

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.

[Reviewed Nov. 2022]

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.

[Reviewed Nov. 2022]

EMPLOYEE PROBATION AND EVALUATION OF PROFESSIONAL EMPLOYEES

All Professional Employees who are employed during their first three consecutive years 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.

[Revised March 2023]



FACULTY CREDENTIALS FILE

Each full-time professional employee has one personnel, one payroll, and one medical benefits file (includes medical, KPERs, and marriage license).

According to the Kansas Open Records Act, any professional employee's payroll and personnel files shall be open to inspect the employee during normal business hours. At the professional employee's written request, a Faculty Alliance representative 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 May 2023]

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 faculty rights and limitations, please see the [Master Agreement](#).

[Updated March 2020]

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]



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]



STUDENT TRAVEL AND FIELD TRIPS

A field trip is an educational off-campus excursion that is part of a credit-bearing academic course or program. Colby Community College recognizes two types of field trips: mandatory and optional. A mandatory field trip is linked to course learning objectives, noted in the syllabus and/or course catalog description, and a student must have special permission regarding absence. Optional field trips may or may not be listed in the syllabus and cannot negatively impact a student's grade if the student chooses not to participate. All field trips, whether mandatory or optional, are College-sponsored events and, as such, all relevant College policies and state and federal laws apply to field trip participants. This policy applies to mandatory and optional field trips unless otherwise noted.

A Trip Coordinator (usually the instructor of record) must be identified in writing prior to every field trip. For example, the Trip Coordinator can be listed in the syllabus or class materials distributed to students about the trip. The Trip Coordinator oversees field trip logistics, provides transportation options to participants, collects participant emergency contact information, accompanies participants to the site, and enforces compliance with College policies by all persons participating in the field trip as expected in the traditional classroom setting.

Field trips and field trip objectives should be communicated with students as soon as possible and include events logistics, including but not limited to the field trip's date, time, and location. Before the field trip, the Trip Coordinator will instruct the field trip

participants on the nature of the activities they will undertake, including any significant potential risks to participate. Instructors are encouraged to keep field trips within the bounds of scheduled class time. Should a trip extend beyond the bounds of scheduled class time, the instructor is responsible for providing documentation for students to submit to their other instructors concerning the student's participation in the field trip.

The Trip Coordinator and field trip participants are expected to adhere to all College policies while participating in field trips, including the Employee Policies and Procedures and the Student Handbook/Code of Conduct.

The College is not responsible for any lost or damaged personal property while partaking in a College-sponsored field trip.

The Trip Coordinator must report any vehicular accident involving a third-party bus, a state vehicle, or a rental vehicle within 48 hours to the CCC Business Affairs Department.

All work-related accidents or other incidents must be reported by the individual involved to the supervisor, Human Resource Management, and, if applicable, the Office of Civil Rights & Title IX within 24 hours of the incident.

While engaged in a field trip, faculty may enforce the provisions of this Field Trip Policy by withdrawing or limiting privileges or, in the event of repeated violations, by excluding the offending person from further participation and arranging to return the offender to the campus. Should this occur, the return transportation cost will be the offender's responsibility.

[Revised December 2023]



WEAPONS

The Weapons Policy applies to all Colby Community College (CCC or “College”) students, employees and visitors and can be found in the [General Employment Policies](#) section of the college policy manual.

APPENDIX

[Proctor Agreement and Completion Forms](#)

