A. Purpose

To provide procedures and guidelines delineating faculty responsibilities.

B. Responsibility

The Chief Academic Officer, in consultation with the Faculty Senate, is responsible for reviewing and updating these procedures.

C. Procedures

The Faculty Senate will be consulted before changes are made to the subsections of this policy, and all faculty members will be informed of any changes.

D. Instructional Philosophy

1. Purpose

To state Gaston College's philosophy and basic objectives relative to the instruction of students.

2. Responsibility

It is the responsibility of each instructor at Gaston College to keep his or her instruction focused on the objective stated below.

3. Statement of Philosophy

   a. The College will offer certificate, diploma, degree, semi-professional, and adult education programs needed in the service area. There will also be programs of courses ordinarily offered in the first two years at a four-year institution and developmental and compensatory studies as indicated by needs of students.

   b. The College administration will encourage the faculty to seek improvement of the educational program through all appropriate means, including carefully designed, innovative programs.
c. The College is committed to a belief in individual learning through such means as advanced placement, credit by examination, and independent study, as appropriate.

d. A primary objective of the full-time faculty member is to prepare persons for employment or transfer to a four-year institution. Each instructor must keep this uppermost in his/her mind and do everything possible to help students develop wholesome attitudes and attain the highest possible degree of knowledge and skill.

e. General competencies for each course are described in the College catalog, and the approved College syllabus for each course is on file in the office of the Chief Officer for Academic Affairs or designee(s).

f. An essential component of instruction is the instructor becoming an active partner with the student in the learning process.

g. Faculty Promptness: Instructors should be on time for all scheduled classes. Habitual tardiness of faculty members will not be tolerated. Instructors must remember that the student is paying for a set period of instruction and is entitled to same. It also is important that classes end on time.

h. General Instructional Responsibilities: All instructors are expected to distribute the approved course syllabus and other course materials to each student.

i. The general expectation is that instructors remain with the students when a class or laboratory is in session.

j. The general expectation is that during tests and examinations, instructors provide appropriate monitoring until the last student has finished.

k. All homework, outside assignments, and tests given for grading purposes will be graded by the instructor and the results reported to the student within a reasonable period of time.
4. Evaluation of Learning

   a. Purpose

   The purpose of this policy is to establish the grading policy used in credit curriculum courses at Gaston College and to establish the responsibilities of the instructor for evaluating the achievement of students and to implement state guidelines for use of such evaluations in grading.

   b. Responsibility

   Each instructor has the full responsibility for evaluating students and for reporting grades.

   c. Background

   (1) Grades are used by instructors as a means of indicating to students, to employers, and to other institutions of higher education the degree to which a student accomplishes the objectives of a particular course. Grades should provide an objective measure of mastery of course competencies.

   (2) The final grade in a course may be based on a variety of factors, including essays and research papers, projects, speeches and presentations, classroom participation, and written or oral tests of competency. At the beginning, of the course, each instructor is expected to fully describe in writing, the basis for determining the final grade.

   d. Procedures

   (1) Faculty members are required to maintain a daily record of student class attendance. Attendance alone cannot be used as a factor in determining a grade unless so directed by the instructor and noted in the approved course syllabus.

   (2) Feedback is a critical element in a sound educational procedure. Therefore, continuous assessment and evaluation of each student's achievement must be conducted and communicated to the student throughout a course.
(3) Final grades must be submitted by the deadline stipulated in the Academic Calendar.

(4) Grade books (including machine generated grade sheets), attendance data, test data (not including raw tests), and other materials deemed essential by the faculty member to assign grades are the property of Gaston College. Full-time faculty members may maintain these records in their exclusive possession and control them in a confidential manner. Should a full-time faculty member prefer, records may be transferred to the dean's office. They may keep copies of any of those materials they wish. Part-time faculty members, upon completion of the teaching assignment at the end of each term, or for full-time faculty members who are absent for any reason (including suspension, resignation, or termination) must turn these records into the department chairperson or dean's office for maintenance.

(5) All evaluation records will be maintained for a minimum period of two calendar years following the assignment of the grade.

(6) Each faculty member must inform students during the first class meeting about the requirements of the course, methods of evaluation, and methods of determining final grades.

(7) Each instructor is responsible for determining the instruments to be used throughout the course for grading in compliance with the approved course syllabus.

(8) If class participation is used as a factor, specific ways of measuring this criterion must be detailed in the grading procedure provided to the student.

(9) Student performance is to be graded in accordance with the grade structure delineated in the Gaston College catalog.
E. Attendance Requirements and Reporting

1. Purpose

To assure that accurate attendance records are kept for purposes of fairness to students and accurate reporting to State agencies and to define the responsibilities of instructors for reports and class schedules.

2. Background

a. The College expects students to attend each session of the courses for which they are registered. There are, however, certain conditions which make absences unavoidable. In cases of unavoidable absences, the College expects faculty members to continue retention efforts in helping students keep up with their coursework.

b. Each instructor is responsible for several reports each semester in accordance with procedures outlined by the North Carolina Community College System. It is extremely important that accurate records be maintained. The issuing administrative department may be contacted for instructions.

3. Responsibility

It is the responsibility of each Gaston College instructor to keep accurate records of student attendance, to attempt to contact and retain students with extended absences, and to report attendance accurately as required. Attendance requirements are to be placed in each course’s syllabi.

4. Procedures

a. Instructors must keep accurate attendance records for all classes and submit those records to proper personnel in a timely manner. These records are kept on the Attendance Report form. Instructors must keep records current at all times. The Attendance Report is the official attendance record and must be submitted at the end of each semester by the deadline specified in the Academic Calendar. The Attendance Report must be completed in accordance with the instructions provided by the Registrar. Students must be marked absent in accordance with the applicable instructions.
b. An instructor who observes a pattern of excessive absences by a student should speak to the student, try to discover the cause of the absences, and offer advice or assistance as indicated.

c. Faculty should include the paragraphs below in course syllabi.

d. College Participation Requirements:

(1) The instructional work of the college is designed for class participation and attendance. The responsibility for class participation and attendance is placed specifically on the individual student. Official college requirements are based on a 90% participation rate. Therefore, if a student has failed to participate in 10% or more of the scheduled class hours or learning activities, student may be withdrawn by the instructor or assigned a grade of “F” up until the published withdrawal date. For students violating participation requirements after the published withdrawal date, a grade of “F” may be assigned by the instructor. Once an instructor has posted a grade, the student no longer has an option to withdraw from that class.

(2) This policy does not remove the right of faculty to reward or penalize students for participation and attendance issues at any point during the semester. Please review course-specific instructions related to attendance to ensure compliance with stated requirements for this class. Faculty may enforce an alternate policy where required by divisional or departmental accreditation requirements and other similar issues.

F. Ten Percent Point Reporting

1. Purpose

To define the responsibilities of instructors for reports and class schedules and to establish the procedure for reporting membership in classes at the ten percent point (the time at which 10 percent of the term has elapsed).

2. Background

The purpose of the ten percent point reporting is to record the student membership in each section of each course for use by the State in the calculation of state funding. It is essential that these rosters be accurate and that the data in
these reports be in agreement with the daily attendance records on the applicable Attendance Reports. This report will be audited by an external agency.

3. Responsibility

Each instructor is responsible for submitting the Ten Percent Attendance/Participation Point report as directed by the Office of Student Registration and Records.

4. Procedures

a. Before the ten percent point of the term has elapsed, instructors will receive instructions from the Registrar to properly report class membership.

b. For a student to qualify for membership at the ten percent point, the student must meet the conditions set forth in North Carolina Administrative Code (23NCAC 02D.0323).

c. If a student's name does not appear on the roster, the instructor must refer the student to the Office of Student Registration and Records.

d. Instructors must record student attendance, either electronically or via hard copy as determined by the Office of Student Registration and Records.

G. End-of-Term Reporting

1. Purpose

To identify the reports to be submitted by each instructor at the end of the term and establish the procedure for submitting these reports.

2. Responsibility

Instructors are responsible for submitting the required end-of-term reports by established deadline dates.

3. Procedures

At the end of each term, in keeping with deadlines published in the Academic Calendar, instructors must submit final grades. Instructors must maintain final
grades for at least two years. Deans may require that additional items be provided to them for archiving and for accreditation purposes.

H. Order in the Classroom

1. Purpose

To establish guidelines for maintaining order in classrooms, labs, and shops to maintain a productive learning environment

2. Responsibility

It is the responsibility of the instructor to maintain order in classrooms, laboratories, shops, and other instructional areas to the extent necessary for the creation of a healthy learning environment.

3. Procedures

a. If any act of student misconduct poses an immediate threat to the health or well-being of any member of the academic community, or is seriously disrupting the function and good order of the College, an instructor and/or administrative officer may direct the student(s) to cease such conduct. He or she will advise the student(s) that if the conduct continues the student(s) will be forthwith removed from the premises. When such action has been necessary, the persons initiating the action will notify the Chief Student Services Officer orally or in writing about the incident before 5:00 p.m. of the day following the incident. If deemed necessary, the instructor should call Campus Security to restore order.

b. Students have the right to express views relevant to subject matter under discussion, as long as it does not impinge on the freedom of instructors to teach or the right of other students to share in the educational process.

c. If a student behaves disruptively during instructional times, the instructor should explain that such conduct is unacceptable. Should the student persist in the disruptive behavior, the instructor may temporarily dismiss him or her from class and may refer the matter to the Chief Officer for Student Services and inform the Chief Academic Officer.

d. All forms of academic dishonesty are prohibited. Cheating, plagiarism, and any other misrepresentation of work are prohibited. Charges of
academic dishonesty will be handled by the academic division where the infraction occurred.

e. Alcoholic beverages are prohibited on the campus.

f. No student will threaten bodily harm or discomfort to another such as would constitute an assault, nor will any student commit, or aid in the intentional commission of, an act which causes bodily harm or discomfort to the person of another such as would constitute a battery.

g. Vandalism or malicious damage to property belonging to Gaston College or to others is prohibited. Damage may require restitution from persons responsible for such damage and/or disciplinary action.

h. Verbal or written communication which unlawfully exposes any individual or group to hatred, contempt, or ridicule, and thereby injures the person, property, or reputation of another, is prohibited.

i. Verbal or written communication which threatens another of a crime or offense, or threatens injury to the person, property, or reputation of another, or maliciously threatens to expose another to disgrace, with the intent to extort money or other advantage whatsoever, is prohibited.

j. Disruption of the normal activities of the institution is prohibited. It includes, but is not limited to, the following:

(1) Physical violence or abuse of any person or college-owned or controlled property, or at college-sponsored or supervised functions, or conduct which threatens or endangers the health or safety of any person.

(2) Deliberate interference with academic freedom and freedom of speech, including not only disruption of a class, but also interference with the freedom of any speaker invited by any section of the college community to express his/her views. (Faculty is authorized to have security personnel remove students from class if warranted).

(3) Forcible interference with the freedom of movement of any member or guest of the College.
(4) Blocking of entryway to buildings, rooms, or sections of buildings, or of hallways, or stairways, in such fashion that people find it difficult or impossible to pass.

(5) Blocking of vehicular traffic.

(6) Noise making or other physical behavior which is so distracting that it is difficult or impossible to conduct a class, a meeting, or any other authorized event.

(7) Congregating in such a fashion as to create a situation which could endanger life or property.

(8) Incitement to any of the above-mentioned actions, or to other violations of college policy which could result in such actions, whether orally or through written materials or pictures.

(9) Students must comply with standards of dress established for safety or health reasons in specific classes.

(10) Manufacture, possession, having control over, sale, transmission, or use of any narcotic, stimulant or hallucinogenic drug in violation of the laws of North Carolina or the United States is prohibited.

(11) Fire escapes, ground level fire doors, fire hoses, extinguisher, and safety equipment are to be used only in emergencies. Tampering with, or misuse of, these emergency devices, or blocking of fire exits or other means of impeding traffic, is prohibited.

(12) The unauthorized use of, or entry into, any College facilities (i.e., classrooms), whether by force or not, is prohibited.

(13) Any act which restricts the professor's or another student's right to speak is prohibited.

(14) Gambling of any kind is prohibited on the campus.

(15) Students are required to comply with reasonable requests or orders by authorized College officials or representatives acting on behalf of the College. This requirement includes reasonable
requests for students to meet appointments in administrative offices and at disciplinary investigations and hearings.

(16) Smoking in classrooms, on elevators, and in other designated no smoking areas is prohibited.

(17) Only law enforcement officers may have weapons in their possession at any time on College property. Weapons are defined as firearms, knives (other than pocket knives with a maximum blade length of 2 inches), explosives, non-personal inflammable materials (not including cigarette lighters or matches, etc.), or any other items that may cause bodily injury or damage to property.

(18) Persons who are not registered for a class are not permitted to attend the class. This is not to be applied to guest lecturers, guests of the instructor, administrative personnel, or persons who have the written permission of the Chief Academic Officer.

I. Academic Advising

1. Purpose

To describe the academic advising system and to provide direction and continuity to advising of students during their course of study at Gaston College.

2. Background

a. All students are encouraged to meet with their advisor throughout each term, discuss their academic progress, and discuss registration changes such as dropping and adding courses. Although advisors are available to assist students in a variety of ways, the final responsibility for meeting all academic requirements for graduation rests with the students. The role and responsibilities of the advisor and procedures for academic advising are outlined in the Academic Advising Handbook.

b. Gaston College prides itself in giving the number one priority to the needs of the students. In support of Gaston College's top priority, it is recognized that the faculty advisor is the central and continual point of contact in the student's college experience. The advisor provides systematic, ongoing academic advising and refers the student to other departments that will give additional assistance. In effect, this continuing
concern "individualizes" the system and tailors it as much as possible to meet the student's needs. Therefore, a systematic procedure for advising students provides the most available opportunity for closely following the progress of students after they are enrolled in the College. The faculty advisor must be knowledgeable to advise the student of changes in his or her chosen field. The importance of the student's decision-making process cannot be underestimated, and the faculty advisor should readily discuss situations that affect the student's career plans and refer the student to the career planning and placement center for further assistance and possible testing when changes are deemed necessary. Fulfilling our responsibilities to each student requires a coordinated approach throughout the College.

3. Responsibility

   Academic deans are responsible for oversight of student advising in their divisions.

4. Procedures

   The role and responsibilities of the advisor and procedures for academic advising are outlined in the Academic Advising Handbook. Advisors have access to their students' records. Advisors will be available to advisees during the advising period, registration, and other times as necessary throughout the term. Advisors will provide the students with the following information:

   a. office location
   b. hours available for advisory duties
   c. office phone number

J. Safety

1. Purpose

   To establish the responsibility of faculty members relative to safety in their instructional areas.

2. Responsibility
a. Faculty members must take preventive steps to ensure safety in their instructional areas.

b. Instructors must report any hazards which are observed in the instructional area immediately to their department chair, their dean, the Chief Academic Officer, or Security.

c. Faculty members must review any safety and/or emergency procedures with their classes at the beginning of each term or semester.

d. The responsibility for the health and safety program has been assigned to the Chief Financial Officer or designee.

3. Procedures

a. Detailed procedures for emergency, health safety, and accident protection are found in Emergency, Safety and Accident Procedures.

b. While there is a normal procedure described elsewhere indicating that a College official should contact emergency services, at times individual employees may not have access to a College official. Therefore, emergency assistance including fire, ambulance, county sheriff, and highway patrol can be reached by dialing 911.

c. Employees, especially teaching faculty members, are encouraged to set the example by wearing proper safety clothing and devices. Safety goggles or glasses are provided by the College in several shop and laboratory areas. These eye-protection devices are to be worn by employees, students, and visitors in the shop and laboratory areas listed below:

(1) Automotive
(2) Air Conditioning & Refrigeration
(3) Chemistry
(4) Electrical/Electronic
(5) Heavy Equipment Areas
(6) Machine Shop/Tool & Die
(7) Physics
(8) Welding
d. Safety shoes are recommended but not required for staff and students in the areas of:

(1) Automotive
(2) Heavy Equipment Areas
(3) Welding

e. Instructors will inform students of clothing precautions to be taken in all laboratories.

History
Issued: 4/15/97
Revised: 3/22/10, Added instructors are to continue retention efforts to work with students to enable them to keep up their course work; Revised the 10% point reporting to place responsibility for class participation and attendance on the student; Added For a student to qualify for membership at the ten percent point, the student must meet the conditions set forth in North Carolina Administrative Code (23NCAC 02D.0323).
Revised: 9/1/11, Removed reference to a "roster printout" and permitted the Office of Student Registration and Records to determine methods for reporting attendance, including electronic reporting of attendance.
Revised: 7/1/16 – Removed the statement regarding “seeing-eye dogs” which is included in policy 3-5 Service Animals.