



KIRKWOOD FACULTY HANDBOOK

4-4-2024

www.kirkwood.edu

Welcome to Kirkwood

I am thrilled to welcome you as a member of our dynamic faculty at Kirkwood Community College. Your addition to the team marks the beginning of an exciting chapter, not only in your professional careers but also in the ongoing story of our institution.

You are joining a community deeply committed to fostering a supportive and innovative educational environment. We pride ourselves on our dedication to student success and the pursuit of academic excellence. As a faculty member, you are vital to these endeavors, bringing fresh perspectives, diverse expertise, and a passion for teaching that enriches our learning landscape.

Every academic year presents new opportunities for growth, collaboration, and significant impact in the lives of those we serve. I encourage you to take full advantage of the resources and support systems our college offers. Engage with your colleagues, participate in our vibrant community, and contribute to our shared mission of making a significant difference in the lives of our students.

I am confident that your contributions will be instrumental in driving the success of our students and our college forward. We are excited to see the ways in which your unique talents and ideas will flourish here.

Once again, welcome to Kirkwood. We're very glad you're here.



Warm regards,

A handwritten signature in black ink that reads "Kristie Fisher". The signature is written in a cursive, flowing style.

Dr. Kristie Fisher
President

Hello Faculty Colleagues

Kirkwood's most important work is in teaching and learning. We have a strong commitment to instructional excellence and to assisting faculty growth professionally in both your subject area and your teaching techniques by providing the tools, professional development opportunities, feedback, and support you need. Thank you for your contributions to helping students meet their educational goals.

This handbook provides both full-time and adjunct faculty members with key information regarding college policies and procedures related to instruction. Deans, Associate Deans, and Center Directors may provide additional information that will assist you with campus issues. In order to keep the handbook current, a systematic review will be conducted periodically by the Faculty Handbook committee.



Best,

A handwritten signature in cursive script that reads "Jennifer Bradley".

Jennifer Bradley
Vice President Academic Affairs

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Kirkwood Community College Vision

To be the community college leader in regional, national, and global education.

Our College Mission and Values

Kirkwood Community College ensures access to quality education, training, and lifelong learning with clear educational pathways that provide opportunities and support for all students to succeed.

Kirkwood's values are:

· Respect · Excellence · Responsibility · Diversity, Equity, Inclusion

The Academic Affairs Purpose Statement

To inspire and support learning--

A Brief Description of Kirkwood

Kirkwood Community College is a public, comprehensive community college accredited by the Iowa Department of Education and the Higher Learning Commission. Consistent with Kirkwood's mission of bringing accessible education to as many people as possible, classes are offered days, evenings and weekends at the main campus in Cedar Rapids, the Iowa City location, the Linn Regional Center in Hiawatha, the Kirkwood Regional Center at the University of Iowa in Coralville, the Jones County Regional Center and the Washington County Regional Center. County Centers include sites in Vinton and Williamsburg. Additionally, classes are offered as online learning options for students with time and place constraints, including four degrees that can be completed entirely online. High School Completion offers Adult Basic Education programs, high school completion programs, and HiSET test preparation in addition to oversight of the programs offered through corrections facilities in our region. Altogether, Kirkwood offers over 140 degrees, diplomas, and certificates, and serves Area 10—a seven county region.

With more than 17,000 students enrolled annually, Kirkwood is the fourth largest institution of higher education in Iowa. Founded in 1966 and charged with the responsibility to be a comprehensive community college, Kirkwood has a full range of programs in career education, as well as arts and sciences. In addition, the community education component is extensive, serving nearly 53,000 members of our region every year. Economic development services provide customized training programs for area business and industry, and many opportunities for professional and personal development are available throughout the year. Kirkwood employs a diverse and dedicated staff composed of more than 250 full-time faculty, over 500 full-time administrators/support staff, more than 300 non-faculty part-time employees, and nearly 400 adjunct faculty.

DEGREES OFFERED

Kirkwood awards the following degrees in a wide range of programs, which can be completed in two years:

- Associate of Arts (A.A.)
- Associate of Science (A.S.)
- Associate of Applied Arts (A.A.A.)
- Associate of Applied Science (A.A.S.) · Diplomas and certificates (require fewer credit hours than an associate degree and have shorter completion times) See www.kirkwood.edu/programs for details and programs of study.

STUDENT PROFILE

- The average age of students for the 2022 Reporting Year is 21.
- 79 percent of the student population attends college part-time.
- 45 percent of our new students come to Kirkwood directly from high school.
- 70 percent of all Kirkwood students are age 21 or younger; 5 percent are age 40 or older.
- 44 percent of our students work at least 21 hours a week.
- 56 percent of our students are women.
- 18 percent of our students transfer their Kirkwood credits or degrees to a four-year college or university within 150% normal completion time of their program.
- More than 76 percent of our students are awarded some financial aid through the college.
- More than 1,926 students receive associate degrees, diplomas or certificates from Kirkwood each spring.
- Kirkwood's 166 international students came from 46 different countries in 2021/2022.
- 85 percent of Kirkwood graduates from the past four years still live in Iowa.

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GENERAL FACULTY TEACHING INFORMATION

ACCOMMODATION SERVICES FOR STUDENTS WITH DISABILITIES

At the college level, students who need academic accommodations must self-identify. To receive accommodations at Kirkwood, students must complete an application at www.kirkwood.edu/accommodations. This site provides all the information related to academic accommodations.

ATTENDANCE AND ADMINISTRATIVE WITHDRAWAL

Students who are reported as not having attended class will be administratively withdrawn on the last day for a 50% refund in the class or as soon as the nonattendance grade is reported. For more information, please see Attendance Reporting and Administrative Withdrawal for Faculty.

CAMPUS FACULTY COMMITTEES AND ORGANIZATIONS

Service to the college is an important expectation of employment, and the college has a number of institution, area, and department committees and work teams. Please contact your dean to find out how you might contribute to the decision making processes of the college.

CHANGE IN CLASS LOCATION

No change in class location can be made without prior approval of your dean.

ACADEMIC INTEGRITY POLICY

The academic integrity policy is located in the College Catalog.

<https://www.kirkwood.edu/catalog/current/academic-integrity-procedure.htm>

The Academic Integrity Policy Violation Report is located at:

[Academic Integrity Policy Violation Report](#) (maxient.com)

You should discuss the meaning of academic integrity with your class well before the first test or written assignment is due, and point students to available resources on the Kirkwood Library website. Kirkwood students are responsible for authenticating any assignment submitted to an instructor. Encourage students to keep copies of all written drafts, make photocopies of research materials, write summaries of their research materials, keep Writing Center receipts and/or keep logs or journals of their work.

For either cheating or plagiarism, the first offense can result in failure of the assignment and must include completion of the Academic Integrity Policy Violation Report, the link is above. Also found in KIN > Employee Information > Employee Forms Plus > A > Academic Integrity Policy Violation Report.

This notification is important because a record of any type of academic integrity must include completion of the Academic Integrity Violation form found in KIN. If at any time in their Kirkwood career a second offense occurs, the consequence is failure of the course. An eventual third offense results in suspension from the college.

STUDENT FEEDBACK SURVEY

Student feedback is a formative process that is intended to help faculty understand student perceptions of their classroom/online experience. The process should be to use student feedback as one part of a faculty professional development strategy, and the feedback should be discussed with colleagues and supervisors.

The College uses the data collected from the Student Feedback Survey to inform professional development activities, compare student perceptions of the same course across locations and instructional modalities, and to provide an ongoing institutional measure of student perceptions and satisfaction. Individual faculty feedback is only made available to the faculty member and supervisor in order to maintain confidentiality. Aggregate data is shared to inform professional development activities and to measure teaching and learning student satisfaction.

CLASSROOM AND FACULTY/STUDENT SAFETY

Kirkwood is committed to maintaining safe Campuses and Centers so that students and faculty may focus on learner success without fear or concern for their safety. To that end, faculty need to be aware of the following best practices.

- I. Before the beginning of each semester, survey your classroom and building surroundings. Think ahead as to what you would do in an emergency to keep yourself safe and to provide action steps for your students or colleagues. This includes office areas, hallways and classrooms, and identify the closest office to contact in case of an emergency.
- II. In the case of a serious conflict or student disruption where you feel the situation is inappropriate or not in your total control, follow these steps.
 1. Deal with the incident
 1. Request that the student stop the specific behavior.
 2. If the behavior does not cease immediately, ask the student to leave the area.
 3. If the student refuses, contact Public Safety **319-398-7777**.
If an immediate emergency, contact #911 and follow-up with Public Safety as soon as possible.
 4. If the incident is threatening to you or students and the individual refuses to leave, dismiss the class, leave the area, and move away from the threat.
 2. Once the threat is resolved and the situation is safe.
 1. Notify your immediate supervisor.
 2. Your immediate supervisor will notify the Executive Dean of Students (#5584) by phone of the incident. (Cell number: 319-721-2885)
 3. Call the Dean of Students directly if your immediate supervisor is not available.
 4. If your supervisor or the Dean of Students is not available, call VP, Student Services (#4977).
- III. Threat Assessment Team—the college has a group that will evaluate student risk using a variety of resources. If you have a concern about a student's actions that are not disruptive to the classroom environment, you may request an assessment of the student. Contact the Dean of Students office.
- IV. In all cases, Systematic updates will be shared with those involved by the immediate supervisor. After the incident is investigated and resolved, the faculty member will be notified of the resolution such as suspension, dismissal, and return to class.

CLASSROOM SECURITY

Classrooms are usually locked or unlocked by custodial staff. In some instances, special security is required for laboratories or shop rooms with expensive equipment. Please discuss any questions or problems related to acquisition of keys with your dean.

Every classroom is equipped with a key under the top of the instructor station. In a threatening situation, the key can lock the door from the inside so that faculty and students can shelter in place until the threat is diminished. Emergency procedures are described in the Emergency Action Snapshot posted on the wall beside the entrance door.

COMPUTER FACILITIES

Nielsen Hall was designed to meet the needs of students and faculty by providing state-of-the-art computing equipment and support services. The Allsop Computer Lab is located at 131 Nielsen Hall, where students and employees can use computers and printers, and get help with basic computer software applications. For more information, go to www.kirkwood.edu/computerlab. Computers and printers are also available at the Main Campus Library, located in Benton Hall.

On the Iowa City Campus, the computer lab is part of the Iowa City Campus Library, in room 107 of the Credit Center Building. Students and faculty may use computers, printers, or copiers, and get help with basic computer software applications.

COURSE OUTLINE

The course outline is used to document course competencies and objectives. The document is used for articulation and transfer and does not contain classroom management details.

COURSE SYLLABUS

Faculty should use the institution's syllabus template when creating their course syllabi each semester. Using the template ensures the faculty are providing the most current policies and links to resources for students. See your Dean, Associate Dean, or Director for more information about requirements or recommendations specific to your department or course. Faculty must cover the stated course student learning outcomes in every section of the course regardless of location or delivery method and may not alter those outcomes. This consistency is key to course sequencing and crucial to articulation, accreditation, and student success.

ENGLISH LANGUAGE ACQUISITION (ELA)

The ELA course sequence is designed to help students gain English proficiency. Students who are required to enter the ELA course of study must complete all mandated ELA subjects/levels prior to enrolling in most other college credit courses.

FACULTY OFFICE HOURS

The need for faculty office hours is predicated on the belief that regularly scheduled availability of faculty facilitates communication and collaboration with staff and peers, and most importantly provides access for students. Prioritizing the interaction between faculty and students during office hours, departments will attempt not to schedule ad hoc department activities to conflict with established office hours. Simultaneously, faculty will limit the cancellation and/or rescheduling of office hours to provide consistency in availability to students. Any rescheduling of office hours must be preapproved by the Dean and communicated to students and must occur within 5 days of the missed time. Sick time should be taken for office hours missed due to illness. Excessive rescheduling may result in the request to use personal days for the absence.

Full-time faculty are expected to hold a minimum of five office hours a week, scheduled over a minimum of three days. Office hours shall match the modality and/or location of the faculty's course load (i.e. to match teaching location or a morning, afternoon, evening, or weekend teaching schedule) with a minimum of two face to face office hours on two separate days on a Kirkwood campus/center where teaching load is assigned. Faculty will provide a Zoom option by appointment corresponding with face to face office hours to allow students to access faculty in person or virtually. Office hours can be held in a minimum of thirty minute increments.

Office hours, including corresponding Zoom links for virtual hours, should be submitted to the faculty member's department, included in their syllabi, and clearly posted in their Talon shell and on their office door. The use of the Outlook calendar and Calendly is highly encouraged for ease of student scheduling. Faculty holding office hours at an alternate location where students need assistance (i.e. studio, lab, shop, etc.), should indicate that information with the posted hours.

Adjunct faculty should have times noted in their course syllabus when they will be available to colleagues and students along with the location or the best contact method.

FACULTY RESPONSIBILITIES

Providing active and engaging learning opportunities is important as is assessing student learning in both formative and summative ways. Some basic job expectations would include the following.

- Meet all classes as assigned.
- Understand the role of a community college in serving students and community.
- Arrange learning experiences in accordance with students' needs and abilities.
- Follow the approved course outline.
- Provide each student with a course syllabus, required readings, attendance policy, examination dates and method(s) of evaluation and grading, and other requirements for the course.

- Post course syllabus and maintain a current gradebook in Talon.
- Provide resources to help students learn.
- Assess student learning often in both a formative and summative manner.
- Contribute to the college and your discipline by collaborating with other faculty and offering your service to the college.

Expectations are clearly defined in the Faculty Performance Review form on KIN under

Employee Information > Employee Forms Plus > Performance Review and Goal Setting – FT Faculty.

<https://kin.kirkwood.edu/kcc/forms/default.aspx?Group=P>

FINAL EXAM - FINAL GRADES - FINAL PAPER RETURN

The Final Exam schedule is available at www.kirkwood.edu/calendar.

Final exam dates and times should be included in your course syllabus and frequently announced to students as they are often not exactly the same as the regular semester class time.

Classes must meet during the scheduled final exam day and time. Changes must have prior approval of the dean. Summer sessions have no finals week and final exams are given on the last scheduled day of class.

NOTE: If the instructor chooses to give a make-up exam and cannot be present to personally monitor the session, arrangements can be made for the Test Center to administer the exam. Papers which cannot be returned on the last day of class should be returned to students with the student providing a self-addressed, stamped envelope. **Under no circumstances should graded papers be placed in boxes in such a way that other students might have access to them, nor should they be left in the departmental office area. Additionally, grades should not be posted on a wall or office door as this is a violation of FERPA. Also see “Grade Posting and FERPA”.**

If final exam week is suspended by Academic Affairs, courses will meet during the final exam week following the normal class schedule.

FIRE

Upon hearing the fire alarm, exit students from the classroom immediately using the stairs closest to the classroom. Do not use elevators. Return to the classroom only when the “all clear” is given.

FINANCIAL AID ATTENDANCE REPORTING

Attendance reporting for financial aid is due as soon as the first class meeting has occurred and must be kept up to date as students join a class late.

For specific instructions please see **Attendance Reporting and Administrative Withdrawal for Faculty**.

GRADING

All students in a section are to be assigned A through F, or I, grades. If the course itself is designated as a pass/fail course, assign all students a P, Q or I grade. For questions related to grading standards by course or discipline, contact your dean, associate dean, or director.

GRADING APPEALS

For information about grade appeals, see the description in the Student Handbook.

www.kirkwood.edu/catalog/current/final-grade-appeal-procedure.htm

GRADES - FINAL GRADE SUBMISSION REQUIREMENTS

Final grades are due for all classes, regardless of delivery format, by midnight of the third calendar day after the completion of the course. No grade should be left blank.

Midterm grades are due at the midpoint of the scheduled class duration. Letter grades may be awarded or if not enough student work has been submitted to evaluate the grade level, a P (pass) or Q (failure) may be entered.

Midterm and Final grades are submitted via Eaglenet at www.kirkwood.edu/eaglenet.

GRADE CHANGE FORM

In the case where you need to replace an "I" grade or change a letter grade, a Grade Change form needs to be processed. Go to KIN > Employee Information > Employee Forms Plus > Grade Change form.

<https://kin.kirkwood.edu/kcc/forms/default.aspx>

GRADE POSTING AND FERPA

The public posting of grades, either by the student's name, institutional student ID number [K number], or social security number, without the student's written permission is a violation of FERPA. This includes the posting of grades to a class/institutional Web site and applies to any public posting of grades for students taking distance education courses.

Note: FERPA training is required for faculty and available in Talon. Additional information for faculty, parents and students is located at: www.kirkwood.edu/ferpa

Other Acceptable Methods for Notifying Students of their Grades:

Talon. Students can see their grades in Talon immediately after being posted in the Grade Book. Students only see their individual grades and they must authenticate by logging into the Talon shell. This ensures privacy and consistency with FERPA requirements.

Via U.S. mail. Students who don't have internet access to EagleNet might provide a pre-addressed, stamped envelope to the instructor. The student writes the course and section on the front of the envelope. The instructor records the grade on the inside flap of the envelope, seals the envelope, and mails it to the student when grades have been determined.

Via email, only if it is sent to the institutional account and only contains grade information for the individual student. Non-public educational data should never be sent to non-institutional assigned accounts, since there is no way to verify the authenticity of the end user. The institution would be held responsible if an unauthorized third party gained access to a student's education record through any electronic transmission method where the institution did not take measures to secure that transmission.

Text message, only if it is sent through the approved software within the Talon Shell.

INCOMPLETE GRADES

A student who is unable to complete a segment of the assigned work for a course because of extenuating circumstances may request being assigned the grade of "I" (Incomplete). In such cases, the instructor and the student must complete an Incomplete Grade Agreement form <https://kin.kirkwood.edu/kcc/forms/default.aspx> documenting course requirements remaining and the date by which they must be completed. This date and the incomplete grade must be entered in EagleNet.

See the description in the Student Handbook.

<http://www.kirkwood.edu/catalog/current/incomplete-grades.htm>

The maximum time a student is permitted to carry an incomplete grade on his or her record is one year. After the agreed upon date, in the absence of any alternative grade being assigned by the instructor, the "I" grade will be changed to "F". When the student completes the course requirements, a Grade Change form should be completed and sent to your dean.

<https://kin.kirkwood.edu/kcc/forms/default.aspx>

KIRKWOOD STUDENT LEARNING OUTCOMES

The Kirkwood Student Learning Outcomes (KSLO) represent the desired outcomes for all students who complete a two-year degree program (A.A., A.S., or A.A.S.). See https://www.kirkwood.edu/pdf/uploaded/1433/kirkwood_student_learning_outcomes.pdf

LATE REGISTRATION POLICY

After a class's first meeting, faculty signatures are required to add the class via the Late Registration form. Students may withdraw from a class online using EagleNet up to 90% of the course or previous Friday. *Permission from the instructor is not required, but discussion with the instructor is encouraged.*

Late registrations require the signature of the instructor. If the added course would overload the section or overload the student, the dean's signature is also required.

As soon as a late registered student appears on your roster and attends one class meeting, **you must report that attendance with an H (see "Grades Due" section).**

Students may withdraw from one class or their entire enrollment any time up to 90% of the term or the previous Friday. A grade of "W" is assigned for courses dropped after the 100% refund period. Students failing to follow official withdrawal procedures will receive an "F" grade (or Q in a pass/fail class). In cases of tragedy (death, severe illness or disability), Student Services can initiate a withdrawal for students. Petitions for policy waiver must be submitted with documentation to the Student Services check-in, 319-398-7600.

MAINTENANCE OF CLASSROOM

Faculty and students are urged to keep classrooms clean and free from litter. Recycling containers and trash receptacles are available in all classroom areas. The use of any tobacco products is prohibited in all Kirkwood facilities. Only service animals are allowed in campus buildings. Food and drink are forbidden in many areas. Please check signs for specific restrictions. Please return furniture to the original location and clean white boards at the end of each class session. If you have an issue with a classroom, you can put in a Facilities/Maintenance Request to request the repair or change.

<https://assetessentials.dudesolutions.com/KirkwoodCC/Home/Index>

MISSING CLASS – FACULTY

If for some reason you need to be absent or late to class, you should contact your dean, associate dean, or director and/or their designee, and if at all possible, your students. You may post an announcement in Talon, send a mass email, or use Remind to notify students.

In the case of a planned or foreseen absence and as possible, faculty should work with their dean, associate dean, or director to secure a substitute instructor for missed classes. If a substitute is not available, faculty may make up missed classes by designing active learning projects that may be completed outside of class time via Talon. Discuss your ideas with your dean, associate dean, or director. Adjunct faculty are allowed one paid absence per semester, cumulative up to two per year. Up to four days may be banked, allowing up to five paid absences in any given semester (the one day allowed per semester plus the four banked days).

QUALITY FACULTY PLAN

The Quality Faculty Plan (QFP) identifies areas of competence expected for adjunct and full-time faculty, librarians, and counselors. The plan also describes professional growth and development criteria pertinent to academic employees beyond the probationary period. Please refer to the document at

[https://kin.kirkwood.edu/kcc/committees/qualityfaculty/Shared Documents/QFP and PPP Documents \(public\)/Quality Faculty Plan.docx](https://kin.kirkwood.edu/kcc/committees/qualityfaculty/Shared Documents/QFP and PPP Documents (public)/Quality Faculty Plan.docx)

TALON LEARNING MANAGEMENT SYSTEM

A Talon course shell is automatically created for all courses regardless of delivery modality. Faculty are expected to post at a minimum their course syllabus into the Course Content tab. Faculty are also expected to use the Talon Gradebook to record student participation/attendance and course progress. Instructional designers available through The Academic Innovation, Strategy, and Design Department provide training on Talon at all levels, including special sections for the Gradebook. Sessions are regularly offered through professional development to help faculty learn to use additional tools and widgets. A growing collection of helpful TALON information and a list of links for those using TALON is available at www.kirkwood.edu/talon.

TEACHING LOAD

The standard teaching load is between 15 and 16 credit hours each semester for full-time faculty, or 30 to 32 for both fall and spring terms. Adjunct faculty may not teach more than 50% of a full-time faculty members normal load for both fall and spring, as defined by Iowa State Code. Adjunct faculty should not be scheduled for more than 10 credit hours in any given semester.

TEST CENTER

Test Centers at all locations can be used for classroom testing: 1) Faculty may send an individual student to the test center for a make-up exam. 2) Students whose disabilities require special testing accommodations may be referred to the test center. Coordinate your testing needs with the testing site director or refer questions to your supervisor.

Test Center policies may be amended for exceptional circumstances such as during the COVID pandemic.

ADJUNCT FACULTY SPECIFIC INFORMATION

ADJUNCT FACULTY WORKLOAD

Adjunct faculty are part-time faculty and may teach up to 50% of a full-time faculty member's load for fall and spring (as defined by Iowa Code). This generally equates to 15 to 16 credit hours for fall and spring; however, an adjunct may not teach more than 10 credit hours in any one semester. Adjunct faculty are not guaranteed employment each semester as enrollment numbers and course needs may vary.

ADJUNCT FACULTY PROFESSIONAL DEVELOPMENT FUND

Adjuncts may receive up to \$550 annually to pursue professional development activities (this must relate to their teaching or discipline). An adjunct faculty member must be employed for one semester prior to accepting the award.

[Click here to complete the application form](#). Submit the application to your dean, who will forward his/her approval to the Vice President of Academic Affairs for approval. If approved, notification with guidelines and procedures will be sent to the faculty member by the Office of the Vice President.

ADJUNCT FACULTY COURSE BENEFIT

Adjuncts may take two (2) Kirkwood courses, credit or continuing education, per academic year. For credit classes the adjunct cannot "bump" (take a class seat from a student) nor can the adjunct take the same course (via this benefit) more than one time. If taking credit courses, then two (2) courses no matter how many credits may be taken at no tuition cost. If taking continuing education courses, then two (2) courses with a total of \$200 limit per session or the adjunct pays the balance. Or if taking one of each, the total would be one credit class and one continuing education course as noted. More information is available by going to https://kin.kirkwood.edu/kcc/forms/Forms_Library/Academic_Affairs/Adjunct_PD_Award_Process.pdf Please remember, this benefit includes tuition only. The costs of books or fees associated with a particular course are the responsibility of the individual.

ADJUNCT FACULTY ABSENCE POLICY

One personal/sick leave day is allowed per semester. Up to four days may be banked, allowing up to five absences a semester (the one day allowed per semester plus the four banked days).

ADJUNCT FACULTY PERSONAL LIABILITY INSURANCE

The college provides all adjunct faculty with personal liability insurance for activities related directly to the terms of their employment by the college, with limits of risk, and in such amounts as maintained in the office of the Secretary to the Board of Trustees.

ADJUNCT FACULTY ADVISORY COUNCIL

The Adjunct Faculty Advisory Council was established in 1994. Membership includes representatives from each academic department, as well as representatives from Human Resources and the associate deans. The committee's role is advisory, recommending and commenting on processes and practices related to adjunct faculty. As of 2019, the committee has not been active.

ADJUNCT FACULTY PERFORMANCE REVIEW

Adjunct faculty will be evaluated by the appropriate dean, associate dean, or director. Full-time faculty may review an adjunct faculty member's performance in certain situations; however, any concerns or issues observed should be directed to the appropriate supervisor. Adjunct faculty are encouraged to discuss their individual goals with their supervisor and participate in both college activities and professional development opportunities.

TAX-SHELTERED ANNUITIES (TSA)

Adjunct faculty are eligible to participate in a tax-sheltered annuity program through payroll deduction. Forms are available in Employee Forms Plus located on KIN. Each faculty member is responsible for making arrangements for proper deductions and having billing statements sent to payroll. The college does not advise employees concerning amounts to be sheltered, nor does it assume any responsibility for an employee's program. The college serves only as an agent between the employee and his/her insurance company/agent. Changes to a tax-sheltered annuity may be made as determined by the Internal Revenue Code.

FULL-TIME FACULTY SPECIFIC INFORMATION

ENDOWED FACULTY CHAIR PROGRAM

An endowment fund to support full-time faculty research is available through the Foundation. Contact the Vice President for Academic Affairs office for application details or related information. Additional information is available on the college website: <https://www.kirkwood.edu/explore/faculty-leadership/leadership-team/academic-affairs/endowed-faculty-chairs>

FT FACULTY EVALUATION PROCEDURE

General Provisions All full-time faculty will be informed of the job-related evaluation criteria, procedure, and the forms to be used, prior to October 1st of each academic year. All new hires or persons unavailable on this date will be notified, within thirty (30) working days of availability, of the job-related evaluation criteria, procedure, and the forms to be used. Nothing prevents the immediate supervisor from discussing goals and objectives for the next academic year at any time with a faculty member within his/her department.

Evaluations will be every year for the first four (4) years and at a minimum of once every three (3) years thereafter and typically during the spring semester. The process utilizes the “Performance Reflection-Goal Setting—FT Faculty” form located in Employee Forms Plus on KIN. If the review cannot be completed during the spring term, then an alternative time can be established within three months of the end of the spring semester.

During the year, the faculty member will be given a copy of any evaluation material, both positive and negative, to be placed in his/her evaluation file. The Supervisor and faculty member shall meet to discuss the contents of such document(s) before it is placed in the file. The faculty member shall be entitled to respond to the contents of such documents within ten (10) working days of such discussion and have such response attached to the original documents.

Probationary (Track 1)

New faculty members are required to serve the probationary period as delineated in Section 279 of the Iowa Code.

All probationary faculty members will be evaluated based on job-related criteria described in the Quality Faculty Plan and Performance Review.

During the year, a minimum of three (3) unannounced classroom or other educational activity observations will be conducted. After each observation, the supervisor will meet within five (5) working days with the unit member and review the observation. The faculty member will be given a written summary of the meeting including recommendations for items in need of remediation, if any, within ten (10) working days after the meeting. A copy of such summary shall become a part of the faculty member’s evaluation file.

Professional Growth (Track 2)

A faculty member who has completed the probationary period at the college will be considered on the professional growth track.

The faculty member and his/her immediate supervisor may have the evaluation with or without educational activity observations. In the case of no observation, the conference between the supervisor and the faculty member will discuss performance since the last evaluation and professional objectives for the next year. The Performance Review will reside in the Performance Reflection-Goal Setting-FT Faculty database.

Developmental (Tract 3)

A faculty member who has received an evaluation which indicates a significant adverse change in job performance may be moved to the Developmental Track for not less than one (1) semester nor more than one (1) year, only after the following has taken place:

1. The evaluation recommending such movement will be reviewed by the appropriate Dean, Vice President, and the Human Resources Office.
2. The faculty member will be notified at a meeting with the immediate supervisor, the appropriate Dean, the Human Resources Office, and the Kirkwood Faculty Association representative (if desired), that they are being moved to the Developmental Track, and the justifications for such movement.

After such movement has taken place, the following steps will be followed:

The immediate supervisor will meet with the faculty member to outline the concerns and provide appropriate remedial action necessary to correct the problem(s). Such plan shall be in writing and a copy will be furnished to the faculty member, the appropriate Dean, and the Human Resources Office.

The supervisor will provide close monitoring of the faculty member's performance during this period. Such monitoring shall be documented with copies to the faculty member, the appropriate Dean, and the Human Resources Office. At such time as the immediate supervisor is satisfied that remediation has been successful, she/he will make a recommendation to the appropriate Dean and the Human Resources Office that the faculty member be returned to Track 2 (Professional Growth). A faculty member who does not respond to remediation or is placed on Developmental (Track 3) for a third time within seven (7) years will be subject to termination in accordance with appropriate state law.

See also the Quality Faculty Plan and the Faculty Performance Review form located in KIN, Employee Forms Plus.

KIRKWOOD FACULTY ASSOCIATION

The faculty association represents the interests of all full-time faculty whether they are a dues paying member or not. The leadership provides counsel and support for faculty, and they ensure that the college administration and faculty abide by tenets of the KFA Agreement. <http://www.kirkwood.edu/kfa>

MAILBOX

Faculty will be assigned a department mailbox. If you wish to send mail to someone on campus, check with your departmental support staff for the procedure.

PROFESSIONAL DEVELOPMENT FUND FOR FACULTY

Full time faculty may be provided some funds through their department to support conference attendance or professional development opportunities. These requests are approved by the department dean and may be based on department goals.

The Professional Development Fund is also available for financial support. Information and the application procedure is available at: <https://kin.kirkwood.edu/kcc/forms/Forms Library/Academic Affairs/Faculty Professional Development Application.doc>

Note: For consistency, we do not use unassigned work days for weekends where professional development is being paid by institutional dollars, even if presenting. If escorting students to an event over a weekend, then the time is considered as work days. If the college asks FT faculty to attend, do committee work such as at the Higher Learning Commission conferences, it is required and a work day.

REDUCTION IN STAFF

Definition

A reduction in staff is an elimination of or the reduction of position(s).

Basis of Reduction

When the administration determines that reduction in staff is necessary, they shall consider need, seniority and competency on an overall basis in determining which faculty shall be retained. {Need: instructional needs of the college; seniority in terms of years of service; and competency: education, work experience, certification and evaluation.}

Procedure for Reduction

Part-time employees will be reduced first unless specific curriculum needs dictate retention of such employees. Prior to making a decision to terminate a faculty member, the administration shall consider the faculty member for any vacancy for which she/he has received teaching approval or has credentials necessary to receive teaching approval by the State Department of Education. When reduction in staff is necessary, the following procedures shall be in effect:

- A. Any full-time faculty member affected by the reduction in staff shall receive notice of possible termination in accord with Iowa Code Chapter 27.15. Such notice(s) shall be in writing to the employee(s).
- B. As soon as a faculty member is notified of possible termination, the resources of the Human Resources and Placement Offices shall be made available to him/her in seeking new employment.

Recall Rights

A faculty member, who has successfully completed his/her probationary period, terminated under this procedure shall be eligible for re-employment for up to two (2) academic years to a vacancy in a position which the employee had satisfactorily performed at the college and for which she/he can receive current approval from the Department of Education. A faculty member with fifteen (15) or more years of service at Kirkwood shall have one (1) additional year of recall rights. Faculty members shall be re-employed in the reverse order of termination under the same conditions applicable at the time of termination.

Human Resources will notify each terminated faculty member of any vacancy to which she/he has re-employment rights, at his/her last known address. A list of such terminated faculty members will be maintained by Human Resources.

Any faculty member who is re-employed under the above procedures shall be re-instated with accumulated sick leave benefits and salary level which existed at the time of lay-off.

Termination of Recall Rights

The College's obligation to terminated faculty members under the above procedure shall terminate under the following conditions:

1. The appropriate period of recall rights lapses or
2. Comparable employment in higher education or
3. Lapse of state certification or
4. Voluntary waiver of re-employment rights by the employee in writing to Human Resources.

Full-Time Temp or Limited Term Employees

Faculty members hired on grants or to replace faculty on a leave of absence shall be on limited term contracts and have no rights under this section. Such faculty must be notified at the time of their employment that they are on limited term contract.

RETIRED FULL-TIME FACULTY EMERITUS STATUS

Kirkwood provides a post-retirement emeritus status program for full-time faculty and eligible staff retirees of proven and long-standing experience.

Individuals eligible for emeritus status are those who retired under, or were eligible for, Kirkwood's Retirement Incentive Program (see Human Resources Policy Reference 405 – Retirement Incentive Program Policy). .

An eligible staff member is one who also meets the following:

- They were full-time board-approved faculty for at least 10 years of their full-time board-approved employment; and
- Those 10 years of faculty employment were during the most recent and consecutive years of service which qualified them for the Retirement Incentive Program.

Approval Process:

- The eligible faculty member submits a written request for emeritus status to the Vice President of Academic Affairs after their retirement date. Requests cannot be submitted prior to their retirement effective date. The request may be in the form of an email message
- The VP of Academic Affairs confirms there is a department or college need for instructional services.
- The VP of Academic Affairs receives a recommendation for the faculty member from the dean of the discipline where the faculty member worked.
- The VP of Academic Affairs notifies the dean of his/her approval or denial of emeritus status.
- Emeritus rate of pay is effective at the beginning of the first full semester following the Emeritus pay approval.

Salary:

- Emeritus pay will be effective the first semester following approval of emeritus status.
- Emeritus pay applies to credit course instruction in the approved discipline only.
- 1.5 times the maximum part-time credit hour rate for the first nine credit hours of the academic year, then the regular maximum rate for credit hours over nine.

Benefits:

- Business cards with Professor Emeritus title
- Participation in graduation ceremonies
- With the approval from the Dean, Executive Dean, Associate Vice President or Vice President of Academic Affairs, emeritus faculty may represent the college at external functions and obtain access to college resources to carry out scholar and service functions.

SUPPLEMENTAL PAY

Overload Pay Practices

15 CREDIT HOURS is the standard base for overload.

A faculty member may agree to a load of more than 15 credit hours per semester or 6 credit hours in the summer. When that occurs the Overload Agreement form will be completed and signed by both the faculty and the Dean.

<https://kin.kirkwood.edu/kcc/forms/Forms%20Library/Academic%20Affairs/Faculty%20Overload%20Agreement%20form.pdf>

The faculty will receive pay for credit hours over 15 in the semester or 6 in the summer paid at the current adjunct faculty rate. The college will pay the faculty's overload pay during the semester the overload is taught unless otherwise mutually agreed. Faculty will not be assigned excessive hours during any given semester to circumvent the payment of overload pay. Faculty members may enter into a load averaging agreement if they choose.

Rate - maximum part-time credit hour rate.

Formula:

1. Lecture - one hour lecture equals one credit hour
2. Laboratory - Two hours of laboratory equals one credit hour
3. Nursing Clinical - one hour clinical equals one credit hour where the faculty member is present and engaged with students 100% of the time.

Student Overload Pay for Lecture

Maximum class size will be 39; then overload pay provisions will apply. Maximum class size for online courses is 32. Maximum student load, not including overload, will be 175 students per semester. Overload will be compensated at the rate of one (1) credit hour for every ten (10) students over 175. When a section's size exceeds 49 students, the number of students in the section will not apply toward calculating the 175 student load. Instead, the "One Site" chart will apply. If a section size falls in range of 40 to 49 students, the faculty member may choose to apply either the 175 student approach or the "One Site" chart, but not both. These credits may be paid in wages.

If a faculty member has other than three credit-hour classes, to qualify for the 175 student overload, total "student credit hours" (credit hours x class size for all classes) must exceed 525. Overload compensation will be at the rate of one credit hour for every 30 "student credit hours" (or portion thereof) over 525.

Under no circumstances will a faculty member be compensated twice for the same overload. (i.e., if Overload compensation based on class size is taken, the faculty member may not also receive Overload compensation for maximum student load).

Any agreement entered into will be in writing and signed by the faculty member and the appropriate supervisor. A copy of the agreement will be kept in the Human Resources Office. The faculty member shall be given a copy.

One Site	
Cr. Hr.	
# Students	Reduct. Pay
100 - 119**	4
80 - 99	3
60 - 79	2
40 - 59	1

** For each increment of 20 students above 119, an additional credit will be paid.

The above chart refers to a standard three-credit hour course. Courses of 4 or 5 credit hours shall be prorated from these amounts.

The college retains the right to limit class size to thirty-nine (39) students.

Student withdrawals after the 10th day of the session will be included in class size computations.

Overload Pay for Laboratory

Overload compensation for lab teaching will be calculated from the Lab Compensation Table below.

LAB COMPENSATION TABLE

<u>Lab Student Credit Hours*</u>	<u>Credit Hours toward Load Compensation</u>
25 - 49 students	1 credit hour
50 - 74 students	2 credit hours
75 or more students	3 credit hours

* "Student credit hours" to be figured by multiplying the sum of students registered on the 14th calendar day from the beginning of the term by the lab credit hours for each lab taught.

** Only in the Health Science programs when class size is mandated by an accrediting agency, class sizes under 25 students will get 1 credit of additional compensation.

Faculty earning hours from the above table will be compensated at the maximum part-time credit hour rate for all credit hours above 15 rounded to the nearest 0.25. Compensation will be in the form of overload pay.

The following courses are not eligible for this compensation, but shall heretofore be credited at two hours equal one credit hour (2 hours = 1 credit hour):

1. Teaching and learning situations such as clinics, internships, and practicums where pre-instructional preparation is not essential such as dental hygiene and dental assisting.
2. Clinics, internships, and practicums where the instructor does not accompany the student to the site.
3. Labs where planning and organization of the in-class experience are not performed by the Full-time faculty member.
4. Music performance courses.

Lab sections will count toward load compensation calculations only if one of the following conditions is met:

- enrollment is 50% or more of the customary maximum class size; or
- enrollment is 10 or more students.

Where several lab sections are scheduled simultaneously, student enrollment will be determined by combining the number of students in all the sections.

Writing Center and Math Lab compensation shall be 35 contact hours per term = 1 credit hour.

TUITION BENEFIT

A 50% tuition discount program for the dependent children, spouse or qualified domestic partner of all full-time employees is available. Information and forms related to this request are available on KIN > Employee Forms Plus > T > Tuition Benefit Request for Dependent/Spouse/Partner. The benefit covers 50% of tuition and pertains to credit classes only.

GENERAL INFORMATION

ACADEMIC ADVISING AND TRANSFER

Help is available for planning student schedules, completing Late Registration forms, registering, obtaining graduation information and gathering and disseminating transfer information. See <https://www.kirkwood.edu/advising> for additional information.

AUTO TECH/AUTO COLLISION

Many of the classes in the auto program offer repair services to employees for the cost of materials, plus a nominal shop fee.

CAMPUS NEWS

- **Have You Heard** is a bi-weekly, E-mail-based news service published by the Marketing department. Printed bulletin announcements are also sent as needed. Articles should be submitted as necessary via the “Have You Heard Form” in Employee Forms Plus, in KIN.
- Many Kirkwood news stories are also available on KIN under the Kirkwood home page under the Kirkwood News tab. The site features an archive of news stories dating to mid-2000.
- **The Communiqué** student newspaper is written and edited by students. This newspaper includes campus news, features and editorials. Letters to the editor are encouraged. There is a web presence for student media. <http://www.eaglevoice.com/>
- **Kirkwood Student Productions (KSP)** broadcasts a monthly news magazine on the Kirkwood cable channel.

COLLEGE CLOSURE AND DELAYED STARTS

The college may close on occasion due to weather or other emergency situations. Except in extreme cases (such as a multi-day blizzard), classes will always be cancelled in segments of the day. The first cancellation announcement will cancel daytime classes 7:00 a.m. -5:00 p.m. The cancellation will note that the evening decision will be made and announced by 3:00 p.m. In extreme conditions the President or designated representative may close for the entire day.

Some facilities (KCCE, The Hotel, and CTRC) serving employer clients or external rental customers will remain open based on client activities.

The college may close during the day if inclement weather requires and times will vary based on the severity of the conditions and timing of the storm.

Individual faculty and staff are **not** authorized to cancel classes due to inclement weather.

It is the general practice for office and services to close if the college has closed. Offices and services that would normally be open in the evening are required to be open if evening classes are held.

All locations will close at the same time with the following exceptions:

- Extreme cases such as flood waters cresting on different days, isolated ice storms, localized power outages, etc. may cause a location to close when main campus remains open.
- County Centers will not announce such closing to the CR/IC media to avoid confusion.
- Iowa City or other Linn County locations may use the media if the Public Information Director deems it necessary and effective.
- The lead person at each off campus site will make these calls in consultation with their cabinet member or Vice President of Facilities and Security.

Kirkwood Alert is an alert system that allows Kirkwood to contact you during an emergency by sending text messages to your:

- e-mail account (school, work, home, other)
- cell phone or pager
- smartphone and handheld device

While Kirkwood Alert is a free service, your wireless carrier may charge you a fee to receive messages on your cell phone. Go to: <https://member.everbridge.net/453003085615063/login>

CHEMICAL SPILL RESPONSE

In the event of a spill of a hazardous material on campus, clear the area of students and visitors and then contact:

Day:	Facilities	319-398-5561
Evening:	Evening Administrator	319-398-1286
	Facilities/Pager (leave message)	319-398-5670
Nights and Weekends:	Public Safety (24-hour cell phone)	319-398-7777

CONFIDENTIALITY

In accordance with provisions of public law 93-380 as amended (P.L. 93568), the Family Educational Rights and Privacy Act of 1974, (commonly known as the Buckley Amendment), all faculty and staff have the responsibility to maintain confidentiality pertaining to student performance. Care should be exercised with the following:

1. Do not leave student records visible on the computer screen.
2. Release no information about a student's class performance to a third party unless the student has given specific written consent. Third party includes parents, family members and employers.
3. It is not permissible to release student email address, phone number, or address to another student. If a peer group project, for example, requires sharing of contact information, that fact must be included in your syllabus.
4. If a student whom you do not recognize or remember claims to have been in one of your classes and requests grade information, send him/her to the Registrar to request a transcript.
5. Students are not entitled under law to "see how you arrived at this grade." Instructors often choose to explain grading upon request, but are not obligated to do so. Do not allow students to see any lines in your grade book except their own (in the event you allow even that access to your records).
6. Destroy (do not merely throw out) student records (graduation analysis, graded class lists). Do not allow work-study students access to students' grades.
7. Extend this confidentiality to all students regardless of age. FERPA rules cover all college students even if they are minors. In some situations, a student of high school age may have agreed to the release of information to his or her school. You must not, however, assume this is the case. Ask for documentation.

Departments do not release home telephone numbers of faculty members unless they have your written permission. Equally, the college will never email you a request to submit personal information or passwords. Instances of these phishing attempts are frequent and should be reported to the Helpdesk.

EAGLENET

Eaglenet, MyHub, and KIN provide easy access to the college enrollment database. Although much information is available, class lists, attendance verification, mid-term and final grades are examples of forms you will need to access and provide input to during the term.

E-MAIL EXPECTATIONS

The primary method of communication at Kirkwood is through the Outlook e-mail system and the Talon course management system for individual courses. Using this system gives all students the ability to communicate easily with their instructors and gives instructors the opportunity to communicate with their fellow department members as well as their dean. Kirkwood email is also protected and should be used exclusively for communication to students related to academic progress, including grades, attendance, performance, and so on. Personal email accounts or other communication tools (text, iMessage, social media, etc.) outside the Kirkwood system should not be used for communication of academic progress.

All faculty are expected to establish and monitor their Kirkwood email address. Please check with your department for instructions on how to set up your e-mail account. Following setup please include your e-mail address on all correspondence with your students and with others here at Kirkwood. You may set up a forward rule to have your Kirkwood e-mail forwarded to your personal e-mail account.

Access to electronic mail is available for faculty. For information about setting up and using e-mail, contact the Service Desk at 319-398-1264 or by e-mail at www.kirkwood.edu/helpdesk. Your Kirkwood e-mail can be accessed on any computer (on or off campus) that has Internet access. For more information about using e-mail, go to the Help Desk Web site at www.kirkwood.edu/helpdesk.

EMPLOYEE RECOGNITION

All faculty are eligible for various awards. Any employee who has been with the college at least three years is eligible for the President's Award. The Distinguished Service Award is for anyone. Full details are available in all departments.

KSTARS – Kirkwood Supports Tasks and Attitudes that Raise Success Purpose

The purpose of this program is to increase employee morale by recognizing fellow employees for helping their co-workers to do their jobs easier and for going above and beyond their normal job duties. See <https://kin.kirkwood.edu/kcc/forms/default.aspx?Group=K>

MSTARS – Kirkwood Supports Tasks and Attitudes that Raise Success

Managers and supervisors can recognize employees for outstanding service, extraordinary accomplishments and/or achievements under the new MSTARS program. To view the nomination process and limitations, you can go to KIN > Employee Information > Employee Forms Plus > MSTARS. <https://kin.kirkwood.edu/kcc/forms/default.aspx?Group=M>

FREEDOM OF SPEECH

The Iowa legislature enacted the following statement in 2019. The statement was adopted by the Board at the meeting March 11, 2019. The policy is Board Policy 103. The policy includes the following statements:

1. The primary function of an institution of higher education is the discovery, improvement, transmission, and dissemination of knowledge by means of research, teaching, discussion, and debate. This statement shall provide that, to fulfill this function, the institution must strive to ensure the fullest degree of intellectual freedom and free expression allowed under the first amendment to the Constitution of the United States.
2. A. It is not the proper role of an institution of higher education to shield individuals from speech protected by the first amendment to the Constitution of the United States, which may include ideas and opinions the individual finds unwelcome, disagreeable, or even offensive.

- B. It is the proper role of an institution of higher education to encourage diversity of thoughts, ideas, and opinions and to encourage, within the bounds of the first amendment to the Constitution of the United States, the peaceful, respectful, and safe exercise of first amendment rights.
3. Students and faculty have the freedom to discuss any problem that presents itself, assemble, and engage in spontaneous expressive activity on campus, within the bounds of established principles of the first amendment to the Constitution of the United States, and subject to reasonable time, place, and manner restrictions that are consistent with established first amendment principles.
 4. The outdoor areas of campus of an institution of higher education are public forums, open on the same terms to any invited speaker subject to reasonable time, place, and manner restrictions that are consistent with established principles of the first amendment to the Constitution of the United States.

FREE KIRKWOOD COURSE

Faculty and Staff are encouraged to continue their personal and professional growth by enrolling in courses. The Human Resources page has information related to both credit and non-credit courses available. In addition, many professional development opportunities are provided through the Department of Academic Innovation, Strategy and Design.

GLOBAL LEARNING

The Kirkwood Global Learning department serves to facilitate the goal that every faculty, staff, and student at Kirkwood engage in global learning experiences positively impacting our local and global communities. Global Learning leads comprehensive internationalization at Kirkwood through multiple methods. Global Learning is responsible for international student admission, international student services and advising, English Language Acquisition course sequence, study abroad programming and advising, virtual exchange, internationalization of the curriculum, faculty professional development for global learning, international partnerships and agreements, as well as the management of several international grant programs.

For more information regarding Global Learning, call 319-398-5579 or go to www.kirkwood.edu/global.

IDENTIFICATION CARDS

Faculty are encouraged to use an EagleCard as their identification card. The EagleCard is a photo ID that can be used at the library, the Recreation Center, when attending athletic events, or when picking up tickets for theatrical or musical events.

INSTITUTIONAL REVIEW BOARD

Individuals requesting authorization to conduct research must complete the Kirkwood Research Proposal Form at www.kirkwood.edu/site/index.php?p=16011

The form will be reviewed by the Institutional Review Board (IRB) or its designee. This procedure is intended to ensure that college staff and students who may be affected by the research can be certain that the research is sound and does not violate board policy, college operating procedures or federal regulations concerning the protection of human participants.

KCCCK-FM AND KIRKWOOD CABLE CHANNEL 11

KCCCK-FM is a publicly-supported radio station whose signal covers the entire seven-county college service area. Programming emphasis is on jazz music.

Cable channel 11 is a public access television station serving Cedar Rapids and surrounding communities.

KIRKWOOD INFORMATION NETWORK (KIN)

KIN is the college internal sharepoint site which is only available by logging in to the network. Department, committee, and resources are available to all employees. To access KIN, in Internet Explorer, go to <https://kin.kirkwood.edu> Training materials on how to use KIN are located at <https://kin.kirkwood.edu/kcc/howto/default.aspx> Click on the training link. The Academic Innovation, Strategy and Design Department will also offer classes on KIN.

KIRKWOOD ALERT

This system allows Kirkwood to contact you during an emergency, including weather related campus closures, by sending text messages to your:

- Email account (school, work, home, other)
- Cell phone or pager
- Smartphone and handheld device

Kirkwood Alert is your connection to real-time emergency information, updates, and instructions on what to do in an emergency situation.

While Kirkwood Alert is a free service, your wireless carrier may charge you a fee to receive messages on your cell phone. Please read the FAQs for more information. <https://www.getrave.com/login/kirkwoodedu>

LIBRARY

The Kirkwood Libraries are dedicated to providing research and instructional support to faculty at all Kirkwood locations. The library has two locations, in Benton Hall in Cedar Rapids, and in the Credit Center Building in Iowa City. Librarians provide classroom instruction to classes at any Kirkwood location or online, in addition to traditional reference services 7 days a week.

Through their website the Library provides information resources for student research, interlibrary loan service, videos for classroom instruction, and online tutorials on information literacy. Online guides and videos provide assistance and instruction in many areas of research and citation. See their website for more information:

<https://www.kirkwood.edu/library>, or contact a librarian at library@kirkwood.edu.

MAINTENANCE

Custodial service is available 7 a.m. to 11 p.m. For assistance from 7 a.m. to 5 p.m., contact Facilities (ext. 5561). After 5 p.m. and on weekends, dial ext. 5670, which is a voice pager number. Leave your name and the extension number where you can be reached. You will be contacted at that extension number.

NON-DISCRIMINATION POLICY

Board policy number 102 provides the Kirkwood Community College non-discrimination policy. The policy references Chapter 216 in the Code of Iowa.

Kirkwood Community College declares and affirms to its students, employees and to the public that it values and respects diversity and inclusion in all College-sponsored events, all employment practices, and all educational programs and activities. The College will not tolerate unlawful discrimination or harassment of persons involved in College events, programs, and activities and affirms its commitment to comply with all applicable federal and state laws, regulations and orders.

- **Nondiscrimination in Employment Practices:**

Kirkwood Community College shall not engage in nor allow unlawful discrimination against any employee or applicant for employment. This includes all employment practices, hiring practices, and unwelcome harassment of applicants or employees based on race, color, national origin, creed, religion, sex, sexual orientation, gender identity, age, disability, genetic information, or actual or potential parental, family, marital status, or veteran status. If you have questions or complaints related to compliance with the policy, please contact the Vice President of Human Resources at Kirkwood Community College, 313 Kirkwood Hall, 6301 Kirkwood Blvd. SW, Cedar Rapids, IA 52404, Telephone: 319-398-5572, Email: equity@kirkwood.edu, or the Director of the Office for Civil Rights U.S. Department of Education, John C. Kluczynski Federal Building, 230 S. Dearborn Street, 37th Floor, Chicago, IL 60604-7204, Telephone: 312-730-1560, Fax: 312-730-1576, Email: OCR.Chicago@ed.gov.

- **Nondiscrimination in Educational Practices:**

Kirkwood Community College shall not engage in nor allow unlawful discrimination against individuals involved in its educational programs and activities on the basis of race, creed, color, sex, sexual orientation, gender identity, national origin, religion, age, disability, or actual or potential parental, family, or marital status. If you have questions or complaints related to compliance with the policy, please contact the Vice President of Human Resources at Kirkwood Community College, 313 Kirkwood Hall, 6301 Kirkwood Blvd. SW, Cedar Rapids, IA 52404, Telephone: 319-398-5572, Email: equity@kirkwood.edu, or the Director of the Office for Civil Rights U.S. Department of Education, John C. Kluczynski Federal Building, 230 S. Dearborn Street, 37th Floor, Chicago, IL 60604-7204, Telephone: 312-730-1560, Fax: 312-730-1576, Email: OCR.Chicago@ed.gov.

NOTARY PUBLIC

Several staff members provide notary public services. Contact Human Resources, 317 Kirkwood Hall, for the name and office location of a notary public on campus or find a notary on Kirkwood's Web site at https://kin.kirkwood.edu/kcc/empben/EE_Benefits/Notaries_Public.pdf

OUTDOOR EMERGENCY PHONES

Outdoor emergency telephones have been installed on campus to provide free calling assistance for Kirkwood students, staff and visitors who experience problems or emergencies. If the RED emergency call button is pressed, the emergency phone will dial Public Safety twice and if no answer or busy each time, will then dial 9-911. Blue light illuminates at night and flashes when an emergency call is made.

PARKING

Parking is available at all sites and is generally considered open to all. Designated parking spaces have signs posted, and handicapped spaces are reserved for those displaying valid handicap stickers. Visitor spaces are for campus guests and should not be used by employees or students.

PRINT SERVICES

Print Services, 1204 Linn Hall, can help with your printing needs for classroom materials. Contact Marketing for your promotional pieces.

Jobs must be submitted through KIN (KIN>Forms Plus>P>Printing). A copier with a scanner is available in all department offices to submit jobs electronically. The typical turnaround for print jobs is one business day. The high speed printers offer the following options:

- Print on one or two sides automatically
- Hole punching
- Collate and staple with one or two staples
- Reduce and enlarge
- Paper sizes of 8-1/2" x 11" up to 12" x 18"
- Print on different weights of paper, including cover stock
- Comb binding for books
- Shrink wrapping
- Lamination services
- Color copies are to be approved and signed off by the dean or director of your department.
Please include budget code

Please seek your office staff's advice before requesting copies the first time. Some departments prefer that copying be handled in a certain way. For questions, call 319-398-5405.

PROFESSIONAL DEVELOPMENT

The Academic Innovation, Strategy, and Design department provides free professional development for all Kirkwood faculty employees. Whether you'd like to join a reading group over lunch with colleagues, attend a weekly professional development seminar with a cross-disciplinary cohort, enhance your class with new technology or engage yourself with designing online learning experiences, Kirkwood is all about helping you learn and grow.

PUBLIC SAFETY SERVICES

The Cedar Rapids Campus has full-time security officers 24 hours a day, every day of the year. Public Safety is available to assist employees and students in the event of a crime or other emergency. Additional services are provided for employees and students such as:

- Start stalled vehicles.
- Unlock vehicles.
- Provide escort from campus buildings to parking lots upon request.

Public Safety is authorized to ticket illegally parked vehicles, direct traffic and detain persons involved in any criminal activities on campus until local law enforcement agencies can be notified. Public Safety can be reached via Facilities (ext. 5561) Monday through Friday, 7 a.m. to 5 p.m. Evenings and weekends the security officer can be contacted directly (cell phone) at 319-398-7777 or through the pager at ext. 5670.

Limited security services are provided at all other College locations. For information, contact the personnel on site.

SEVERE WEATHER PROCEDURES

When a severe weather warning is issued, all classroom and laboratory facilities should be vacated and shelter taken in designated areas.

SMOKING POLICY

In compliance with the state of Iowa's Smoke Free Air Act, as of July 1, 2008, all Kirkwood campus locations and property are smoke-free. Tobacco use, including smokeless tobacco and vaporizers, is prohibited.

SUPPLIES

Basic instructional supplies are available through your department support staff.

WORK-RELATED ILLNESS AND INJURY POLICY AND PROCEDURE

Effective July 1, 2013, our Workers' Compensation services will be provided through MercyCare. Services may be accessed at two locations in Cedar Rapids: MercyCare South Urgent Care (near Texas Roadhouse on Edgewood Rd) and MercyCare Occupational Health (near Galaxy 16 Theater on Council St). MercyCare South offers extended hours which includes evenings and weekends. A flier from MercyCare, which provides the addresses and hours, is available in KIN under employee benefits, Workers' Compensation with MercyCare. An updated Medical Emergency Flowchart and Workers' Compensation Process are available in KIN, under Employee Forms Plus. Employees injured in the course of their employment with Kirkwood who require medical attention, should seek treatment at MercyCare. The Workers' Comp flowchart lists all acceptable sites including sites off main campus. If you have any questions, please contact Human Resources at 398-5615.

STUDENT RELATED INFORMATION

ABSENCE (See Missing Class)

ATHLETICS

Kirkwood offers six different intercollegiate teams – men’s and women’s basketball, men’s baseball, women’s softball, women’s volleyball and co-ed golf. Faculty may attend events for free with an Eaglecard.

Students at the Cedar Rapids campus have a variety of opportunities through the Recreation Center.

www.kirkwood.edu/intramurals Many events for students are provided at other locations; see the location personnel for information.

Kirkwood’s team name is the Kirkwood Eagles. The school mascot is Sammy the Eagle. School colors are blue and white with black or blue trim.

AUDITING COURSES

Audit enrollment in courses provides students the opportunity to attend a class as a noncredit participant, usually as a listener-observer. This kind of enrollment may have value for students who want an introduction to a subject outside their major field, a review or refresher in a subject, or other purposes where credit and grade are not needed.

The instructor is the person who gives permission to the student to audit the course. The student and instructor must agree on which portion(s) of the course the student plans to audit and the requirements the instructor has about the student’s class attendance and participation. If the student fulfills the agreement for the audit, he/she will receive the grade “N” for the course and it will be entered on the student’s academic transcript. If the student does not fulfill the audit agreement, the registrar, upon request from the instructor, will withdraw the student from the course and assign a grade of “W.” Audit enrollments carry no credit or grade point value. No inference is made regarding the quality of a student’s mastery of the course subject matter. Standard tuition applies to all audit enrollments regardless of the length and scope of the audit.

The last day to request and enact the audit is the 5th business day of the semester. Once changed to audit, the class cannot be changed back to graded credit. The student is responsible to see that the audit form, complete with required signatures, is filed with the Student Services check-in. Changes are not official until the completed form is received in that office.

COLLEGE-LEVEL EXAMINATION PROGRAM (CLEP)

College-Level Examination Program (CLEP) is a national program of credit by examination. Student may choose from 33 examinations in five subject areas. For questions regarding CLEP exams go to www.kirkwood.edu/clep

CREDIT ASSIGNMENT IN EMERGENCY SITUATIONS

After completing at least two-thirds of an academic term, a student may petition to receive a grade and credit for all courses for the semester at the time of such emergency situations as:

- Involuntary recall to active duty status, but not enlistment or voluntary recall, into the United States armed services.
- Serious personal or family illness requiring the student to withdraw from all classes.
- Death in the immediate family.
- Other similar emergency circumstances that prevent the student from completing the academic term.

Students who believe they are entitled to consideration under this policy must file a petition with the Student Services check-in, third floor Kirkwood Hall. Appropriate documentation of the emergency must accompany the petition.

A committee will review the petitions to ensure conformity with the policy. Those petitions found to be in conformity will be forwarded for response to instructors involved. Instructor response may include assigning the student the grade then in

progress, assigning reduced grades in consideration of unmet course requirements, or declining to assign grades. In any case, the student retains the right to withdraw from the course.

FINANCIAL AID

Financial Aid counseling and assistance is provided through the Student Service check-in in Cedar Rapids and Iowa City. Each Center also provides student assistance.

MISSING CLASS - STUDENT

Students are expected to attend all classes, and attendance is emphasized by engaging students in active learning. If a student misses two or more classes, a report may be filed to the Early Alert advisors who will attempt to contact that student and work with you to reestablish the student as a part of your class. Of course, you may contact a student about missing classes at any time as well. You should not leave messages with academic progress information; rather, leave a call back number for the student to use to reach you.

In some instances, students will need to miss because of school related activities or government service. These examples are described in the KCC Credit Catalog at www.kirkwood.edu/catalog/2014-2015/class-attendance-and-class-attendance-policy-related-to-college-sponsored-activities.htm

<https://creditcatalog.kirkwood.edu/academic-student-procedures/academic-enrollment-procedures/student-class-attendance/>

As a faculty member, your course syllabus should clearly define your attendance expectations and any exceptions. If you are not clear on how this policy might read, see the examples in the department course outlines or discuss this topic with your dean, associate dean, or director.

PLACEMENT TESTING

Prospective students who have not submitted ACT scores take the ALEKS math placement test to determine the appropriate starting math class. Instructions for taking the ALEKS tests are found in My Hub.

PRINTING AND COPY SERVICES FOR STUDENTS

Refer to KIN, Employee Processes Plus: <https://kin.kirkwood.edu/kcc/howto/default.aspx>

- Student Print Quota policy

REGISTRATION

Student Responsibility

Kirkwood students can register for classes during regular registration. Services are available at MyHub hub.kirkwood.edu/hub or Eaglenet <https://eaglenet.kirkwood.edu/production/WebAdvisor?TYPE=M&PID=CORE-WBMAIN&TOKENIDX=2267553501>. It is the student's responsibility to follow registration procedures to assure valid registration for courses. Students may not attend a class for which they are not properly registered. This site allows students to change schedules, check on class openings, receive schedules, and receive final grades.

Changes in Registration

Students may add a course, subject to the course load and tuition factors involved, up to midnight the day before classes begin. A change in registration is not official until it is received by Enrollment Services and all deadlines apply to the day by which it must be received in that office. It is the responsibility of the student to see that all necessary forms reach that office and that they carry signatures as indicated on the form. Registration dates are on the college calendar. Late Registration forms are available in KIN Employee Forms Plus and from the Academic Advising department; Student Development; Student Services check-in; individual department offices, at the Iowa City campus, at all Kirkwood Centers, and online at www.kirkwood.edu/onestopforms.

REPEATING COURSES FOR A BETTER GRADE

Students may repeat courses taken at Kirkwood to try to improve their original grade.

The lower grade will be changed to “X” which carries no credit and has no effect on the grade point average. For those courses that may be taken for credit more than one time, the second grade will not replace the first. If a passing grade has already been earned, financial aid will only pay for one attempt at a better grade.

STUDENT CLUBS AND ORGANIZATIONS

There are more than 80 student clubs and organizations available. Many clubs at Kirkwood are formed by students in specific programs. Contact Student Life for information, 319-398-5578, or in Iowa City, 319-887-3947.

www.kirkwood.edu/site/index.php?p=379

STUDENT DEVELOPMENT (COUNSELING)

Personal, career and educational counseling are available for immediate or long-range personal growth goals and awareness. Individual counseling and human potential classes as well as career planning workshops are also offered. Individual vocational counseling can be arranged by visiting the Student Development office or by working directly with a counselor. www.kirkwood.edu/counseling

STUDENT GRIEVANCE/COMPLAINT POLICY

Academic appeals for end course grades are addressed to the College Academic Policies and Procedures Committee. Information available at <https://www.kirkwood.edu/catalog/current/final-grade-appeal-procedure.htm>

The student must first contact the instructor assigning the grade and then contact the appropriate dean. A student appeal form must be submitted to the committee within 100 working days from the date on which the grade was assigned. Talk with your dean about this process.

If a student has a concern related to classroom instruction including grading, assignments, course policies, and so on, then the student should share that concern with the faculty member, and as a faculty member, you should encourage this kind of discussion. If the student does not feel that the instructor is responding to the concern appropriately, then the student should make an appointment to discuss the concern with the dean, associate dean or director. The area representative will investigate the concern and document appropriate actions taken to resolve the issue. If the issue is not resolved, the student may appeal to the associate vice president or vice president. The decision at this point will be final with no future appeal for the concern.

STUDENT TRANSCRIPTS

Kirkwood grades/marks (as they appear on student transcripts) and their meanings are given in the Kirkwood Community College Credit Catalog. www.kirkwood.edu/catalog/2014-2015/index.htm

STUDENT TRANSPORTATION WAIVER

When students are asked to travel for field trips or student activities, they may choose to provide their own transportation by filling out the Transportation Waiver Student Domestic Transportation. This is located on KIN > Employee Information > Employee Forms Plus.

STUDENT TUTORING

The Student Tutor program is designed to provide free tutoring to any student wanting to improve his/her course work. Students may register to become tutors in the Learning Services department. A recommendation from an instructor in the subject area to be tutored is required to become a tutor. Tutors are paid an hourly wage. Cedar Rapids students interested in receiving tutoring or becoming a tutor should contact Learning Services, 2071 Cedar Hall, 319-398-5425. In Iowa City, students should call 319-887-3658 or contact the front desk. www.kirkwood.edu/tutoring

TUITION AND REFUND POLICY

A student who withdraws from a 16-week class during the first seven calendar days of the term will receive a 100 percent refund. A student who withdraws on the 8th through the 14th calendar day of the term will receive a 50 percent refund. After the 14th day, no refund is given.

For classes with other start dates or lengths, see: www.kirkwood.edu/catalog/current/refund-of-tuition_0.htm

TUTORING POLICY

Instructional personnel employed by the college may not render tutorial services to students for pay. Facilities, equipment or materials of the college shall not be used for the private tutoring of individuals for pay as well. The college provides free tutoring to students through a variety of venues. See the College Website for options by location or discipline.

WRITING CENTER

The Writing Center in Cedar Rapids and Iowa City are staffed by members of the English faculty and provide individual help for students as they work on papers for classes and other professional writing. An online writing center is also available.

www.kirkwood.edu/writingcenter

OFF-SITE CENTERS

BENTON COUNTY CENTER (LOST-CALL 319-472-2318)

Kasey Keeling, Center Director
111 West 3rd St.
Vinton, IA

Directions from Cedar Rapids Campus
Travel Time: 35-40 minutes
Mileage: 35 miles

1. Drive N on Kirkwood Blvd.
2. Merge onto US-30 West.
3. Turn left onto 24th Ave/US-218 N. Continue to follow US-218 N.
4. Stay straight to go onto C Ave/IA-150.
5. Turn right onto W 3rd St/IA-150.
6. Destination will be on the left.



IOWA COUNTY CENTER (LOST-CALL 319-668-2461)

Kasey Keeling, Center Director
200 West St.
Williamsburg, IA

Directions from Cedar Rapids Campus
Travel Time: 30-40 minutes
Mileage: 35 miles

1. Go South on I-380 to I-80.
2. Go West on I-80 to Hwy 149 exit.
3. Go South on Hwy 149 to Williamsburg.
4. Follow Hwy 149 to North St.
5. Follow North St. to the West St. intersection.



JONES COUNTY REGIONAL CENTER

(LOST-CALL 319-465-2305)

Lisa Folken, Center Director
220 Welter Drive
Monticello, IA

Directions from Cedar Rapids Campus

Travel Time: 40 minutes

Mileage: 40.6 miles

1. Turn right onto Kirkwood Blvd. SW.
2. Take the ramp onto US-151 N/US 30 E.
3. Use the right lane to take the US-151 N/IA-13 N ramp toward Marion.
4. Turn right onto US-151 N/Marion Airport Rd, continue to follow US-151 N.
5. Take exit 63 for US-151 Business/Amber Rd X44.
6. Turn left onto Amber Rd X44.
7. Turn right onto Welter Drive.
8. Destination will be on the right.



KIRKWOOD REGIONAL CENTER AT THE UNIVERSITY OF IOWA

(LOST-CALL 319-358-3100)

Jon Weih, Center Director
2301 Oakdale Blvd.
Coralville, IA 52241

Directions from Cedar Rapids Campus

Travel Time 25-30 minutes

Mileage: 20 miles

1. Go south on I-380
2. Exit 2 – Forevergreen Road
3. Go East on Forevegreen Road
4. Go South on Coral Ridge Avenue
5. Go East on Oakdale Blvd
6. Building is on the North side of the street



LINN COUNTY REGIONAL CENTER

(LOST-CALL 319-398-1052)

Mindy Thornton, Center Director
1770 Boyson Road
Hiawatha, IA

Directions from Cedar Rapids Campus

Travel Time: 25 minutes

Mileage: 12 miles

1. Turn right onto Kirkwood Blvd. SW.
2. Take the ramp onto US-151 S/U.S. 30W/Lincoln Hwy.
3. Merge onto I-380 N / IA-27 N via the ramp to Cedar Rapids.
4. Take exit 25 for Boyson Rd.
5. Turn left onto Boyson Rd.
6. Destination will be on the right.



WASHINGTON COUNTY REGIONAL CENTER

(LOST-CALL 319-653-4655)

Tera Pickens, Center Director
2192 Lexington Blvd.
Washington, IA 52353

Directions from Cedar Rapids Campus

Travel Time: 50-60 minutes

Mileage: 55 miles

1. Go South on I-380 and stay on it when it becomes Hwy 218 S.
2. Turn South on Hwy 1 to Washington.
3. Hwy 1 and Hwy 92 join and run by the center.
4. Turn left (East) on 5th St.
5. Turn right on Westview Dr.





MAIN CAMPUS LOCATOR MAP

-  EMERGENCY PHONES
-  BUS STOP
-  COMPUTER LAB
- P#** PARKING LOT #

Animal Health Technology Building.....	17F	Kirkwood Center for Lifelong Learning.....	2B
Art and Theatre Annex & Kiln.....	12I	Kirkwood Hall.....	11D
Automotive Collision Repair.....	4C	Library.....	10E
Ballantyne Auditorium.....	11F	Linn Hall.....	9C
Benton Hall.....	10E	Mail Services.....	3C
Bergman Golf & Recreation Complex.....	15C	Mansfield Swine Education Center.....	18I
Bookstore/EagleTech.....	10E	MercyCare Prairie Creek.....	19E
Cedar Hall.....	11G	Michael J Gould Recreation Center.....	1B
Cedar Rapids Animal Control.....	17I	Nielsen Hall.....	12F
DOT Commuter Lot.....	7B	Statler Agricultural Sciences Center.....	16H
Eagles Baseball & Softball Fields.....	8F	Tennis Courts.....	6C
Facilities & Public Safety.....	5C	The Heritage Agency on Aging East/West....	14I
Horticulture Building.....	16F	The Hotel at Kirkwood Center.....	19B
Iowa Equestrian Center.....	20H	Tippie Beef Center.....	19J
Iowa Hall.....	11E	Tippie Business Education Center.....	12F
Iowa Sustainability Village.....	8I	Vineyard.....	15J
Johnson Hall.....	10F	Walking Track.....	5F
Jones Hall.....	8G	Washington Hall.....	16H
Katz Family Healthcare Simulation Center ...	9B	Wind Turbine.....	4F

