Welcome to Kirkwood

I am very pleased to welcome you to Kirkwood Community College as a member of our faculty. The 2018-19 academic year is my first year at Kirkwood and I’m looking forward to working with the faculty as well as the rest of campus. Regardless of our background or area of expertise, we’re all here to achieve the common goal of delivering the best educational experience for our students.

As educators, your role is crucial to the growth of our students, the college and our communities as a whole. You are on the front lines in helping our students achieve their goals. With your wealth of knowledge and experiences, you are in a great position to guide them to do just that.

I am so pleased you have come to Kirkwood to help us in achieving our mission by providing accessible, quality education and training, and promoting opportunities for lifelong learning. The College administration and staff are here to support you and give you the tools you need to do your best in the classroom. We are eager to see the great things that will happen across all of our campuses over the course of the next academic year.

Welcome to the Kirkwood community.

Sincerely,

Dr. Lori Sundberg
President
Welcome!

The Kirkwood Community College family welcomes you to our faculty and our learning community. We appreciate all that you do to promote learner success, and whether you are a long time member of our faculty or new to the college, this handbook will provide guidance and support to your classroom, work, and course experiences. As you read and use this guide, remember that many additional resources are available through the college website and the Kirkwood Information Network (KIN). If you have questions, don’t hesitate to contact your area dean or director as he/she can provide both the policies and the practices related to each discipline area and the college credit program.

As the Vice President of Academic Affairs, I will work to help you provide the very best in education for our students as learning is my own strength and personal passion. In addition, our office staff will gladly assist you with questions and resources—anything to help you meet your job and position responsibilities, and your responsibility to your students and community. In my office and throughout our college, we are all dedicated to student learning and success, just as you are.

Kirkwood is also fortunate to have the Kirkwood Center for Excellence in Learning and Teaching, which is a Center designed to support curriculum development, instructional processes, and technology integration. The Professional Development fellows are innovative faculty leaders in learning and are supportive mentors who are happy to share ideas or strategies with you. We are fortunate to have both full-time and adjunct faculty serving in this role—in cooperation with the Center instructional designer, coordinator, and many others dedicated to learner success. Please use these resources often.

Finally, our college is dedicated to helping students learn, and the planning we do for the future is dependent on your active participation and voice in the college governance system. Please look for opportunities to serve on standing or ad hoc committees where your voice can have much impact. For example, The Adjunct Advisory Council and the Kirkwood Faculty Association are excellent venues to share successful practices and to become engaged with the mission of the college. Many other committees work with professional development, assessment, and a variety of department activities, so don’t hesitate to volunteer to help.

Good luck with your teaching and thank you again for helping us to serve our students and community in every way possible.

Bill Lamb

Vice President, Academic Affairs
100 Iowa Hall
319-398-5496
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Kirkwood Community College Vision

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

Our College Mission and Values

Kirkwood’s mission is:
• Identifies community needs.
• Provides accessible, quality education and training.
• Promote opportunities for lifelong learning.

Kirkwood’s guiding principles and values are:
• Respect
• Excellence
• Responsibility
• Diversity

The Academic Affairs Mission

To inspire and support learning

A Brief Description of Kirkwood

Kirkwood Community College is a public, comprehensive community college accredited by the Iowa Department of Education and the Higher Learning Commission. Consistent with Kirkwood’s mission of bringing accessible education to as many people as possible, classes are offered days, evenings and weekends at the main campus in Cedar Rapids and the Iowa City campus, the Linn Regional Center in Hiawatha, the Kirkwood Regional Center at the University of Iowa, and the centers in Belle Plaine, Monticello, Tipton, Vinton, Washington and Williamsburg. Additionally, classes are offered as online learning options for students with time and place constraints, including four degrees that can be completed entirely online. High School Completion offers Adult Basic Education programs, high school completion programs, and GED preparation and testing in addition to oversight of the programs offered through corrections facilities. Altogether, Kirkwood offers 126 degrees, diplomas, and certificates, and serves Area 10—a seven county region.

With nearly 26,000 students enrolled annually, Kirkwood is the fourth largest institution of higher education in Iowa. Founded in 1966 and charged with the responsibility to be a comprehensive community college, Kirkwood has a full range of programs in career education, as well as arts and sciences. In addition, the community education component is extensive, serving nearly 60,000 members of our region every year. Economic development services provide customized training programs for area business and industry, and many opportunities for professional and personal development are available throughout the year. Kirkwood employs a diverse and dedicated staff composed of nearly 300 full-time faculty, 400 full-time administrators/support staff, 200 non-faculty part-time employees, and nearly 600 adjunct faculty.

DEGREES OFFERED
Kirkwood awards the following degrees in a wide range of programs, which can be completed in two years:
• Associate of Arts (A.A.)
• Associate of Science (A.S.)
• Associate of Applied Science (A.A.S.)
• Diplomas and certificates (require fewer credit hours than an associate degree and have shorter completion times)

STUDENT PROFILE
• The average age of today’s Kirkwood student is 24.
• 46 percent of the student population attends college part-time.
• 33 percent of our new students come to Kirkwood directly from high school.
• 59 percent of all Kirkwood students are age 21 or younger; 7 percent are age 40 or older.
• 75 percent of our second-year students work at least 16 hours a week.
• 54 percent of our students are women.
• 40 percent of our students transfer their Kirkwood credits or degrees to a four-year college or university.
• 60 percent of our students receive some financial aid through the college.
• More than 2,100 students receive associate degrees, diplomas or certificates from Kirkwood each spring.
  An additional 700-800 students graduate from Kirkwood high school programs each year.
• Kirkwood’s 577 international students came from 100 different countries.
• 90 percent of Kirkwood graduates from the past decade still live in Iowa.

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KIRKWOOD POLICIES, PRACTICES, AND INFORMATION RELATED TO TEACHING AND LEARNING FOLLOW EACH TOPIC AREA IN ALPHABETICAL ORDER FOR EASY REFERENCE. THE LINKS NOTED IN MOST AREAS WILL PROVIDE ADDITIONAL AND MORE DETAILED INFORMATION ON TOPICS. OF COURSE, YOU CAN ALWAYS CHECK WITH YOUR MENTOR OR SUPERVISOR FOR HELP AND ASSISTANCE.

LEARNER SUCCESS IS THE GOAL AND OBJECTIVE FOR ALL WE DO AND DIRECTS OUR WORK. THESE FUNCTIONAL GUIDELINES PROVIDE PARAMETERS AND RESOURCES TO HELP US ACCOMPLISH OUR GOAL.

ABSENCE (See Missing Class)

ACADEMIC AFFAIRS
The broad title refers to all instruction and support areas related directly to credit course delivery. This title was adopted by the faculty, deans and directors as a part of the Strategic Planning process and is intended to reflect our focus on academic quality and integrity in our support for Learner Success.

ACCOMMODATION SERVICES FOR STUDENTS WITH DISABILITIES
At the college level, students who need academic accommodations must self identify. To receive accommodations at Kirkwood, students must complete the “Request for Accommodations” form found at www.kirkwood.edu/accommodations. A paper version of the form can be picked up at the Learning Services office (2063 Cedar Hall), the One Stop office at the Iowa City campus and at any county/regional center. Students will also be asked to provide documentation supporting their need for academic accommodations.

Students needing accommodations are assigned to work with a Case Manager. The student and Case Manager will meet to discuss the student’s areas of need and then write an Accommodation Plan which spells out the appropriate accommodations. The student will bring a paper form of the plan to the instructor to read and sign. Instructors teaching Distance Learning classes will receive a copy of the Accommodation Plan from the DL office. The Accommodation Plan is effective only for the current semester. Once the instructor signs the Accommodation Plan the accommodations requested go into effect immediately, but are not retroactive to any time before the plan was presented to and signed by the instructor. Instructors should feel free to discuss the accommodations with the student and determine the best way for them to be fulfilled. Questions or concerns can always be directed to the student’s Case Manager.

An Accommodation Services Advisory Board meets twice each semester and is made up of one faculty representative from each academic department of the college. The representative from your department should be considered a resource for student accommodations and can bring issues or concerns to the Board meeting or the Accommodation Services staff.

Please refer to the Faculty Resource Page link on our website: www.kirkwood.edu/accommodations for more information regarding processes, accommodations, compliance and guidance.
ADJUNCT FACULTY

• The Adjunct Faculty Advisory Committee was established in 1994. Membership includes representatives from each academic department, as well as representatives from Human Resources and the deans and directors. The committee’s role is advisory, recommending and commenting on processes and practices related to adjunct faculty. Some example topics would include professional development and orientation, teaching and curriculum, compensation, working conditions and involvement in departmental issues. For more information, check with your dean or the Adjunct Advisory Committee members.

• Faculty Development Activities: Unlimited faculty development opportunities are offered through Kirkwood’s Center for Excellence in Learning and Teaching (KCELT). A calendar of faculty development activities is listed at http://www.kirkwood.edu/kcelt

• Professional Development Fund: Adjuncts may receive up to $550 annually to pursue professional development activities (this must relate to their teaching). Complete the application form located on KIN>Employee Forms Plus. Adjunct Professional Development Application. Submit the application to your dean, who will forward it to the Vice President of Academic Affairs for approval.

• Adjuncts may take two (2) Kirkwood courses, credit or continuing education, per academic year. For credit classes the adjunct cannot “bump” (take a class seat from) a student nor can the adjunct take the same course (via this benefit) more than one time. If taking credit courses, then two (2) courses no matter how many credits each course is and at no tuition cost. If taking continuing education courses, then two (2) courses with a total of $200 limit per session or the adjunct pays the balance. Or if taking one of each, one credit class regardless of credit hours and one continuing education course limited to $200 or the adjunct pays the balance. More information is available by going to https://kin.kirkwood.edu/kcc/forms/default.aspx and clicking on — Class Registration Form for Adjunct & Part-time Benefits Eligible Employees. Please remember, this benefit includes tuition only. The costs of books or fees associated with a particular course are the responsibility of the individual.

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

• Wellness Activities: Adjuncts may participate in Kirkwood-sponsored wellness activities at no cost. A calendar of activities is available at http://www.kirkwood.edu/wellness

• Employee EagleCard: The staff ID card (EagleCard) allows you a discount on purchases at the Kirkwood Bookstore, admission to sporting and fine arts events, and admission to the Michael J Gould Kirkwood Recreation Center on the main campus.

• Tax-Sheltered Annuities: Employees may set up tax-sheltered annuities by consulting the Human Resources department.

• The college provides all adjunct faculty with personal liability insurance for activities related directly to the terms of their employment by the college, with limits of risk and in such amounts as maintained in the office of the Secretary to the Board of Trustees.
ADMINISTRATIVE WITHDRAWAL
Students who are reported as not having attended class will be administratively withdrawn on the last day for a 50% refund in the class or as soon after that as the nonattendance grade is reported. For more information please see Attendance Reporting and Administrative Withdrawal for Faculty.

ADVISING AND TRANSFER
Help is available for planning student schedules, completing Late Registration forms, registering, obtaining graduation information and gathering and disseminating transfer information. On the Cedar Rapids campus, the Advising and Transfer Center, 108 Iowa Hall, 319-398-5540, is open Monday through Friday from 8 a.m. to 5 p.m. On the Iowa City campus, ask at the front desk for an advisor or call 319-887-3658.

AQIP
The Academic Quality Improvement Process is the methodology used by the Higher Learning Commission to review and accredit Kirkwood. The focus for AQIP is continuous quality improvement and has as its foundation three action projects, one specifically related to learner success. These action projects guide the college improvement process. See http://www.kirkwood.edu/site/index.php?id=995 for additional information.

ATHLETICS
Intercollegiate Athletics: Kirkwood offers six different intercollegiate teams — men’s and women’s basketball, men’s baseball, women’s softball, women’s volleyball and co-ed golf. Contact the Athletics office, 319-398-4909, for more information.

Intramurals: Activities include men’s and women’s volleyball, sand-pit volleyball, singles and doubles tennis, racquetball and flag football. Contact the Recreation Center at 319-398-4839.
http://www.kirkwood.edu/intramurals
Kirkwood’s team name is the Kirkwood Eagles. The school mascot is Sammy the Eagle. School colors are blue and white with black or blue trim.

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

The instructor is the person who gives permission to the student to audit the course. The student and instructor must agree on which portion(s) of the course the student plans to audit and the requirements the instructor has about the student’s class attendance and participation. If the student fulfills the agreement for the audit,he/she will receive the grade “N” for the course and it will be entered on the student’s academic transcript. If the student does not fulfill the audit agreement, the registrar, upon request from the instructor, will withdraw the student from the course and assign a grade of “W.” Audit enrollments carry no credit or grade point value. No inference is made regarding the quality of a student’s mastery of the course subject matter. Standard tuition applies to all audit enrollments regardless of the length and scope of the audit.
The last day to request and enact the audit is the last day of the class’s 100% refund period. Once changed to audit, the class cannot be changed back to graded credit. The student is responsible to see that the audit form, complete with required signatures, is filed with the Enrollment Services office, 216 Kirkwood Hall. Changes are not official until the completed form is received in that office.

AUTO TECH/AUTO COLLISION
Many of the classes in the Industrial Technologies department offer repair services to employees for the cost of materials, plus a nominal shop fee. Contact the Industrial Technologies department for further details, 319-398-4983.

BOOKSTORE
Bookstores on the Cedar Rapids and Iowa City campuses maintain a current supply of textbooks, paperbacks, supplies, clothing, gift items, greeting cards, and so on. The bookstore will special order any book currently in print at no extra charge. Faculty receive a 10 percent discount on textbooks, software and electronics, and a 15 percent discount off everything else in the store more than $3. Show your faculty ID (EagleCard) to receive the discount.

Textbooks may also be ordered online. Go to the bookstore website at: http://www.kirkwood.edu/bookstore.
Adjunct faculty should check with departments for assigned textbooks for their courses. Generally, where more than one faculty teaches the course, adjuncts may choose a textbook from among those selected by full-time faculty.

Students can resell used books during book buy-back days (the final week of each semester). Dates are posted and appear in the student newspaper. Brokers are not allowed to solicit books directly from faculty on campus. Should this occur, please explain the policy to the broker and report it to your dean or office staff.

On the Cedar Rapids campus, the bookstore is located in Benton Hall next to the library, 319-398-5469. Hours are 8 a.m. to 6 p.m., Monday through Thursday, and 8 a.m. to 5 p.m. on Friday.

On the Iowa City campus, the bookstore carries textbooks for classes held in Iowa City, Tipton, Washington and Williamsburg and for all Anytime/Anywhere classes. Hours are 8 a.m. to 6 p.m., Monday through Thursday, and 8 a.m. to 5 p.m. on Friday. Contact the bookstore at 319-887-3640.

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

CAMPUS NEWS:
- Have You Heard is a bi-weekly, E-mail-based news service published by the Marketing department. Printed bulletin announcements are also sent as needed. Articles should be submitted as necessary via the “Have You Heard Form” in Employee Forms Plus, in KIN.
• Many Kirkwood news stories are also available on KIN under the Kirkwood home page under the Kirkwood News tab.
• The site features an archive of news stories dating to mid-2000.
• **The Communiqué** student newspaper is written and edited by students. This newspaper includes campus news, features and editorials. Letters to the editor are encouraged. The no-charge newspaper is published and distributed biweekly and is available at various locations around campus. There is a web presence for student media. [http://www.kirkwoodstudentmedia.com/](http://www.kirkwoodstudentmedia.com/)
• **Kirkwood Student Productions (KSP)** broadcasts a monthly news magazine on the Kirkwood cable channel at 6:30 p.m. on Thursdays. KSP News airs Tuesdays, Thursdays and Saturdays at 6:30 a.m. / p.m. and 11:30 a.m. / p.m.

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

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

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

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

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

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

The following radio and television stations broadcast information related to class closings caused by inclement weather or peak alert situations.

• WMT-AM
• KGAN-TV
• KXIC (Iowa City)
• KCII (Washington)
• KCRG (AM, TV)
• KQCR
• KCJJ (Iowa City)
• KOKZ (Waterloo)
• KHAK (AM, TV)
• KMRY (KCDR)
• KRNA-FM (Iowa City)
• KFMW
• KCCK-FM
• KWWL-TV
• KLEH (Anamosa)
Kirkwood Alert is your connection to real-time emergency information, updates, instructions on where to go, what to do or what not to do, who to contact and other important information. Kirkwood Alert is an alert system that allows Kirkwood to contact you during an emergency by sending text messages to your:

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

While Kirkwood Alert is a free service, your wireless carrier may charge you a fee to receive messages on your cell phone. Go to http://www.kirkwood.edu/site/index.php?p=20309

**CHANGE IN CLASS LOCATION**
No change in class location can be made without prior approval of your dean.

**CHEATING/PLAGIARISM**

Also on the website: http://www.kirkwood.edu/site/index.php?p=32303

You should discuss the meaning of plagiarism with your class well before the first test or written assignment is due, and make sure you have your policy in your course syllabus. Kirkwood students are responsible for authenticating any assignment submitted to an instructor. Encourage students to keep copies of all written drafts, make photocopies of research materials, write summaries of their research materials, keep Writing Center receipts and/or keep logs or journals of their work.

For either cheating or plagiarism, the first offense results in failure of the assignment and notification of the Dean of Students 319-398-5584. This notification is important because a record of any type of academic dishonesty must be maintained in the event of a second offense. If at any time in their Kirkwood career a second offense occurs, the consequence is failure of the course. An eventual third offense results in expulsion from the college. Therefore, if you confirm a case of academic dishonesty in your class, the first step is to contact the Dean of Students to determine if the student has a previous record. Include the Cheating/Plagiarism policy in your syllabus. It’s included in the syllabus template on KIN under employee information>Employee Forms Plus > Faculty Course Syllabus: https://kin.kirkwood.edu/kcc/forms/default.aspx?Group=F.

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

**Day:**
- Facilities 319-398-5561
- Campus Health/Nurse (if needed) 319-398-5588

**Evening:**
- Evening Administrator 319-398-1286
- Facilities/Pager (leave message) 319-398-5670

**Nights and Weekends:**
- Campus Security (24-hour cell phone) 319-389-1774
CLASSROOM AND FACULTY/STUDENT SAFETY
Kirkwood is committed to maintaining safe Campuses and Centers so that students and faculty may focus on learner success without fear or concern for their safety. To that end, faculty need to be aware of the following policies and practices.

I. Before the beginning of each semester, survey your classroom and building surroundings. Think ahead of what you would do in an emergency to keep yourself safe and to provide action steps for your students or colleagues. This includes office areas, hallways and classrooms. Know who is the nearest person to contact in case of an emergency and have those numbers handy—preferably on the speed dial on your cell phone.

II. In the case of a serious conflict or student disruption where you feel the situation is inappropriate or not in your total control, follow these steps.
   1. Deal with the incident
      1. Request that the student stop the specific behavior.
      2. If the behavior does not cease immediately, ask the student to leave the area.
      3. If the student refuses, contact security or the building supervisor immediately. **If an immediate emergency, contact #911. Follow-up to security 389-1774 24 hr./day—7 days/wk.**
      4. If the incident is threatening to you or students and the individual refuses to leave, dismiss the class, leave the area, and move away from the threat.
   2. Once the threat is resolved and situation is safe.
      1. Notify your immediate supervisor.
      2. Your immediate supervisor will notify the Dean of Students (#5584) by phone of the incident. (Cell number: 319-721-2885)
      3. Call the Dean of Students directly if your immediate supervisor is not available.
      4. If your supervisor or the Dean of Students is not available, call VP, Student Services (#4977).

III. Risk Assessment Group—The college has a group that will evaluate student risk using a variety of data sources. If you have a concern about a student’s actions that are not disruptive to the classroom environment, you can request an assessment of the student. Contact the Dean of Students.

IV. In all cases, Systematic updates will be shared with those involved by the immediate supervisor. After the incident is investigated and resolved, the faculty member will be notified of the resolution such as suspension, dismissal, and so forth.

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

COLLEGE-LEVEL EXAMINATION PROGRAM (CLEP)
College-Level Examination Program (CLEP) is a national program of credit by examination. The student may choose from 33 examinations in five subject areas. For questions regarding CLEP exams, call the Test Center, 319-398-5456. For more information go to [http://www.kirkwood.edu/clep](http://www.kirkwood.edu/clep)
COMPUTER FACILITIES AT THE CEDAR RAPIDS CAMPUS

Nielsen Hall was designed to meet the needs of students and faculty by providing state-of-the-art computing equipment and support services.

- Several classrooms for credit instruction, equipped with computer work stations, Internet connectivity and data projectors can be scheduled through your dean.
- The open laboratory, 131 Nielsen Hall, includes 109 computers with six shared laser printers and two text/image scanners. All computers are full multi-media stations and have Internet access. The lab is open Monday through Thursday from 7:30 a.m. to 10 p.m., Friday 7:30 a.m. to 5 p.m., Saturday 8 a.m. to 2 p.m., and Sunday 3 p.m. to 8 p.m.
- Whenever possible, faculty are asked to send a copy of lab assignments so lab assistants can be better prepared to help your students.
- The faculty and staff computer lab is located in 2095 and 2097 Cedar. It is equipped with 16 workstations, a laser printer, multi-media capabilities and a large variety of software. If you have questions regarding the facility or wish to schedule an orientation session, please contact Wilson Rojas (319-398-5899, ext. 5878).
- Additional computers for faculty use are available in various buildings on campus, including the library. Check with your office staff for other options.
- For more information, go to http://www.kirkwood.edu/computerlab.

COMPUTER FACILITIES AT THE IOWA CITY CAMPUS

The computer lab in Iowa City is located in room 107. The lab also includes a scanner, and color and laser printers. Assistants are always available when the lab is open. Students are encouraged to reserve a computer ahead of time, up to a limit of two hours per day. Reservations may be made in person or by telephone, 319-887-3627. During the fall and spring semesters, the lab is open Monday through Thursday from 7:30 a.m. to 9 p.m., Friday from 7:30 a.m. to 5 p.m., and Saturday from 11 a.m. to 4 p.m. Call ahead for summer semester lab hours.

COMPUTER SOFTWARE—MICROSOFT AGREEMENT

Kirkwood has signed an agreement with Microsoft which allows Kirkwood faculty and staff to install the Microsoft products on home computers. This would include Windows operating systems and Office suites. More information is available at the Help Desk Web site at: http://www.kirkwood.edu/helpdesk.

If you would like to request a Microsoft product for your home computer, submit a School Dude https://kin.kirkwood.edu/apps/Pages/default.aspx

CONFIDENTIALITY

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

1. Do not leave student records visible on the computer screen.
2. Release no information about a student’s class performance to a third party unless the student has given specific written consent. Third party includes parents and family members.
3. It is not permissible to release student email address, phone number, or address to another student, If a peer group project, for example, requires sharing of contact information, that fact must be included in your syllabus.
4. If a student whom you do not recognize or remember claims to have been in one of your classes and requests grade information, send him/her to the Registrar to request a transcript.
5. Students are not entitled under law to “see how you arrived at this grade.” Instructors often choose to explain grading upon request, but are not obligated to do so. Do not allow students to see any lines in your grade book except their own (in the event you allow even that access to your records).

6. Destroy (do not merely throw out) student records (graduation analysis, graded class lists). Do not allow work-study students access to students’ grades.

7. Extend this confidentiality to all students regardless of age. FERPA rules cover all college students even if they are minors. In some situations, a student of high school age may have agreed to the release of information to his or her school. You must not, however, assume this is the case. Ask for documentation.

Refer any questions or problems about release of student information to the director of Enrollment Services, 319-398-7631.

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

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

**COURSE SYLLABUS**
The faculty course syllabus you present to students the first day of class should provide detailed information regarding the course. A template is available at [www.curricunet.com/kirkwood](http://www.curricunet.com/kirkwood). Click on "Generate a Course Outline or Syllabus" to get login and download instructions. You should see your dean or director for more information and for requirements or recommendations specific to your department or course. If you are responsible for a course with multiple sections or a course in a program sequence, you must ensure that you cover the same course objectives and derive the same course outcomes. This consistency is crucial to articulation and to student success.

A copy of your syllabus must be submitted to the dean before the end of the second week of class each semester. Any changes to the syllabus within the term should be made in writing and carefully considered.

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

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

Students who believe they are entitled to consideration under this policy must file a petition with the One Stop office, 2nd floor Kirkwood Hall. Appropriate documentation of the emergency must accompany the petition. A committee will review the petitions to ensure conformity with the policy. Those petitions found to be in conformity will be forwarded for response to instructors involved. Instructor response may include assigning the student the grade then in progress, assigning reduced grades in consideration of unmet course requirements, or declining to assign grades. In any case, the student retains the right to withdraw from the course.
DISCRIMINATION/HARASSMENT
Kirkwood Community College declares and affirms to its students, employees and to the public that it does not discriminate on the basis of sex, race, color, creed, religion, national origin, age, sexual orientation, gender, gender identity, physical attributes, physical or mental ability, marital status, veteran status, genetic information, or socioeconomic status in its educational programs, activities, admission procedures or employment practices. The college affirms its commitment to comply with all applicable federal, state, and local laws, regulations and orders.

EAGLENET
Eaglenet and KIN provide easy access to the college enrollment database. Although much information is available, class lists, attendance verification, mid-term and final grades are examples of forms you will need to access and provide input to during the term. Final grades are submitted online. Go to https://eaglenet.kirkwood.edu/.

E-MAIL POLICY
The primary method of communication at Kirkwood is through the Outlook e-mail system and the Talon course management system for individual courses. Using this system gives all students the ability to communicate easily with their instructors and gives instructors the opportunity to communicate with their fellow department members as well as their dean.

All faculty are expected to establish and monitor their Kirkwood email address. Please check with your department for instructions on how to set up your e-mail account. Following setup please include your e-mail address on all correspondence with your students and with others here at Kirkwood. You may set up a forward rule to have your Kirkwood e-mail forwarded to your personal e-mail account. Submit a School Dude request at https://kin.kirkwood.edu/apps/Pages/default.aspx and use the problem type of Web/E-mail Access and answer the questionnaire.

Access to electronic mail is available for faculty. For information about setting up and using e-mail, contact the Help Desk at 319-398-1264 or by e-mail at http://www.kirkwood.edu/helpdesk. Your Kirkwood e-mail can be accessed on any computer (on or off campus) that has Internet access. The web address to access your e-mail is: https://z0crex12.kirkwood.edu/owa/auth/logon.aspx?replaceCurrent=1&url=https%3a%2f%2fz0crex12.kirkwood.edu%2fowa%2f

For more information about using e-mail, go to the Help Desk Web site at http://www.kirkwood.edu/helpdesk

EMERITUS AGREEMENTS
Individuals eligible for Emeritus Agreements are those who retired under, or were eligible for, Kirkwood’s Retirement Incentive Program (see Board Policy 321 – Administrative Function-retirement Incentive Program).

Approval of part-time teaching positions and emeritus pay is based on:
- Department or college need for instructional services; and
- Recommendation and approval of the discipline Dean where the faculty member worked and the Vice President of Academic Affairs.
- Limited to no more than 15 credit hours per academic year.
Salary:
- Emeritus pay applies to instruction in your approved discipline only.
- 1.5 times the maximum part-time credit hour rate for the first nine credit hours of the academic year, then receive the regular maximum rate for credit hours over nine.

Benefits:
- A retired instructor may be eligible to draw IPERS or TIAA-CREF and Social Security benefits given the employment limitations listed above and each individual circumstance.
- Business cards with Professor Emeritus title
- Participation in graduation ceremonies

Representing the college at external functions and access to college resources to carry out scholar and service functions require approval of the dean or other college administrator.

These options do not apply to anyone who leaves the institution for any reason other than retirement, regardless of age or years of service. Individuals covered under IPERS must meet the Bona Fide Retirement guidelines set by IPERS prior to returning to part-time employment.

**EMPLOYEE RECOGNITION**
All faculty are eligible for various awards. Two major awards, the President’s Award and the Distinguished Service Award are presented at the annual employee recognition ceremony. Any employee who has been with the college at least three years is eligible for the President’s Award. The Distinguished Service Award is for anyone. Full details are available in all departments.

**KSTARS – Kirkwood Supports Tasks and Attitudes that Raise Success**
Purpose
The purpose of this program is to increase employee morale by recognizing fellow employees for helping their co-workers to do their jobs easier and for going above and beyond their normal job duties, while supporting the Learner Success Agenda.

Process
1. Employees will complete a simple, online form to nominate a co-worker. The nomination form will include the employee’s name, the reason they are being nominated for the award, and how this relates to the Learner Success Agenda.
2. The Employee Recognition Committee will then vote to determine in which tier (shown below) the nomination best fits.
3. The winners, and why they were nominated, will then be announced through Tempo and on the Employee Recognition website and the employees will be sent their rewards.

**MSTARS – Kirkwood Supports Tasks and Attitudes that Raise Success**
Purpose
As part of the new compensation policy, managers and supervisors can recognize employees for outstanding service, extraordinary accomplishments and/or achievements under the new MSTARS program. Managers can nominate employees for a $25, $50 or $100 gift card or a group of employees (3 or more) for a group luncheon by filling out the nomination form and submitting the form to their cabinet member. The college would encourage managers to utilize the restaurant at The Hotel at Kirkwood or the catering services offered by the college for this recognition luncheon. If the manager decides to use a restaurant off-site, it should not exceed the cost of a standard lunch at The Hotel at Kirkwood. To view the nomination process and limitations, you can go to KIN >> Employee Information >>Employee Forms Plus >> MSTARS.
Process
1. Managers should complete the MSTARS Nomination Form located in KIN Employee Forms Plus.
2. After completion, manager will send form to Cabinet member for review and approval.
3. Cabinet member to review nomination and, if approved, enter name in Cabinet Approval Column I. This will serve as the cabinet member’s signature and approval of MSTARS Award.
4. Cabinet member will then forward form, with Column I completed, to Linda Warren in Human Resources.
5. Human Resources will prepare certificate and send gift card and certificate to nominating manager for distribution to employee.
6. Manager should present the certificate and gift card to employee as soon as possible after receiving the gift card so that the recognition is timely.

ENDOWED FACULTY CHAIR PROGRAM
An endowment fund at Kirkwood Community College is one in which the earnings on the fund are used in perpetuity to support college programs that need continual resources over a long period of time. https://kin.kirkwood.edu/kcc/endch/default.aspx

ENGLISH LANGUAGE ACQUISITION (ELA)
The ELA course of study is designed to help students whose native language is not English to gain proficiency. Students who are required to enter the ELA course of study must complete all mandated ELA subjects/levels prior to enrolling in most other college credit courses. For further information contact the English department, 3051 Cedar Hall, 319-398-4998.

EVALUATION PROCEDURE
Faculty are evaluated by their deans (or their designee). The procedure for full-time faculty is described in the KFA Agreement at http://www.kirkwood.edu/kfa.

Adjunct faculty will be evaluated by their deans (or their designee). Discuss your process with your dean or supervisor.

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

EVENING COLLEGE ADMINISTRATOR
For assistance or emergency situations, the Evening College Administrator is available Monday through Thursday until 9 p.m. The administrator is located in Building #2, Facilities, 319-398-1286. Development office is open until 8:30 p.m. Monday through Thursday. In Iowa City, someone is at the front desk from 8 a.m. to 8 p.m., Monday through Thursday, and 8 a.m. to 5 p.m. Friday.

FACULTY OFFICE HOURS
The need for faculty office hours is predicated on the belief that regularly scheduled availability of faculty facilitates communication and collaboration with staff and peers, and most importantly provides access for students. Faculty are expected to hold a minimum of one office hour a day and are asked to schedule that hour to best meet the needs of students currently registered in their classes (i.e. to match a morning, afternoon, evening, or weekend teaching schedule). Office hours should be submitted to the faculty member’s department and clearly posted on their office door. Faculty holding office hours at an alternate location (i.e. studio, lab, shop,
etc.), should indicate that with the posted hours. Variations to this policy must be pre-approved by the faculty member’s dean prior to the start of each semester. Adjunct faculty should have times noted in their course syllabus when they will be available and where.

**FACULTY RESPONSIBILITIES**

Certainly the main responsibility for faculty is to help every student learn, grow, and be successful. Providing active and engaging learning opportunities is important as is assessing student learning in both formative and summative ways. Some basic job expectations would include the following.

- Meet all classes as assigned.
- Understand the role of a community college in serving students and community.
- Arrange learning experiences in accordance with students’ needs and abilities.
- Follow the approved course outline.
- Provide each student with a course syllabus, required readings, attendance policy, examination dates and method(s) of evaluation and grading, and other requirements for the course.
- Provide resources to help students learn.
- Assess student learning often in both a formative and summative manner.
- Contribute to the college and your discipline by collaborating with other faculty and offering your service to the college.

Expectations are clearly defined in the Faculty Performance Review form on KIN under Employee Information>Employee Forms Plus>Performance Review and Goal Setting – FT Faculty. [https://kin.kirkwood.edu/kcc/forms/default.aspx](https://kin.kirkwood.edu/kcc/forms/default.aspx)

**FAQs FOR FACULTY AND STAFF**

**Q:** When is dean approval needed for faculty to see parts of a student’s record?

**A:** Information that is relevant to the course being taught may be released to faculty without dean approval, such as:

- high school grades in the subject area
- placement scores
- the grade earned in a prerequisite to the course

Requests for other information should be directed to and authorized by the faculty’s dean, such as:

- grades in other Kirkwood courses
- transcripts from other colleges

**FINAL EXAM - FINAL GRADES - FINAL PAPER RETURN**

The Final Exam schedule is available at [http://www.kirkwood.edu/calendar](http://www.kirkwood.edu/calendar). Final exam dates and times should be included in your course syllabus and frequently announced to students as they are often not exactly the same as the regular semester class time.

The final exam is to be given on the scheduled day and time. Changes must have prior approval of the dean. The exam should never be given before final exam week. Summer sessions have no finals week and final exams are given on the last scheduled day of class.

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

FINANCE OFFICE
Business Services (located in The Kirkwood Center, 319-398-5631) is open Monday through Thursday, 8 a.m. to 6 p.m., and Friday 8 a.m. to 5 p.m. This office includes a variety of services such as: cashier, grants, accounts payable, accounts receivable and miscellaneous bookkeeping. [http://www.kirkwood.edu/site/index.php?p=8052](http://www.kirkwood.edu/site/index.php?p=8052)

FINANCIAL AID
See One Stop

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

FOOD SERVICE
Most employees choose to have lunch on campus due to the distance to local restaurants or food stores. The food service facilities are open to employees, students and the general public.

- **The Café** is located on the second floor of Iowa Hall. While we sometimes call The Café the "cafeteria," it’s anything but cafeteria food. You can also use your EagleCard for meal plan and cash-free purchases. To check hours visit the website at [http://www.kirkwood.edu/thecafe](http://www.kirkwood.edu/thecafe)

- **The Class Act Restaurant** features a wide array of wonderful gourmet taste sensations prepared by Kirkwood’s own Culinary Arts students. The Class Act Restaurant is located in The Hotel at Kirkwood Center on the south side of Cedar Rapids. It’s on the corner of 76th Avenue and Kirkwood Blvd. SW. To check hours or make reservations for six or more call 319-848-8700 or visit the website at [http://www.classactdining.com/home](http://www.classactdining.com/home)

- **Vending machines** are available on the second floor of Iowa Hall, Linn Hall lobby, Jones Hall, and Washington Hall.

- **Iowa City Food Service**: Vending machines are located on the Iowa City campus.

FREE KIRKWOOD COURSE
Faculty and Staff are encouraged to continue their personal and professional growth by enrolling in courses. The Human Resources page has information related to both credit and non-credit courses available. In addition, many professional development opportunities are provided through the Kirkwood Center for Excellence in Learning and Teaching. Website at: [https://kin.kirkwood.edu/kcc/hremp/default.aspx](https://kin.kirkwood.edu/kcc/hremp/default.aspx)

Adjunct faculty may take one Kirkwood course, credit or continuing education, per academic year at no cost. Continuing Education class is limited to $200. Kirkwood pays only tuition. Books and fees are the responsibility of the employee. Additional information and the required form are available from the Human Resources website at: [https://kin.kirkwood.edu/kcc/hremp/default.aspx](https://kin.kirkwood.edu/kcc/hremp/default.aspx).
GENERAL EDUCATION GOALS AND OBJECTIVES
The general education goals and objectives for Kirkwood Community College represent the desired outcomes of all students who complete a two-year degree program (A.A., A.S., or A.A.S.) at the college. https://kin.kirkwood.edu/kcc/currasse/default.aspx?RootFolder=%2Fkcc%2Fcurrasse%2FAS%2028%20Master%20Files%2FGeneral%20Education&FolderCTID=0x012000FD2D1D359D0F2643A56321C030AF6007&View={A282089F-DEE7-48AA-B8BA-D250A9889EBA}

GRADES DUE
Final grades are due for all classes, regardless of delivery format, by midnight of the fourth calendar day after the completion of the course.

Midterm grades are due at the midpoint of the scheduled class duration.

Attendance reporting for financial aid is due as soon as the first class meeting has occurred and must be kept up to date as students join a class late. For specific instructions please see Attendance Reporting and Administrative Withdrawal for Faculty.

GRADE CHANGE FORM
Go to KIN >> Employee Information >>Employee Forms Plus >> Grade Change form. https://kin.kirkwood.edu/kcc/forms/default.aspx

GRADE IN PROGRESS FORM
Go to KIN >> Employee Information >>Employee Forms Plus >> Grade In Progress form. https://kin.kirkwood.edu/kcc/forms/default.aspx

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

Even with names obscured, numeric student identifier numbers are considered personally identifiable information. Therefore, the practice of posting grades by social security number, including posting by the last four digits of the SSN or student ID number violates FERPA.

FERPA does not prevent an educational agency or institution from posting the grades of students without written consent when it does so in a manner that does NOT disclose personally identifiable information from the student’s education record. Thus, while FERPA precludes a school from posting grades by SSNs, student ID numbers, or by names because these types of information are personally identifiable to the students, nothing in FERPA would preclude an instructor from assigning individual numbers to students for the purpose of posting grades as long as those numbers are known only to the student and the school official who assigned them.

Instructors and others who post grades should use a system that ensures FERPA requirements are met. This can be accomplished either by obtaining the student’s voluntary written permission or by using randomly assigned
numbers that only the instructor and individual student know. The order of any such posting, however, should not be in order by class roster or in alphabetic order.

**Note: FERPA training is required for faculty**

**Other Acceptable Methods for Notifying Students of their Grades**

**EagleNet.** Students can see their grades in EagleNet within an hour from when you enter the grades. This is the preferred method for grade notification.

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

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

**GRADING STANDARDS**

Go to KIN >> Applications >> Policy Manager >> Student Policies – Institutional Wide >> Grades


http://www.kirkwood.edu/site/index.php?p=32310

**HEALTH CARE ACCESS—ADJUNCT FACULTY – NEW HEALTH INSURANCE MARKETPLACE COVERAGE OPTIONS AND YOUR HEALTH COVERAGE**

**PART A: General Information**

There is a new way to buy health insurance: the Health Insurance Marketplace. To assist you as you evaluate options for you and your family, this notice provides some basic information about the new Marketplace and employment-based health coverage offered by your employer.

**What is the Health Insurance Marketplace?**

The Marketplace is designed to help you find health insurance that meets your needs and fits your budget. The Marketplace offers "one-stop shopping" to find and compare private health insurance options. You may also be eligible for a new kind of tax credit that lowers your monthly premium right away. Open enrollment for health insurance coverage through the Marketplace begins in October 2013 for coverage starting as early as January 1, 2014.

**Can I Save Money on my Health Insurance Premiums in the Marketplace?**

You may qualify to save money and lower your monthly premium, but only if your employer does not offer coverage, or offers coverage that doesn't meet certain standards. The savings on your premium that you're eligible for depends on your household income.

**Does Employer Health Coverage Affect Eligibility for Premium Savings through the Marketplace?**

Yes. If you have an offer of health coverage from your employer that meets certain standards, you will not be eligible for a tax credit through the Marketplace and may wish to enroll in your employer's health plan. However, you may be eligible for a tax credit that lowers your monthly premium or a reduction in certain cost-sharing if your employer does not offer...
coverage to you at all or does not offer coverage that meets certain standards. If the cost of a plan from your employer that would cover you (and not any other members of your family) is more than 9.5% of your household income for the year, or if the coverage your employer provides does not meet the "minimum value" standard set by the Affordable Care Act, you may be eligible for a tax credit.1

Note: If you purchase a health plan through the Marketplace instead of accepting health coverage offered by your employer, then you may lose the employer contribution (if any) to the employer-offered coverage. Also, this employer contribution (as well as your employee contribution to employer-offered coverage) is often excluded from income for Federal and State income tax purposes. Your payments for coverage through the Marketplace are made on an after-tax basis.

How Can I Get More Information?
For more information about the coverage offered by your employer, please check your summary plan description or contact Sue Bennett, Human Resources, 319-398-4986.

The Marketplace can help you evaluate your coverage options, including your eligibility for coverage through the Marketplace and its cost. Please visit HealthCare.gov for more information, including an online application for health insurance coverage and contact information for a Health Insurance Marketplace in your area.

1 An employer-sponsored health plan meets the "minimum value standard" if the plan's share of the total allowed benefit costs covered by the plan is no less than 60 percent of such costs.
Part B: Information About Health Coverage Offered by Your Employer

This section contains information about any health coverage offered by your employer. If you decide to complete an application for coverage in the Marketplace, you will be asked to provide this information. This information is numbered to correspond to the Marketplace application.

<table>
<thead>
<tr>
<th>3. Employer name</th>
<th>4. Employer Identification Number (EIN)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kirkwood Community College</td>
<td>42-0924885</td>
</tr>
<tr>
<td>5. Employer address</td>
<td>6. Employer phone number</td>
</tr>
<tr>
<td>6301 Kirkwood Blvd SW</td>
<td>319-398-5572</td>
</tr>
<tr>
<td>7. City</td>
<td>8. State</td>
</tr>
<tr>
<td>Cedar Rapids</td>
<td>IA</td>
</tr>
<tr>
<td>9. ZIP code</td>
<td>10. Who can we contact about employee health coverage at this job?</td>
</tr>
<tr>
<td></td>
<td>Sue Bennett</td>
</tr>
<tr>
<td>11. Phone number (if different from above)</td>
<td>12. Email address</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:sue.bennett@kirkwood.edu">sue.bennett@kirkwood.edu</a></td>
</tr>
</tbody>
</table>

Here is some basic information about health coverage offered by this employer:

- As your employer, we offer a health plan to:
  - All employees.
  - Some employees. Eligible employees are:
    - Full-time/Board-approved staff and faculty
    - Full-time/Non-board approved employees of The Hotel and Truck Driving Facilitators

- With respect to dependents:
  - We do offer coverage. Eligible dependents are:
    - Children to age 26; 26 or older if unmarried, full-time student or permanently disabled
    - Spouse or domestic partner
  - We do not offer coverage.

** Even if your employer intends your coverage to be affordable, you may still be eligible for a premium discount through the Marketplace. The Marketplace will use your household income, along with other factors, to determine whether you may be eligible for a premium discount. If, for example, your wages vary from week to week (perhaps you are an hourly or you work on a commission basis), if you are newly employed mid-year, or if you have other income losses, you may still qualify for a premium discount.

If you decide to shop for coverage in the Marketplace, [https://www.healthcare.gov/](https://www.healthcare.gov/) will guide you through the process. Here’s the employer information you’ll enter when you visit [https://www.healthcare.gov/](https://www.healthcare.gov/) to find out if you can get a tax credit to lower your monthly premiums.

This information corresponds to the Marketplace Employer Coverage Tool. Completing this section is optional for employers, but will help ensure employees understand their coverage choices.
IDENTIFICATION CARDS
Faculty are encouraged to use an EagleCard as their identification card. The EagleCard is a photo ID that can be used at the library, the Recreation Center, when attending athletic events, or when picking up tickets for theatrical or musical events. You can also use the EagleCard as a cash card on the Cedar Rapids and Iowa City campuses to purchase items at the bookstore, or at The Café in Iowa Hall on the Cedar Rapids campus. If you have your EagleCard setup as a debit card through US Bank you will be able to use your EagleCard at vending machines.

More information is located on http://www.kirkwood.edu/site/index.php?p=30799
The Eagle Card application can be found on KIN >> Employee Information >>Employee Forms Plus >> Grade Change form.

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

http://www.kirkwood.edu/site/index.php?p=32310

The maximum time a student is permitted to carry an incomplete grade on his or her record is one year. After the agreed upon date, in the absence of any alternative grade being assigned by the instructor, the “I” grade will be changed to “F.” The student is responsible for obtaining the make-up grade from the instructor or department. When the student completes the course requirements, a Grade Change form should be completed and sent to your dean. https://kin.kirkwood.edu/kcc/forms/default.aspx

Faculty should consider notifying a student of his/her current standing by using a Grade-In-Progress form https://kin.kirkwood.edu/kcc/forms/default.aspx. This is especially important for students in danger of receiving low grades and for individuals who have been absent frequently.

INSTITUTIONAL EFFECTIVENESS
Institutional effectiveness helps guide college and classroom learner success initiatives. Their website contains many reports and guides for faculty.

Individuals requesting authorization to conduct research must complete the Kirkwood Research Proposal Form at http://www.kirkwood.edu/site/index.php?p=16011
The form will be reviewed by the Institutional Review Board (IRB) or its designee. This procedure is intended to ensure that college staff and students who may be affected by the research can be certain that the research is sound and does not violate board policy, college operating procedures or federal regulations concerning protection of human participants.

Institutional Effectiveness also provides assistance collecting student feedback (i.e., SPOT and IDEA surveys). The purpose of these surveys is to provide feedback to instructors based on student perceptions regarding selected aspects of instruction or program outcomes. http://www.kirkwood.edu/site/index.php?p=12327
INTERNATIONAL PROGRAMS OFFICE
The Kirkwood International Programs office in Linn Hall 134 serves to advance Kirkwood Community College as a global learning community by serving as a crossroads for faculty, staff and students from around the world who seek educational opportunities at Kirkwood as well as a resource for Kirkwood faculty, staff and students seeking educational opportunities in other countries. International Programs is responsible for international student admission, international student services and advising, study abroad programming and study abroad advising as well as the management of several international grant programs.
International students obtain a wide array of support services through the International Programs Office in 134 Linn Hall. Orientation, advising and academic counseling are provided for all international students, as well as assistance with questions regarding their new environment, housing, transportation, health or culture.

Kirkwood sends over 100 students each year on Study Abroad programs led by Kirkwood Faculty and gives out students’ scholarships.
For more information regarding international programs at Kirkwood, services for international students, or study abroad programming, call 319-398-5579 or go to http://www.kirkwood.edu/international.

KCCK-FM AND KIRKWOOD CABLE CHANNEL 11
KCCK-FM is a publicly-supported radio station whose 10,000-watt signal covers the entire seven-county college service area. Programming emphasis is on jazz music. Broadcast studios and offices are located in Room 214 Linn Hall. Cable channel 11 is a public access television station serving Cedar Rapids and surrounding communities.

The station offers regular promotional announcements about Kirkwood educational and service subjects. It also telecasts numerous college-level credit courses. The station is also available on cable in other communities. Call 319-398-5493 for availability in your area.

KCELT
The Kirkwood Center for Excellence in Learning & Teaching (KCELT) provides free professional development for all Kirkwood employees. Whether you’d like to join a reading group over lunch with colleagues, attend a weekly professional development seminar with a cross-disciplinary cohort to learn more about educational theory in practice, enhance your face-to-face class with a student personal response system or engage yourself with designing online learning experiences, KCELT is all about helping you learn and grow. Keep your eyes open for the KCELT course catalog, which comes out in late August, October, December and May. Visit the KCELT website now and then. Read Tempo for weekly announcements and reminders of upcoming classes. Stop by their offices at 2098 Cedar Hall to chat or browse the professional development library. http://www.kirkwood.edu/kcelt.

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

KIRKWOOD INFORMATION NETWORK (KIN)
Continual efforts are made to assist with departmental and college-wide communication and collaboration. One available tool is the portal nicknamed KIN. From this one Web site, you can access your e-mail, calendar and your EagleNet information with a single log in. You will find department and college-wide announcements, a department calendar and department files. Faculty will also have a space with their students to share documents and calendars, post announcements and participate in discussion boards and/or surveys.
To access KIN, in Internet Explorer, go to https://kin.kirkwood.edu Training materials on how to use KIN are located at https://kin.kirkwood.edu/kcc/howto/default.aspx Click on the training link. KCELT will also offer classes on KIN.

**KIRKWOOD ALERT**

This system allows Kirkwood to contact you during an emergency by sending text messages to your:

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

Kirkwood Alert is your connection to real-time emergency information, updates, instructions on where to go, what to do or what not to do, who to contact and other important information.

While Kirkwood Alert is a free service, your wireless carrier may charge you a fee to receive messages on your cell phone. Please read the FAQs for more information. https://alert.kirkwood.edu/index.php?CCheck=1

**LEARNER SUCCESS AGENDA**

https://kin.kirkwood.edu/kcc/lsa/default.aspx

**LATE REGISTRATION POLICY**

After a class’s first meeting, faculty signatures are required to add the class via the Late Registration form.

Students may withdraw from a class online using EagleNet up to 87.5% of the course or previous Friday. **Permission from the instructor is not required, but discussion with the instructor is encouraged.**

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

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

Students may withdraw from one class or their entire enrollment any time up to 87.5% of the term or the previous Friday. A grade of “W” is assigned for courses dropped after the 100% refund period. Students failing to follow official withdrawal procedures will receive an “F” grade (or Q in a pass/fail class). In cases of tragedy (death, severe illness or disability), One Stop office can initiate a withdrawal for students. Petitions for policy waiver must be submitted with documentation to the One Stop office, 319-398-7600.

**LIBRARY**

The Kirkwood Libraries are dedicated to supporting and collaborating with faculty in our mutual work to teach all students essential information literacy skills. You have many options for working with librarians to improve information literacy in your students:

- Attend a KCELT workshop to learn more about library databases, or specifically about integrating information literacy-building activities and practices into your courses.
• Confer with a librarian about the particular research needs of your students, and how the library might be able to help.
• Ask a librarian to visit your class for a demonstration or workshop on a specific topic.
• Collaborate with a librarian on a classroom research project to integrate information literacy into your course curriculum.
• Ask a librarian for help with your own research project. Libraries on both the Cedar Rapids and Iowa City campuses are equipped to support the research needs of you and your students, with physical books and AV materials as well as many electronic resources available online.
• The library catalog searches book and video/DVD holdings of both campuses and KCELT.
• EBSCO host databases search magazine and journal articles on a variety of topics.
• Specialized databases such as LexisNexis, New York Times Historical and Literature Resource Center provide full-text access to both unique and well-known resources.
• Online Interlibrary Loan forms make it easy to order books, videos and articles not available online.
• The checkout desk at each location can also place books and videos on reserve for your classes.

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

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

MAINTENANCE OF CLASSROOM
Faculty and students are urged to keep classrooms clean and free from litter. Recycling containers and trash receptacles are available in all classroom areas. The use of any tobacco products is prohibited in all Kirkwood facilities. Only service animals are allowed in campus buildings. Food and drink are forbidden in many areas. Please check signs for specific restrictions. Please return furniture to the original location and clean boards (white/chalk) at the end of each class session. If you have an issue with a classroom, you can put in a School dude to request the repair or change.  https://kin.kirkwood.edu/apps/Pages/default.aspx

MEDIA SERVICES
The Video and Media Services department supports your media-based communication needs in the classroom. Media equipment, delivery systems and production services are available both on and off campus. The following is a list of services available:
• A/V equipment checkout: special classroom and presentation A/V equipment.
• Duplication services: audio cassettes, video cassettes, digital media and photographic duplication.
• Production services: video, audio and photography.
• Video teleconferencing: delivery of video programming by satellite, including uplink and downlink services.
• Other services: equipment purchases and specifications, facilities usage and support, project proposals and consultation. http://www.kirkwood.edu/site/index.php?p=23498
For direct support or questions about classroom equipment on the main campus call 319-398-5521 (AV Services) or 319-398-5585. For questions or support on the Iowa City campus, contact the library at 319-887-3613.
MISSING CLASS – FACULTY
If for some reason you need to be absent or late to class, you should contact your dean or director and if at all possible, your students. Student telephone numbers are on your class list, but you may wish to post an announcement to your Talon shell or send a mass email. If you use an email be sure to put student addresses in the bcc area so they cannot see each others’ addresses. Student email addresses are protected by FERPA.

You may attempt to make up missed classes by rescheduling another time or designing active learning projects that may be completed outside of class time. Discuss your ideas with your dean. Additional information for full-time faculty can be found in the KFA agreement at http://www.kirkwood.edu/kfa. Adjunct faculty are allowed one paid absence per semester, cumulative up to two per year. Up to four days may be banked, allowing up to five absences in any given a semester (the one day allowed per semester plus the four banked days).

MISSING CLASS – STUDENT
Students are expected to attend all classes, and attendance is emphasized by engaging students in active learning. If a student misses two or more classes, a report may be filed to the Early Alert advisors who will attempt to contact that student and work with you to reestablish the student as a part of your class. Of course, you may contact a student about missing classes at any time as well.

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

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

NOTARY PUBLIC
Several staff members provide notary public services. Contact Human Resources, 317 Kirkwood Hall, for the name and office location of a notary public on campus or find a notary on Kirkwood’s Web site at https://kin.kirkwood.edu/kcc/empben/Shared%20Documents/Notaries%20Public.pdf

ONE STOP
One Stop, 2nd floor Kirkwood Hall, 319-398-7600, is open Monday through Friday, from 8 a.m. to 5 p.m. Students with questions about financial aid, work study or filling out financial aid forms should be directed to Financial Aid. Students in Iowa City and the county center may receive financial aid information from the center director, counselor or advisor. http://www.kirkwood.edu/financialaid/

Students with questions about grades, adding or dropping a class, or withdrawing from school should contact One Stop. Students should also be directed there when changing their name, evaluating transfer credits, ordering transcripts, and inquiring about other registration issues. http://www.kirkwood.edu/onestop

Limited enrollment services are available in Iowa City and at the county and regional centers. http://www.kirkwood.edu/iowacity
OUTDOOR EMERGENCY PHONES
Outdoor emergency telephones have been installed on campus. The addition of these phones will provide free calling assistance for Kirkwood students, staff and visitors who experience problems or emergencies. Emergency phones can dial all campus telephone numbers, 9-911, the security cell phone number 319-389-1774, local calls and 800 calls. If the RED emergency call button is pressed, the emergency phone will dial campus security twice and if no answer or busy each time, will then dial 9-911. Blue light illuminates at night and flashes when an emergency call is made.

PARKING
Operating and parking of vehicles used by employees, students and visitors are subject to regulations imposed by the college. It is the responsibility of all those who use motor vehicles to acquaint themselves with those regulations.

Handicapped spaces are reserved for employees, students and visitors displaying valid handicap stickers. Visitor spaces are for campus guests and should not be used by employees or students.

PERSONAL ACHIEVEMENT CLASSES
Nearly all people at one time or another need a little help with improving their skills in reading, writing, math, spelling, studying or decision-making. Kirkwood offers personal achievement courses in these areas through the Learning Services department, 2063 Cedar Hall, 319-398-5574. Students may register for these classes any time during the semester up to final exam week. Personal achievement classes are also available at the county centers and on the Iowa City campus.

PLACEMENT TESTING
Prospective students who have not submitted ACT scores must participate in free academic assessment testing to help determine their readiness for college-level classes. These placement tests are required by some Kirkwood programs. For information contact the Test Center, 319-398-5456. http://www.kirkwood.edu/testcenter

POST-RETIREMENT EMERITUS STATUS 4.18
The Kirkwood Board of Trustees provides a post-retirement emeritus status program for faculty and other licensed retirees of proven and long-standing experience.

Emeritus Agreements will be considered based on the following guidelines:
- The retiree must have provided at least 10 years of full-time, board-approved service at Kirkwood; and
- Attained the age of 55 by the date of retirement. (see Board Policy 321 – Administrative Function- Retirement Incentive Program).

Approval of part-time teaching positions is based on:
- Department or college need for instructional services; and
- Recommendation and approval of the discipline Dean where the faculty member worked and the Vice President of Academic Affairs.

Salary:
- Emeritus pay applies to instruction in your approved discipline only
- 1.5 times the maximum part-time credit hour rate for the first nine credit hours of the academic year, then receive the regular maximum rate for credit hours over nine.
• Limited to no more than 15 credit hours per academic year.

Benefits:
• A retired instructor may be eligible to draw IPERS or TIAA-CREF and Social Security benefits given the employment limitations listed above and each individual circumstance.
• Business cards with Professor Emeritus title
• Participation in graduation ceremonies

Representing the college at external functions and access to college resources to carry out scholar and service functions require approval of the dean or other college administrator.

These options do not apply to anyone who leaves the institution for any reason other than retirement, regardless of age or years of service. Individuals covered under IPERS must meet the Bona Fide Retirement guidelines set by IPERS prior to returning to part-time employment.

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

Fall and Spring Semester Hours: Monday through Thursday, 7:30 a.m. to 5 p.m.

Summer Hours: Monday through Thursday, 7:30 a.m. to 5 p.m.
Friday, 8 a.m. to 12 p.m.

On Saturdays, faculty may make copies in the library.

Jobs must be submitted through KIN (KIN>Forms Plus>P>Printing). A computer with a scanner is available in Print Services to submit jobs electronically. The turnaround for print jobs is one business day. The high speed printers offer the following options:
• Print on one or two sides automatically
• Hole punching
• Collate and staple with one or two staples
• Reduce and enlarge
• Paper sizes of 8-1/2’’ x 11’’ up to 12’’ x 18’’
• Print on different weights of paper, including cover stock
• Comb binding for books
• Shrink wrapping
• Lamination services
• Color copies are to be approved and signed off by the dean or director of your department. Please include budget code

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

PRINTING AND COPY SERVICES FOR STUDENTS
Refer to KIN, Employee Processes Plus: https://kin.kirkwood.edu/kcc/howto/default.aspx
• Student Print Quota policy
PROFESSIONAL DEVELOPMENT FUND FOR FACULTY
Full time faculty are provided some funds through their department to support conference attendance or professional development opportunities. These requests are approved by the dean.

The Professional Development Fund is also available for financial support. Information and the application procedure is available at http://www.kirkwood.edu/site/index.php?p=27178.

Note: For consistency, we do not use unassigned work days for weekends where professional development is being paid by institutional dollars, even if presenting. If taking students, it is work days. If the college asks them to attend, do committee work such as at the Higher Learning Commission conferences, it is required and a work day.

PROFESSIONAL DEVELOPMENT FUND FOR ADJUNCTS
The Adjunct Faculty Professional Development Fund was established in 1995 to assist adjunct faculty in furthering their professional development and enhancement of teaching skills for the courses being taught. Guidelines for the distribution of the fund are intended to allow for flexibility with the types of programs funded, equity in departmental distribution and ease of application.

Faculty Prerequisites: Faculty must have been employed at Kirkwood one semester prior to application. Funding is limited for each faculty to once per academic calendar year.

Types of Programs Funded: A variety of programs that will enhance your professional background or teaching skills related to your courses of instruction will be considered. Commonly requested programs include individual attendance at seminars, conferences, and guest presenters for a departmental seminar. Graduate courses and additional programs may be considered, but the Adjunct Faculty Professional Development Fund does not fund course work if it is a requirement to meet qualifications of the position.

Dollar Limitation: There is an individual dollar limit of $550 for related program expenses. Each dean will consider the requests in a responsible manner to allow for equitable distribution of funds.

How to apply
Recognizing that adjunct faculty members desire to grow as instructors and deepen knowledge of their respective disciplines, Kirkwood makes funds available. Funds may be used for both registration and travel expenses.

1. E-mail your dean with an outline proposal for the development opportunity that you want to pursue. It should include the following information:
   a. Where the conference will be held.
   b. When the conference is.
   c. How the students you work with would benefit.
   d. How you believe you would benefit.
   e. How much the conference will cost, including travel expenses.
   f. If available, include a link to the conference Web site or send a hard copy of the brochure.

2. If your dean agrees that this is an appropriate match for your needs, the request will be forwarded with a few of his/her encouraging remarks to the Vice President of Academic Affairs.

NOTE: The dean or the vice president may require a written report or presentation of the knowledge, skills and value of the professional development activity. For coursework must have a passing grade.

PROFESSIONAL DEVELOPMENT PLACES AND ACTIVITIES
1. Collaborative Learning Days:
   a. The purpose of conference event is to provide participants a collaborative experience that enriches their understanding and ability to respond to the needs of our learners. The mission of the event is to bring academic affairs faculty and staff together to share successful practices and to encourage cross disciplinary dialogue.
2. KCELT
   a. KCELT is responsible for providing Professional Development opportunities to all areas of the college. Some examples include: New Faculty Orientation, Master Teacher Program, Professional Development Offerings, Reading Circles, Teaching Circles, and Technology Training.
3. MLK Day
   a. The morning includes the President’s keynote and a variety of awards and recognitions. The afternoon includes departmental/divisional meetings in some areas. Employees attend Diversity Conferences, Workshops, and Professional Improvement activities.
4. Kirkwood Kickoff – Fall Welcome
   a. The President provides an overview of new initiatives and activities as the college faculty return campus for the start of the new academic year.

PROFESSIONAL DEVELOPMENT REIMBURSEMENTS
Individuals awarded reimbursement funding for graduate courses must submit proof of successful course completion (grade of “C” or better for a minimum 2.5 GPA for the course) and verification of the tuition paid within 30 days of the course completion date.

QUALITY FACULTY PLAN
The Quality Faculty Plan (QFP) identifies areas of competence expected for adjunct and full-time faculty, librarians, and counselors. The process also describes professional growth and development criteria pertinent to academic employees beyond the probationary period. Please refer to the document at https://kin.kirkwood.edu/kcc/committees/qualityfaculty/default.aspx.

REGISTRATION
Student Responsibility
Kirkwood students can register for classes during regular registration. Services are available at https://eaglenet.kirkwood.edu. It is the student’s responsibility to follow registration procedures to assure valid registration for courses. Students may not attend a class for which they are not properly registered. This site allows students to change schedules, check on class openings, receive schedules and receive final grades.

Changes in Registration
Students may add a course, subject to the course load and tuition factors involved, up to midnight the day before classes begin. A change in registration is not official until it is received by Enrollment Services, 216 Kirkwood Hall, and all deadlines apply to the day by which it must be received in that office. It is the responsibility of the student to see that all necessary forms reach that office and that they carry signatures as indicated on the form. Registration dates are on the college calendar. Late Registration forms are available in KIN Employee Forms Plus
and from the Advising and Transfer Center; Student Development; One Stop; individual department offices, at the Iowa City campus and at all Kirkwood centers and online at www.kirkwood.edu/onestopforms.

REPEATING COURSES FOR A BETTER GRADE
Students may repeat courses taken at Kirkwood to try to improve their original grade. The lower grade will be changed to “X” which carries no credit and has no effect on the grade point average. For those courses that may be taken for credit more than one time, the second grade will not replace the first. If a passing grade has already been earned, financial aid will only pay for one attempt at a better grade.

REPORT SERVICES
Here you can find facts, reports and research about Kirkwood, students, faculty & staff, federal and state reports (i.e. IPEDS), procedures for conducting student evaluations of faculty as well as academic program review procedures. If you cannot find what you are looking for, please use the Report/Research Request Form. 
http://www.kirkwood.edu/reporting/

SALARY RATE / GUIDELINES
The adjunct faculty salary rate is available by contacting Human Resources, 319-398-5572. The adjunct faculty guidelines outlined: http://www.kirkwood.edu/site/index.php?p=2869

SECURITY SERVICES
In an effort to provide the safest possible environment, Kirkwood provides full-time security officers and outside lighting on all roads, parking lots and walkways on campus, 24 hours a day, every day of the year. Campus security is available to assist employees and students in the event of a crime or other emergency. Additional services are provided for employees and students such as:
  - Start stalled vehicles.
  - Unlock vehicles.
  - Provide escort from campus buildings to parking lots upon request.
Campus security is authorized to ticket illegally parked vehicles, direct traffic and detain persons involved in any criminal activities on campus until local law enforcement agencies can be notified. Campus security can be reached via Facilities (ext. 5561) Monday through Friday, 7 a.m. to 5 p.m. Evenings and weekends the security officer can be contacted directly (cell phone) at 319-389-1774 or through the pager at ext. 5670.

Also please see information under Safety.

SEVERE WEATHER PROCEDURES
When a severe weather warning is issued, all classroom and laboratory facilities should be vacated and shelter taken in designated areas as outlined: http://www.kirkwood.edu/plantservices/severe_weather

SMOKING POLICY
In compliance with the state of Iowa’s Smoke free Air Act, as of July 1, 2008, all Kirkwood campus locations and property are smoke-free. Tobacco use, including smokeless tobacco, is prohibited.
STUDENT ACTIVITIES
A range of student activities supported by income from the basic student tuition/fee is offered to Kirkwood students. Student services include:

- Campus events/entertainment
- Campus notices
- Clubs and organizations
- Event ticket sales
- Lost and Found
- Parking ticket appeal system
- Ride sharing
- Student government and campus committees
- Student housing

Contact the Student Life office in 109 Iowa Hall, 319-398-5578, for information regarding the above services. http://www.kirkwood.edu/site/index.php?d=13

STUDENT CLUBS AND ORGANIZATIONS
There are more than 80 student clubs and organizations on campus with approximately 1,500 Kirkwood students involved as members. Many clubs at Kirkwood are formed by students in specific programs. Contact Student Life for information, 319-398-5578, or in Iowa City, 319-887-3947. http://www.kirkwood.edu/site/index.php?p=379

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

The Early Warning System is an informal program to identify student academic problems. If an instructor identifies a student with academic problems early in the term, the instructor can contact a Student Development counselor. The counselor can serve as a resource for the student and/or instructor. Students cannot be forced to participate in this partnership, but many are willing if it can aid in their success. On the Cedar Rapids campus, the Student Development office, 115 Iowa Hall, 319-398-5471, is open Monday through Thursday, from 7:30 a.m. to 8:30 p.m., and Friday from 7:30 a.m. to 5 p.m. Counseling is also available at the Iowa City campus by calling 319-887-3658, or by contacting the front desk Monday to Thursday, 8 a.m. to 8 p.m., and Friday, 8 a.m. to 5 p.m.

STUDENT GRIEVANCE/COMPLAINT POLICY
Academic appeals are addressed to the College Academic Policies and Procedures Committee. The student must first contact the instructor assigning the grade and then contact the appropriate dean. A student appeal form must be submitted to the committee within 100 working days from the date on which the grade was assigned. Talk with your dean about this process.

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

STUDENT TRANSCRIPTS
Kirkwood grades/marks (as they appear on student transcripts) and their meanings are given in the Kirkwood Community College Credit Catalog.

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

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

SUPPLIES
Basic instructional supplies are available through your department support staff.

TALON LEARNING MANAGEMENT SYSTEM
TALON is the delivery method most instructors use for their online courses and to support face-to-face blended instruction. The software tool (Brightspace by D2L) is easy to use and provides opportunities to carry the learning beyond the classroom walls. A growing collection of helpful TALON information and a list of links for those using TALON is available at http://www.kirkwood.edu/talon.

TAX-SHELTERED ANNUITIES (TSA)
Adjunct faculty are eligible to participate in a tax-sheltered annuity program through payroll deduction. Forms to be used for this purpose are available in Human Resources, 313 Kirkwood Hall. Each faculty member is responsible for making arrangements for proper deductions and having billing statements sent to payroll. The college does not advise employees concerning amounts to be sheltered, nor does it assume any responsibility for an employee’s program. The college serves only as an agent between the employee and his/her insurance company/agent. Changes to a tax-sheltered annuity may be made as determined by the Internal Revenue Code.

TEACHING LOAD
The standard teaching load is between 15 and 16 credit hours each semester for full-time faculty and 15 credits total for the fall and spring terms for adjunct faculty. Information related to overload, lab loading, and the full-
time workload in general can be found in the KFA Agreement. Adjunct faculty load is defined by the Iowa State Code.

TEST CENTER
Test centers in Cedar Rapids and Iowa City can be used for classroom testing: 1) Faculty may send an individual student to the test center for a make-up exam. 2) Students whose disabilities require special testing accommodations may be referred to the test center. Please have exams (one copy per student) in the test center at least two days before the first anticipated use. Be sure to include the form available from your department support staff which allows you to indicate how the exam should be administered (open-book, limited time, etc.). All students must show photo ID to use the test center. In Cedar Rapids, the Test Center, 2055 Cedar Hall, 319-398-5456, is open Monday through Thursday 8 a.m. to 8 p.m., and Friday 8 a.m. to 5 p.m. The Iowa City Test Center is located in room 243. Hours are Monday through Thursday, 9 a.m. to 8 p.m., and Friday 9 a.m. to 5 p.m. summer hours may vary.

TUITION AND REFUND POLICY
A student who withdraws from a 16-week class during the first seven calendar days of the term will receive a 100 percent refund. A student who withdraws on the 8th through the 14th calendar day of the term will receive a 50 percent refund. After the 14th day, no refund is given. For classes with other start dates or lengths, see: http://www.kirkwood.edu/site/index.php?p=32303

TUTORING POLICY
Instructional personnel employed by the college may not render tutorial services for pay to students. Facilities, equipment or materials of the college shall not be used for the private tutoring of individuals for pay. The college provides free tutoring to students through the Learning Services department, 319-398-5574. Tutoring Services is located in 2971 Cedar Hall. http://www.kirkwood.edu/tutoring Math tutoring is also available in Linn Hall room 122, and writing help may be found at the Writing Center in Cedar Hall room 3067.

VOICE MAIL
Voice mail is available. Check with your department support staff for a voice mailbox number and information on how to utilize the system. https://kin.kirkwood.edu/kcc/howto/Shared%20Documents/Forms/All%20Documents.aspx?RootFolder=https%3a%2f%2fkkin%2ekirkwood%2eedu%2fkcc%2fhowto%2fShared%20Documents%2fTechnology%2fPhone%20Directory%2fVoicemail%20and%20Phone&FolderCTID=0x0120005E89E5FA0470624791BC7B12C529F01B

WEB LINKS:
- Academic Departments  
  - http://www.kirkwood.edu/academics
- EagleTech – computer buy information  
  - http://eagletech.kirkwood.edu/home.aspx
- Faculty Workday Agreement  
  - https://kin.kirkwood.edu/kcc/forms/default.aspx?Group=F
- Human Resources  
  - https://kin.kirkwood.edu/kcc/hremp/default.aspx
WORK-RELATED ILLNESS AND INJURY POLICY AND PROCEDURE
Effective July 1, 2013, our Workers’ Compensation services will be provided through MercyCare. Services may be accessed at two locations in Cedar Rapids: MercyCare South Urgent Care (near Texas Roadhouse on Edgewood Rd) and MercyCare Occupational Health (near Galaxy 16 Theater on Council St). MercyCare South offers extended hours which includes evenings and weekends.
A flier from MercyCare, which provides the addresses and hours, is available in KIN under employee benefits, Workers’ Compensation with MercyCare. An updated Medical Emergency Flowchart and Workers’ Compensation Process are available in KIN, under Employee Forms Plus.
Beginning Monday, July 1, employees injured in the course of their employment with Kirkwood who require medical attention, should seek treatment at MercyCare. The Workers’ Comp flowchart lists all acceptable sites including sites off main campus. If you have any questions, please contact Sheri Hlavacek at sherihlavacek@kirkwood.edu.

WRITING CENTER
The Writing Center, 3067 Cedar Hall, is staffed by members of the English department and provides individual help for students as they work on papers for classes and other professional writing. Day and evening hours are scheduled each term. Contact the English department at 319-398-5899, ext. 5055 for exact times. Telephone appointments are available for students away from the main campus by faxing a copy of the writing to be discussed at least two days in advance of the scheduled appointment. The fax number is 319-398-5699. An online writing lab can be accessed at http://www.kirkwood.edu/writingcenter.
WRITING CENTER FOR IOWA CITY CAMPUS
Appointment for the Iowa City Writing Center can be made at the service counter in the Credit Center or by calling 319-887-3658.

OFF-SITE CENTERS

**Linn County Regional Center**: (Lost-Call 319-398-1052)
Mindy Thornton, Director
1770 Boyson Road
Hiawatha, IA

**Directions from Cedar Rapids Campus**
**Travel Time**: 25 minutes
**Mileage**: 12 miles
1. Turn right onto Kirkwood Blvd. SW
2. Take the ramp onto US-151 S/U.S. 30W/Lincoln Fwy
3. Merge onto I-380 N / IA-27 N via the ramp to Cedar Rapids
4. Take exit 25 for Boyson Rd
5. Turn left onto Boyson Rd
   Destination will be on the right

**Tippie-Mansfield Center**
Harleen Bott, Center Director
1214 9th Ave.
Belle Plaine, IA

**Directions from Cedar Rapids Campus**
**Travel Time**: 50 minutes
**Mileage**: 40 miles
1. Take Hwy 30 West (approximately 30 miles) to Hwy 131.
2. Turn left (South) on Hwy 131 to Belle Plaine.
3. Follow 131 to Ninth Ave. intersection.
Belle Plaine Center is on the left
Iowa City Campus (Lost Call 319-887-3658)
Ann Valentine, Executive Dean
1816 Lower Muscatine Rd.
Iowa City, IA

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

1. Take I-380 South to Interstate 80/380 interchange.
2. Take I-80 east to the Dodge Street exit; turn right into Iowa City.
3. Stay on Dodge Street (all the way through Iowa City) until it ends and T-intersects with Kirkwood Avenue.
4. Take a left onto Kirkwood Avenue. (Kirkwood Avenue turns into Lower Muscatine.)
5. Continue on Lower Muscatine past Mid-American Energy. Kirkwood Iowa City campus will be immediately on the left.

Cedar County Center (Lost Call 563-886-3101)
Lisa Folken, Center Director
1410 Cedar St.
Tipton, IA

Directions from Cedar Rapids Campus
Travel Time: 50 minutes
Mileage: 40 miles

1. Take Exit 63
2. Turn left onto South Main/Business Hwy.151 (Also known as Co. Rd. X-44)
3. Turn right onto Welter Drive
4. The Jones Regional Education Center is located at 220 Welter Drive

Benton County Center (Lost Call 31-472-2318)
Kasey Keeling, Center Director
111 West 3rd St.
Vinton, IA

**Directions from Cedar Rapids Campus**
Travel Time: 45 minutes
Mileage: 38.5 miles (by I-380)

1. Go North on I-380 to Urbana.
2. Turn West (left) at the exit ramp. Drive to Vinton on Hwy 363/150.
3. When you arrive in Vinton, follow the Hwy 150 signs. We are along Hwy 150 (just 2 blocks inside town).
4. The Vinton Center is on the corner of A Ave. and 3rd St.

**Washington County Regional Center (Lost-Call 319-653-4655)**
Tera Pickens, Center Director
2192 Lexington Blvd.
Washington, IA 52353

**Directions from Cedar Rapids Campus**
Travel Time: 50-60 minutes
Mileage: 55 miles

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

**Iowa County Center (Lost-Call 319-668-2461)**
Harleen Bott, Center Director
200 West St.
Williamsburg, IA

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

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