

Casper
College | School of
Health Science

School of Health Science
Faculty Handbook
2022 – 2023

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Introduction

This handbook is meant to supplement the current Casper College Catalog and general faculty handbook. Refer questions you might have to the Dean or other faculty members for clarification.

School of Health Science Civility Statement *

Civility comprises a conscious demonstration of mutual respect – for people, for their roles, for their knowledge and expertise. Civility requires cooperation, tolerance, acceptance, inclusiveness, kindness, courtesy, and patience. It is expressed not only in the verbal and written words we choose, but in our tone, demeanor, and actions. All School of Health Science members are responsible for and expected to exemplify and promote civility. The School of Health Science is committed to creating and maintaining a positive learning and professional, working environment. While it is understood that disagreement will, and should, occur in a collegiate setting, open communication, intellectual integrity, mutual respect for differing viewpoints, freedom from unnecessary disruption, and a climate of civility are important values that we embrace.

*Adapted from University Libraries Penn State University

Offices

Faculty offices are in the Liesinger Hall (LH), Saunders Health Science Center (HS), Alley Hall (AH), and the Erickson Thunder Bird Gym (TB). A desk, bookcase, bulletin board, file cabinet, computer, and telephone are standard office fixtures. For office supplies, consult the academic assistant. A door schedule reflecting the instructor's availability each semester is to be placed on the instructor's office door. Instructors are required to have 5 office hours each week, depending on their load.

Academic Assistant and Office Assistant

The academic assistant and office assistant provide a variety of services to support the operation of the school. Please discuss or e-mail tasks or projects with specific instructions and a due date to the AA and/or OA. This will help with work flow and prioritization. Remember that the assistants serve many program leaders and faculty members, not one individual. They are happy to help you, but please plan ahead. This is a busy office, and the assistants are frequently interrupted to meet the needs of students and faculty.

Work Study Student

The School of Health Science has a part-time office work study student who will be available to assist in school tasks. Hours vary semester to semester.

Office Supplies

General office supplies are located in HS 203. You may access items in the unlocked cabinets on your own or the locked cabinets by asking the academic assistant. If you take the last (or 2nd to last) item from the cabinet, please tell the academic assistant so that item may be replenished. The academic assistant is responsible for upkeep and ordering office supplies. Office supplies and color and black and white toners needed for individual office printers will be purchased from the dean office supply budget. If there is an item that you want that is not usually kept in stock—please be aware that the purchase may be charged to your program or department's budget. You will be notified prior to this being done.

Intercampus and Postal Mail

Snail mail and intercampus mail is distributed daily to each building. Staff distributes it to the appropriate instructor's slot in the mailbox located in LH, HS, AH, and TB. Outgoing mail (stamped if personal, unstamped if college-related) and intercampus mail (use intercampus mail envelopes) may be placed in the wire basket below the mailboxes for pickup.. Contact the mail clerk in the mail room at ext. 2609 should you have questions about mailings or the crew leader shipping-receiving, mail and campus services at ext 2048. Giving them advance notice for mass mailings is appreciated.

Copy Center

While smaller copy machines are available in most buildings, there is an expectation that for over 10 copies faculty will send work to the copy center for duplication. The copy center is located in the bottom floor of Liesinger Hall, LH 11. Request copies through Web Help Desk / Copy Center.

Limited colors of paper are available at the copy center: pink (pastel), yellow (pastel), blue (pastel), ivory (pastel), green (pastel), sun yellow, ultra orange and ultra pink, If you need a document copied onto letterhead or a different color of paper—it will be necessary to

send the paper with the job. Copy center runs are usually done once in the morning and once in the afternoon by the office assistant, academic assistant, and/or the work study student. If additional runs are needed, please see the office assistant.

Forms

Required forms that you may need are found on Google Drive under Academic Affair Forms, HR Forms, etc.

Educational Pre-Approval

Faculty submit the educational pre-approval form (online form center) prior to any professional development or graduate course work you would like to count toward educational advancement on the faculty salary schedule. Pre-approval for graduate course work is for degree seeking courses that are above your current degree level.

Graduate Stipends

Faculty who enroll in a graduate level program that is regionally accredited are eligible to apply for a BOCES stipend. Contact the BOCES coordinator for more information.

Faculty Absences

College policy requires notification of absences. If you are ill or otherwise needing to be absent from teaching or office hours, inform the program leader as soon as possible so that coverage can be obtained, and the dean is notified in a timely manner. You are encouraged to call the program director or academic chair, or dean if this will expedite matters. Fill out the faculty absence form upon your return for an unscheduled absence (online form center). If you need to schedule an absence, use the faculty absence form to notify the program director or department chair and dean at least one week in advance. Please post a sign on your office door notifying students of your absence. Appointments should be made outside of your teaching times and office hours whenever feasible.

Use of Facilities

All teaching spaces are reserved via enrollment services when course schedules are sent. If you need to change locations, please notify your program leader who will notify the dean to submit the change through schedule change. Faculty and staff may also reserve facilities for college related activities or events free of charge. If you need to reserve space for a meeting or other college related function, please notify the academic assistant who will check availability and make the reservation. The priority booking date for internal employees for the following semester is generally sent via email to the entire campus. After that deadline, the campus becomes available to the community. If faculty would like to reserve college space for a non-college function, refer to the fee schedule available online and notify the Facilities Director who will check availability and make the reservation.

Classrooms

Most Casper College classrooms have a computer and ceiling mounted projector. There are remote controls to operate the projectors. The security of these rooms is important so PLEASE be sure and lock the rooms when you are exiting them. There is a whiteboard in each room with erasers on the tray. Dry erase markers are available in HS 203.

Simulation Center Usage

The Health Science Simulation Center is available for all HS faculty and students. Faculty will consult with the Simulation Center's staff for assistance with planning and implementing simulation activities. Reserve the simulation center rooms and HS 208 through a shared calendar. Simulation activities will be prioritized over meeting usage of 208; reserve meeting usage through this calendar to avoid unnecessary conflicts in 208.

Conference Rooms

Conference rooms are found across campus and must be reserved with the academic assistant who will make the request in the college wide reservation system. If you have standard meetings, they must be reserved every semester. A conference room for faculty use is in HS 226. If no other activities are scheduled therein, department personnel may eat their lunches there. There is a phone in this room for faculty use (ext. 3561). HS 225 contains a refrigerator, 2 microwave ovens, dishwasher and a KEURIG (supply your own K-cups). The cupboards and sinks may be used as needed. It is the responsibility of all users to clean up after themselves, as no custodial services are available for that function. No students are to be in HS 225 or 226 unless they are participating in departmental activities.

Department Budgets

The dean is responsible for preparing and administering the operating budget for the school. Program Leaders have considerable autonomy for preparing and administering department budgets. Suggestions and purchases will be given due consideration.

Work Orders

If you have a repair that needs to be done, please notify the academic assistant. Work orders are generated via computer.

If you have a computer or printing problem, please notify the academic assistant to generate a work order.

Professional Travel Accounting

When traveling on official college business (eg- conferences, seminars, etc), employees may use p cards and/ or requisitions for registration fees and transportation costs. P cards may not be used for food or tips. Employees are to fill out an expense form using GSA per diem rates for meals. You can pick up your per diem check from the accounting office before your departure. For assistance, refer to the travel policy or ask the academic assistant or dean.

Vehicle or Transportation Requests

- All drivers will be screened prior to driving a college vehicle. Contact HR to assure you are an approved driver.
- If you need a vehicle for college related travel, send an e-mail to the academic assistant with the following information: trip destination, departure date and time, return date and time, transportation type (activity bus, car, mini-van or van), number of faculty, number of students.
- Van drivers for 15 or less passengers must go through training. Drivers are not provided for 15 passenger vans. Vans are not typically left at the Denver airport either so you may need to ask a colleague to drive your small group to and from the airport.
- If you are requesting a driver for a bus (more than 15 passengers), work through your program leader well in advance. All requests are based on availability and college-wide priorities; your department will be charged to pay the driver, pay for his or her meals, and if needed pay for hotel accommodations.

Student Travel Procedures

In the event that students in your department will be traveling with you, complete the paperwork available under Casper College Forms / Student Travel Forms, and make duplicates for student services and department head/dean. Please notify your program leader and dean in advance of any travel plans with students. With the exception of clinicals, students should be encouraged to use college transportation if available.

International Travel Application

Should faculty wish to teach a course that will require international travel with students, complete the travel application <https://www.caspercollege.edu/business-office/employee-travel/> and curriculum proposal (if needed) by the deadline. Faculty may not recruit students prior to approval of their application.

Commencement

Faculty are required to be in attendance at commencement, and the college provides faculty with a cap and gown. Commencement is held at the Casper Events Center and you will need to arrive no later than 6:30 p.m.

Release of Faculty and Staff Information

The School of Health Science does not give out personal information (home telephone number, address, etc.) about school personnel or students to anyone. The academic assistant will take a message and relay it to the person so that he/she might contact the inquiring party.

Campus Security and CC Alert

In case of emergency, natural, fire or personal circumstances, please call 911 and then campus security at 268-**2688**. Join the CCAAlert system (instructions available on the website) to receive text messages about emergencies or weather cancelations. Read the Emergency Response Guide for more detailed information.

Social Events

Casper College has an activities committee whose members plan campus-wide events such as the back-to-school picnic, the holiday breakfast, and the retirement/recognition dinner. The school social committee plans several social functions during the academic year. Details will be announced as individual situations arise. Hope to see you at these events!

Academic Information

The following information is a brief overview of pertinent academic information and is not meant to be exhaustive. Please ask your colleagues for assistance as needed.

Mentoring

There is a campus-wide committee that assigns new faculty to be mentored by a faculty member outside their academic school. The committee meets to help new faculty with their roles and offers professional development and social activities for the academic year. In lieu of participating in a campus-wide committee, new Health Science Faculty are expected to participate in the mentoring committee events for their first year. Departments in HS also sponsor their own mentoring activities to assist new faculty with teaching and with their other department and college duties.

Tenure policy and process

The policy and process may be found in the Online Form Center under Academic Affairs. Please ask your dean and/ or tenure committee members (once established) to clarify any questions you have regarding tenure.

Health Science Faculty Evaluation Template

See Appendix A. Please note, for purposes of tenure evaluation, tenure track faculty will also be evaluated using the Dean Evaluation Form located on Google Drive under Academic Affairs Forms

Academic Calendar

The Academic Calendar is found on the CC website. Please note that all faculty return for welcome week in the fall and spring semesters. Faculty are expected to take vacations that match the college holidays, attend department pinning ceremonies, and attend commencement in May.

Syllabus

An electronic copy of the syllabus must be e-mailed to the academic assistant on or before the specified due date. Use the most recent syllabus template (Academic Affairs Forms). You must use all the required language from the template in the same order. This allows us to have campus wide consistency for students. Course descriptions on the syllabus must match what appears in the catalog. If changes need to be made, this must go through your department and eventually Curriculum Committee for approval.

Textbooks

Bookstore personnel will send faculty an e-mail. Faculty may order their texts online or respond to the e-mail by the due date given. Some departments select textbooks and other departments allow individual faculty to determine if they want to continue with the same text and how many textbooks need to be ordered.

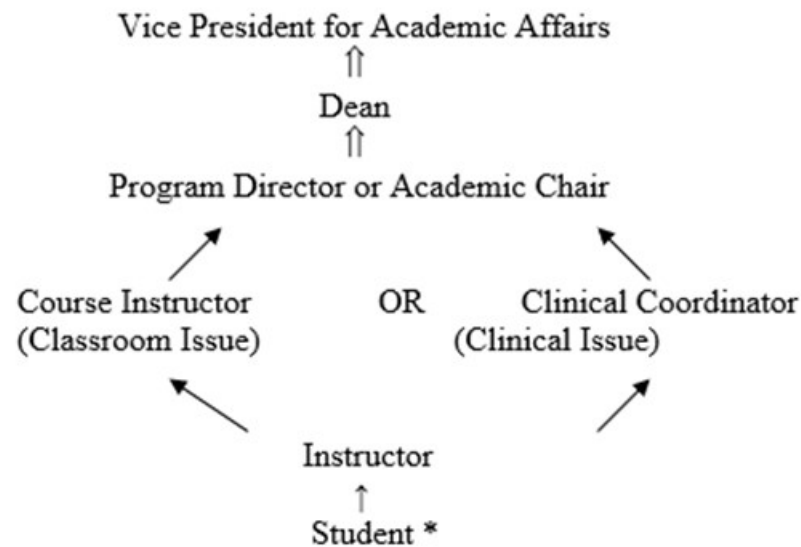
Grades

Mid-term and final grades should be entered in MyCCInfo by the deadline set by enrollment services. You will be granted logins and passwords as soon as HR paperwork is complete. There will be scheduled trainings in the Center for Excellence for MyCCInfo and all faculty are encouraged to attend. You may also request individualized training through your dean.

Census Reporting

At the end of the first week of class, faculty are required to submit retention alerts for all students who have not attended class yet. This reporting has significant financial aid implications and failure to report can cost the college significant money via delinquent loans and federal fines. For similar reasons, faculty will also need to accurately report the last day of attendance for any student who fails the course.

Chain of Command



*The student may bring a support person (i.e. family member, friend, peer) for nonverbal, personal support to any level of the channels of resolution.

* At any point in the chain, the student may seek advice from Enrollment Services personnel, with the understanding that the enrollment services personnel have no authority to adjudicate in academic issues.

Faculty should familiarize themselves with the CC Student Handbook, HS policies and procedures, and Department specific policies and procedures. Ask early and often for assistance if a problem arises.

Advising

- A. All HS faculty advise students. We have an excellent system so ask your peers or administrators for assistance. Advising is a contract you make with a student and has legal considerations.
- B. Students graduate under the catalog that is in effect when they graduate. They may elect to graduate under the requirements in effect at the time of their first enrollment as a degree seeking student in their program if they have not interrupted that program for more than one year. Students need to communicate this to the student records specialist.
- C. Students need a minimum of 32 general education credits with no more than 15 hours accumulation in any single area for the AA, AS, AB degrees. A minimum of 17 hours of general education credits are required for AFA and AAS degrees.
- D. Twelve of the student's last 15 credits must be taken at Casper College.
- E. All degrees require classes at 1000 level or above.
- F. General education requirements cannot be waived. Major requirements may be waived and substitutes made if approved by the major advisor, department head, and dean. This is usually done on a student's degree check. Waiving does not constitute taking the class or earning credit for the class.
- G. Physical Education is waived for any student who presents a physician's statement of medical restriction. Please note that the student will have to complete a one credit general education course if P.E. is waived.
- H. No more than 4 semester hours of credit in PE activity courses will count toward an associate degree.
- I. All students must complete the US & Wyoming Government requirement.
- J. A student must have 60 credits to get a degree. Each new degree a student wants is another 15 credits. A student who wants a double major must have 79 credits to graduate.
- K. Students should request a degree check to confirm that all coursework for a specific degree has been met at least the semester before they anticipate graduating. It is not recommended that students ask for one their first semester.
- L. Students must apply for graduation via Enrollment Services if they want to graduate. May is the only time CC offers a graduation ceremony.

- M. For students needing to declare a degree while waiting for admission to a program, use the “Health Science Degree” option. This degree does not guarantee admission into a health science program.
- N. An educational planning option is available in the online catalog. In addition, the School of Health Science has advising sheets available.

FERPA

The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their education records. Much like HIPPA, students’ records and information are confidential. Obtain release of information paperwork and signatures before discussing a student’s information with someone outside the college (i.e. parents). Disclosure of information to a school official is allowed if legitimate education interests exist.

The Higher Education Act Amendments (HEA) of 1998 authorize colleges the option of contacting parents or legal guardians with the results of campus disciplinary hearings if the student is less than 21 years of age and has been found responsible for violating campus rules regarding the use or possession of alcohol or a controlled substance. The college reserves the right to initiate such contacts when it deems that the violation posed a significant health or safety risk for the student and/or his/her peers.

See Appendix B for Release of Information form that should be completed prior to meeting with a student and his or her parent or legal guardian.

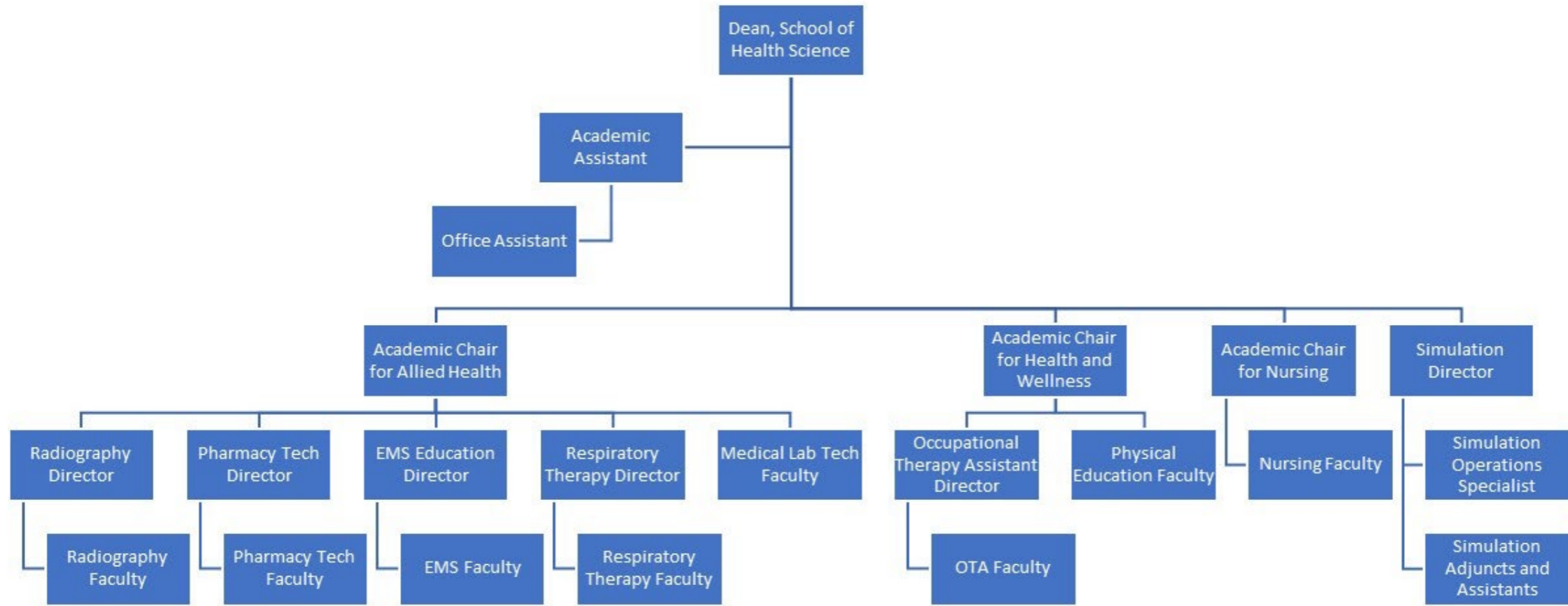
Title IX

Casper College is committed to equal opportunity for all persons and does not discriminate in its employment or educational programs or activities on the basis of race, color, national origin, age, political affiliation, marital status, sex, sexual orientation, gender identity and expression, disability, religion, genetic information, veteran status, or any other characteristic protected under applicable federal, state, or local law. Questions concerning equal opportunity, discrimination, Title VII, Title IX, or Section 504 may be referred to Casper College, Student Services Department, 125 College Dr., Casper, WY 82601; [307-268-2667](tel:307-268-2667), or to the U.S. Department of Education, Office for Civil Rights, Regional VIII, 1244 Speer Boulevard, Suite 310, Denver, CO 80204-3582; [303-844-5695](tel:303-844-5695) or TDD [303-844-3417](tel:303-844-3417).

Health Science Student Handbook

Student handbooks begin with general guidelines, policies, and procedures associated with being a health science student followed by department specific information. Please ask for assistance and clarification early and often. We are here to help you!

Appendix A



Appendix B

Faculty Evaluation Form

Instructors Name: _____ Date:

Course: _____ Semester/Year:

Evaluator's Name:

Code: 1= Needs Significant Improvement 2=Needs Slight Improvement 3=Satisfactory 4=Good 5=Excellent

1. Instructor is prepared and organized 1. 2. 3. 4. 5.

Evidence to Support Score:

Examples may include: Summarizes lesson, provides clear directions and procedures, teaches class in accordance with syllabus and outcomes, presents lesson content in a logical sequence, presents lesson overview, and starts and ends class on time.

2. Instructor facilitates student engagement and participation. 1. 2. 3. 4. 5.

Evidence to Support Score:

Examples may include: Relates new ideas to students prior knowledge, presents examples to clarify points, leads activities and discussions that capture different learning styles and solicits student collaboration.

3. Instructor demonstrates enthusiasm for the subject matter 1. 2. 3. 4. 5.

Evidence to Support Score:

Examples may include: Demonstrates subject matter expertise, presents content appropriate to student learning level, makes course content relevant to students' experience, and cites authorities to support statements.

4. Instructor delivers content in an effective manner/ 1. 2. 3. 4. 5.

Evidence to Support Score:

Examples may include: Speaks clearly and communicates well, establishes eye contact with students, uses nonverbal gestures effectively, defines unfamiliar terms, concepts, and principles, paces lesson to allow for student note-taking, presents material using an appropriate instructional approach, and uses class time efficiently and effectively.

5. Instructor responds appropriately to student questions or comments 1. 2. 3. 4. 5.

Evidence to Support Score:

Examples may include: Uses questioning techniques to informally monitor progress, asks follow up clarifying questions when student answers were incomplete, listens to student questions/comments and provides feedback, and responds promptly to individual questions with comprehensive and constructive answers.

6. Instructor encourages a climate where all opinions and people are valued and respected. 1. 2. 3. 4. 5.

Evidence to Support Score:

Examples may include: Fosters a learning environment of mutual respect, academic integrity, diverse viewpoints, and intellectual curiosity, and allows students time to consider new ideas.

7. Instructor maintains contractual responsibilities 1. 2. 3. 4. 5.

Evidence to Support Score:

Examples may include: Office hours, committee participation, and advising

Instructors strengths based on observations.

Instructor recommendations based on observations.

X

X

Revised 4/19

Appendix C

Authorization for Release of Information

Name Last Name First Name Middle Name SSS or Student ID

Address Street/PO Box City State Zip

Telephone Number Date of Birth

I authorize the individuals listed below to obtain information from my student records in my behalf as needed for academic advisement, registration, college transfer, enrollment verification, financial records, institutional hold information, or any other legitimate educational purpose.

I also authorize Casper College to release such information to other educational institutions, lenders or employers as needed or requested.

This authorization shall remain in effect until further notice is received in writing.

Persons authorized to obtain information from my records:

Table with 2 columns: Full Name/Organization/Institution, Relationship to student. Three rows for listing authorized persons.

Student Signature Date

Action Taken: (for office use only) Completed (PREM): Filed: Imaged: Processed By: Date: All Release of Information forms will be kept on file in the Admissions & Student Records Office. Enrollment Services 03/2012