instructor will maintain the Colby Community College Proctor Agreement and Completion Form for one semester following the final assessment.



PROFESSIONAL EMPLOYEES

PERTINENT FORMS

Proctor Agreement and Completion Form

**COLBY COMMUNITY COLLEGE
PROCTOR AGREEMENT AND COMPLETION FORM**

***(THIS FORM IS TO BE COMPLETED BY THE PROCTOR AND SENT DIRECTLY TO
THE INSTRUCTOR)***

The integrity of the Colby Community College examination process is crucial to our ongoing commitment to course quality and student learning. To ensure the integrity of this process, we carefully review the credentials of prospective proctors. **Please note that we will not be able to process this form unless the proctor's business e-mail address is included on this form.** When an individual is approved as a proctor, s/he represents Colby Community College and is responsible for the examination process.

Proctor agrees to the following responsibilities:

- Secure the examination until it is accessed in the proctor's presence at the beginning of the examination session.
- Verify identify of the student who is taking the proctored assessment by checking an accepted photo I.D.
- Provide a quiet, well-lighted area free from noise and distraction and within supervisory distance of the proctor. ***Proctoring at a home address is not permitted.***
- Verify time limits and use of approved instructional materials permitted during the examination process.
- Ensure prompt return of proctored assessment, ***all*** pages of the Colby Community College Proctor Agreement and Completion Form, and any other materials as requested by the instructor.
- If there is improper conduct on the part of the student or any evidence that the examination process has been violated, the proctor is responsible for terminating the exam, confiscating exam materials and contacting the instructor of the course immediately.

Technical Assistance: In the event there are any technology issues with the Colby Community College website or any of the course features that involve the proctored assessment, the proctor or the student should immediately call the ***Helpdesk (eCollege)*** at ***1-866-365-8326***. ***Proctors or students calling the Helpdesk will need to identify themselves as EduKan proctors or students at Colby Community College.*** You will need to describe the problem and identify the system that the student is working on. If the technology issue cannot be solved at the present time, the proctor must notify the instructor.

**COLBY COMMUNITY COLLEGE
PROCTOR AGREEMENT AND COMPLETION FORM**

PLEASE TYPE IN THE REQUIRED INFORMATION BELOW:

I understand and agree to carry out the responsibilities of an examination proctor in accordance with the requirements stated above for:

To Be Completed by the Student:

Student Name:	
Student's Phone Number:	
Student's Email Address:	
Course No. & Title:	
Semester & Course Section #	
Instructor Name:	
Instructor's Business Phone:	
Instructor's Email Address:	
Instructor's Fax Number:	

To Be Completed by the Proctor:

Proctor's Name:	
Title:	
Institution/Company Name:	
Institution/Company Address:	
City, State, Zip:	
Business Phone:	
Business E-mail Address:	
Business Fax Number:	

PROCTOR COMPLETES AND RETURNS ALL PAGES OF THE FORM TO INSTRUCTOR AFTER PROCTORING SESSION

Student presented photo I.D. prior to exam	Yes		No	
If no, what form of I.D. was presented?				
Date test was administered				
Time test was administered				

Notes or comments on test administration:

I certify that this exam was taken under the conditions outlined in the Colby Community College proctoring policy. I understand that the following are excluded as proctors: family/relatives, employers/supervisors/co-workers, neighbors, friends, clergy, athletic department staff (director, assistant director, coaches, athletic department advisors, etc.). I certify that I qualify as a proctor under the Colby Community College proctoring policy.

Proctors Signature:	Date:

**COLBY COMMUNITY COLLEGE
PROCTORED EXAMINATION INFORMATION FORM**

(THIS FORM IS TO BE COMPLETED BY THE INSTRUCTOR AND SUBMITTED TO THE PROCTOR PRIOR TO THE STUDENT TAKING A PROCTORED EXAMINATION.)

Student Name:	
Student's Phone Number:	
Student's Email Address:	
Course No. & Title:	
Semester & Course Section #	
Instructor Name:	
Instructor's Business Phone:	
Instructor's Email Address:	
Instructor's Fax Number:	
Exam Password:	
Exam Time Limit:	
Textbook Allowed: Yes or No	
Notes Allowed: Yes or No	
Calculator Allowed: Yes or No	
Dates Proctored Assessment will be available:	
Additional Directions:	