



**NORTHWEST**  

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**MISSISSIPPI COMMUNITY COLLEGE**

**2010-2011  
FULL-TIME  
FACULTY HANDBOOK**

August 2010

## **Mission of Northwest Mississippi Community College**

The mission of Northwest Mississippi Community College is to provide the students of its eleven-county district and beyond with opportunities for obtaining affordable quality education to meet their diverse needs. The comprehensive community and technical college offers students educational experiences through traditional campus-based and distance learning opportunities. Northwest is committed to achieving the following goals: to promote excellence in educational programs; to maintain quality educational support services; to continue responsive administrative processes; to ensure efficient use of financial and physical resources; and to assure institutional effectiveness.

Northwest Mississippi Community College meets the educational, employment, career, cultural, and special needs of its students and the community through the offering of:

- Academic and career technical curricula leading to certificates, diplomas, and associate degrees;
- University-parallel courses and programs meeting requirements of the first two years of a baccalaureate degree;
- Workforce Development Training designed to meet current and future workforce needs in business and industry;
- A comprehensive program of remedial and developmental education;
- Continuing education and service programs for the community;
- Student support through tutoring, guidance, counseling, career information and placement; and,
- Services including library services, cultural and enrichment opportunities, information technology services, and extracurricular activities for students and the community.

## **Accreditation**

*Northwest Mississippi Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia, 30033-4097: Telephone number 404-679-4501) to award the associate degree.*

## **Affirmative Action**

*Northwest Mississippi Community College complies with all applicable laws regarding affirmative action and equal opportunity in all its activities and programs.*

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# **NON-DISCRIMINATORY POLICY**

## **Non-Discrimination**

Northwest Mississippi Community College does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or status as a veteran or disabled veteran in employment, programs, or provision of services. Compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act is coordinated by Mr. Michael Dottorey, Disability Support Services Coordinator, McLendon Student Center, P.O. Box 5555, Highway 51 North, Senatobia, Mississippi 38668, telephone number 662-562-3309, email address [mldottorey@northwestms.edu](mailto:mldottorey@northwestms.edu). Compliance with Title II of the Age Discrimination Act and Title IX of the Education Amendments of 1972 is coordinated by Mr. Gary Mosley, Vice President for Fiscal Affairs, James P. McCormick Administration Building, P.O. Box 7017, 4975 Highway 51 North, Senatobia, Mississippi, 38668, telephone number 662-562-3216, email address [gtmosley@northwestms.edu](mailto:gtmosley@northwestms.edu).

## **Appointment to Advisory Boards, Councils, and Committees**

Northwest Mississippi Community College does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or status as a veteran or disabled veteran in appointment to advisory boards, councils, or committees.

# **STUDENT'S RIGHTS AND RESPONSIBILITIES**

## FERPA

### Notification of Rights Under the Family Educational Rights and Privacy Act (FERPA) of 1974

The Family Educational Rights and Privacy Act (FERPA) of 1974 affords students certain rights with respect to their education records.

They are:

1. The right to inspect and review the student's education records.
2. The right to request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
4. The right to file a complaint concerning alleged failures by Northwest Mississippi Community College to comply with the requirements of FERPA with the U.S. Department of Education at the address below:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-4605

More information on the Family Educational  
Rights and Privacy Act can be found at: [http://  
www.ed.gov/policy/gen/guid/fpco/ferpa/index.html](http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html)

Northwest Mississippi Community College extends the privilege of admission to those persons who meet the academic qualifications and the standards of health, character, and prior conduct. This admission presents privileges beyond those available to all citizens. Commensurate with these additional privileges are additional responsibilities. The rights and responsibilities of Northwest Mississippi Community College students are described in the section which follows.

### Student Rights

Among the student's general and specific rights are the following:

1. The right to those educational programs offered by the college *Bulletin* for which the student is qualified.

2. The right to join college-approved organizations for educational, political, social, religious, and cultural purposes.
3. The right to inquire about and to recommend improvements in policies, regulations, and procedures affecting the welfare of students through representation in the Student Government Association or through duly approved student representatives on college committees and through college offices.
4. The right of respect for personal feelings; the right of freedom from indignity of any type; the right of freedom from control by any person, except as may be in accord with the published rules and regulations of the institution and the commonly accepted moral code.
5. The right of freedom of expression as defined by the Bill of Rights of the Constitution of the United States, within the framework of existing statutes limiting the exercise of this freedom.
6. The right of due process in disciplinary procedures when individual or group behavior comes under review by the College.
7. The right of appeal to and review by the President of the College or his designees for the purpose of determining whether the student has been provided administrative due process.

### **Student Responsibilities**

Rights in all communities have concomitant responsibilities to respect the laws and regulations of the communities. A student's enrollment in Northwest Mississippi Community College is his or her agreement to abide by its rules of community governance.

1. The responsibility of being fully acquainted with the college *Bulletin*, the *Student Guide*, and other published policies for the guidance of students, and the further responsibilities of complying with these policies and regulations in the interest of an orderly, socially responsible community.
2. The responsibility of assuming the consequences of one's own actions and of avoiding conduct detrimental in its effect upon fellow students and the College.
3. The responsibility at all times to recognize constituted authority, to conform to ordinary rules of good conduct, to be truthful, to respect the rights of others, to protect private and public property, and to make the best use of the student's time toward an education.
4. The responsibility for supporting the essential order of the College.
5. The responsibility of meeting college financial obligations and deadlines.
6. The responsibility of attending classes regularly.
7. The responsibility for knowledge and observance of those policies not herein enumerated which have been established and promulgated by appropriate college officials and designated college communities, i.e., residence hall rules, traffic regulations, social rules.

8. The responsibility to see that his or her dress and personal grooming reflects good taste and personal pride in one's appearance. No manner of dress will be allowed which would disrupt the normal educational and social process.

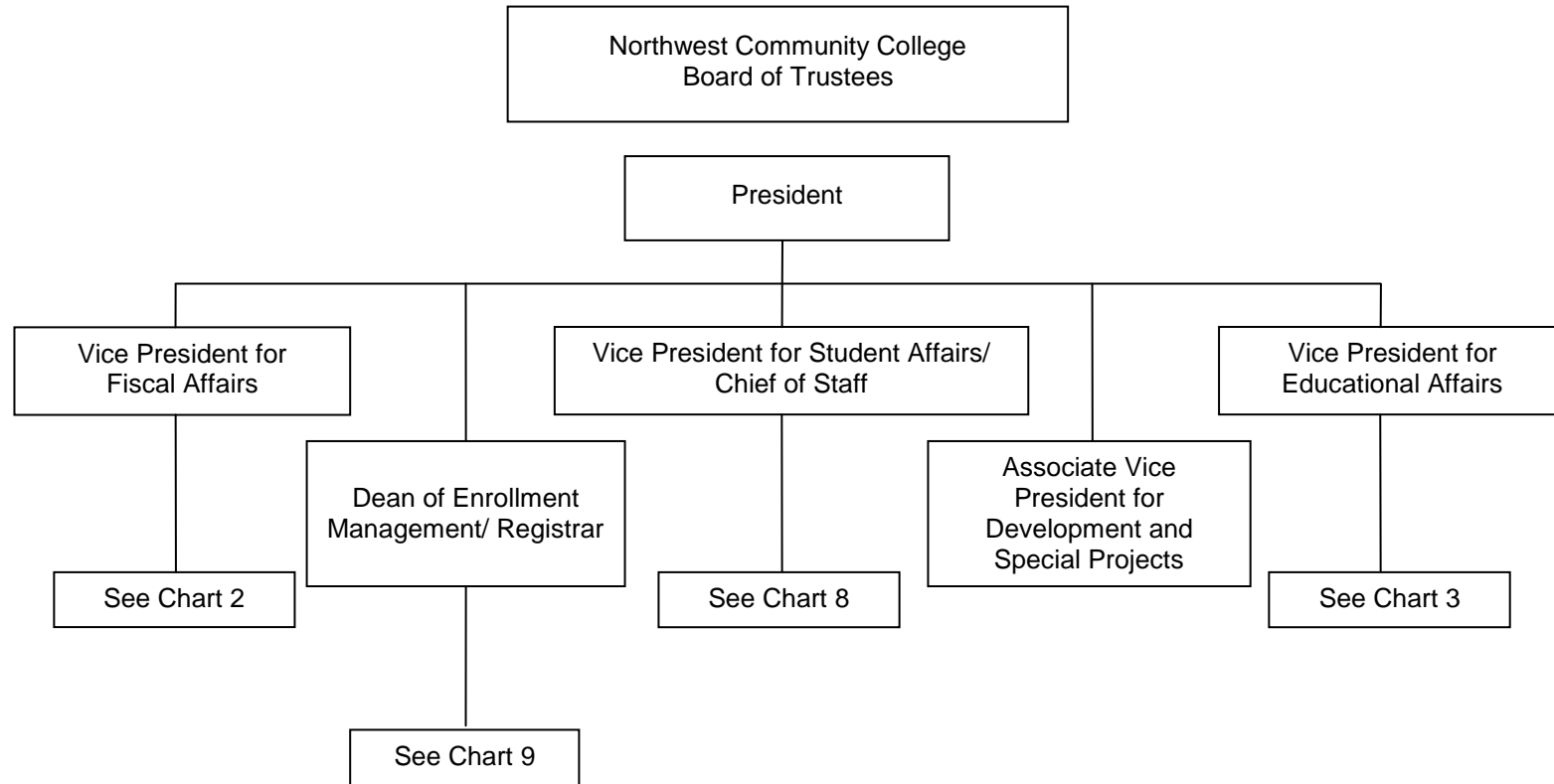
### **Grievance and Arbitration Procedures**

Title IV of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973 as well as Northwest policy prohibit institutional discrimination against students on the basis of race, sex, color, creed, national origin or disability. Students who have reason to believe that their rights under law or campus policy have been denied in such areas as admissions, financial assistance, employment, residence hall assignment, disciplinary actions, or other campus matters may seek to resolve them in the following manner:

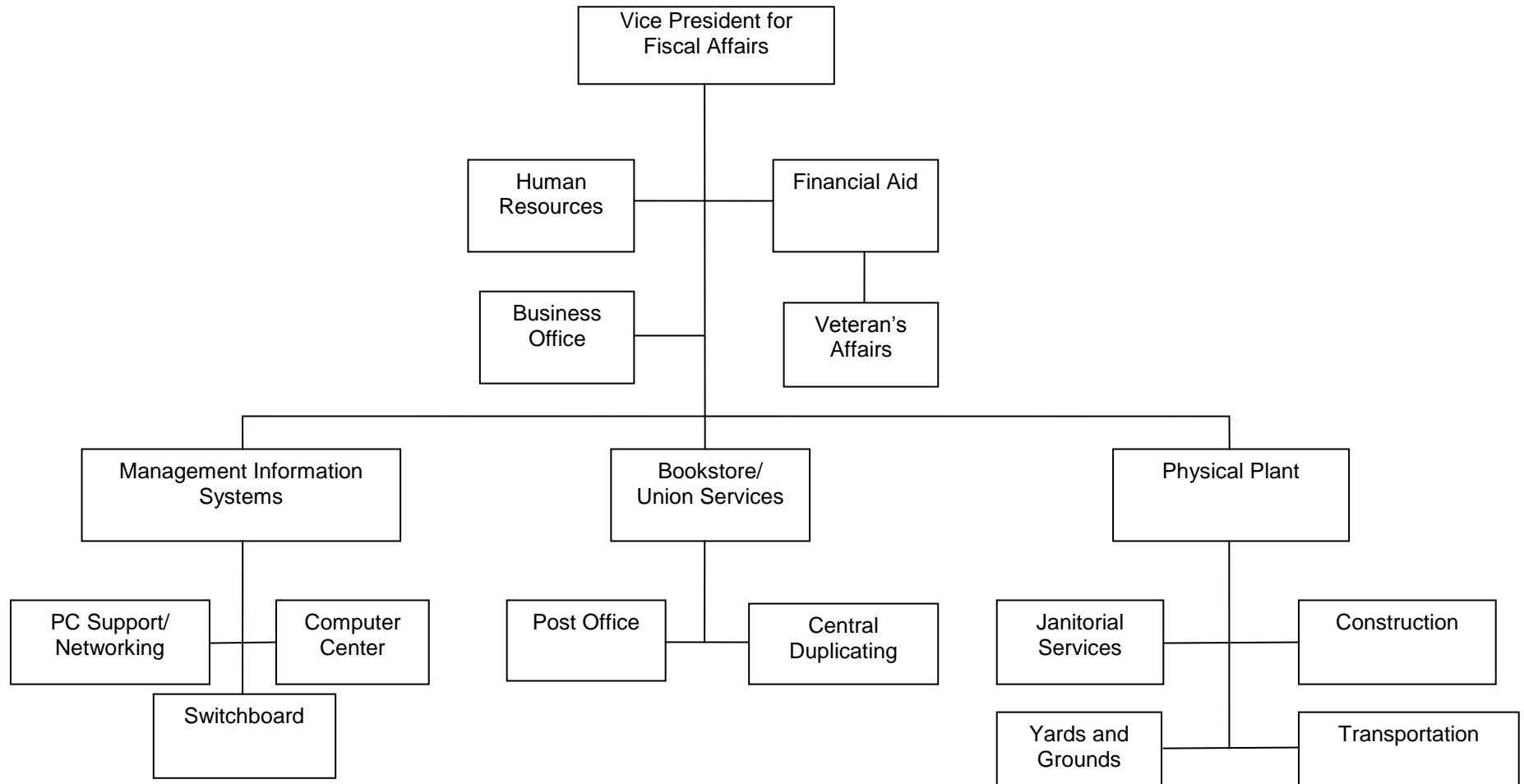
1. Address a written statement to the Vice President for Student Affairs setting forth the grievance and the remedy sought.
2. The Vice President will forward a copy of the grievance to the appropriate individual within five working days of receipt of the statement.
  - a. If a complaint raises an academic question, it will be forwarded to the dean of the appropriate academic division.
  - b. If the complaint raises a nonacademic matter, it will be forwarded to the administrative head of the appropriate unit.
3. Within five working days after receipt of the statement, the Dean or Administrator shall make initial contact with the complainant. The Dean or Administrator may receive both oral and written presentations and may make independent inquiry. Within fifteen working days after the initial contact or meeting, the Dean or Administrator will make a decision as to the merits of the student's grievance. A copy of the decision will be sent to all parties of the statement and the Vice President for Student Affairs. In the event that the student is not satisfied with the resolution of the grievance, appeal may be made to the Vice President responsible for the Unit or Division involved, and then to the President.

# **ADMINISTRATIVE ORGANIZATION**

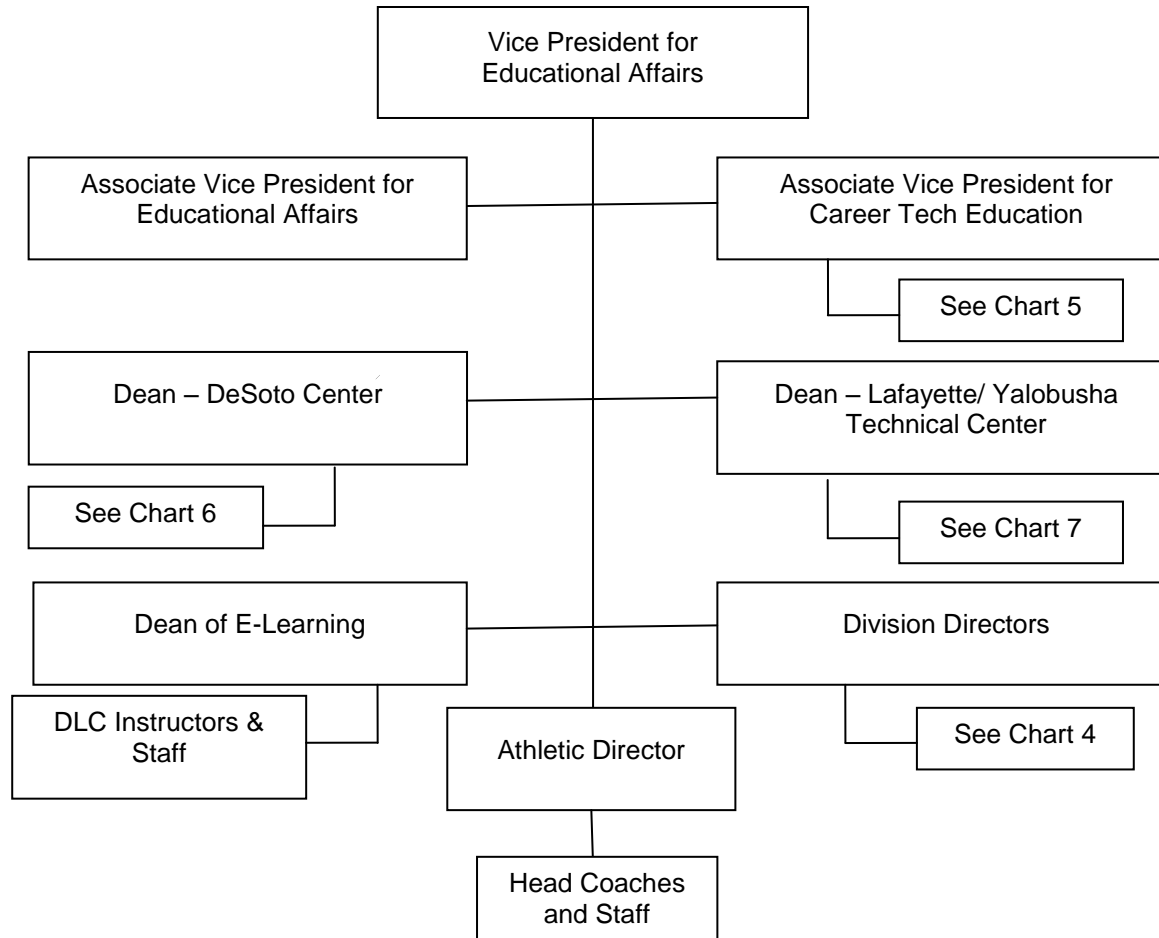
# Northwest Mississippi Community College Organizational Chart 1



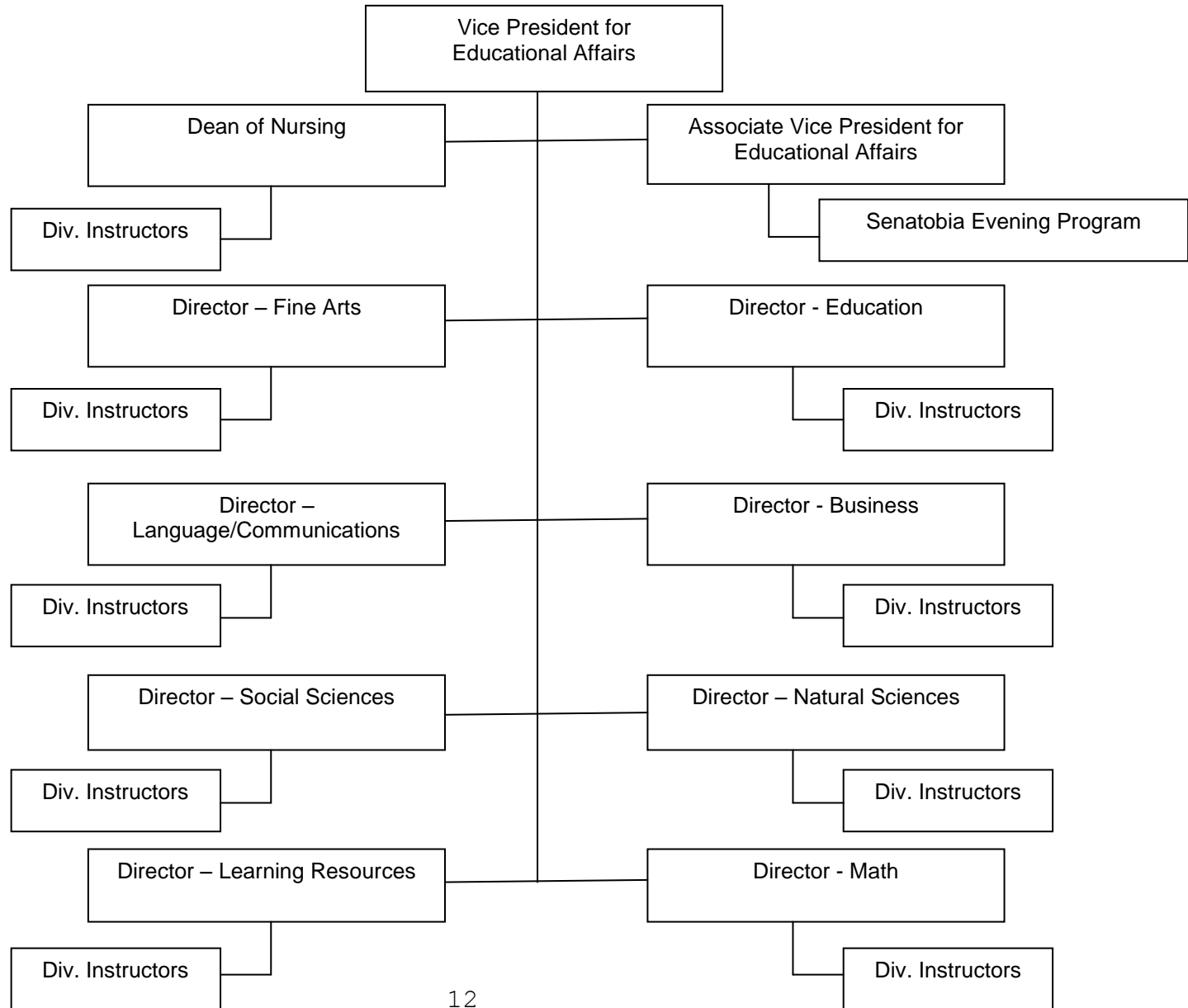
# Northwest Mississippi Community College Organizational Chart 2



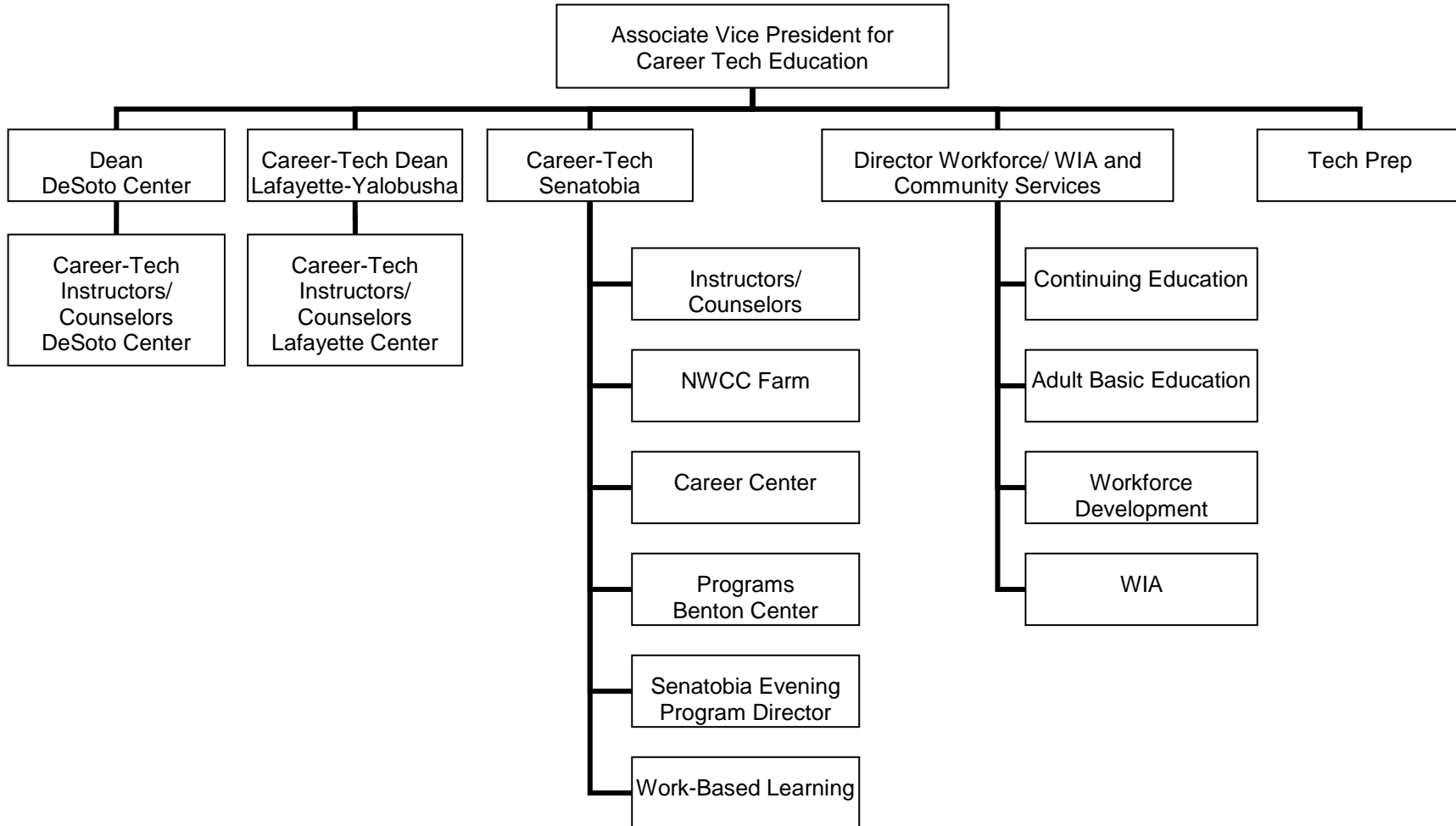
# Northwest Mississippi Community College Organization Chart 3



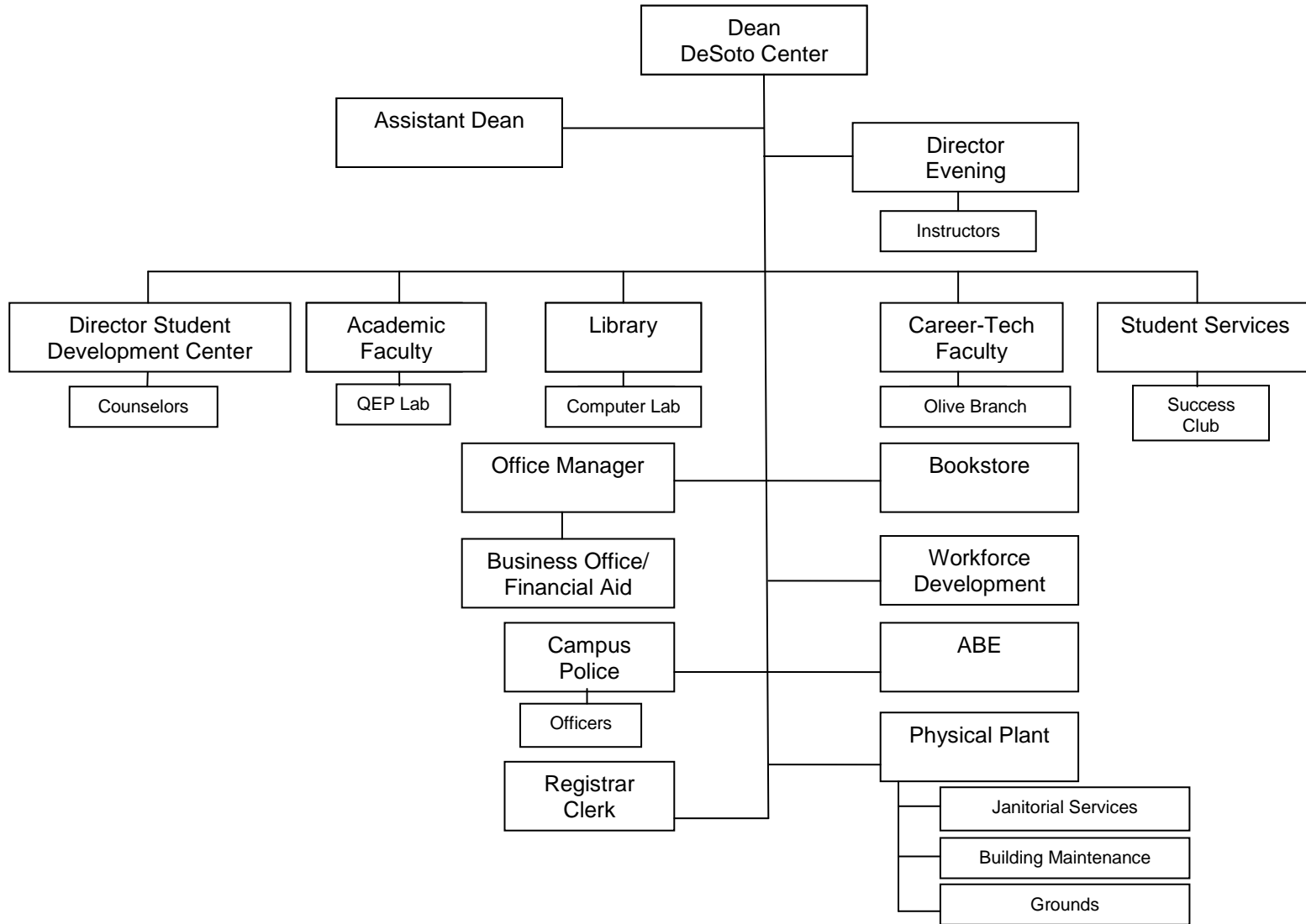
# Northwest Mississippi Community College Organizational Chart 4



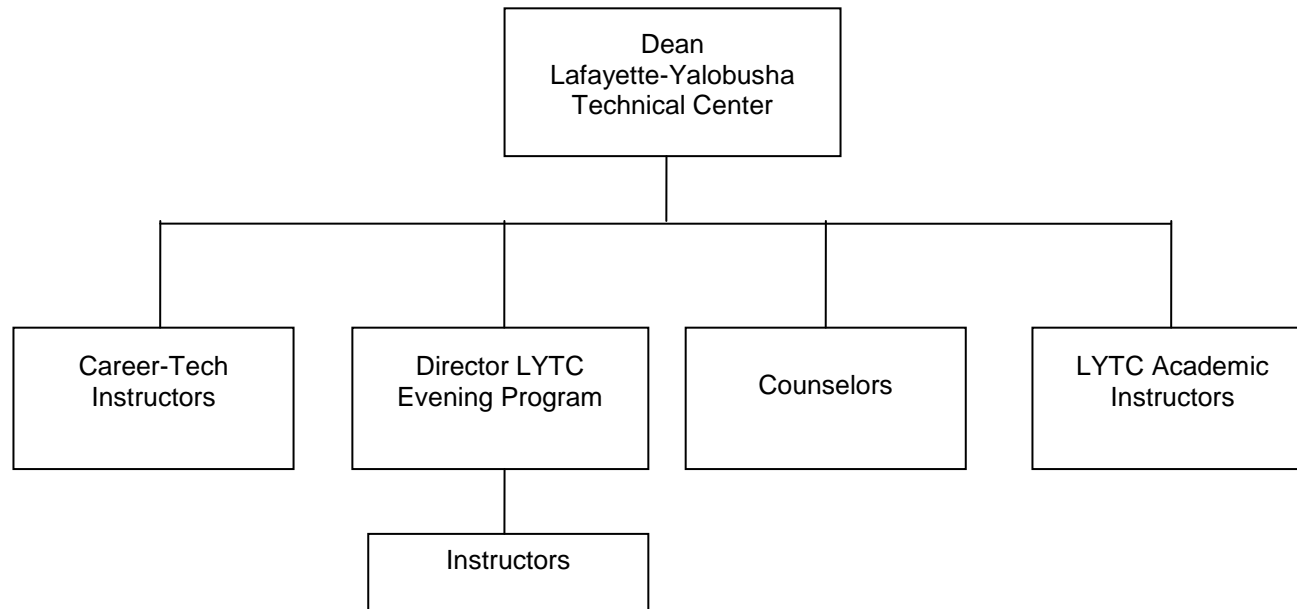
# Northwest Mississippi Community College Organizational Chart 5



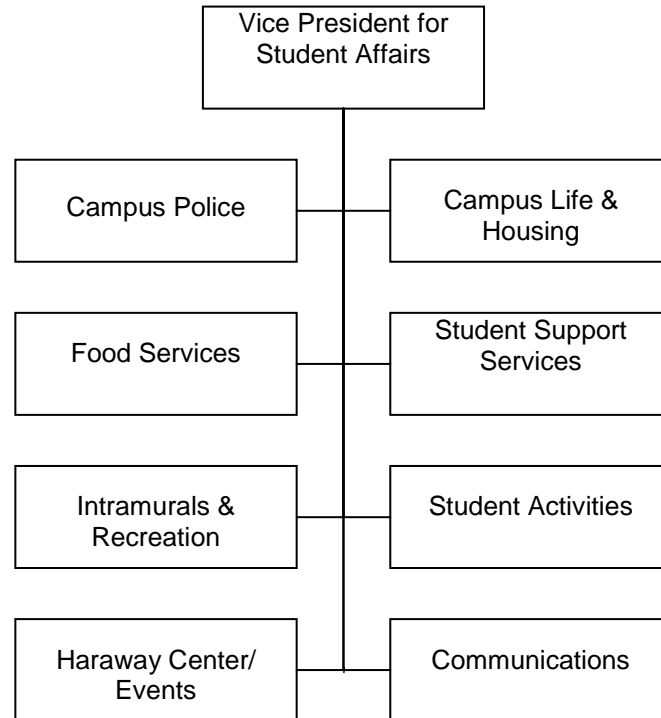
# Northwest Mississippi Community College Organizational Chart 6



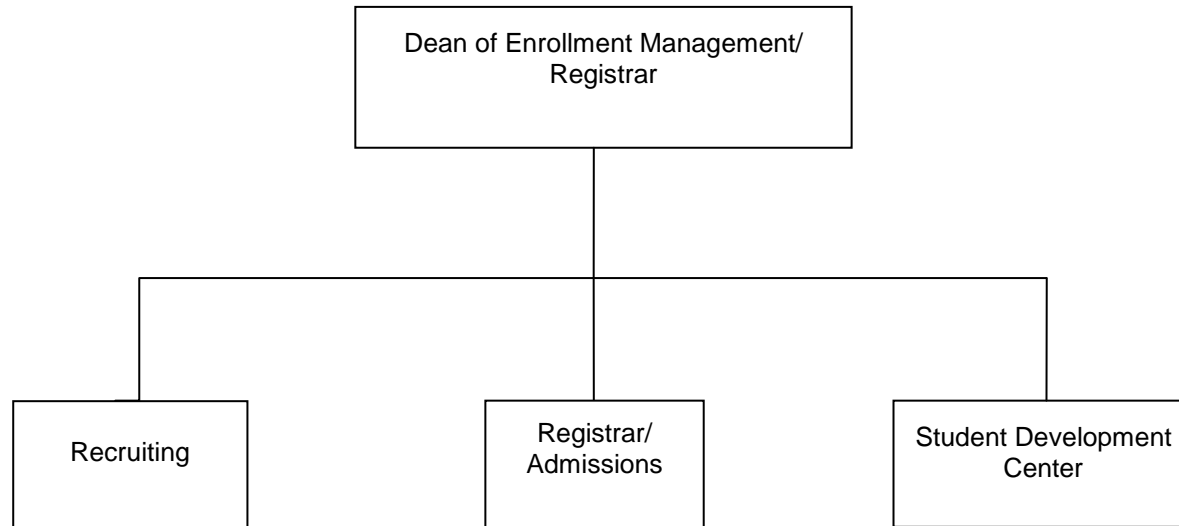
# Northwest Mississippi Community College Organizational Chart 7



# Northwest Mississippi Community College Organizational Chart 8



# Northwest Mississippi Community College Organizational Chart 9



# **JOB DESCRIPTIONS**

## **President** Job Description

The President of the College is the authorized representative of the Board of Trustees, having duties and authorities provided by Mississippi State Laws (Sections 37-29-61 and 37-29-63) and those delegated duties and authorities specified by the Board of Trustees. The President is elected by the majority vote of the membership of the Board and his terms of employment, compensation, and length of contract are set by the Board of Trustees. The length of the contract shall not exceed four (4) years in accordance with applicable State Laws (*Section 37-29-61 of the Mississippi Code*).

### General Duties of the President of the College

1. Serves as the Chief Executive Officer of the College with authority to manage and direct the affairs of the College, in accordance with the policies and regulations established by the Board of Trustees and the applicable laws of the State of Mississippi;
2. Administers and enforces all adopted Board policies and regulations relating to the operation and management of the College;
3. Provides creative leadership to the Board of Trustees and to the faculty, staff and administration of the College;
4. Makes nominations of all faculty members to the Board of Trustees for election, and determines and assigns their duties and responsibilities, in accordance with applicable Board policies;
5. Controls and directs the admission and classification of students in conformity to accreditation requirements and applicable Board policies;
6. Accepts responsibility for the safety, proper care and use of all school property;
7. Attends all meeting of the Board of Trustees;
8. Supervises for the Board of Trustees, the purchasing of all supplies, materials, and services authorized by the annual budget in accordance with applicable State Laws and adopted policies of the Board;
9. Signs all checks for moneys paid out of College controlled funds, or has his designated representative to do so;
10. Provides supervision and support of the Director of Development which includes efforts in fundraising and development for both the College and the College's foundation;
11. Prepares, with the assistance of other personnel of the College, an annual budget which shall contain a detailed estimate of the revenues and expenses anticipated for the ensuing year for general operation, maintenance, and capital improvements of the College for the approval and adoption by the Board of Trustees;
12. Prepares, adopts, and amends, as needed, the educational program, curricula, and courses of study, subject to the approval of the Board of Trustees with the advice and counsel of the various Deans, Division Directors, the Curriculum Committee, and the faculty;
13. Delegates authority and responsibility for directing specific areas of operation of the College to other employees of the College, with the final authority and responsibility retained by the President;
14. Periodically reports to the Board of Trustees on the financial status and condition of the College;

15. Reports to the Board of Trustees the results of the annual financial audit, the financial statement, and any other financial report or document which might reflect the financial condition or status of the College;
16. Recommends to the Board of Trustees any necessary revisions in the annual budget for approval by the Board;
17. Employs all non-instructional college personnel, in accordance with the annual budget, applicable Board policies, and with state statutes;
18. Develops an agenda for regular Board meetings with advice and counsel of the Chairperson of the Board of Trustees;
19. Assists the Board of Trustees in reaching sound judgments in establishing policies; provides the Board, when needed and appropriate, with helpful facts, the results of investigations, general information, and reports;
20. Prepares and submits to the Board for its approval, statements of policy which the President believes are needed for the proper management of the College and which require action of the Board; and
21. Performs any other lawful duties as appropriate and as directed by the Board of Trustees of Northwest Mississippi Community College.

**Chief of Staff**  
Job Description

In addition to their existing duties, the President will designate a current Vice President of the College as Chief of Staff. As directed by the President, the Vice President/ Chief of Staff assists the President by completing the following specific duties:

1. Coordinates the timely completion of special projects which cross organizational lines. Monitor initiatives as necessary to ensure timely and successful completion;
2. Coordinates special initiatives as determined by the President;
3. Assists with the planning of special campus events;
4. Prepares the agenda and organizes meetings of the President's Cabinet;
5. Plans and executes retreats for the Executive Council and President's Cabinet;
6. Supports the President in leading an effective institutional management team;
7. Oversees the fall opening of school program and system wide new employee orientation programs;
8. Assists the President with correspondence, reports, speeches, and presentations; and
9. In the absence of the President, assumes the President's emergency management responsibilities or other duties as delegated.

## **Vice President for Fiscal Affairs**

### Job Description

#### General Statement:

The Vice President for Fiscal Affairs, which reports directly to the chief executive officer, has district wide responsibility for all business and financial affairs of the College. The specific roles and responsibilities for this administrator include, but are not limited to the following:

1. Assists the president in the preparation and control of the institutional budget;
2. Establishes and maintain an appropriate system of accounting and financial reporting;
3. Provides access to information on interim budgetary status to departments;
4. Provides supervision and support of the Human Resources Office, which includes the maintenance of personnel records and administration of personnel policies governing administration and staff;
5. Provides supervision and support of the Director of Physical Plant and all areas falling under that position (physical plant, transportation, custodial services, and waste management);
6. Provides supervision and support of the Business Manager and all areas falling under this position (purchasing, payroll, accounts receivable, accounts payable, inventory control, student financial aid, veteran's affairs, and all other accounting and financial operations);
7. Provides supervision and support of the Director of Technology and all areas falling under that position, (technological advancement, administrative computer services, and communication services);
8. Provides supervision and support of the various auxiliary enterprises including bookstores and postal services; and
9. Performs other duties as assigned by the President.

**Vice President for Educational Affairs**  
Job Description

Incumbent has district-wide policy and coordination responsibilities for the instructional affairs of the College district. The role and responsibilities of this position include:

1. Coordinates district-wide policies and responsibilities for the instructional affairs of the district;
2. Ensures proper implementation and compliance with district instructional policies;
3. Exercises general coordination of policy and curriculum development and instructional program administration throughout the district;
4. Provides adequate and effective communication and leadership in all aspects of instructional affairs among and through the deans;
5. Provides system wide supervision, organizational and coordination of all instructional support services;
6. Provides recommendations to the President concerning the employment of instructional and instructional support personnel;
7. Assists with budget preparation;
8. Monitors the budget in areas of responsibility;
9. Provides general supervision of the intercollegiate athletic programs;
10. Provides general supervision and coordination of student admissions and student academic records;
11. Performs related duties as required or deemed appropriate to accomplish assigned responsibilities and function of the office;
12. Coordinates and supervises Distance Learning programs; and
13. Performs other duties that may be assigned by the President.

## **Vice President for Student Affairs**

### Job Description

The Vice President for Student Affairs, who reports directly to the President, is the Chief Student Affairs with responsibility for the planning, implementation and evaluation of student development services of the College. The specific roles and responsibilities for this executive officer include, but are not limited to the following:

1. Serves as chief disciplinary officer for students, with responsibility for enforcing the Code of Student Conduct;
2. Supervises and supports the Director of Campus Police and the district-wide functions falling under that position (police, parking, identification services, emergency management, and crime prevention);
3. Supervises and supports the Director of Athletics and Intramurals in regards to Student Affairs functions and all functions falling under that position (intramurals, recreation, and cheerleading);
4. Supervises and supports Student Activities and all functions falling under that position (student activities, student organizations, homecoming and pageants);
5. Supervises and supports the Director of Campus Life and Housing and all functions falling under that position (student conduct, health services, educational programming, and housing);
6. Supervises and support the Director of Student Support Services and all functions falling under that position;
7. Supervises the Haraway Center and facility scheduling for the Senatobia campus;
8. Supervises and support the Director of Communications and all functions falling under that position (student and college publications, institutional marketing, and sports information and publications);
9. Supervises and supports the Director of Food Services and all functions falling under that position (cafeteria, catering);
10. Develops and recommends budget for Student Affairs areas; and
11. Performs related duties as assigned by the President.

**Associate Vice President for Career-Technical Education**  
Job Description

The Associate Vice President for Career-Technical Education has district wide responsibility for planning, directing, and supervising both the career technical education and workforce development programs of the institution, including:

1. Maintains all accreditation standards or other standards affecting career technical programs set by the regional accrediting agency, specific program accrediting agencies or by the governing board;
2. Advises the Vice President for Educational Affairs as to the conduct of the career technical division with particular interest being given to citing excellence and making recommendations for improvements;
3. Establishes procedures for planning and evaluation of the career technical instructional program;
4. Works with the career technical faculty on all campuses, center deans, and the Vice President for Educational Affairs in the formulation of educational goals that are consistent with the instructional purpose;
5. Recruits, selects, and recommends career technical faculty;
6. Recommends the schedule of classes for the career technical division;
7. Recommends the budget for the career technical division;
8. Develops, plans and implements in-service training programs for career technical faculty;
9. Participates in the plans of new construction or physical expansions of career technical facilities;
10. Maintains records of inventory, faculty, etc. requested by the Mississippi Department of Education - Office of Vocational Education, and the College;
11. Coordinates the development of the local plan;
12. Supervises and supports the Director of Workforce Development/WIA and Community Service and all functions falling under that position (Workforce Development, Adult Basic Education [ABE], Continuing Education, and WIA);
13. Performs other duties as assigned by the Vice President for Educational Affairs and/or the President.

## **Associate Vice President for Educational Affairs**

### Job Description

The Associate Vice President for Educational Affairs is responsible for directing, coordinating, and supervising the day-to-day operations of the college parallel instructional programs on the Senatobia Campus. Responsibilities also include district-wide planning and implementation regarding the educational goals of the college. The role and responsibilities of this position include:

1. Maintaining all academic accreditation standards or other standards affecting academic areas set by the regional accrediting agency, specific program accrediting agencies or by the governing board;
2. Advising the Vice President for Educational Affairs as to the conduct of the instructional program with particular interest being given to citing excellence and making recommendations for improvements;
3. Working with the academic faculty, Division Directors and the Vice President for Educational Affairs in the formulation of educational goals that are consistent with the institutional purpose;
4. Implementing procedures for evaluating the extent to which educational goals are being achieved;
5. Establishing procedures for planning and evaluating the instructional program;
6. Developing and implementing procedures for use of the results of evaluation procedures to improve institutional effectiveness;
7. Developing and implementing procedures for evaluating student academic achievement;
8. Supervising and implementing student grade appeal procedures and student absence appeal procedures;
9. Coordinating advising efforts during pre-registration, registration, and late registration;
10. Coordinating course drop and add procedures;
11. Developing the schedule of classes for the Senatobia Campus academic division;
12. Coordinating with the universities on articulation of courses and programs of study;
13. Providing necessary support for the College's accreditation activities with responsibility for filing all required SACS reports
14. Developing, planning and implementing district-wide distance learning opportunities such as dual enrollment; and
15. Performs other duties as assigned by the Vice President for Educational Affairs and/or the President.

**Dean of DeSoto Center**  
**Dean of Lafayette-Yalobusha Technical Center**  
Job Description

The Deans of the DeSoto Center and the Lafayette-Yalobusha Technical Center are responsible to the Vice President for Educational Affairs for the organization, administration, and leadership for the community college program at their respective campuses. The duties of the center dean shall include:

1. Recommends to the Vice President for Educational Affairs faculty members, administrators, and staff to be employed at their respective campus;
2. Accepts responsibility for the administration, improvement, and evaluation of the instructional programs at their respective campus;
3. Works with the Vice President for Educational Affairs in developing new programs in line with community needs;
4. Supervises registration activities and plans class schedules to meet the needs of the students;
5. Supervises the physical plant and all auxiliary operations, and maintains inventory control;
6. Works with personnel in the departments of Bookstore, Business Office, Campus Police, Communications, Financial Aid, Learning Resources, and Management Information Systems;
7. Approves all absences and leaves from work (vacation, sick leave, professional leave) for all personnel;
8. Assists in planning for campus development and in the coordination of activities with those on other campuses, branches and centers;
9. Prepares and submits an annual budget to the Vice President for Educational Affairs;
10. Monitors budgets and approves expenditures;
11. Serves as a member of Academic Council to ensure the effective coordination of the overall educational program;
12. Provides leadership in achieving the stated goals and objectives of the College district as they pertain to the campus operations;
13. Assumes general supervision and control of professional staff development activities; and
14. Performs other duties as assigned by the Vice President for Educational Affairs and/or the President.

## **Academic Division Directors**

### Job Description

1. Assume responsibility for coordinating on a system-wide basis the curriculum and major programs of study within the respective divisions. This is to be done for both day, evening, and virtual programs, as well as distance learning for the Senatobia, Southaven, Oxford and Olive Branch campuses in cooperation with Deans, advising coordinators, lead instructors and the faculty;
2. Supervise members of respective divisions in planning and implementing activities to support goals and objectives of the divisions and the college;
3. Assign faculty members to act as student advisors;
4. Plan, conduct and report on all division meetings on a regular basis;
5. Develop and recommend class schedules for the division;
6. Assist in faculty selection and evaluation;
7. Assist in curriculum development;
8. Assist in staff and faculty development;
9. Develop and recommend respective division budget;
10. Monitor expenditures within the division;
11. Assist in the development of non-traditional programs;
12. Assist in the development and implementation of the evening class schedule;
13. Assist in the selection of faculty for evening classes;
14. Implement, monitor and report progress on approved objectives and activities;
15. Assume responsibilities for the building inventory of furniture, equipment including reporting to the proper person any movement or loss of equipment;
16. Request needed maintenance for buildings;
17. Ensure that all classes are properly covered during the absence of faculty members;
18. Post and maintain office hours;
19. Assume responsibility for supervision of the textbook selection process; and
20. Assume other duties that may be assigned.

**Academic Advising Coordinators**  
**DeSoto Center Campus**  
Job Description

In order to provide for proper supervision and coordination of academic majors enrolled at the DeSoto Center Campus, the specific duties of the Academic Advising Coordinators shall include:

1. Assist in curriculum development;
2. Disseminate appropriate information to academic faculty and counselors;
3. Meet with academic Division Directors as needed for coordination of the curriculum;
4. Assume appropriate academic duties assigned by the Dean of the DeSoto Center;
5. Plan, conduct and report on all division meetings on a regular basis;
6. Develop and recommend class schedules for the division;
7. Assist in faculty selection and evaluation;
8. Assist in staff and faculty development;
9. Assist in the development of non-traditional programs;
10. Assist in the development and implementation of the evening class schedule;
11. Assist in the selection of faculty for evening classes;
12. Implement, monitor and report progress on approved objectives and activities; and
13. Assume other duties that may be assigned.

**Dean of Enrollment Management/ Registrar**  
Job Description

1. Plans and supervises registration and graduation;
2. Supervises the evaluation of students and applications;
3. Prepares state reimbursement audit report;
4. Enforces all suspension lists in admitting students;
5. Compiles eligibility lists for athletic teams;
6. Notifies new applicants of acceptance and time of registration;
7. Prepares budget for admissions and records;
8. Supervises the recording of grades to permanent records and mailing of grades to students;
9. Evaluates veterans' previous credits for certification to the Department of Veterans Affairs;
10. Supervises class schedule changes;
11. Evaluates all transfer credit;
12. Certifies honor society lists and other student documents as required;
13. Serves on six institutional committees;
14. Supervises the Director of the Recruiting Office and all district-wide functions falling under that office (recruiting);
15. Supervises the Director of Student Development Center at the Senatobia campus, and all functions falling under that position, (personal and academic counseling, testing, Disability Support Services, and early alert) as well as coordination of all district wide counseling services; and
16. Performs related duties as assigned by the President.

## **Associate Vice President for Development and Special Projects**

The Associate Vice President is responsible for the implementation and coordination of fundraising activities for the purpose of increasing the scholarship endowment and for other purposes that relate to the mission of NWCC and that are approved by the President, the Board of Trustees, and the Foundation Board of Directors. Duties and responsibilities include the following:

1. To conduct an annual fund campaign designed to increase scholarship assistance for students.
2. To conduct special fundraising events to include, but not be limited to, golf tournaments, bridge tournaments, etc.
3. To conduct capital campaigns as needed for endowment and other projects deemed appropriate by the President of the College, the Board of Trustees, and the Foundation Board of Directors.
4. To monitor the fundraising activities of other departments and divisions.
5. To produce in cooperation with the Office of Communications promotional materials that provide information concerning the fundraising activities of the Foundation.
6. To assist the President of the Foundation Board of Directors in the notification and planning of the quarterly meetings.
7. To provide orientation for Foundation directors.
8. To develop and maintain accurate accounting records of all contributions received and all disbursements of the Foundation.
9. To recognize all gifts to the Foundation in a timely and appropriate manner.
10. To manage the scholarship awards program, to include selection of recipients, notification of recipients to sponsors, and appropriate recognition of recipients and sponsors
11. To provide appropriate retirement and service awards to faculty and staff.
12. To oversee the development of all institutional grant proposals to private, state and federal entities.
13. To assist in the management of special projects relating to the promotion and marketing of the College (building dedications, ground breaking ceremonies, ceremonies honoring accomplishments, etc.).
14. Performs other duties as assigned by the President.

**Center Evening School Directors**  
**DeSoto Center and Lafayette-Yalobusha Technical Center**  
Job Descriptions

The Evening School Directors for DeSoto Center and Lafayette-Yalobusha Technical Center are responsible to the Center Director or Dean for the organization, administration, and supervision of the evening comity college program. The duties of the Evening School Director shall include:

1. Recommends to the Campus Dean or Director, adjunct faculty members, and evening staff for employment;
2. Accepts responsibility for the administration, improvement, and evaluation of the evening instructional programs;
3. Works with the Campus Dean of Director in developing new evening programs in line with community needs;
4. Plans and prepares evening schedules to meet student needs;
5. Coordinates student services for evening school enrollment in the areas of Counseling, Financial Aid, Bookstore and Business Office;
6. Prepares and submits an annual budget to the Campus Dean or Director;
7. Works to achieve the stated goals and objectives of the College district as they pertain to the evening school program;
8. Coordinates the programming, organization, and operation of non-credit seminars, workshops, and mini courses;
9. Submits payroll information for all adjuncts and full-time overloads to the Campus Dean or Director;
10. Distributes grade reporting forms and audit forms for evening instructors and monitors for completion and correctness; and
11. Performs other duties as assigned by the Campus Dean or Vice President.

**Director, Workforce Development/WIA and Community Service**  
Job Description

The Director, Workforce Development/WIA and Community Services are responsible for the management and supervision of the Workforce Development Program at Northwest Mississippi Community College. The Director supervises the following areas: the Workforce Development Center, the Workforce Investment Act WIN Job Center, Adult Basic Education /General Education Degree program, and the Senatobia campus Continuing Education program. Specific duties include:

1. Promotes participation in a 15-member District Workforce Development Council by those who serve as voting members from each county in the NWCC service area;
2. Through the District Workforce Development Council, organizes, develops, and monitors strategic planning;
3. Markets the Workforce program to the community through participating in community based organizations, professional groups, and special events;
4. Acts as liaison from industrial customers and the Workforce Council to the College;
5. Manages state and federal program funding;
6. Plans and schedules staff development;
7. Directs operations of remote sites in Olive Branch, Southaven, Batesville, and Oxford;
8. Completes all required local and state reports;
9. Plans and submits program budget requirements, and manages all fiscal and administrative operations of the program; and
10. Represents the College at local and state Workforce meetings, conferences, and other events.
11. Performs other duties as assigned by the Associate Vice President for Career-Technical Education and/or the Vice President for Educational Affairs.

## **Director of Communications**

### Job Description

The Director of Communications has the district-wide responsibility for marketing the College through a variety of print and electronic media efforts, for providing accurate information through college publications, and for serving as a liaison between the College and the news media. The Director is also responsible for assisting in community and government relations efforts and in organizing special events. Duties and responsibilities include:

1. Publicizes and promotes the College through utilization of news and social media;
2. Supervises the preparation and release of stories and/or photographs to area media;
3. Coordinates the planning, design, and production of college publications intended for the general public (i.e. *Bulletin*, newsletters, brochures, sports programs, etc.), assuring the accuracy of information and the portrayal of a positive image of the College;
4. Develops promotional advertising for the College;
5. Supervises the promotion of the College's program of intercollegiate athletics to the media and the general public;
6. Approves all college information before it is disseminated to the general public;
7. Serves as a consultant to the student newspaper and yearbook;
8. Assists with arrangements and publicity for public events and ceremonies;
9. Supervises all operational aspects, including planning and budgeting, of the Ann Yates Whitten Media Center;
10. Attends all regular meetings of the College's Board of Trustees; and
11. Performs other related duties as requested by the Vice President for Student Affairs and/or the President.

**Director of Recruiting**  
Job Description

The Director of Recruiting has the district-wide responsibility for recruiting new students for admission to the College. The Director implements a comprehensive recruiting effort that provides accurate information through individual and group presentations to high school and community groups, visiting local businesses and industries, and serving as a liaison between the college and local high schools. Duties and responsibilities include:

1. Publicizes and promotes the college through visits to high schools, local business and industries and community groups;
2. Supervises all operational aspects of the Office of Recruiting, including planning and budgeting;
3. Supervises all Recruiting staff members;
4. Develops and implements a comprehensive recruiting plan;
5. Supervises the student recruiter program;
6. Works with parents and students regarding financial aid issues;
7. Assists with the planning, design, and production of college publications to help assure the accuracy of information and the portrayal of a positive image of the college; and
8. Performs other related duties as requested by the Dean of Enrollment Management and/or the President.

**Director of Physical Plant**  
Job Description

1. Provides general supervision of personnel in Janitorial, Transportation, Yards and Grounds and Building Repairs and Renovations;
2. Provides direct supervision of Cabinet Shop and Maintenance (electrical, plumbing and HVAC repairs);
3. Coordinates, designs, and supervises in-house renovation projects;
4. Coordinates and provides overview for capital improvement projects and act as liaison between the architect/contractor and college trustee/end user;
5. Coordinates contractual services including: lawn chemical program, waste removal/recycling, elevator maintenance and fire alarm-video surveillance access systems;
6. Approves purchase requisitions, prepare bid specifications as required, review products, monitors expenditures and prepare budget request;
7. Approves and monitors employee absentee records and time cards weekly, review complaints from employees and complaints about employees, recommend hires, dismissals and salaries;
8. Reviews work orders as required to establish a priority, method of remediation, or follow-up to a complaint; and
9. Additionally provides overview and guidance in following areas: key control, landfill operation, natural gas system, operation of building automation system, code compliance, utility usage, pest control and shipping/receiving.
10. Performs all other duties as requested by the Vice President for Fiscal Affairs and/or the President.

## **Director of Management Information Systems**

### Job Description

The Director of Management Information systems has district wide responsibility for the technological services provided to faculty, staff, and students. The specific responsibilities for this position include but are not limited to the following:

1. Provides direct supervision of the Computer Center staff, Network Administrator and Webmaster;
2. Provides general supervision of personnel in Network Support, Help Desk, and Telecommunications areas;
3. Serves as chairman of the College Institutional Technology Committee. This includes maintaining the district wide Technology Plan and formulating goals for information accessibility that are consistent with our institutional purpose;
4. Serves as the State of Mississippi Information Technology Services (ITS) contact for the College. This includes coordinating requests made to ITS from various departments within the College;
5. Advises the Vice President for Fiscal Affairs on technology related issues;
6. Recommends hiring, dismissals, and salaries of employees in the areas supervised;
7. Accepts responsibility for the expenditure and utilization of all funds allocated to the College for technological advancement;
8. Prepares budget requests, monitors expenditures, reviews proposed products, approves purchase requisitions, and prepares bid specifications as required;
9. Recommends technology related improvements district wide as well as any new application development;
10. Plans and coordinates the implementation of new technologies district wide;
11. Coordinates all contractual services involving the administrative computer system;
12. Provides guidance in coordinating contractual services for campus network and telecommunications operations, building or office renovations, and new building projects;
13. Provides guidance to other departments and/or campuses in their purchases of technology related items;
14. Recommends the schedule of training needed for faculty and staff as it relates to our private network;
15. Maintains existing software applications and develops new software applications as needed for the College administrative computer system;
16. Accepts responsibility for the disaster recovery plan for the Computer Center, Network Support, Telecommunications, and Help Desk areas;
17. Provides overview and guidance in the following areas: voice/data communications between campuses and state network, network equipment, phone systems, help desk services, PC repair and maintenance services, network access, network security, classroom technologies, building access, cable television, and the Community College Network (CCN);
18. Serves on the Strategic Technology Council for the State Board of Community and Junior Colleges; and
19. Performs other duties and responsibilities as may be assigned by the Vice President for Fiscal Affairs and/or the President.

# **EXAM SCHEDULES**

## Final Examination Schedule 2010 Fall Semester

December 7-13 (Tuesday - Monday)

<u>CLASS PERIOD</u>	<u>DATE OF TEST</u>	<u>TEST TIME</u>
<b><u>MWF CLASSES</u></b>		
7:00 a.m.	Friday, Dec. 10	7:00 a.m.-9:00 a.m.
8:00 a.m.	Wednesday, Dec. 8	8:00 a.m.-10:00 a.m.
9:00 a.m.	Friday, Dec. 10	9:30 a.m.-11:30 a.m.
10:00 a.m.	Monday, Dec. 13	10:00 a.m.-12:00 p.m.
11:00 a.m.	Wednesday, Dec. 8	10:30 a.m.-12:30 p.m.
12:00 p.m.	Friday, Dec. 10	12:00 p.m.-2:00 p.m.
1:00 p.m.	Wednesday, Dec. 8	1:00 p.m.-3:00 p.m.
2:00 p.m.	Monday, Dec. 13	2:00 p.m.-4:00 p.m.
<b><u>TTH CLASSES</u></b>		
8:00 a.m.	Tuesday, Dec. 7	8:00 a.m.-10:00 a.m.
9:30 a.m.	Thursday, Dec. 9	9:30 a.m.-11:30 a.m.
11:00 a.m.	Tuesday, Dec. 7	11:00 a.m.-1:00 p.m.
12:30 p.m.	Thursday, Dec. 9	12:30 p.m.-2:30 p.m.
2:00 p.m.	Tuesday, Dec. 7	2:00 p.m.-4:00 p.m.
<b><u>EVENING/AFTERNOON/SATURDAY CLASSES</u></b>		
As Scheduled	Dec. 7-13	Final Examinations are given at the time and place of class meeting.

1. All examinations will be held in regular classrooms with instructors in charge.
2. There is a policy of no exemption from final examinations.
3. No examination may be given early without the written permission of the appropriate Dean. Permission is granted only in the rarest of circumstances.
4. Students with three examinations in one day may make arrangements with the instructor to take an examination with an earlier class if the instructor has the same class taught earlier.

## Final Examination Schedule 2011 Spring Semester

May 6-12 (Friday - Thursday)

<u>CLASS PERIOD</u>	<u>DATE OF TEST</u>	<u>TEST TIME</u>
<b><u>MWF CLASSES</u></b>		
7:00 a.m.	Wednesday, May 11	7:00 a.m.-9:00 a.m.
8:00 a.m.	Monday, May 9	8:00 a.m.-10:00 a.m.
9:00 a.m.	Wednesday, May 11	9:30 a.m.-11:30 a.m.
10:00 a.m.	Friday, May 6	10:00 a.m.-12:00 p.m.
11:00 a.m.	Monday, May 9	10:30 a.m.-12:30 p.m.
12:00 p.m.	Wednesday, May 11	12:00 p.m.-2:00 p.m.
1:00 p.m.	Monday, May 9	1:00 p.m.-3:00 p.m.
2:00 p.m.	Friday, May 6	2:00 p.m.-4:00 p.m.
<b><u>TTH CLASSES</u></b>		
8:00 a.m.	Tuesday, May 10	8:00 a.m.-10:00 a.m.
9:30 a.m.	Thursday, May 12	9:30 a.m.-11:30 a.m.
11:00 a.m.	Tuesday, May 10	11:00 a.m.-1:00 p.m.
12:30 p.m.	Thursday, May 12	12:30 p.m.-2:30 p.m.
2:00 p.m.	Tuesday, May 10	2:00 p.m.-4:00 p.m.
<b><u>EVENING/AFTERNOON/SATURDAY CLASSES</u></b>		
As Scheduled	May 6-12	Final Examinations are given at the time and place of class meeting.

1. All examinations will be held in regular classrooms with instructors in charge.
2. There is a policy of no exemption from final examinations.
3. No examination may be given early without the written permission of the appropriate Dean. Permission is granted only in the rarest of circumstances.
4. Students with three examinations in one day may make arrangements with the instructor to take an examination with an earlier class if the instructor has the same class taught earlier.

# **ADVISING POLICIES AND PROCEDURES**

## **New Student Course Placement**

### **English Placement**

**Persons to Contact:**                      **Sherry Lusk, Senatobia: 662-562-3246**  
   **Amy Shaw, Southaven: 662-280-6135**

#### ***English Placement Based on ACT Scores***

##### **New Students:**

English ACT 16 or higher                      ENG 1113    English Composition I  
English ACT 15 or below                      ENG 0113    Beginning English (formerly ENG 1013)  
Students who do not have ACT scores must take an English writing placement test.

##### **Classroom Placement for Returning Students:**

A, B, or C in ENG 0113    =ENG 1113 English Composition I  
D or F in ENG 0113     =ENG 0113 Beginning English

## Mathematics Placement

**Persons to Contact:** Charlotte Alexander, Senatobia: 662-562-3497  
Wayne Ferguson, Southaven: 662-280-6138

### **1. Mathematics Placement Based on ACT Scores**

- ACT Math Score of 19 \* or above (with 2 yrs. high school algebra) MAT 1313 (College Algebra)
- ACT Math Score of 17-18 (with 1 year high school algebra) MAT 1233 (Intermediate Algebra)
- ACT Math Score of 16 or below MAT 1213 (College Mathematics)

\*Student with Math ACT of 20 may choose to take Trigonometry.

\*Student with Math ACT of 22 or higher may choose to take Business Calculus I or Calculus I according to their major.

A grade of C is required to exit a math course.

### **2. Mathematics Placement Based on Placement Test Scores**

Students who have not taken the ACT Test must take a Math Placement Test prior to being allowed to register for classes. Mathematics Instructors will place students in College Algebra, Intermediate Algebra, or College Mathematics based on the results of the test.

### **Classroom Placement**

Students enrolled in any mathematics course may move to a lower math course during the first week of a regular semester. At registration, students may select to take a lower math course than the one based on ACT placement.

A grade of C or higher is required to move from one math course to the next course. If a student has made a grade of D, F, or has withdrawn from the course, the student cannot be enrolled in a higher level math course without first repeating the prerequisite course. A student cannot be placed in MAT 1313 until they have satisfied the mathematics placement requirements.

## Reading Placement

**Persons to Contact:** Pam Simpson, Senatobia: 662-560-3903

### **1. Reading Placement Based on ACT Scores**

- |                                      |                            |
|--------------------------------------|----------------------------|
| - ACT Composite Score of 16 or above | No reading course required |
| - ACT Composite Score of 13-15       | REA 1213 (Required)        |
| - ACT Composite Score of 12 or below | REA 0113 (Required)        |

### **2. Reading Placement Based on Placement Test Scores**

Students who have not taken the ACT Test must take a Reading Placement Test prior to being allowed to register for classes. Reading Instructors will place students in Comprehension I and Reading Improvement based on the results of the test.

### **Classroom Placement**

- |                            |                    |
|----------------------------|--------------------|
| A, B, or C in Reading 0113 | =REA 1213          |
| D or F in Reading 0113     | =REA 0113 (Repeat) |
| A, B, or C in Reading 1213 | =Exit Reading      |
| D or F in Reading 1213     | =REA 1213 (Repeat) |

## University Transfer Core

***Students who do not meet university admission requirements as freshman must successfully complete at least the following 24 hours of college work:***

6 hours of English composition

3 hours of College Algebra or higher

6 hours of laboratory science

9 hours of transferable electives

Minimum 2.00 GPA required

### REMINDERS

A student with an ACT composite of 14 or less is restricted to 13 semester hours.

A student must have dean's approval to take more than 19 semester hours.

A student must be enrolled in at least 12 semester hours before he is considered full-time.

### ORDER OF ACT SCORES

ENGLISH – MATH – READING – SCIENCE- COMPOSITE

## Other Placement Information for High Risk Students

### *Senatobia Campus Only*

1. A high risk student is defined as a student who is enrolled in REA 0113 (Comprehension I ) and either MAT 1213 (College Mathematics) or ENG 0113 (Beginning English). These students are required to enroll in Essential College Skills LLS 0113, a three-hour intensive orientation course (Senatobia Campus only).
2. Students with ACT scores of 14 or less are restricted to 13 semester hours of enrollment.
3. Students on Academic Probation are required to enroll in LLS 1411 – Improvement of Study.

4. Students with ACT Composite Scores of 16 or below are required to enroll in LLS 1311 – Orientation (1-hour course).

## **Developmental and Remedial Support by Campus**

Developmental and remedial support is provided for students at all campus locations. Students who may need developmental and remedial support are encouraged to discuss options with his/her advisor, counselor, and instructor before registering for classes.

Each campus addresses the developmental needs of students based on the characteristics of the campus student body and the needs of the campus.

### **Senatobia Campus**

#### Developmental Courses

The Senatobia Campus provides developmental support for students in reading, mathematics, and writing skills through credit courses. The following developmental courses are available for student enrollment based on placement test scores and advisor/instructor referral.

REA 0113	Comprehension I
REA 1213	Reading Improvement
ENG 0113	Beginning English
MAT 1213	College Mathematics
LLS 0113	Essential College Skills

#### Math Lab and Writing Lab

In addition to developmental courses, the College provides a mathematics laboratory in the Union Building and a Writing Laboratory in the Humanities Building. These labs are staffed by the mathematics and English faculty.

#### Student Support Services Program

The Student Support Services Program is a federally funded program for the disadvantaged students demonstrating an academic need for services provided by the Student Support Services (SSS) staff under regulations of the U. S. Department of Education. Participation in the program is limited to disadvantaged students who received need-based financial aid, are first-generation college students, or who have disabilities. The program provides tutoring, counseling, assistance in transferring to senior colleges, and other approved services to eligible students.

### Special Populations/ CTE Support Services Lab

The remedial needs of career-technical educational students are addressed through the Special Populations Lab, located in the Tech I Building. The lab is staffed with a full-time coordinator and is open from 8:00 to 3:30 during the semester.

### **Southaven Campus**

#### Developmental Courses

The Southaven Campus provides developmental support for students in mathematics and writing skills through credit courses. The following developmental courses are available for student enrollment based on placement test scores outlined above and advisor/instructor referral.

ENG 0113  
MAT 1213

Beginning English  
College Mathematics

#### Learning Center

The Learning Center is located next to the library to provide assistance in basic skills for students. The center utilizes both a library assistant and a Basic Related Instructor.

### Special Populations/ CTE Support Services Lab

The remedial needs of career-technical students are addressed through the SUCCESS Club, located in office #306. The lab is staffed with both a full-time and part-time Basic Related Instructor and is open from 8:00 to 3:30, and by appointment during the semester.

### **Oxford Campus**

#### Developmental Courses

The Oxford Campus provides developmental support for students in developmental mathematics, and writing skills through credit courses. The following developmental courses are available for student enrollment based on placement test scores and advisor/instructor referral.

ENG 0113  
MAT 1213

Beginning English  
College Mathematics

### Special Populations/ CTE Support Services Lab

The remedial needs of career-technical students are addressed through the Special Populations Lab, located in the room #105. The lab is staffed with a full-time Basic Related Instructor and is open from 8:00 to 3:30 during the semester.

## 1103 AVOID LISTS

Students should AVOID scheduling the courses listed below if they have been placed in ENG 0113, REA 0113, or MAT 1213.

### ENG 1103

BIO 1513, 2414  
 PHY 2242, 2252  
 All other ENG courses  
 All MFL courses  
 COM 2463  
 JOU 1111, 1121, 2111, 2121, 1313, 2213  
 PSY 1513, 1523  
 MSU (Avoid all except a MUO or beginning MUA class or elective one-hour credit course)  
 SPT (Avoid all except 1241, 1251, 2241, 2251)  
 ART 2713, 2723  
 BOA (Avoid all except Type-writing)  
 History Courses (avoid all)  
 LET 1113  
 LET 1523  
 LET 1213

### REA 1103

BIO 1113, 1133, 1513, 2414, 2924  
 MAT (Avoid all except 1103 & 1233)  
 ENG 1123 and all other higher ENG courses  
 All MFL courses  
 COM 1433  
 JOU 1111, 1121, 1313  
 2111, 2121, 2213  
 HPR 1213, 2213  
 HIS 1113, 1123, 2213, 2223  
 PSC 1113  
 PSY 1513, 1523  
 EPY 2523  
 GEO 1113  
 ART 2713, 2723  
 MSU (Avoid all except any MUO or beginning MUA class or elective, one-hour credit course)  
 SPT (Avoid all except 1241, 1251, 2241, 2251)  
 ACC 1213, 1223  
 ECO 2113, 2123  
 BAD (Avoid all)  
 CSC (Avoid all)  
 BOA (Avoid all except Type-writing)  
 CHE (Avoid all)  
 PHY (Avoid all)  
 LET 1113  
 LET 1523  
 LET 1213

### MAT 1213

BIO 1323, 2414, 2924  
 PHY (Avoid all)  
 MSU (Avoid all except any MUO or beginning MUA class or elective, one-hour course)  
 SPT (Avoid all except 1241, 1251, 2241, 2251)  
 ACC 1213, 1223  
 ECO 2113, 2123  
 BAD 1313  
 CSC (Avoid all)  
 BOA (Office Machines)  
 CHE (Avoid all)  
 EGR (Avoid all)  
 MAT (Avoid all except 1103)

## **Role of Faculty Advisors**

The role of the faculty advisor is to:

1. Assist the student in planning the class schedule;
2. Develop a course of study contract for each advisee;
3. Approve schedule and course changes;
4. Provide up to date information and assistance concerning career employment opportunities, including job responsibilities, salaries, need for further education, etc;
5. Furnish information on course selection for succeeding semesters according to the catalog of the college to which the student plans to transfer;
6. Reinforce the student's efforts to be successful;
7. Assist the student who wishes to change majors by referring the student for counseling and reassignment to a new advisor;
8. Refer students for academic assistance;
9. Approve the student's program of study for graduation;
10. Offer the student assurance that advisors and instructors are available for consultation;
11. Distribute mid-term grades to advisees;
12. Review the student's progress at least once each semester to determine progress toward a degree or transfer; and
13. Other duties as assigned by the Dean or Division Directors.

## **Procedures for Assigning Faculty Advisors**

### **Day Students**

Students are assigned to a major program of study based on information given by the Application for Admission. Each major program of study has one or more instructors designated as advisors for students selecting the major. At registration students are directed to faculty who assist in selecting courses for the semester based on requirements for the major. The instructor who signs the registration form becomes the student's advisor. After registration, the Dean reviews advisor/advisee assignments to determine if students are assigned to the correct advisor based on student information.

### **Other Students**

Each campus has special procedures for assigning advisors to students who attend afternoon, evening, Saturday, virtual, and other courses. The role of the faculty advisor for these students is the same as for students who attend day classes.

## **Points of Registration**

1. Placement in developmental courses **MUST** be made according to information on the placement form. No new freshman or transfer student is to be registered without this form.

2. The maximum number of hours a student may take is 19. Dean's approval is required for any student to take more than 19 hours.
3. Athletes must register for a minimum of 12 semester hours. In order to maintain eligibility for participation in NJCAA athletics, no athlete may drop below 12 hours. Cameron Blount, Athletic Director, recommends that advisors encourage all athletes to take a 16 hour load in order to graduate on schedule. Athletes are not exempt from placement recommendations.
4. First semester freshmen with ACT scores of 16 or below are required to enroll in an Orientation course. Freshmen with ACT scores above 16 may be placed in an Orientation course at the discretion of his/her advisor. Exclusion from an Orientation course to students with ACT scores of 16 or below requires the approval of the Dean, Division Director, or Advising Coordinator.
5. Students on academic probation must be registered for no more than 13 semester hours. These students are required to enroll in LLS 1411. Students who fail to meet the standards of academic progress listed below are placed on probation:

<u>Total Semester Hours</u>	<u>Cumulative Grade Point Average</u>
1-6	1.25
7-12	1.35
13-20	1.45
21-28	1.55
29-37	1.65
38-46	1.75
47-55	1.85
56-60	1.95
For Graduation	2.00

6. Place students in LLS 0113 based on the following:
  - a) placement in 3 developmental classes
  - b) placement in Comprehension I (REA 0113) and any one other developmental course (MAT 1213 or ENG 0113)
7. Please be aware that a student must be enrolled in at least 12 semester hours to be considered full-time. These 12 hours may be taken in any combination of day or evening classes and in any combination of campuses, including virtual.
8. Students must pass ENG 1113 before they register for ENG 1123. They must pass ENG 1113 and ENG 1123 before they enroll in any literature class. A student may not take two literature courses at the same time unless approval is obtained from Dale Davis (Senatobia Campus), Amy Shaw (DeSoto Center), or Dr. Jack Butts (Lafayette-Yalobusha Center).

9. When computing hours earned toward a degree, do not count developmental courses that contain a zero in the course number. These courses are taken for institutional credit only.
10. When registering a student recommended for developmental classes, consult the AVOID LIST.
11. Whenever possible, register your advisees for one of your classes.
12. Drop/Add will begin the first day of class. No drop/adds will be made for teacher preference. CLERICAL ERRORS ARE CORRECTED DURING REGISTRATION. Drop/Add and Late Registration will be in the Yalobusha Building, Senatobia Campus and in designated locations at other campuses.
13. Freshmen with ACT Composite Scores below 14 are considered “high risk” and are to be registered for a maximum of 13 hours.
14. Place students in applied music classes (MUA prefix) only after approval of the music faculty.
15. Attendance records begin at the first scheduled class meeting. A student is officially enrolled on the day he/she registers. Call the Dean or Registrar’s Office for the registration date if you have a question.
16. Enrollment in Music for Children (MUS 2513) is restricted to Elementary Education majors.
17. Advisors should place new freshmen in a foreign language in his/her first semester if they are in a degree program that requires a foreign language.
18. Individuals who are enrolled as full-time students (12 semester hours or more) at another college or university must present written approval from the Dean at that college or university before registering for any course at Northwest.
19. Students must take Biology I and lab prior to taking Biology II lab.
20. Coordinators of Disability Support Services vary by campus:

Senatobia campus

- Mike Dottorey: 662-562-3309
- Rhonda Still: 662-562-3366

DeSoto Center

- Kitt Albritton Brand: 662-280-6148

Lafayette-Yalobusha Center

- Brenda Holmes: 662-238-7953
- Michael Butts: 662-238-7951

Please introduce all students with disabilities to the appropriate coordinators during registration or as soon as possible following registration.

21. When registering students over 21 years of age or transfer students, send them to Placement Testing if a question occurs regarding placement in English or mathematics.
22. Computer English classes (Senatobia Campus) require some (minimal) typing skills. There is no word-per-minute requirement. Students may enroll in both Computer English and Beginning Typewriting.
23. If a student is not on the roll but comes to your class, verify his/her enrollment by reviewing his drop/add form or calling the Dean or Registrar's Office.

# **SALARY SCHEDULES**

**Northwest Mississippi Community College  
2010-2011 Nine Month Faculty Salary Schedule**

<b>YRS.</b>	<b>CERT/BS</b>	<b>MSTRS</b>	<b>M+15</b>	<b>M+30</b>	<b>M+45</b>	<b>MSN/DOCT</b>
0	36,570	38,230	38,795	39,545	40,290	41,445
1	37,190	38,885	39,525	40,275	41,020	42,210
2	37,810	39,540	40,255	41,005	41,750	42,975
3	38,430	40,195	40,985	41,735	42,480	43,740
4	39,050	40,850	41,715	42,465	43,210	44,505
5	39,670	41,505	42,445	43,195	43,940	45,270
6	40,290	42,160	43,175	43,925	44,670	46,035
7	40,910	42,815	43,905	44,655	45,400	46,800
8	41,530	43,470	44,635	45,385	46,130	47,565
9	42,150	44,125	45,365	46,115	46,860	48,330
10	42,770	44,780	46,095	46,845	47,590	49,095
11	43,390	45,435	46,825	47,575	48,320	49,860
12	44,010	46,090	47,555	48,305	49,050	50,625
13	44,630	46,745	48,285	49,035	49,780	51,390
14	45,250	47,400	49,015	49,765	50,510	52,155
15	45,870	48,055	49,745	50,495	51,240	52,920
16	46,490	48,710	50,475	51,225	51,970	53,685
17	47,110	49,365	51,205	51,955	52,700	54,450
18	47,730	50,020	51,935	52,685	53,430	55,215
19	48,350	50,675	52,665	53,415	54,160	55,980
20	48,970	51,330	53,395	54,145	54,890	56,745
21	49,590	51,985	54,125	54,875	55,620	57,510
22	50,210	52,640	54,855	55,605	56,350	58,275
23	50,830	53,295	55,585	56,335	57,080	59,040
24	51,450	53,950	56,315	57,065	57,810	59,805
25	52,070	54,605	57,045	57,795	58,540	60,570
26	52,690	55,260	57,775	58,525	59,270	61,335
27	53,310	55,915	58,505	59,255	60,000	62,100
28	53,930	56,570	59,235	59,985	60,730	62,865
29	54,550	57,225	59,965	60,715	61,460	63,630
30	55,170	57,880	60,695	61,445	62,190	64,395
31	55,790	58,535	61,425	62,175	62,920	65,160
32	55,790	58,535	61,425	62,175	62,920	65,160

**Northwest Mississippi Community College  
2010-2011 Ten Month Faculty Salary Schedule**

<b>YRS.</b>	<b>CERT/BS</b>	<b>MSTRS</b>	<b>M+15</b>	<b>M+30</b>	<b>M+45</b>	<b>MSN/DOCT</b>
0	40,633	42,478	43,106	43,939	44,767	46,050
1	41,322	43,206	43,917	44,750	45,578	46,900
2	42,011	43,933	44,728	45,561	46,389	47,750
3	42,700	44,661	45,539	46,372	47,200	48,600
4	43,389	45,389	46,350	47,183	48,011	49,450
5	44,078	46,117	47,161	47,994	48,822	50,300
6	44,767	46,844	47,972	48,806	49,633	51,150
7	45,456	47,572	48,783	49,617	50,444	52,000
8	46,144	48,300	49,594	50,428	51,256	52,850
9	46,833	49,028	50,406	51,239	52,067	53,700
10	47,522	49,756	51,217	52,050	52,878	54,550
11	48,211	50,483	52,028	52,861	53,689	55,400
12	48,900	51,211	52,839	53,672	54,500	56,250
13	49,589	51,939	53,650	54,483	55,311	57,100
14	50,278	52,667	54,461	55,294	56,122	57,950
15	50,967	53,394	55,272	56,106	56,933	58,800
16	51,656	54,122	56,083	56,917	57,744	59,650
17	52,344	54,850	56,894	57,728	58,556	60,500
18	53,033	55,578	57,706	58,539	59,367	61,350
19	53,722	56,306	58,517	59,350	60,178	62,200
20	54,411	57,033	59,328	60,161	60,989	63,050
21	55,100	57,761	60,139	60,972	61,800	63,900
22	55,789	58,489	60,950	61,783	62,611	64,750
23	56,478	59,217	61,761	62,594	63,422	65,600
24	57,167	59,944	62,572	63,406	64,233	66,450
25	57,856	60,672	63,383	64,217	65,044	67,300
26	58,544	61,400	64,194	65,028	65,856	68,150
27	59,233	62,128	65,006	65,839	66,667	69,000
28	59,922	62,856	65,817	66,650	67,478	69,850
29	60,611	63,583	66,628	67,461	68,289	70,700
30	61,300	64,311	67,439	68,272	69,100	71,550
31	61,989	65,039	68,250	69,083	69,911	72,400
32	61,989	65,039	68,250	69,083	69,911	72,400

**Northwest Mississippi Community College  
2010-2011 Eleven Month Faculty Salary Schedule**

<b>YRS.</b>	<b>CERT/BS</b>	<b>MSTRS</b>	<b>M+15</b>	<b>M+30</b>	<b>M+45</b>	<b>MSN/DOCT</b>
0	44,697	46,726	47,416	48,333	49,243	50,655
1	45,454	47,526	48,308	49,225	50,136	51,590
2	46,212	48,327	49,201	50,117	51,028	52,525
3	46,970	49,127	50,093	51,009	51,920	53,460
4	47,728	49,928	50,985	51,902	52,812	54,395
5	48,486	50,728	51,877	52,794	53,704	55,330
6	49,243	51,529	52,769	53,686	54,597	56,265
7	50,001	52,329	53,662	54,578	55,489	57,200
8	50,759	53,130	54,554	55,471	56,381	58,135
9	51,517	53,931	55,446	56,363	57,273	59,070
10	52,274	54,731	56,338	57,255	58,166	60,005
11	53,032	55,532	57,231	58,147	59,058	60,940
12	53,790	56,332	58,123	59,039	59,950	61,875
13	54,548	57,133	59,015	59,932	60,842	62,810
14	55,306	57,933	59,907	60,824	61,734	63,745
15	56,063	58,734	60,799	61,716	62,627	64,680
16	56,821	59,534	61,692	62,608	63,519	65,615
17	57,579	60,335	62,584	63,501	64,411	66,550
18	58,337	61,136	63,476	64,393	65,303	67,485
19	59,094	61,936	64,368	65,285	66,196	68,420
20	59,852	62,737	65,261	66,177	67,088	69,355
21	60,610	63,537	66,153	67,069	67,980	70,290
22	61,368	64,338	67,045	67,962	68,872	71,225
23	62,126	65,138	67,937	68,854	69,764	72,160
24	62,883	65,939	68,829	69,746	70,657	73,095
25	63,641	66,739	69,722	70,638	71,549	74,030
26	64,399	67,540	70,614	71,531	72,441	74,965
27	65,157	68,341	71,506	72,423	73,333	75,900
28	65,914	69,141	72,398	73,315	74,226	76,835
29	66,672	69,942	73,291	74,207	75,118	77,770
30	67,430	70,742	74,183	75,099	76,010	78,705
31	68,188	71,543	75,075	75,992	76,902	79,640
32	68,188	71,543	75,075	75,992	76,902	79,640

**Northwest Mississippi Community College  
2010-2011 Twelve Month Faculty Salary Schedule**

<b>YRS.</b>	<b>CERT/BS</b>	<b>MSTRS</b>	<b>M+15</b>	<b>M+30</b>	<b>M+45</b>	<b>MSN/DOCT</b>
0	48,760	50,973	51,727	52,727	53,720	55,260
1	49,587	51,847	52,700	53,700	54,693	56,280
2	50,413	52,720	53,673	54,673	55,667	57,300
3	51,240	53,593	54,647	55,647	56,640	58,320
4	52,067	54,467	55,620	56,620	57,613	59,340
5	52,893	55,340	56,593	57,593	58,587	60,360
6	53,720	56,213	57,567	58,567	59,560	61,380
7	54,547	57,087	58,540	59,540	60,533	62,400
8	55,373	57,960	59,513	60,513	61,507	63,420
9	56,200	58,833	60,487	61,487	62,480	64,440
10	57,027	59,707	61,460	62,460	63,453	65,460
11	57,853	60,580	62,433	63,433	64,427	66,480
12	58,680	61,453	63,407	64,407	65,400	67,500
13	59,507	62,327	64,380	65,380	66,373	68,520
14	60,333	63,200	65,353	66,353	67,347	69,540
15	61,160	64,073	66,327	67,327	68,320	70,560
16	61,987	64,947	67,300	68,300	69,293	71,580
17	62,813	65,820	68,273	69,273	70,267	72,600
18	63,640	66,693	69,247	70,247	71,240	73,620
19	64,467	67,567	70,220	71,220	72,213	74,640
20	65,293	68,440	71,193	72,193	73,187	75,660
21	66,120	69,313	72,167	73,167	74,160	76,680
22	66,947	70,187	73,140	74,140	75,133	77,700
23	67,773	71,060	74,113	75,113	76,107	78,720
24	68,600	71,933	75,087	76,087	77,080	79,740
25	69,427	72,807	76,060	77,060	78,053	80,760
26	70,253	73,680	77,033	78,033	79,027	81,780
27	71,080	74,553	78,007	79,007	80,000	82,800
28	71,907	75,427	78,980	79,980	80,973	83,820
29	72,733	76,300	79,953	80,953	81,947	84,840
30	73,560	77,173	80,927	81,927	82,920	85,860
31	74,387	78,047	81,900	82,900	83,893	86,880
32	74,387	78,047	81,900	82,900	83,893	86,880

## **PLACEMENT ON SALARY SCHEDULE FOR ACADEMIC INSTRUCTORS**

### **I. Lateral Placement**

Hours above Master's degree count only if courses are in teaching discipline or directly related to the teaching discipline, and from a regionally accredited institution. (Ex. Math instructors should take hours in mathematics. However, a graduate computer course could count.) Credit is not given for dissertation hours.

Once employed, instructors must have director's approval prior to taking a course if they expect the course to count as hours above the Master's. The course must be in teaching discipline or directly related to it. The Division Director and/or the appropriate Dean will make the decision. (Ex. Math instructors should take graduate hours in mathematics. However, computer courses or courses in adult education might be justified.)

Employees who enroll in graduate programs unrelated to his/her discipline will not be paid for the hours.

### **II. Vertical placement**

Credit is only given for graduate assistant or cumulative part-time experience that clearly equates to full-time teaching experience.

Professional experience directly related to the teaching discipline is given one year experience for each two years. (Ex. Nursing experience for a nursing instructor)

# **INSTRUCTIONAL POLICIES AND PROCEDURES**

## Faculty Responsibilities

1. Teach the subject matter of assigned courses as outlined in the official syllabus.
2. Demonstrate a professional rapport with students.
3. Cultivate in the students a proper attitude toward college both in and out of the classroom through the teaching of good citizenship, respect for the rights of others, and respect for school property.
4. Strive constantly to improve the methods, content and value of each course taught, while keeping in mind the diversity of the students' present and future needs.
5. Accept and carry out duties as assigned by the administration.
6. Attend all faculty and division meetings called by the appropriate administrator.
7. Give tests on the days assigned by the examination schedule.
8. Grade and return promptly all assignments to the students.
9. Establish and post on door office hours indicating when the instructor will be available for student conferences.
10. Refer students for counseling and testing services when appropriate.
11. Behave in such a manner in all circumstances as to uphold the highest standards of professionalism in order to project a positive image as a representative of the College.
12. Teach each class for the entire period.
13. Provide suggestions and recommendations for decision making and planning through appropriate channels.
14. Provide the appropriate Dean or Division Director a copy of the current syllabus and course outline for each course taught.
15. Adhere to all timetables as established by the administration, particularly with regard to the reporting of grades and the completion of committee assignments.
16. Assume responsibility for safe and proper use of equipment and supplies.
17. Enforce the College's rules against use of tobacco or the practice of eating or drinking in the classroom.
18. Maintain accurate attendance records and comply with the policy for reporting of absences.
19. Serve as an advisor to students in a specific major as assigned by the Dean or Division Director and keep abreast of changes in the transfer requirements for particular majors.
20. Maintain a classroom environment that is conducive to learning, deal with discipline problems in a professional manner, and follow the student guide policies.
21. Work with the Disability Support Services officer to meet the academic needs of disabled students.
22. Attend and support extra-curricular activities of the College.
23. Possess and demonstrate both verbal and written communication skills.
24. Dress appropriately for duties and assignments at the College.

## **Hours of Work**

Full-time academic and technical faculty are required to work a minimum of 35 hours per week. Twenty-five hours will be derived by combining the number of hours spent in the classroom teaching with posted office hours. The remaining hours shall consist of professional growth and development, committee assignments, class preparation, and other college assigned duties.

1. The minimum block of office hour time is 30 minutes.
2. Any deviation from posted hours must be approved by the Dean or Division Director. Proper notation must be posted on the instructor's door.
3. Each instructor must schedule a minimum of two hours per day on campus as approved by the Dean or Division Director.
4. At no time may an instructor neglect either responsibilities to students or responsibilities assigned by the College.
5. Each instructor's office hours are subject to approval first by Division Director and then by the Dean.
6. Approved office hours will be kept on file in the Dean or Division Director's office.
7. Teaching a reduced load to assume special assignments does not decrease the number of office hours.
8. Teaching an overload for pay does not decrease the number of office hours.
9. Hours for academic Division Directors will be 8:00 a.m. until 3:30 p.m.
10. Hours for 10, 11, and 12 month faculty will be from 8:00 a.m. until 3:30 p.m. when classes are not in session.

## **Teaching Load and Overloads**

- a. The normal teaching load for academic faculty is 15-17 credit semester hours except for summer school which is 12 credit semester hours. The normal teaching load does not include evening school, weekend, or virtual classes. Two hours of lab work equals one credit hour.
- b. Twenty contact hours per week is considered a minimum teaching load for the technical faculty. The teaching load may be higher in some Career-Technical programs depending on the various factors involved such as State Board requirements. The normal load for each Career-Technical program will be determined by the appropriate Dean.
- c. In order to ensure the quality of instruction for all students, the maximum daytime teaching overload for full-time faculty shall be 6-8 contact hours except for summer school, which is 3-4 contact hours. Any exception to this maximum daytime load shall require written approval of the President upon written recommendation from the Dean or Division Director. Instructors who are designated to teach overload classes will be paid in accordance with the established College policy for such overloads.

- d. The calculation of evening, weekend, and virtual overloads are not subject to the 6-8 hour maximum imposed on daytime overload hours. As with daytime overloads, these overload hours are assigned by the immediate supervisor of the instructor. The Division Directors, Deans, and Distance Learning Coordinator are encouraged to communicate and cooperate among each other with the assignment of these overload hours.
- e. Faculty members with administrative or other assigned duties may teach a reduced load.

## **Faculty Qualifications**

The College recognizes the importance of employing and retaining faculty who demonstrate scholarly achievement and professional experience. The minimum requirements for full-time and part-time/adjunct faculty are set in accordance with the Criteria of the Commission on Colleges of the Southern Association of Colleges and Schools.

## **Division of Faculty Responsibilities**

At the end of each Drop/Add period, the Dean or Division Director will review class load distributions. The purpose of this review is to monitor the distribution of faculty responsibilities.

## **Faculty Meetings**

Attendance at all faculty meetings is expected. General faculty meetings will be called at the discretion of the President or Dean.

Each division is required to meet at least one time per month. It is the responsibility of the instructors to attend and participate fully in his/her respective divisions, offer suggestions and make recommendations, which in turn are passed on to the administration by the Division Director or Advising Coordinator. This is an important channel of communication. Minutes must be taken and kept on file in both the Division Director's office and the appropriate Dean's office.

## **Professional Growth and Development**

The College recognizes its responsibility to provide a faculty member the opportunity to continue his/her professional development throughout his/her career and to demonstrate that such development takes place. Each faculty member must take the initiative in planning and implementing his/her own professional growth and development. The administration recognizes the importance of this growth and development and supports faculty endeavors in these areas in the following ways:

1. Encouraging membership in professional associations;
2. Encouraging attendance at professional meetings and workshops;
3. Providing money for travel for the pursuit of these endeavors within the limits set by each division's respective budgetary allotment;
4. Granting leave according to established policy;
5. Permitting the pursuit of further studies by making feasible accommodations in the scheduling of classes;
6. Providing facilities for on-campus workshops, seminars, and classes; and
7. Allowing each faculty member to register for one course per semester at Northwest at no cost to the faculty member; scheduling must be approved by the appropriate supervisor.

Professional growth and development activities and credit shall be reported on the Faculty and Professional Staff Development Form and submitted to the immediate supervisor. At no time can a faculty member's pursuit of personal growth and development interfere with responsibilities to student or the institution.

To encourage faculty a member to continue his/her professional growth and development, the following policy shall be the minimum professional growth requirements for each full-time faculty member:

**All full-time faculty and professional staff shall complete a minimum of 15 hours (or the equivalent) of professional development each academic year. Development hours shall be determined as follows:**

- a. Actual hours of attendance at seminars, workshops, and conferences related to instruction and /or the particular discipline of the faculty member shall be credited on the basis of one hour for each hour in attendance. In-house faculty development programs are included in this category.
- b. Teaching or consulting in seminars, workshops, and conferences shall be credited on the basis of one hour for each hour taught, presented, or consulted, plus three hours preparation time for each hour actually taught, presented, or consulted.
- c. Publication in formal research or curriculum development related to instruction or the discipline shall be credited for 25 hours for each completed project.
- d. Completing a college credit course at the graduate level related to instruction or the discipline shall be credited 25 hours.
- e. Completing a college credit course (graduate or undergraduate) in computer science or technology applications shall be credited for 25 hours.

The above methods are not meant to be inclusive, but rather to provide guidelines as to the type of continuing professional development that will satisfy the professional growth requirement. Any other type of professional endeavor undertaken to meet this requirement must be first submitted to the immediate supervisor for prior approval.

In any academic year where more than 15 hours of professional development credit is earned, a maximum of 10 hours may be carried over for credit for the next academic year with the approval of the immediate supervisor.

Credit for professional growth hours shall be reported on the Faculty and Professional Development Form to be submitted to the immediate supervisor. At no time can a faculty member's pursuit of personal growth and development interfere with responsibilities to students or the institution.

### **Professional Leave and Travel**

Within two weeks following completion of travel or professional leave, instructors will submit a Professional Leave and Travel Report. This report will include any new or innovative ideas or methods which could possibly be implemented locally, a list of activities, outstanding speakers and topics, and a brief summary to include personal reflections, comments, and opinion of the conference. Also included in this file should be all materials, papers of interest, etc. furnished at the conference.

This report is to be filed with the appropriate Dean. This file will be available for review by any faculty or staff members.

### **Faculty-Advisor Program**

Each faculty member is an important educational advisor within the particular disciplines. Faculty members should be aware of curriculum needs of assigned advisees and counsel students accordingly.

### **Absences and Leave**

Absences from class:

1. Prior to an anticipated absence the instructor will propose a plan to the Division Director or appropriate Dean. The immediate supervisor will forward the form to the Dean for approval or disapproval.
2. For an unanticipated absence, the Dean or Division Director should make emergency arrangements. For a prolonged absence, necessitating the employment of a substitute, the faculty member must make arrangements. **The absence of any faculty member must be reported to the Dean within 24 hours using the Absence Report Form.**

## **External Grants and Contracts**

Externally funded grants and contracts must be related to the stated purpose of the College and allow for complete administrative and financial control by the institution. All externally funded grants and contracts being sought must be approved by the President prior to the commitment of college resources in seeking grants and contracts. No externally funded grants and contracts may be accepted by college personnel other than the President.

## **Copyright Compliance**

Northwest Mississippi Community College adheres to provisions of the United States Copyright Law and to the Fair Use guidelines. All College employees are bound by copyright laws. Users do not have the right to receive, use, or copy unauthorized copies of printed material or software. Users do not have the right to download materials subject to copyright laws using the Northwest campus wide network.

## **Intellectual Property Rights Policy**

All work products created or produced using the College's resources, facilities, or time are considered to be property of Northwest Mississippi Community College. Products developed on personal time using personal resources shall be deemed property of the individual. All revenue derived from College owned products is unrestricted for institutional budgeting purposes, while any revenue gained from individually owned work products is discretionary for the developer. This policy is applicable to all faculty, staff, and students.

## **Academic Freedom**

1. Each faculty member of Northwest Mississippi Community College is entitled to full freedom in the classroom in discussing the subject being taught. Each faculty member is also a citizen of his/her nation, state and community and when the faculty member speaks, writes or acts as such, both in and out of the classroom, each faculty member must be free from institutional censorship or discipline. All discussions should be conducted in a professional and appropriate manner.
2. The concept of academic freedom is accompanied by an equally demanding concept of responsibility. Each faculty member must refrain from insisting upon the adoption by students of any particular point of view as authoritative in controversial issues.
3. Exercise of professional integrity by a faculty member includes recognition that the public will judge the profession and the College for the statements. Therefore, one should strive to be accurate, to exercise appropriate restraint, to

show respect for the opinion of others, and avoid creating the impression that one speaks or acts for the College when one speaks or acts as a private person.

4. At no time will the principle of academic freedom protect an incompetent or negligent faculty member, nor will it prevent the institution from proper efforts to evaluate the work of each faculty member.

## **Faculty Authority**

Faculty serve as an integral part of College governance through the following channels:

1. The College Planning Council shall include full-time teaching faculty and division chairs. These Council members will serve as a voice for the faculty in establishing future goals and evaluating past efforts of the College.
2. Faculty members will serve on Standing Committees for the purpose of making recommendations on major instructional matters for the College.
3. Faculty members will provide suggestions and recommendations for decision making and planning through appropriate channels of command at the College.
4. Representatives of the faculty are invited by the President to attend the regular meetings of the Board of Trustees.

## **Classroom Etiquette**

Northwest Mississippi Community College is committed to excellence in teaching. Teachers and students have an obligation to cultivate an environment that enhances learning for all students. Respect for one another and for their ideas and values is essential to establishing this strong learning environment in the classroom. Students are expected to conform to the following classroom rules:

1. **Attendance**—Students must attend a minimum of 88 percent of all scheduled classes to receive credit. If a student's absences exceed 12 percent of scheduled class meetings, that student will receive an "F" grade in the class.
2. **Tardiness**—Students should be seated before the scheduled class time. A student is counted absent from class if he or she is later than 10 minutes arriving to the class meeting. If a student enters the class tardy, he should do so with a minimum of disruption.
3. **Leaving before class conclusion**—All class members are expected to remain in the class and be attentive until the instructor indicates that the class session is over. Compelling personal needs may force students to leave the room during class. Whenever possible, students should inform instructors prior to the start of class of any personal difficulties that might lead them to leave the room during class. Students who leave the room should make every effort to leave and

return with as little disruption as possible. Habitual and unexcused movement during class sessions may be prohibited by the instructor.

4. **Cell phones**—Cell phone use in the classroom while class is in session is strictly prohibited. This includes texting, Internet browsing, and taking photos.
5. **Personal conversation**—It is rude and disruptive to engage in personal conversation during class. Students who persist in disruptive behavior may be asked to leave the class. Reading newspapers, doing crossword puzzles, or engaging in other personal diversions unrelated to class activity is equivalent to a personal conversation.

**Students are reminded that obstruction of teaching or disruption of the learning environment is prohibited. The instructor reserves the right to remove from the classroom any student whose conduct is disruptive.**

## **Class Schedule**

Northwest Mississippi Community College publishes a schedule of courses offered each semester. Any class cancellation or change in the schedule of classes must be approved by the Dean or Division Director.

## **Class Schedule Change**

Any change in a student's class schedule, including dropping or adding courses, must be arranged by the student with approval of the advisor. If the change is made during the drop/add period, the appropriate drop/add form must be initiated by the advisor. After the drop/add period, changes must be made on the class withdrawal form. The student shall be given a receipt after the withdrawal process and the instructor shall be notified by being given a copy of the withdrawal form.

## **Class Rolls**

The instructor receives two notifications of student enrollments from the Registrar's Office. The initial roll is sent to the instructor immediately following close of regular registration. The permanent roll comes at the end of late registration and serves as the final notification of student enrollment.

**The instructor must check each of the two enrollment notifications for enrollment errors.** If a student is attending class but is not on the roll, the instructor must call the Registrar's Office. If a student is on the roll but is not attending class, the instructor must verify the enrollment in the computer, and if the student is still officially enrolled in the class, the instructor must send an Early Alert.

## **Class Attendance Policy**

Regular and punctual attendance at all scheduled classes is expected of all students and is regarded as integral to course credit. There are times, however, when students must miss class. Nevertheless, if a student's absences exceed the equivalent of two weeks of class meetings, that student will be withdrawn from the class with a grade of "F." Online courses have additional information regarding class attendance included in the instructor's Course Outline.

Students are expected to be prompt in class attendance. A student is counted absent from class if he or she misses more than 10 minutes of a class meeting. Three tardies constitute one absence.

Particular policies and procedures on absences and makeup work are established for each class and are announced in writing at the beginning of the term. Each student is directly responsible to the individual instructor for absences and for making up work missed.

The instructor reserves the right to remove from the classroom any student whose conduct is disruptive to the learning process.

A student who has been reported as having excessive absences has the right to appeal. For more information about the appeal process, contact the Center Dean or the Associate Vice President for Educational Affairs.

## **Official Absences**

Official absences are absences caused by a student representing the College for an approved function. These absences shall not count toward the student's total absences.

## **Course Outline**

Instructors are expected to communicate in writing the following information to his/her students concerning his/her course: course goals, grading scale, methods of evaluation, college attendance and withdrawal policies, make-up work policy, office hours and office location, required textbooks and materials, and any other policies which individual instructors expect to execute within the regulations, philosophy and aims of the College.

## **Outside Speakers**

When a speaker from outside the college faculty is considered for classroom lecture, the speaker must be approved in writing by the appropriate Dean well in advance of the date he/she is scheduled to speak. If there is a doubt about the acceptability of the

speaker, the Dean will confer with the President. This policy attempts to assure the best use of class time.

## **Field Trips**

Instructional field trips involving students and/or instructional staff require the approval of the appropriate Dean. The instructor must present a written recommendation for such a trip to the appropriate supervisor. The recommendation should designate the class or group involved, the faculty member or members in charge, the mode of transportation, the estimated cost, and the purpose of the trip as related to the instructional program. If the trip is approved, the appropriate form must be filed in the Dean's office.

## **Examinations**

1. All final examinations must be administered during the final examination period as defined by the College's published schedule. Any deviation from this schedule must be approved in writing by the Dean's office. No student may be exempt from an examination.
2. Proctoring of examinations is a required procedure.
3. Final examination papers and test papers are to be retained in the instructor's files for one year following the time the examination was given.
4. If an instructor leaves at the end of the semester, final examinations must be retained by the appropriate Dean or Division Director. Therefore, the final examination should be administered in some written form so that the instructor and/or Dean can defend the grade if the grade is challenged by the student or referred to a court of law.

## **Grading**

A final grade is the instructor's evaluation of the student's work and achievement throughout a semester's attendance in a course. Factors upon which the final grade may be based are attendance, recitation, written and oral quizzes, reports, papers, final examination, and other class activities. The evaluation will be expressed according to the following letter system:

### Passing Grades

A=Excellent  
B=Good  
C=Satisfactory  
D=Lowest Passing Grade

### Grades with No Credit

F=Failure  
I=Incomplete  
W=Withdrawal  
N=Audit

Courses with a “W,” “N,” or repeated courses do not count in the grade point average. All other courses are counted.

When a student repeats a passed course (D or C) for grade improvement, the better grade becomes the official grade of record.

### **Grade Book**

Instructor’s grade book must be kept on file in the Dean’s or Division Director’s office at the end of each academic year.

### **Grade Change**

When an instructor’s grades are submitted to the Registrar’s Office, they are considered permanent and are not subject to change except in the case of error. The request for a grade change is to be initiated by the student. Any change must be submitted by the instructor on the REQUEST FOR GRADE CHANGE FORM.

### **Cheating and Plagiarism**

Students involved in cheating or plagiarism will be reported to a five-member Ad Hoc Committee on Cheating and Plagiarism. The chairman of this committee will be the Academic or Career- Technical Dean as determined by the student’s major. Other committee members will be the Division Director/chairman of the department in which the alleged dishonesty occurred, the student’s faculty adviser, and two Student Government representatives. This committee will review the alleged act and may assign sanctions ranging from imposing a failing grade in the course to withdrawal from the College. The decision of the committee will be final.

### **Student Grade Appeal Procedure**

The grade appeal procedure is designed to provide a student with a procedure for appealing the assignment of a course grade which is believed to be based on prejudice, discrimination, arbitrary or capricious action, or other reasons not related to academic performance. In all cases the student shall have the burden of proof with respect to the allegations in the complaint and in the request for a hearing. If the student fails to pursue any step of the procedure outlined below, the disposition of the student’s complaint made in the last previous step shall be final. All correspondence and records shall be retained in the appropriate Dean’s office. The grade appeal procedure involves the following steps:

1. The student shall submit the complaint in writing to the Division Director or appropriate dean within fifteen (15) days from the date the grade was received.

2. The Division Director or appropriate dean will attempt to resolve the complaint in conference between the student and the instructor, to be held within fifteen (15) days from the date the complaint was received. If the Division Director was the instructor of the course involved in the complaint, the written complaint of the student shall be submitted to the appropriate dean.
3. If the complaint is not resolved in step 2, the student may submit the complaint to the appropriate dean's office within fifteen (15) days from the date of the dissolution of step 2.
4. If the appropriate dean does not resolve the complaint the student may appeal in writing to the Vice President for Educational Affairs for a hearing within fifteen (15) days from the date of the dissolution of step 3. If the complaint is not resolved at this level, the student may request a hearing before the Student Grade Appeals Committee. This request must be submitted in writing to the Vice President for Educational Affairs within Fifteen (15) days following the Vice President's decision in the matter.
5. The Northwest Mississippi Community College Student Grade Appeals Committee will be appointed by the Vice President for Educational Affairs. The committee will be composed of the following: Chairperson, three faculty members, and three students who serve as officers of the Student Government Association. Alternate students may be chosen by the Vice President for Educational Affairs. The decision of the committee is final.

### **Dean's and President's List**

At the end of each semester, the Dean's List and the President's List will be published and made available. To be eligible a student must be classified as a full-time student. Criteria are as follows:

1. President's List: 3.75 to 4.0
2. Dean's List: 3.5 to 3.74

### **Curriculum Changes**

Changes in curriculum may be initiated from students, faculty, administration, and individuals outside the college community proper.

The initial request for curriculum revisions are referred to the appropriate division for study, consideration and refinement. The request is then submitted to the appropriate Dean for approval. Pending the approval, the requested change is then submitted to the Curriculum Committee. The President will then review the recommendations of the

Curriculum Committee. Major changes will be submitted to the President and Board of Trustees for approval.

After President and /or Board approval, Division Directors, or appropriate Dean will take the necessary action for implementing the curriculum change. In the case of Career-Technical curriculum revisions, in addition to the above steps, procedures for approval by the State Career- Technical Department are followed.

## **Smoking Policy**

The College respects the rights of its employees to work in a smoke free environment. Smoking will not be allowed in any facility on campus. This includes all public areas where groups of people frequently gather, such as the coliseum, elevators, and restrooms.

## **Solicitation**

For the purpose of maintaining an orderly working atmosphere and avoiding unnecessary interruptions of employees at his/her work, the following shall be the solicitation policy of the College:

1. Distribution of written materials or solicitation by non-employees on college property is prohibited.
2. Solicitation by employees is prohibited in working areas or during working time.
3. College bulletin boards are for the College's use only. The use of college premises and facilities for any purpose other than school related business is subject to advance arrangements and specific approval by the building supervisor and the Activities Committee.
4. This policy applies to all employees in every location of the College. Employees are asked to report violations of this policy to his/her supervisor.
5. Signs and advertisements may not be posted on doors of entrances to buildings.

## **Textbook Selection**

The selection of appropriate textbooks for classroom instruction is the responsibility of the academic and career tech faculty. Both full-time and part-time/adjunct faculty members in each division will participate in identifying and evaluating existing and proposed textbooks for their respective disciplines.

Full time instructors in each course will make the final determination as to which text best meets the requirements of that particular course.

The academic Division Directors and the campus career-tech Deans are responsible for supervising the textbook selection for each course taught in their area. At least once a year these Directors/Deans should schedule a meeting that involves all the teachers in each of the various disciplines under their supervision to discuss textbook adoption.

They should coordinate this effort with satellite campuses, full and part-time/adjunct faculty, and virtual college to ensure the participation of all faculty.

As one means of ensuring consistency across the different venues in which NWCC operates, all similar courses offered by the College should use the same textbook. Exceptions to this policy must be submitted to the instructor's immediate supervisor, approved by the appropriate Dean, and forwarded to the Vice President for Educational Affairs. These exceptions are only granted for a one-year period. The various disciplines and programs may supplement the standard text with other reading materials at their discretion.

Textbooks will be adopted for a minimum of three years. However, instructors may request a change in textbooks sooner in unusual circumstances where rapidly changing technologies or major innovations in a discipline render a textbook obsolete. Likewise, a new edition of a book may warrant an exception. Exceptions to the three-year minimum must be approved by the instructor's immediate supervisor.

Textbook orders should be based on realistic figures based on past enrollment and valid projections. This will determine the actual number of textbooks ordered by the bookstore. Orders should be submitted on a textbook requisition form.

Textbook requisitions must be submitted in accordance with the established time schedule below:

- For summer session ..... April 1
- For fall session ..... April 15
- For spring session ..... October 15

### **Learning Resources Center**

Southern Association of Colleges and Schools criteria require that an institution must provide library service that supports its educational purposes. The following excerpt from the criteria states:

“Because the library is essential to learning, each institution must have a library which provides the primary and secondary materials needed to support its purposes and programs.”

In support of Northwest Mississippi Community College policy, books and related materials are selected which support the curricula-academic, technical and vocational, the aims and objectives of the College, teaching methods of faculty members, and special needs of students, including recreational and leisure reading.

Material selection is considered a cooperative responsibility with participation and recommendation by librarians, Division Directors, faculty, students, and library committee. The LIBRARY BILL OF RIGHTS adopted by the American Library

Association serves as a guide in selection of multimedia materials. Professional librarians, charged with the responsibility of book selection, subscribe to the idea that the academic community served by the College should have freedom to read from a wide spectrum of significant reading matter being published, so long as these materials are not offensive to generally accepted good taste, if all sides of controversial or partisan issues are represented in as much as is possible, and if the educational objects of the College are adopted.

Each instructor is expected to become familiar with the resources of the library and to guide students in the development of habits, attitudes, and skills that will enable them to use the library, effectively.

a. Gift Policy

The Learning Resources Center adheres to a carefully planned policy in accepting gifts. It reserves the right to decide whether or not the gift is to be added to the collection. Gifts may be duplicates of an item of which no more copies are needed, outdated, not of reference or circulation value, or in poor condition. Gift materials are judged by basic selective standards and are accepted or rejected by these standards. Gift materials are accepted with the distinct understanding that the library may use them in accordance with the decision of the librarian in consultation with the faculty. Those materials which are not acceptable to a community college library will be refused. The Learning Resources Center reserves the right to discard gift materials which are not added to the collection. Money is always acceptable to the Learning Resources Center. Faculty, students, administrators, or other individuals who wish to give funds will receive full cooperation and acknowledgment from the Northwest Community College Foundation for tax purposes. All gifts will be acknowledged with a letter, a copy of which is kept on file in the center. A book plate will be placed in each cataloged book stating the donor's name, if requested.

b. Weeding Policy

Materials which are no longer useful are removed from the Learning Resources Center. Weeding, a continuous process which is actually selection in reverse, allows the collection to be kept alive and up-to-date. The same considerations apply as in the process that introduced the material into the Learning Resources Center. Materials which are regularly weeded from the center are those which:

(1) Are in poor physical condition (2) Are damaged or have yellowed, brittle pages (3) Are outdated or contain incorrect information (4) Have never circulated (5) Are old editions which have been superseded by revised editions (6) Are duplicates of books which were once popular.

c. Policies on Controversial Materials

The Board of Trustees of Northwest Mississippi Community College subscribes to the statement of policy on library philosophy as expressed in the American Library Association *Library Bill of Rights* concerning controversial materials. No learning resources materials whose appropriateness is challenged shall be removed from the Learning Resources Center except upon the recommendation of a review committee with the concurrence of the President or, upon formal action of the Board of Trustees when a recommendation of a review committee is appealed to it. Procedures to be observed are on file in the office of the Associate Vice President of Educational Affairs.

d. Faculty/Staff Privileges

Faculty and staff are granted extended loan privileges on books. Materials in demand at the circulation desk are subject to recall. At the end of the school year, or when a staff or faculty member terminates employment, all materials must be returned and records cleared with the Business Office. Periodicals and reference books do not circulate.

Audiovisual equipment and materials may be checked out by faculty and staff if arrangements are made with the Media Librarian or the Center Librarian. Equipment is limited and should be reserved in advance if at all possible.

e. Interlibrary Loan

Requests for materials that are not available in the Learning Resources Center must be requested from the Reference Librarian or Center Librarian. If charges to borrow or photocopy material are incurred, the faculty will be responsible for payment. Materials requested through Interlibrary loan will have to be returned on their due date; extended loan privileges do not apply to these materials.

f. Orientation

Faculty members who teach freshman English will schedule orientation sessions in the library through their department. Other faculty members who wish to schedule an orientation session are invited to call the Librarian and request a time. If there is a particular assignment that needs specialized orientation, please contact our Reference Desk and allow us to work with you in creating a special orientation session for that assignment.

g. Class Assignments and Viewing Room Usage

Instructors who wish to bring a class to the library to conduct research during a class period are asked to call the library circulation desk in advance and schedule the class on the library calendar. Scheduling will allow efficient use of

the library's limited space and resource materials. Instructors need to accompany their classes when a research session is held in the Library.

In Senatobia, the viewing room in the Learning Resources Center will accommodate an average sized class. Requests for equipment or viewing should be submitted at least 24 hours in advance. This will allow the media center staff to have things ready for the scheduled class. Instructors must accompany classes that use the viewing room. The Learning Resources Center abides by the copyright laws in regard to taping copyrighted television programs for educational use.

#### h. Reserve Materials

Materials may be placed on reserve by instructors any time during the semester. Before making an assignment involving reserve books, the instructor should notify the librarian to place the books on reserve, and when the assignment is completed, the library staff should be advised to remove the books from reserve. Instructors should inform students of materials placed on reserve for their use and of regulations regarding the use of these books. At the end of the school year, all materials will be removed from reserve. An instructor's personal copies of books should be picked up at the circulation desk.

#### i. Multi-media resources

Personal computers are provided in the library for student use on a first come first served basis. Students must show their current student ID card and sign a computer usage sheet before they can use an Internet computer. Students may check out specialized software to use in the media lab, or software which has been placed on reserve by an instructor. Staff is available to assist users as needed.

### **Library Hours:**

The Senatobia campus library is open from 8 a.m. to 9 p.m. Monday through Thursday, 8 a.m. to 3:30 p.m. on Friday, and 2 p.m. until 7 p.m. on Sunday.

The DeSoto Center Library is open from 8 a.m. to 9 p.m. Monday through Friday and 8:30 a.m. until noon on Saturday.

The Lafayette-Yalobusha library is open from 8 a.m. until 8 p.m. on Monday through Thursday and from 8 a.m. until 3 p.m. on Friday.

## **The Americans with Disabilities Act**

Northwest Mississippi Community College complies with all applicable laws regarding affirmative action and equal opportunity in all its activities and programs and does not

discriminate against anyone protected by law because of age, creed, national origin, race, religion, sex, disability, veteran, or other status.

Faculty need to be familiar with rules and regulations governing compliance with Americans with Disabilities Act (ADA) especially as related to students. Therefore, all faculty are encouraged to work with the College's ADA coordinator when situations warrant.

## **Health Services for Students**

The following program describes the campus system of assisting students with routine and urgent health care concerns.

### **Senatobia Campus**

#### **A. Emergency situations:**

1. Campus Police call 562-3314 for assistance or to request an ambulance

#### **B. Medical Attention (non-emergency):**

1. Students should contact: Ed Carroll, Assistant Director of Campus Life. He will provide the student:
  - a. A referral to a local physician
  - b. A card listing the name of the physician, location, and appointment time
  - c. Provide assistance in making appointment
  - d. Provide information on services offered, approximate cost and what type(s) insurance is accepted.
2. Students without medical insurance will be referred to:  
Tate County Health Department – Contact Paula Sowell, 562-4428

#### **C. First Aid:**

1. Students who require first-aid treatment may receive assistance from:
  - a. Resident Hall Supervisor
  - b. Building Supervisor
  - c. Campus Police

#### **D. Transportation:**

1. In emergency, contact Campus Police to request an ambulance.
2. In any medical situation if the activity supervisor or Campus Police determines that medically supervised transportation may be necessary, an ambulance will be called unless the student refuses care.

3. If ambulance is not called:
  - a. Student should arrange own transportation;
  - b. If student is unable to find transportation, the Supervisor may assist in finding transportation from other students or family;
  - c. Staff may, if they wish, voluntarily transport the student at his/her own risk;
  - d. As a last resort, Campus Police may transport a student to a local hospital or doctor if a supervisor is reasonably certain the medically supervised transport is not necessary.

**E. Parental Notification:**

1. If a student must be transported to a hospital or physician's office to receive medical treatment, the student's family will be contacted unless the student forbids it.
2. In the event of a danger to life or safety, the College may contact the family without consulting the student.
3. College personnel establishing if parental notification is necessary and contacting the parents will be:
  - a. During normal business hours, the Director of Campus Life will notify the family of the student's medical situation.
  - b. During the evening hours, the Campus Police supervisor will notify the family of the student's medical situation.

**DeSoto Campus**

**A. Emergency situations:**

1. Notify Dean during normal business hours
2. During the evening hours, the evening school director should be notified

**B. Medical Attention (non-emergency):**

1. Contact Richie Lawson, Dean
2. Students who need professional care or treatment are referred to a local physician or to a local hospital.
3. The student will be provided with information on services offered, approximate cost and what type(s) of insurance is accepted.
4. Students needing assistance who do not have medical insurance should contact Mr. Lawson. They will be referred to: DeSoto County Health Department, Southaven – 429-9814

**C. First Aid:**

1. Students who require first-aid treatment should contact an administrator in suite #233.

**D. Transportation:**

1. In any medical situation if the activity supervisor determines that medically supervised transportation may be necessary, an ambulance will be called unless the student refuses care.
2. If ambulance is not necessary:
  - a. Student should arrange own transportation;
  - b. The Supervisor may assist in finding transportation from other students or family;
  - c. Staff may transport the student at his/her own risk.

**E. Parental Notification:**

1. If a student must be transported to a hospital or physician's office to receive medical treatment, the student's family will be contacted unless the student forbids it.
2. In the event of a danger to life or safety, the College may contact the family without consulting the student.
3. College personnel establishing if parental notification is necessary and contacting the parents will be:
  - a. During normal business hours, the Dean will notify the family of the student's medical situation.
  - b. During the evening hours, the evening school director will notify the family of the student's medical situation.

## **Lafayette-Yalobusha Technical Center**

**A. Emergency situations:**

1. Notify center Dean during normal business hours.
2. During the evening hours, the evening school director should be notified.

**B. Medical Attention (Non-emergency):**

1. Contact Dr. Jack Butts, Dean, Lafayette-Yalobusha Technical Center.
2. Students who need professional care or treatment are referred to a local physician or to a local hospital.
3. The student will be provided with information on services offered, approximate cost and what type(s) of insurance is accepted.
4. Students needing assistance who do not have medical insurance should contact Dr. Butts. They will be referred to: Lafayette County Health Department, Oxford.

**C. First Aid:**

1. Students who require first-aid treatment should contact:
  - a. An administrator in office #116
  - b. Nursing Instructors at the Center

**D. Transportation:**

1. In any medical situation if the activity supervisor determines that medically supervised transportation may be necessary, an ambulance will be called unless the student refuses care.
2. If ambulance is not called:
  - a. Student arranges own transportation;
  - b. If student is unable to find transportation, the Supervisor may assist in finding transportation from other students or family;
  - c. Staff may, if they wish, voluntarily transport the student at his/her own risk.

**E. Parental Notification:**

1. If a student must be transported to a hospital or physician's office to receive medical treatment, the student's family will be contacted unless the student forbids it.
2. In the event of a danger to life or safety, the College may contact the family without consulting the student.
3. College personnel deciding if parental notification is necessary and contacting the parents will be:
  - a. During normal business hours, the center Dean will notify the family of the student's medical situation.
  - b. During the evening hours, the evening school director will notify the family of the student's medical situation.

**Benton County Career- Technical Center**

**A. Emergency situations:**

Contact Benton County E-911 during normal business hours to request an Ambulance.

**B. First Aid:**

Students who require first-aid treatment should contact: Nursing Instructors at the center.

**C. Transportation:**

1. In any medical situation if the activity supervisor determines that medically supervised transportation may be necessary, an ambulance will be called unless the student refuses care.
2. If an ambulance is not called:
  - a. Student arranges own transportation;
  - b. If student is unable to find transportation, the Supervisor may assist in finding transportation from other students or family;
  - c. Staff may, if they wish, voluntarily transport the student at his/her own risk.

# **PROGRAM REVIEW**

## **Overview**

Instructional program review is an integral part of Northwest's overall institutional effectiveness initiative. A self-study team made up of industry specialists, students, a member of the Northwest Community Board of Trustees, faculty, and administrators conducts a program review using established criteria. The self-study report is the final product of the Institutional Program Review process. The self-study report documents the need, cost and effectiveness of each program in order to answer the question, "Does the instructional quality of the program meet institutional standards?"

For purposes of instructional program review, a program is defined as any organizational unit within the college that provides instructional services.

## **Purpose**

The purpose of program review and evaluation is to provide a system for continuous improvement in programs. Review and evaluation procedures provide recognition of the accomplishments of a program as well as identify interventions needed for improvement of the program.

## **Goals**

1. To ensure the effectiveness of the College's programs,
2. To improve the quality of instructional programs,
3. To provide data for such intervention decisions as those regarding staff needs, admissions requirements, and curricular additions or deletions,
4. To provide a system of regular data collection and analysis,
5. To determine how specific programs serve the mission of the college and respond to student and community needs.

## **Program Review Cycle**

Each institutional program will be evaluated once in each five year period. Programs are reviewed by major functional areas and/or locations whenever possible.

## **Criteria for Evaluation**

The program(s) under review must provide the following documents to the Committee:

- Curriculum outline for each major offered by the division
- Course syllabi for all courses currently taught by members of the division
- Personal data sheets for faculty employed to teach the curriculum
- Budget summaries demonstrating financial support for the division
- Enrollment data for courses taught during the previous year
- Distance learning courses taught within the division

- Information giving insight into the success of the programs, such as success rates, placement rates, evaluations of programs (accreditation), annual plan, and student data
- SACS Principles Compliance Survey
- Curriculum Review Instrument

## **Organization for Program Evaluation**

The program review process will be managed by the Director of Institutional Planning and Research who will coordinate the reviews and findings of the review committees.

A Program Review Committee will be composed of:

1. Director of Institutional Planning and Research
2. Appropriate Deans
3. Vice President for Educational Affairs
4. Appropriate Program Directors/ Supervisors
5. Three (3) faculty members
6. Four (4) additional members chosen from the student population, faculty, administration, members of the Board of Trustees, advisory committee members, or individuals from the community.

The findings and recommendations of the review committee will be presented to the Vice President for Educational Affairs, the Executive Council, and the Curriculum Committee. The report of findings will then be forwarded to the Academic Council for review.

# EVALUATION

## **SCHEDULE FOR FACULTY EVALUATION FOR 2010-11 COLLEGE YEAR**

Faculty Self Appraisal	Completed by October 16
Student Evaluation of Faculty	October 25 – November 5
Division Director's Conference with Faculty	Completed by February 12
Appropriate Dean's Review	Completed by February 19
Level II Dean's Review	Completed by March 5

### **EVALUATION FORMS LISTED**

Enhancing Development and Growth for Faculty  
Enhancing Development and Growth for Adjunct Faculty  
Division Director's Evaluation of Librarian  
Faculty Evaluation Follow-Up Form  
Self Appraisal of Teaching  
Student Evaluation of Faculty

# NORTHWEST MISSISSIPPI COMMUNITY COLLEGE



## ENHANCING DEVELOPMENT AND GROWTH FOR INSTRUCTORS

\*\*\*\*CONFIDENTIAL\*\*\*\*

Employee Name: (last, first, initial)	Division:
Supervisor's Name/Title:	

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Employee signature does not indicate agreement with appraisal; it only acknowledges that the employee was given the opportunity to discuss the appraisal with the supervisor.)

Division Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Dean Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Vice President Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Instructions: Please check the blank that indicates your appraisal of the instructor for each rating factor. If the instructor does not use a particular rating factor in the course of instruction or if you have no knowledge of the instructor's performance in a particular area – you may check N/A. Use the comment area to write in any comments that you feel are necessary to explain your rating of the instructor.

### ***Instruction:***

1. The instructor strives to improve the methods, content and value of each course taught while keeping in mind both the students' present and future needs.

- Needs Improvement       Satisfactory  
 Good Solid Performance       Excellent       Not Applicable

**Comments:**

2. The instructor teaches the course as outlined in the syllabus that is provided to the students.

- Needs Improvement       Satisfactory  
 Good Solid Performance       Excellent       Not Applicable

**Comments:**

3. The instructor displays enthusiasm for the subject matter.

- Needs Improvement       Satisfactory  
 Good Solid Performance       Excellent       Not Applicable

**Comments:**

4. The instructor is knowledgeable in the field in which he/she teaches.

- Needs Improvement       Satisfactory  
 Good Solid Performance       Excellent       Not Applicable

**Comments:**

### ***Advising/Meeting Student Needs:***

5. The instructor functions as an effective student advisor who keeps abreast of changes in the transfer requirements for particular majors.

- Needs Improvement       Satisfactory  
 Good Solid Performance       Excellent       Not Applicable

**Comments:**

6. The instructor refers students for counseling, testing, or Disability Support services when appropriate.

- No       Yes

**Comments:**

7. The instructor communicates in a positive and courteous manner with advisees on a regular basis.

- No       Yes

**Comments:**

### ***Communication:***

8. The instructor possesses and demonstrates both verbal and written communication skills.

- Needs Improvement       Satisfactory  
 Good Solid Performance       Excellent       Not Applicable

**Comments:**

9. The instructor follows instructions.

- Needs Improvement       Satisfactory  
 Good Solid Performance       Excellent       Not Applicable

**Comments:**

10. The instructor demonstrates a professional rapport with students.

- Needs Improvement       Satisfactory  
 Good Solid Performance       Excellent       Not Applicable

**Comments:**

***Attendance/Punctuality:***

11. The instructor maintains posted office hours.

- Frequently misses posted hours for other appointments/personal schedule       Almost always

**Comments:**

12. The Instructor teaches each class for the entire period.

- Frequently either dismisses class early or is late for class       Almost always

**Comments:**

13. The instructor makes arrangements for class when absence has been approved in advance.

- No       Yes

**Comments:**

14. The instructor complies with sick leave policy, and contacts director when absent.

- No       Yes

**Comments:**

***Dependability/Accountability:***

15. The instructor keeps accurate records and meets deadlines.

- No       Yes

**Comments:**

16. The instructor attends faculty and division meetings called by the appropriate administrator.

- Is frequently absent       Almost always attends

**Comments:**

***Cooperation/Teamwork:***

17. The instructor is cooperative and handles problems effectively.

- Needs Improvement       Satisfactory  
 Good Solid Performance       Excellent       Not Applicable

**Comments:**

18. The instructor follows appropriate channels when providing input for decision making and planning.

- Needs Improvement       Satisfactory

Good Solid Performance     Excellent     Not Applicable

**Comments:**

19. The instructor respects co-workers and provides and accepts constructive feedback.

Needs Improvement     Satisfactory  
 Good Solid Performance     Excellent     Not Applicable

**Comments:**

***Professionalism:***

20. The instructor dresses appropriately.

Needs Improvement     Satisfactory  
 Good Solid Performance     Excellent     Not Applicable

**Comments:**

21. The instructor deals with discipline and/or behavioral problems in a professional manner.

Needs Improvement     Satisfactory  
 Good Solid Performance     Excellent     Not Applicable

**Comments:**

22. The instructor adheres to the faculty responsibilities and policies as defined in the *Policies and Procedures Manual* and in the *Faculty Handbook*.

No     Yes

**Comments:**

***Representative of School:***

23. The instructor is a good representative of the college to the public.

Needs Improvement     Satisfactory  
 Good Solid Performance     Excellent     Not Applicable

**Comments:**

24. The instructor attends and supports extra-curricular functions.

No     Yes

**Comments:**

***Responsible Use of College Resources:***

25. The instructor assumes responsibility for safe and proper use of equipment and supplies.

Needs Improvement     Satisfactory  
 Good Solid Performance     Excellent     Not Applicable

**Comments:**

26. The instructor uses resources effectively and efficiently.

No     Yes

**Comments:**

***Initiative:***

27. The instructor seeks and assumes greater responsibility, and searches for new and more creative ways to improve processes.

- Needs Improvement       Satisfactory  
 Good Solid Performance       Excellent       Not Applicable

**Comments:**

If applicable, discuss any special assignments undertaken by the instructor that is outside the scope of normal instructor job responsibilities, either within the department or outside the department, throughout this past year.

- a.
- b.
- c.

***Professional Development:***

28. The instructor keeps abreast of technological advances.

- No       Yes

**Comments:**

29. The instructor participates in professional and service organizations and activities at the local and state level and/or takes advantages of professional development opportunities in the teaching area to enhance teaching.

- Needs Improvement       Satisfactory  
 Good Solid Performance       Excellent       Not Applicable

**Comments:**

If applicable, list any special professional development opportunities or other means of growth and achievement that the instructor has taken advantage of in the past year for the purpose of enhancing teaching.

- a.
- b.
- c.

***Student Evaluation of Faculty Member – A Comparison:***

30. List a result of the instructor's student appraisal along with a comparison showing how other faculty members scored on the same measure. Indicate what measure you are using for comparison.

Instructor's overall average score on \_\_\_\_\_ Score: \_\_\_\_\_

For Comparison:      Score: \_\_\_\_\_

# NORTHWEST MISSISSIPPI COMMUNITY COLLEGE



## ENHANCING DEVELOPMENT AND GROWTH FOR ADJUNCT INSTRUCTORS

\*\*\*\*CONFIDENTIAL\*\*\*\*

Employee Name: (last, first, initial)	Division:
Supervisor's Name/Title:	

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Employee signature does not indicate agreement with appraisal; it only acknowledges that the employee was given the opportunity to discuss the appraisal with the supervisor.)

Division Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Dean Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Vice President Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Instructions: Please check the blank that indicates your appraisal of the instructor for each rating factor. If the instructor does not use a particular rating factor in the course of instruction or if you have no knowledge of the instructor's performance in a particular area – you may check N/A. Use the comment area to write in any comments that you feel are necessary to explain your rating of the instructor.

### ***Instruction:***

1. The instructor teaches the course as outlined in the syllabus that is provided to the students.

- Needs Improvement       Satisfactory  
 Good Solid Performance       Excellent       Not Applicable

**Comments:**

2. The instructor displays enthusiasm for the subject matter.

- Needs Improvement       Satisfactory  
 Good Solid Performance       Excellent       Not Applicable

**Comments:**

3. The instructor is knowledgeable in the field in which he/she teaches.

- Needs Improvement       Satisfactory  
 Good Solid Performance       Excellent       Not Applicable

**Comments:**

### ***Communication:***

4. The instructor possesses and demonstrates both verbal and written communication skills.

- Needs Improvement       Satisfactory  
 Good Solid Performance       Excellent       Not Applicable

**Comments:**

5. The instructor follows instructions.

- Needs Improvement       Satisfactory  
 Good Solid Performance       Excellent       Not Applicable

**Comments:**

6. The instructor demonstrates a professional rapport with students.

- Needs Improvement       Satisfactory  
 Good Solid Performance       Excellent       Not Applicable

**Comments:**

### ***Attendance/Punctuality:***

7. The Instructor teaches each class for the entire period.

- Frequently either dismisses class early or is late for class       Almost always

**Comments:**

8. The instructor makes arrangements for class when absence has been approved in advance.

- No       Yes

**Comments:**

**Dependability/Accountability:**

9. The instructor keeps accurate records and meets deadlines.

- No                       Yes

**Comments:**

**Professionalism:**

10. The instructor dresses appropriately.

- Needs Improvement               Satisfactory  
 Good Solid Performance         Excellent                               Not Applicable

**Comments:**

11. The instructor deals with discipline and/or behavioral problems in a professional manner.

- Needs Improvement               Satisfactory  
 Good Solid Performance         Excellent                               Not Applicable

**Comments:**

12. The instructor adheres to the adjunct faculty responsibilities and policies as defined in the *Policies and Procedures Manual* and in the *Faculty Handbook*.

- No                               Yes

**Student Evaluation of Faculty Member – A Comparison:**

13. List a result of the instructor’s student appraisal along with a comparison showing how other faculty members scored on the same measure. Indicate what measure you are using for comparison.

Instructor’s overall average score on \_\_\_\_\_ Score: \_\_\_\_\_

For Comparison: \_\_\_\_\_ Score: \_\_\_\_\_

<b>Division Director's Evaluation of Librarian</b>		<b>Responses:</b>
		<b>Exemplary = 5</b>
<b>Faculty Member</b> _____		<b>Commendable = 4</b>
		<b>Satisfactory = 3</b>
<b>Division Director</b> _____		<b>Needs Improvement = 2</b>
		<b>Unacceptable = 1</b>
Please write in the blank space to the right of each statement your appraisal of the Librarian. Use a "5" only in the case of extreme model or superior performance in the area being rated.		
<b>1</b>	Librarian strives to communicate with students, faculty, and staff in a professional manner.	
<b>2</b>	Librarian demonstrates a professional rapport with students.	
<b>3</b>	Librarian is approachable with co-workers and others who request library services.	
<b>4</b>	Librarian works to improve the content and delivery of general orientation classes.	
<b>5</b>	Librarian follows appropriate channels when providing input for decision making and planning.	
<b>6</b>	Librarian offers constructive suggestions and ideas concerning library operations.	
<b>7</b>	Librarian deals with discipline and/or behavioral problems in a professional manner.	
<b>8</b>	Librarian meets deadlines.	
<b>9</b>	Librarian is a good representative for the college in the community.	
<b>10</b>	Librarian attends and supports extra-curricular activities.	
<b>11</b>	Librarian uses resources (including various computer resources) effectively in doing his/her job.	
<b>12</b>	Librarian is cooperative and handles problems effectively.	
<b>13</b>	Librarian reports to work on time.	
<b>14</b>	Librarian dresses in a professional manner	
<b>15</b>	Librarian is willing to change work schedules and fill a staff vacancy in an emergency.	
<b>16</b>	Librarian is willing to come in early, stay late, and put in extra time and effort when asked.	
<b>17</b>	Librarian complies with sick leave policy and contacts director when absent.	
<b>18</b>	Librarian possesses and demonstrates verbal communication skills adequate for the job being performed.	
<b>19</b>	Librarian possesses and demonstrates written communication skills adequate for the job being performed.	
<b>20</b>	Librarian keeps accurate records.	
<b>21</b>	Librarian documents his/her job duties as assigned and updates them with the director as appropriate.	
<b>22</b>	Librarian keeps abreast of technological advances in the library field.	
<b>23</b>	Librarian complies with the professional growth policy.	
<b>24</b>	Librarian adheres to the faculty responsibilities and policies as defined in the <i>Policies and Procedures Manual</i> and in the <i>Faculty Handbook</i> .	

<b>Attendance Record:</b>	
Days absent: _____	Personal Illness _____
Personal Leave _____	Professional Leave _____
_____	Other _____
	Tardy _____
<b>Instructor's Average Rating Score:</b> #DIV/0!	
<b>Director's Certification:</b> I have evaluated this person and provided him/her with a copy of this form.	
Initialed: _____	Date: _____
<b>Librarian's Certification:</b> I have been provided with a copy of my evaluation.	
Initialed: _____	Date: _____
<b>Written Comments:</b>	
Director may provide written comments below for any statement for which the response was either "Exemplary", "Needs Improvement", or "Unacceptable".	

# Northwest Mississippi Community College

## *Faculty Evaluation Follow-up Form*

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The following form is to be completed and signed by the faculty member and the Director during the Director's Conference after the faculty member is given the results of the student evaluations and the Director's evaluation. The completion of this form is meant to stimulate the faculty member's reflection about teaching and to encourage the use of results of these evaluations. A copy of this form will be sent to the Vice-President for Educational Affairs to be filed with the faculty member's evaluation form.

Faculty Member \_\_\_\_\_

Date of Conference \_\_\_\_\_

The faculty member's strong points as identified by the evaluation are:

Opportunities for improvement identified by the evaluation are:

Goals for growth or specific activities to be undertaken and/or completed before the next evaluation are:

Having met together and discussed this Evaluation Follow-up, we feel that the identified goals and specific activities adequately address opportunities for improvement and constitute evidence of attempted growth.

Signatures:

Faculty Member \_\_\_\_\_

Immediate Supervisor \_\_\_\_\_

## SELF APPRAISAL OF TEACHING

INSTRUCTOR \_\_\_\_\_ COURSE \_\_\_\_\_

YEAR \_\_\_\_\_ DATE \_\_\_\_\_

Thoughtful self-evaluation can help improve teaching effectiveness. This instrument is designed for that purpose. You are asked to look at your own performance in teaching.

**I. My 3 greatest strengths as a teacher are:**

1.

2.

3.

**II. My 3 greatest weaknesses as a teacher are:**

1.

2.

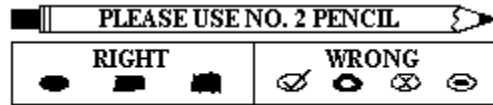
3.

**III. My plan for improvement is as follows:**



# NWCC Student Evaluation of Faculty

- Use a No. 2 pencil.
- Make clean erasures.
- Choose only one per question.



	STRONGLY DISAGREE	DISAGREE	NEUTRAL	AGREE	STRONGLY AGREE
1. has made available a copy of the course syllabus and/or course outline.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. has explained and followed the course requirements.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. has explained and followed the course grading policy.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. has explained and followed the class attendance policy.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. has reviewed the course and/or building safety requirements.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. is knowledgeable in the subject area.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7. teaches class as scheduled.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8. is on time for class.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9. is adequately prepared for each class.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10. uses class time effectively.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
11. maintains order in the classroom.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
12. is available during scheduled times for individual help.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
13. is open to student questions and class discussions.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
14. tests students on material/skills emphasized in the course.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
15. is fair and consistent in grading student work.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
16. displays interest in the subject matter.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
17. demonstrates a positive attitude toward the college.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
18. exhibits a genuine teaching concern.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**The Instructor:**

- has made available a copy of the course syllabus and/or course outline.
- has explained and followed the course requirements.
- has explained and followed the course grading policy.
- has explained and followed the class attendance policy.
- has reviewed the course and/or building safety requirements.
- is knowledgeable in the subject area.
- teaches class as scheduled.
- is on time for class.
- is adequately prepared for each class.
- uses class time effectively.
- maintains order in the classroom.
- is available during scheduled times for individual help.
- is open to student questions and class discussions.
- tests students on material/skills emphasized in the course.
- is fair and consistent in grading student work.
- displays interest in the subject matter.
- demonstrates a positive attitude toward the college.
- exhibits a genuine teaching concern.

	VERY POOR	POOR	MARGINAL	GOOD	EXCELLENT
19. Overall, how would you rate this course?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
20. Overall, how would you rate this instructor?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**NORTHWEST MISSISSIPPI COMMUNITY COLLEGE  
STUDENT EVALUATION OF INSTRUCTION**

**TO THE STUDENT:** The College is interested in improving the quality of instruction and the teaching skills of the faculty. Please complete both this form and the accompanying scannable evaluation form. When you have finished marking your responses, return both forms to the class envelope on the instructor's desk.

*Your answers will not affect your grade in this course since the instructor will not receive the results until after semester grades have been turned in. In order to ensure the confidentiality of your evaluation, do not place your name or identification number on either form.*

*1. The instructor would like to know which teaching technique or class activity has been most effective in this course.*

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*2. What could the instructor do to improve the teaching of this course?*

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*3. Other comments*

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**WHEN YOU FINISH BOTH THIS FORM AND THE SCANNABLE EVALUATION FORM, PLACE BOTH FORMS IN THE ENVELOPE ON THE INSTRUCTOR'S DESK. THE DESIGNATED STUDENT HELPER WILL SEAL THE ENVELOPE.**

# FORMS

The following forms may be copied and used by the faculty:

Absence Report  
Authorization for "I" Grade  
Computer Center Work Request  
Duplicating Services Request  
Professional Leave and Travel  
Professional Growth and Development – Career Tech  
Professional Growth and Development - Academic  
Evaluation of Professional Growth and Development  
Instructional Training Funds  
Off-Campus Trip  
Request for Grade Change

The following are examples of student forms:

Drop/Add Form  
Withdrawal Form  
Class Withdrawal Form

The following forms may be obtained from your supervisor:

Activity Request  
Authorization for Travel  
Travel Expense Sheet  
Trip Sheet



NORTHWEST MISSISSIPPI COMMUNITY COLLEGE
PERSONNEL FORM X

ABSENCE REPORT

Name \_\_\_\_\_ ID# \_\_\_\_\_
Division/Center \_\_\_\_\_
Date(s) Absent \_\_\_\_\_ Total Days Absent \_\_\_\_\_
Month Date(s) Years

- Personal Illness, Personal Leave, Accident on Job, Leave Without Pay, Accrued Compensatory Time, Approved School Travel, National Guard/Reserve Duty, Jury Duty, Suspension, Family Death, Illness in Immediate Family, Other (please explain)

Explanation, if necessary \_\_\_\_\_

Classes Missed (for Faculty Only) List each class missed

Table with 2 columns of class information: Course, Building/Room Number, Day/Date, Hour.

Classes will be covered by another instructor? Yes \_\_\_\_\_ No \_\_\_\_\_

Name of instructor covering classes \_\_\_\_\_

Supervisor's Approval

Was employee's absence:

Approved in advance (if required), Reported in advance or on first day of return, Considered by Supervisor as, Yes, No, Not Applicable, Approved, Not Approved

Signatures

Employee Date Supervisor Date

Dean Date President or Vice President Date



**NORTHWEST MISSISSIPPI COMMUNITY COLLEGE**

**AUTHORIZATION FOR "I" GRADE**

\_\_\_\_\_  
Name of Student

\_\_\_\_\_  
NWCC Student ID Number

\_\_\_\_\_  
Course Title

\_\_\_\_\_  
Reference and Course Number

\_\_\_\_\_  
Semester/Year

Reason for "I" grade: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Requirements for Completion: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Instructor's Signature & Date

\_\_\_\_\_  
Division Director's Signature & Date

Date  
Admitted: \_\_\_\_\_



Date  
Completed: \_\_\_\_\_  
*(Computer Center Use Only)*

### Computer Center Work Request

User's Name/Department: \_\_\_\_\_

Work requested (include description): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Type of Paper: \_\_\_ Regular \_\_\_ White \_\_\_ Cards \_\_\_ Letterhead \_\_\_ Other \_\_\_\_\_

Number of Copies: \_\_\_\_\_ Type of Request: \_\_\_ Routine \_\_\_ Special

Date needed by: \_\_\_\_\_ Dean's approval \_\_\_\_\_



### REQUEST FOR DUPLICATING SERVICES

DEPARTMENT: \_\_\_\_\_ ACCT # \_\_\_\_\_

NUMBER OF COPIES: \_\_\_\_\_ / \_\_\_\_\_ STAPLE \_\_\_ COLLATE \_\_\_ DUPLEX

TYPE OF PAPER: \_\_\_\_\_ (8 1/2 X 11, 8 1/2 X 14, COLOR, HOLE PUNCHED)

COMMENTS: \_\_\_\_\_

\_\_\_\_\_

APPROVED BY: \_\_\_\_\_

(SIGNATURE)

DATE

**PROFESSIONAL LEAVE AND TRAVEL REPORT**

NAME OF EMPLOYEE \_\_\_\_\_ DATE \_\_\_\_\_

DIVISION \_\_\_\_\_

**WORKSHOP / CONFERENCE / SEMINAR INFORMATION**

TITLE OF CONFERENCE: \_\_\_\_\_

DATE AND LOCATION: \_\_\_\_\_

\_\_\_\_\_

CONFERENCE ACTIVITIES: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NEW AND INNOVATIVE IDEAS AND METHODS PRESENTED: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

OUTSTANDING SPEAKERS AND TOPICS: (List names and address where additional information can be obtained)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

BRIEF SUMMARY: (Include personal reflections, comments, and your opinion of the conference)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**NORTHWEST MISSISSIPPI COMMUNITY COLLEGE  
PROFESSIONAL GROWTH AND DEVELOPMENT  
CAREER-TECH FACULTY**

Faculty Name: \_\_\_\_\_

Year: \_\_\_\_\_

I. List all seminars, workshops, or non-credit courses:	Date of Activity:	Hours of Attendance:
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

II. List courses taken for credit in teaching discipline:	Semester Completed:	Number of credit hours:
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

III. List any presentations or programs presented	Date of Activity:	Length of presentation
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

IV. Other faculty growth and development:

(Provide specific justification and documentation including dates, description of activity, etc.):

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V. Describe teaching field-related experience:

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VI. List membership in professional organization(s):

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VII. List field-related professional certification(s):

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**NORTHWEST MISSISSIPPI COMMUNITY COLLEGE  
PROFESSIONAL GROWTH AND DEVELOPMENT  
ACADEMIC FACULTY**

Faculty Name: \_\_\_\_\_

Year: \_\_\_\_\_

I. List all seminars, workshops, or non-credit courses:	Date of Activity:	Hours of Attendance:
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

II. List courses taken for credit in teaching discipline:	Semester Completed:	Number of credit hours:
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

III. List any presentations or programs presented:	Date of Activity:	Length of presentation
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

IV. Other faculty growth and development:  
(Provide specific justification and documentation including dates, description of activity, etc.):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**EVALUATION OF PROFESSIONAL  
GROWTH AND DEVELOPMENT**

**Instructor:** \_\_\_\_\_

I have reviewed the attached form and grant \_\_\_\_\_ hours of professional growth and development credit for the 20\_\_\_\_ - 20\_\_\_\_ academic year.

\_\_\_\_\_  
Reviewed by

\_\_\_\_\_  
Date

Recommendation:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## INSTRUCTIONAL TRAINING FUNDS

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Division: \_\_\_\_\_

Classes Taught: \_\_\_\_\_

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I. Briefly describe your request for funds: \_\_\_\_\_

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II. Explain how this request will improve your teaching or allow you to advance  
technologically in your specific teaching area: \_\_\_\_\_

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## NORTHWEST MISSISSIPPI COMMUNITY COLLEGE

### REQUEST FOR GRADE CHANGE

Instructions to Student: Take this form to your instructor(s) first, then to the Department Director, then to the Dean (Academic or Vo-Tech), for their signatures. The Dean will return the form to the Registrar for final grade change.

\_\_\_\_\_  
Name of Student

\_\_\_\_\_  
NWCC Student ID Number

\_\_\_\_\_  
Course Title

\_\_\_\_\_  
Reference and Course Number

\_\_\_\_\_  
Course Hours

\_\_\_\_\_  
Grade Recorded

\_\_\_\_\_  
New Grade to be Recorded

\_\_\_\_\_  
Semester/Year

\_\_\_\_\_  
Date of Grade Change

Reason for instructor making a change of grade: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Instructor's Signature & Date

\_\_\_\_\_  
Division Director's Signature & Date

\_\_\_\_\_  
Dean's Signature & Date

\_\_\_\_\_  
Registrar's Signature & Date



**EXAMPLE ONLY**

**Northwest Mississippi Community College**

**Withdrawal Form**

Name \_\_\_\_\_ Major \_\_\_\_\_  
S.S. # \_\_\_\_\_ Reason \_\_\_\_\_  
Date \_\_\_\_\_ Type: \_\_\_\_\_ Class \_\_\_\_\_ Complete  
Classes \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*\*\*\*\*

You must obtain the following signatures before completing the withdrawal process in the Business Office.

Advisor \_\_\_\_\_ Library \_\_\_\_\_  
Financial Aid \_\_\_\_\_ Housing \_\_\_\_\_  
\_\_\_\_\_  
Registrar - Date Business Office - Date