

POLICY MANUAL



COLBY
COMMUNITY COLLEGE

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.

EVALUATION OF PROFESSIONAL EMPLOYEES

New Employees

All Professional Employees who are employed during their first three consecutive years of employment at Colby Community College or during their first two consecutive years of employment at Colby Community College after prior Professional Employment in Kansas higher education shall be deemed to be in a probationary status. Any contract with any such employee may or may not be renewed during this probationary period 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. 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, one payroll, and one medical benefits file (includes medical, KPERs, marriage license, children's birth certificates).

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 Human Resources office.

[Updated March 2019]

MASTER AGREEMENT

Negotiations is subject to the Professional Negotiation Act (KSA 72-2218 et seq).

The Professional Negotiation Act provides "...that notices to negotiate on new items or to amend an existing contract must be filed on or before March 31 in any school year by either party; such notices to be in writing and delivered to the chief administrative officer of the Board of Education or to the representative of the bargaining unit and containing in reasonable and understandable detail the purpose of the items desired."

For more details regarding professional employee rights and limitations, please see the [Master Agreement](#).

[Updated March 2019]

NEW PROFESSIONAL EMPLOYEES

A search is conducted in accordance with the college's commitment to equal opportunity and non-discrimination. The Director of Human Resources will appoint a hiring committee consisting of the Division Chair and at least one faculty and one staff member upon approval of the President. Recommendations are given to the President, who submits a recommendation to the Board of Trustees for final appointment.

[Updated March 2019]



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.



PROCTORING

1. The Colby Community College faculty has the right to select an exam, quiz, or other assessment to be proctored in each course.
2. The student will be responsible for arranging a proctor according to the following guidelines:

Acceptable Proctor Sites:	List of Potential Proctors:
HF Davis Memorial Library, Student Support Services – Colby Community College	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 instructors, counselors, testing center personnel, and/or administration
Public library	Librarians and/or testing center personnel
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
RPNOW	Center personnel

Excluded from approval as proctors:

- Family/relatives
- Employers/supervisors/co-workers
- Neighbors
- Friends
- Paraprofessionals
- Teaching assistants
- College athletic department staff (director, assistant director, coaches, athletic department advisors, etc.)



3. Students will be required to complete the student section of the Colby Community College Proctor Agreement Form (Form 1) and submit it to the proctor. The proctor will complete the proctor section of the form and submit it directly to each course instructor for approval.
4. Once the proctor is approved, the instructor will email the access code (exam password) and instructions regarding test administration prior to the examination.
5. On the day of testing, the student must arrive at the testing site with a photo I.D. and any materials allowed by the instructor.
6. Exams, quizzes, or other assessments may be accessed directly through the student's course or given by hard copy. The proctor will verify the assessment prior to the student taking the exam. If a physical copy is used, the proctor will submit it directly to the instructor.
7. Upon completion of the proctored assessment, the proctor must complete the Colby Community College Proctor Completion Form (Form 3) and email it directly to the instructor.
8. The instructor will maintain the Colby Community College Proctor Agreement Form (Form 1) and Proctor Completion Form(s) (Form 3) for at least one semester following the conclusion of the course.
9. Additional actions related to scheduling, cancellation, and calculator use specific to HF Davis Memorial Library or other proctoring services will be followed if selected as proctoring site.
10. Students with disabilities requesting testing accommodations should notify Colby Community College Disability Services by emailing disability@colbycc.edu. Instructors will receive a student Disability Disclosure with allowable accommodations if request is approved.
11. The instructor reserves the right to discontinue the use of a proctor.

[Updated November 2018]



APPENDIX

Proctor Agreement and Completion Forms



**COLBY COMMUNITY COLLEGE
PROCTOR AGREEMENT FORM (FORM 1)**

(THIS FORM IS TO BE COMPLETED BY THE PROCTOR AND EMAILED DIRECTLY TO THE INSTRUCTOR BY THE DUE DATE)

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 listed.** When an individual is approved as a proctor, said individual represents Colby Community College and is responsible for the examination process.

Proctor responsibilities:

- Maintain exam and access code confidentiality
- Verify the student's identity by checking a government issued photo I.D or CCC photo I.D.
- Provide a quiet, well-lit area free from distraction and within the immediate vicinity of the proctor. Proctors must be able to visualize the student's screen if the student is taking an online assessment. Cell phones and tablets are not permitted. ***Proctoring at a home address is not permitted.***
- Verify time limits and use of approved instructional materials permitted during each examination process.
- Ensure prompt return of proctored assessment, the Colby Community College Proctor Completion Form (Form 3), 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.

I understand and agree to carry out the proctoring responsibilities in accordance with the requirements stated in the Colby Community College Course Proctoring Policy for:

To Be Completed by the Student:

Student Name:	
Student's Phone Number:	
Student's Email Address:	
Course Number(s) and Section(s):	
Semester:	
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 Email Address:	
Business Fax Number:	

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 Colby Community College IT department at 785-460-5541 for technical assistance. 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.

Proctor Signature: _____

Date: _____

**COLBY COMMUNITY COLLEGE
PROCTORED EXAMINATION INFORMATION FORM (FORM 2)**

(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 Email Address:	
Course Number & Title:	
Course Section Number:	
Semester:	
Instructor Name:	
Instructor's Business Phone:	
Instructor's Email Address:	
Instructor's Fax Number:	
Name of Assessment:	
Access Code/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:	

**COLBY COMMUNITY COLLEGE
PROCTOR COMPLETION FORM (FORM 3)**

PLEASE TYPE IN THE REQUIRED INFORMATION BELOW:

Student Name:	
Course Number & Title:	
Course Section Number:	
Semester:	
Name of Assessment:	
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 Email 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				
Location 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, paraprofessionals, teaching assistants, 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.

Proctor's Signature:	Date: