



Faculty and Instructor Handbook

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From the President

Dr. Daniel P Corr



The handbook you're holding was created in collaboration with a group of your colleagues to outline various programs, benefits and guidelines so all employees have a shared sense of work here at the college. I encourage all of our employees to be familiar with the contents of the handbook, because it may answer questions about employment at AWC. Consistent with our adopted Mission, Vision and Values (December 2017), our goal is to promote a culture of transparency and empowerment, where employees feel unified in their purpose, and we interact with each other in a respectful way. I know you'll join me as we share the responsibility to deliver on our mission: *to transform lives*

through education and partnerships to create thriving communities. To this end, we value honesty and integrity as we strive to enact a workplace philosophy that recognizes and rewards good intentions and hard work.

We believe that each employee makes a difference in the lives of our students, and therefore has a direct and unique impact on the communities we serve. We hope you take pride in being a member of our team, and we hope your experience at AWC will be enjoyable and bring value to your life.

From the Vice President of Learning Services

Dr. Kathleen Iudicello



It is an honor and a privilege to provide support and leadership for Faculty as Arizona Western College’s Vice President of Learning Services. I am filled with gratitude for the numerous ways in which you support our students, community members, and colleagues. You are agents of change, providing our community members and students with opportunities for upward socio-economic mobility through higher education. Thank you for being the hope for so many. I look forward to the good work we will do together and wish you a wonderful academic year!

From the CEO of Entrepreneurial College & Vice President of Workforce& Healthcare Reetika Dhawan



At AWC, we wholeheartedly dedicate ourselves to cultivating an entrepreneurial college that offers a comprehensive and enriching experience in workforce and healthcare programs. We deeply value the remarkable efforts put forth by our esteemed faculty and recognize your unwavering commitment. Our goal is to foster a supportive and collaborative environment that nurtures success for both faculty and students alike. We extend our heartfelt gratitude for your unwavering dedication to excellence in education.

It’s a great day to be a ***Matador!***

Overview

The purpose of the **Faculty and Instructor Handbook** (Handbook) is to provide information faculty and instructors need in a format that is convenient and easy to use. This Handbook is complemented by the College's Employee Handbook; both are reviewed and updated regularly and available through the college website.

The College reserves the right to change any provisions or requirements when such an action is in the best interest of the College.

Other primary documents containing information relating to our College and your responsibilities include the following:

1. Employee Handbook
2. Arizona Western College Policies and Procedures
3. Arizona Western College Student Code of Conduct
4. Arizona Western College General Course Catalog

Key Procedures to include in your work

- Academic Freedom- Procedure #625.1
- Code of Ethics for Employees - Procedure #403.1
- Drug, Tobacco, and Alcohol-Free Campus- Procedure #495.1
- Educational Growth for a Faculty/Instructor Member- Procedure #415.4
- Faculty/Instructor Appraisal - Procedure #440.2
- Faculty/Instructor Employment - Procedure #402; Procedure #475.4; Procedure #450.1
- Full-Time Faculty/Instructor Load- Procedure #601.1
- Learning Equated Load - Procedure #601.1
- Organizational Memberships—Professional and Community- Procedure #205.1
- Copyright- Procedure #224.1-
- Technology Mediated Instruction Copyright and TEACH Act-Procedure #224.2-
- Prohibition Against Sexual Harassment- Procedure #460.1
- Sabbatical Leave- Procedure #435.5
- Salary Deductions/Garnishments - Procedure #340.2
- Security of College Property Procedure #210.1
- Student Grievance for Instructional Issues - Procedure #551.2
- Weapon-Free Campus- Procedure #285.8

About Arizona Western College

Mission Statement

Transforming lives through education and partnerships to create thriving communities.

Vision Statement

Cultivating generations who value knowledge, foster independence, eliminate poverty, and create vital, equitable and sustainable communities.

BHAG (Big Hairy Audacious Goal)

The college's goal of doubling the rate of baccalaureate degrees earned in Yuma and La Paz counties by 2035.

Student Experience Statement

Arizona Western College commits to delivering an amazing student experience characterized by:

- A connected community within which students are encouraged, challenged and feel they belong;
- Programs developed and aligned with employment opportunities;
- A clear path to success and completion;
- Flexible, accessible services and learning approaches;
- Contemporary technology that supports and enhances the AWC experience

Accreditation

Arizona Western College is accredited by the Higher Learning Commission (HLC).

History about AWC

Since AWC was founded in 1963, our public community college has become a vital asset and resource to the communities it serves. Guided by our Strategic Plan, the college seeks to eliminate cultural, financial, time, and place barriers to education; cultivate an agile culture and institutional model that strengthens the future of the region; improve student success by leveraging technology that personalizes the student experience; and grow and sustain academic programs that fuel economic growth and position graduates for prosperity.

Located in the sunny, southwest corner of the state, Arizona Western College supports Yuma and La Paz communities with over 170 degrees and certificates in a wide range of academic and career and technical programs as well as non-credit courses in professional development, customized training, and personal enrichment areas. With 12 different locations and a service area that spans 10,000 square miles, AWC also boasts a diverse international program with students from over 40 different countries.

AWC is unique in that it hosts all three state universities on our Yuma campus for face-to-face classes. These partnerships with Northern Arizona University, University of Arizona, and Arizona State University provide seamless transfer pathways to baccalaureate degrees and beyond in a variety of high-demand programs, including secondary education, agriculture, engineering, and administration of justice. This effort is in line with the college's goal of doubling the rate of baccalaureate degrees earned in Yuma and La Paz counties by 2035.

Our Leadership

The College is governed by a five-member District Governing Board representing both Yuma and La Paz Counties. Board Members serve six-year terms and hold public meetings once per month or as necessary.

Our Educational Partners

Arizona Western College has a strong history of supporting education across our District. AWC offers a steeply discounted tuition rate of \$25 a credit hour to high school students allowing hundreds of students to get a head start on their higher education journey. A degree from AWC opens the door to a wide variety of degree programs offered by our university partners right here at the Yuma campus. Complete your first two years at AWC and seamlessly continue with your bachelor's degree with Northern Arizona University, University of Arizona or Arizona State University without leaving the community.

Students can easily transfer to a university of their choice. AWC is #1 in AZ for the % of students who transfer to Arizona public universities and earn a bachelor's degree within 4 years.

Students First at AWC

Serve Students is the first line of each job description at AWC. To that end, the College focuses on the delivery of services to students in a variety of ways.

Academic Opportunities

AWC offers a wide variety of academic programs to allow our students to meet their individual educational goals. Their learning experience will include hands-on learning, flexible scheduling options, and small class sizes with personal attention from highly qualified, dedicated faculty. Whether students are seeking transfer to a four-year university or preparing immediate employment, there is something for them at AWC.

Academic Resources

We care about your student's success. There are many resources available to students to support them in their academic and career goals. Encourage your student to take advantage of these resources early!

Handbook Continued...

Equal Employment Opportunity/Unlawful Harassment

Arizona Western College (the College) is dedicated to the principles of equal employment opportunity. We prohibit unlawful discrimination against applicants or employees on the basis of age 40 and over, race, sex, color, religion, national origin, disability, military status, genetic information (including results

of genetic testing), or any other status protected by applicable federal, state or local law. This prohibition includes unlawful harassment based on any of these protected classes. Unlawful harassment includes verbal or physical conduct which has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment. This policy applies to all employees, including managers, co-workers, and non-employees such as customers, clients, vendors, consultants, etc.

ADA and Religious Accommodation

The College will make reasonable accommodation for qualified individuals with known disabilities unless doing so would result in an undue hardship to the College or cause a direct threat to health or safety. The College will make reasonable accommodation for employees whose work requirements interfere with a religious belief, unless doing so poses undue hardship on the College. Employees needing such accommodation are instructed to contact their Associate Dean/Dean or the Human Resources Department immediately.

Discipline

Occasionally work performance or other behavior falls short of our standards and/or expectations. When this occurs, management will take action, which in its opinion, is deemed appropriate. Disciplinary actions can range from a formal discussion with the employee about the matter to immediate discharge. Action taken by management in an individual case does not establish a precedent in other circumstances.

Separation of Employment

We request that employees who wish to resign their positions notify the College of their anticipated departure date and go over the "check out" procedures at separation (conversion of insurance, return of property, delivery of final paycheck, etc.) with the Human Resources Department.

Employees may be considered for re-employment with the college provided they qualify for the position of interest and while they were employed with the College maintained satisfactory performance and attendance.

Smoking

In keeping with our College's intent to provide a safe and healthful work environment, smoking is prohibited throughout the workplace. Smoking is prohibited on College grounds and in College vehicles. This prohibition includes all forms of tobacco and e-cigarettes. This restriction applies to all employees and visitors.

Title IX

AWC is a Title IX employer. In compliance with Title IX, AWC prohibits sex discrimination, inclusive of sexual harassment and sexual assault, towards any person regardless of sex, gender, or gender identity. Please refer to the Human Resources webpage for detailed information regarding your rights and responsibilities pertaining to Title IX.

Employee Classifications

Full-time Employee

An employee normally scheduled to work at least 30 hours per week. Full-time employees are currently eligible for College benefits.

Part-time Employee

An employee normally scheduled to work up to 19 hours per week. Some part-time employees may be scheduled to work more than 19 but less than 30 hours per week. Part-time employees are currently ineligible for College benefits, except as required by the Patient Protection and Affordable Care Act with respect to medical insurance, and Arizona paid Sick Leave.

Temporary Employee

An employee who is hired in a job established for a temporary period or for a specific assignment. Temporary employees are currently ineligible for College benefits, except as required by the Patient Protection and Affordable Care Act with respect to medical insurance, and Arizona paid Sick Leave.

Seasonal Employee

An employee who is hired in a job established for a temporary period or for a specific assignment. Seasonal employees are currently ineligible for College benefits, except as required by the Patient Protection and Affordable Care Act with respect to medical insurance, and Arizona paid Sick Leave.

Exempt Employee

An employee who is not eligible for overtime pay, based on federal guidelines.

Nonexempt Employee

Nonexempt employees are eligible for paid overtime at one and one-half times their regular rate of pay for all hours worked in excess of 40 hours per workweek.

Employee Benefits

Insurance Benefit Plans

The College's comprehensive benefits package includes a number of different plans for staff members. The College currently offers these plans:

Medical Insurance Plan

Helps pay covered medical expenses for you and your family.

Life Insurance Plan

Provides term life insurance coverage at group rates.

Short-term Disability (STD) Plan

Helps replace your salary if you suffer a covered disability for a limited period of time.

Long-term Disability (LTD) Plan

Helps replace your salary if you suffer a covered disability for an indefinite period of time through the Arizona State Retirement System.

Optional Accident Insurance Plan

Provides payments in case of accidental death or dismemberment. This coverage is available to you and your eligible dependents at group rates.

Business Travel Accident Insurance Plan

Offers accident and life insurance protection while traveling on College business.

Dental Insurance Plan

Provides dental coverage at group rates to you and your eligible dependents.

For more information about these Plans, please refer to the Summary Plan Description or contact the Human Resources Department. In the event the above information conflicts with the actual terms and conditions of coverage, the latter governs.

Faculty Responsibilities, Policies, & Procedures

Faculty/Instructor Responsibilities

The primary responsibility of a Faculty/Instructor is to create an environment that supports students' acquisition of knowledge, skills, and attitudes relative to particular courses of study, general education, and lifelong learning. To that end, that responsibility includes:

See Job description in Hiring Packet.

Include Primary responsibilities to align with Job Descriptions.

To that end, responsibilities include-

College

- Modeling lifelong learning by active involvement in professional development and scholarship.
- Build and enhance the spirit of collegiality.
- Collaborating with Division Leads, departmental faculty, Associate Deans, Deans and Director of Curriculum, Assessment, & Scheduling to identify student-learning outcomes, develop assessment processes and tools; incorporate results to enhance/modify instruction and material, degree program, course cluster, and/or certificate program as appropriate.
- Working with Student Services and Lead faculty to actively participate in student recruitment, retention, and advisement activities/programs.

- Participate in institutional functions such as, but not limited to, college committees, task forces, club sponsorships, facilitation of advisory committees, student/faculty recruitment, and mentoring of new and adjunct faculty. The Lead faculty, Associate Dean or Dean may direct participation.
 - Maintain 10 positive interaction hours/week
 - Attend graduation ceremonies.
 - Establish and maintain relationships with AWC's educational partners.
 - Comply with applicable federal and state laws as well as college policies and procedures.
 - **Responding to a Disturbing Writing Piece from a Student and/or if a student reaches out to a Faculty/Instructor member for mental health help:** AWC (Arizona Western College) offers help through BetterMynd FREE Online Therapy for College Students. This site offers 24/7 on-demand access to mental health professionals. Therefore, if a student exhibits disturbing elements in student writing and/or a conversation, this site is offered as support for the student free of charge.
 - In addition to BetterMynd, a Faculty/Instructor member may report student concerns through the **CARE REPORT**. Both resources are available to Faculty/Instructor members for referral with the CARE REPORT being a possible anonymous resource in asking for help with a student.
- New Faculty/Instructor**
- New Full-Time Faculty/Instructor will participate in Matador Orientation and Faculty Orientation meetings.
 - Complete the EDU 250 (full-time) or EDU 249 (adjunct) Community College course within two years of employment.
- New and Continuing Faculty/Instructor**
- Strive to help each learner realize their full potential.

Assigned Faculty/Instructor Duties

- Attend the general Faculty/Instructor meetings at the start of each semester.
- Attend department/division meetings.
- Submit Timecards weekly.
- Prepare and teach assigned courses, labs, practical, and clinicals; Faculty may be asked to teach at multiple learning locations
- Post and maintain student office hours.
- Identify student learning outcomes; develop process tools for assessment; incorporate results in order to modify instruction and materials in general education, degree program, course cluster, and/or certificate program, in coordination with colleagues.
- Submit Course materials, such as Books and OER (Open Educational Resources) materials, in a timely manner each semester.
- Engage in curriculum and instructional development.
- Maintain and submit in a timely manner accurate record.
- Submit No Show, 45-Day FTSE (Full Time Student Equivalent), Mid-Term Grade reports, and Final Grade reports by the scheduled date/time according to the **Academic Calendar**.

It is our intent that this handbook, which is a summary and extension of AWC Procedures, be implemented in a fair, open, and positive manner, and in full recognition of the collegial relationships we cultivate here at work with each other.

We believe that each employee makes a difference in the lives of our students, and therefore has a direct and unique impact on the communities we serve. We hope you take pride in being a member of our team, and we hope your experience at AWC will be enjoyable and bring value to your life.

Personnel Files

Faculty/Instructors are required to have the following on file in the Human Resources Office:

1. Application materials including official AWC employment application, official transcripts, résumé, or vita
2. Loyalty Oath
3. Current W-4 and A-4 forms
4. I-9 for those hired after November 6, 1986
5. Statement of Selective Service Registration Form
6. Drug-Free Workplace Form
7. Notification of Employment Status Form
8. Information Technology Ethics
9. Signed Job Description

Statement Your personnel file may also contain:

1. Summaries of student appraisals
2. Letters of application, commendation, etc.
3. Advice(s) for payroll

Office and On-Campus Hours

It is recognized that teaching positions require 40 or more hours per week and much of the work is accomplished off campus. However, for full-time Faculty/Instructors, at least 33 clock hours per week are to be spent **on-campus** or its extensions in positive interaction with students and/or colleagues.

Faculty/Instructor members must complete an approved schedule each semester, provide a copy to their Associate Dean/Dean, and post it on their office door. At least five office hours (clock) are to be included in the 33 hours described above. These five office hours are to be identified and adhered to throughout the semester. Faculty/Instructor members who find it necessary to leave their office for extended periods during their published office hours should inform their Associate Dean/Dean whereabouts. In order to maximize availability, office hours should be distributed as evenly as possible throughout the workday and work week.

Adjunct Faculty/Instructor members are encouraged to use resource areas/rooms available at branch campus sites to meet with students, as needed. In addition, Zoom may substitute for student conferences and/or meetings.

Faculty/Instructors must furnish their respective Associate Dean/Dean with a copy of the office hours by the third week of the regular semester and by the first week of the summer session.

Minimum Class Size and Compensation

If the minimum enrollment for a Faculty/Instructor course is not met (12 students for Yuma and South Yuma County campuses and 8 students for La Paz County campuses), the course may not be offered, and the college has no financial obligation to the Faculty/Instructor. Your employment is contingent upon obtaining the minimum enrollment and an administrative decision to continue the assignment. A stipend could be made for meeting a course that is subsequently canceled or reassigned. If a course does not meet minimum enrollment, the Faculty/Instructor member may be offered the opportunity to teach the course on a prorated basis. If the assignment is not fulfilled in its entirety, the compensation will be adjusted proportionately based on contact hours.

Adjunct Faculty/Instructor Rate of Pay: Adjunct Faculty/Instructors will be compensated based on each “equated load hour” they teach. This figure is multiplied by the current adjunct Faculty/Instructor load rate. Up to three semesters can be counted in a full year: Fall, Spring and Summer. (The Winter term is counted with the Spring Semester.) See the compensation schedules for current pay rates on the Human Resources website.

Face-to-Face Class Attendance and Absences by a Faculty/Instructor Member

It is important that Faculty/Instructor members meet all scheduled classes or make arrangements for coverage due to an illness or emergency. If a Faculty/Instructor is unable to meet a class, the Associate Dean/Dean is to be informed of the situation as soon as possible, ideally 24 hours prior to the scheduled class. Faculty/Instructor members may post content and assignments on Canvas for said missed days and/or utilize Zoom to make up for face-to-face class time.

Long-term substitution assignments are defined as those over two weeks, which are comprehensive in nature, requiring full lesson preparation, instruction delivery, exam preparation, and evaluation. Long-term substitute instructors are compensated on a prorated contract at the appropriate rate. If substitution is not an option, the Faculty/Instructor must work with their Associate Dean/Dean to identify the appropriate next steps.

Auditors and Visitors

Auditors are permitted in classes with the permission of the instructor. An auditor is expected to attend class regularly and participate in general class activities; however, auditors are not required to take examinations or complete class assignments. An auditor must officially register in the course as an auditor but will not receive credit or a grade in the class. In addition to the regular tuition and fee charges, there will be an additional assessment as specified in the Schedule of Fees. An auditor may not change to credit after the add/drop period, nor may a student enrolled for credit change to audit after the add/drop period. Courses taken as audit may not be retaken for credit.

Individuals who are not enrolled should not be present in the classroom due to liability concerns. This includes family members (children, parents, etc.) who should not be present in the classroom.

Speakers on Campus

Having speakers on campus provides college students or employees with an opportunity to learn from another's point of view or about different work or life experiences. Faculty are free to bring speakers consistent with their subject matter to their classrooms

Location Changes

All classes will meet in rooms originally assigned. Changes in location require prior written approval of your Associate Dean/Dean. If a change in location is necessary, the appropriate Administrative Support will need to be notified. They will generate the proper documentation for the administrator to approve. If location changes are approved, advance notice to your students is essential. If a Faculty/Instructor member wishes to change the normal class meeting location temporarily for a special occasion, they need to contact the appropriate Associate Dean/Dean via email with the information 24 hours before the requested change. Faculty/Instructors may not change the modality of their course without Associate Dean/Dean's approval.

Travel

A copy of the **Travel Manual** can be found on the AWC Website. The manual provides information regarding travel procedures. Travel-related questions can be answered using either the online Travel Manual or by calling the Travel office at 928-344-7616.

Professional Development Travel for Faculty/Instructor Members

The general purpose of Faculty/Instructor Professional Development (FPD) funds are intended to benefit the College and our students by strengthening the Faculty/Instructor members in their professional capacities. Faculty/Instructors should check with the Associate Dean/Dean about the process. The funds support a wide variety of Faculty/Instructor activities including; Travel to professional conferences and workshops; pedagogical and course development training; and Faculty/Instructor presentations at local, state, and national conferences. The FPD funds also may be used by Faculty/Instructor members who wish to develop new skills and expertise consistent with the college's academic mission and the Faculty/Instructor member(s) area of assignment. Please consult with your Associate Dean/Dean for details.

Field Trip Travel

Field trips can provide powerful opportunities for engaging students in learning. There are many practical, legal, and financial elements that need to be addressed in advance planning. Please consult with the Travel Office for additional details.

Purchasing

The **Purchasing Department** is responsible for the procurement of all supplies, equipment, materials, and services necessary for the operation and support of all college programs. It must accomplish its objectives within the framework of the Arizona Procurement Code, Uniform System of Accounting and Financial Reporting for Arizona Community College Districts, and District Governing Board Policies.

Traffic and Parking Regulations

Faculty/Instructor members are expected to comply with all traffic regulations. Parking areas are designated throughout the campus. Some parking places are reserved for handicapped and residence halls. Campus Police will enforce all posted speed limit signs and ticket any vehicle that is parked illegally or in designated spaces.

Weapons

The College strictly prohibits weapons of any type in its facilities, and at any College-sponsored events. This includes visible and concealed weapons, even those for which the owner has obtained the necessary permits. This policy does not include firearms that may be locked in your personal vehicle on College property.

While this list is not all-inclusive, “weapons” includes firearms, knives, any device with a projectile, any explosive materials, and any other objects that could be used to harass, intimidate, or injure another individual. Violators of this policy will be subject to disciplinary action, up to and including termination. The College reserves the right at any time and at its discretion to search all vehicles, packages, containers, briefcases, purses, lockers, desks, enclosures, and persons entering its property for the purpose of determining whether any weapon has been brought into its facilities in violation of this policy. Such search will typically be conducted by campus Police, and subject to legal requirements. Employees who fail or refuse to promptly permit a search under this policy will be subject to discipline up to and including termination.

Office Assignments and Set-Up

The respective Associate Dean/Dean is responsible for recommending initial assignment of new full-time Faculty/Instructor members to the Vice President for Learning Services/Vice President of Workforce Development who will notify the Director of Facilities of the office assignment as part of the employee hiring and onboarding. If the Associate Dean/Dean is unable to locate an available space, they will work directly with the Vice President for Learning Services/Vice President of Workforce

Development to secure an assignment. Additionally, the Associate Dean/Dean is responsible for providing for the following set-ups:

○ Computer Set-up, Email, Phone, and Canvas

- Contact the Technology Service Desk for technical support at (928)317-5892 or at <https://www.azwestern.edu/support>
- A service desk request submission is required for all technology-related requests.

○ Signage

- Contact the Office of Facilities Management at (928) 314-9470.
- A **Work Order Form** can be found on the Facilities Management Website. This form is used to submit all requests for work orders or custodial setup requests related to facilities that are non-emergency issues.

○ Keys/Codes

- Full-time Faculty/Instructor members may request keys and/or codes for classrooms by contacting the Faculty/Instructor member's respective Associate Dean/Dean.
- *It is also recommended the Associate Dean/Dean review the need, as appropriate, to provide furniture and AWC business cards.*
- A **Key/Code Request Form** can be found on the Facilities Management Website.
- Once the key/code is available it can be picked up at Campus Police with the appropriate identification.
- **NOTE:** Adjunct Faculty/Instructor members generally do NOT receive keys or codes to their respective classrooms.

○ Classroom Access

- Adjunct Faculty/Instructor members should contact the Campus Police Department at (928) 314-9500 if the scheduled room is locked at the assigned time. For access to rooms at Learning Centers, contact the appropriate center administrator.

○ Mail

- The purpose of the **Mailroom** is to receive and process mail, in a timely, cost-effective manner. The college requires all Faculty/Instructor members and staff to receive their personal mail at home or permanent address.

○ Computers for Full-time Faculty/Instructor Members

- AWC provides full-time Faculty/Instructor members with a computer workstation and access to a division/department copier. Upon arrival, the Faculty/Instructor's office be equipped with a computer workstation.
- Adjunct Faculty/Instructor members have access to computer stations and other resources in the Center for Instructional Excellence.

Technology Support for Faculty/Instructor Members

○ Technology Service Desk and Information Technology

The Technology Service Desk is available to students, faculty, and staff. It is the single point of contact for all technology issues; it is a one-stop-shop for all technological needs.

- Phone Support:
- Walk in Support: Yuma Campus- Building LR 080; San Luis Learning Center
- To call the Technology Service Desk, dial (928) 317-5892; to e-mail the Technology Service Desk, send messages to **ServiceDesk@azwestern.edu**.

○ Email

AWC utilizes Outlook for its campus email and calendar system. To establish Faculty/Instructor email, go to the **Technology Service Desk** Website and click on the email link on the left. To establish your username and password, go to the **Account Management Portal** for assistance.

○ Self-Service

Self-Service is AWC's Web interface that allows employees and students to access information contained in the AWC administrative database. Faculty/Instructors/Employees can access information such as class rosters, earning statements, W-2s, stipends, and leave plans. To access, log in to Self-Service using the Faculty/Instructors AWC username and password.

Self-Service provides student information such as class schedules, grades, student holds, pay fees, and check financial aid status.

○ Canvas

Canvas is the College's designated web-based learning management system (LMS) designed to support all courses and provide Web-based space to augment face-to-face course interaction.

You can log into Canvas using your Faculty/Instructor's AWC username and password.

Canvas also provides many tools and features for enriching the learning experience. All instructors are expected to use Canvas in support of their students. In addition, No Shows, FTSE reports, Midterm Grades, and Final Grades are submitted through the Canvas courses under Submit Grades. Each semester, instructions are sent out to Faculty/Instructor members, and the process needs to be done in a timely and accurate manner.

Print Services

The [Print Services Lab](#) serves AWC faculty and staff with copier, bindery, full color as well as wide format printing services. There are three self-serve copiers with no charge on standard copy jobs of up to 1000 copies, letter, 20 lb., white paper and up to 500 copies on letter, 20 lb., color paper.

○ Printing Services Lab

Technology Building—T4 110 (Yuma campus) (928)314-9584

Copyright

If you have any questions regarding Copyright Law, please contact the Vice President for Learning Services at (928)314-7520.

Course Materials and Textbook Requisitions

AWC no longer has an on-site bookstore. Course Materials are resourced through the open market. Details are found on the website: <https://www.azwestern.edu/>. The Lead Faculty and/or Associate Dean has updated information.

Note - [Procedure #403.1](#) Employees and/or their families will not solicit or receive any gift or favor pursuant to an expressed or implied understanding that would influence their official actions or judgment, including textbook selection.

Syllabi and Course Outlines

[AWC Course Syllabi](#) are available online. The syllabus comprises the officially approved book of courses offered at the college. Supervisors have the approved format to follow. All information found in the official course syllabus should also be made available to students, through Canvas.

- **Course Outline:** The course outline is considered an agreement between the professor and student. Each enrolled student will receive a copy of the course outline, which should include contact information, office hours, absence policy, and make-up work policies. NOTE: The AWC Syllabus cannot be altered. The Course Outline is in addition to the syllabus and adds information that is not contained on the AWC document—e.g., cell phone usage, grading scale, Faculty/Instructor expectations, late policy, etc.

Semester Protocol for Faculty/Instructor Members

Pre-Semester

- Update contact information and emergency contact information with Associate Dean/Dean's Administrative Assistant and [AWC Human Resources](#).
- Obtain emergency contact information of Associate Dean/Dean.
- Check **teaching schedule** on the AWC Self-Service Website for accuracy and advise Associate Dean/Dean if it is inaccurate.
- Full-time Faculty/Instructor members are to provide AWC Human Resources with official transcripts of new additional academic credit and fill out the form so that pay may be adjusted accordingly.
- If needed, obtain Faculty/Instructor identification card from the [Office of Campus Life](#) (bring photo ID as proof of identity).
- Attend the All-Faculty Startup Meeting before the semester begins

○ ***During the Semester***

- Participate in College meetings, Town Hall, Common Hour events and activities.
- Access roster of classes via Canvas on the first day of class and the first day after drop/add and check for accuracy. The VPLS and VPCTE will designate the remediation steps to ensure alignment with Student rosters and admissions.
- Ensure a copy of course outlines for each class being taught is electronically accessible by the Associate Dean/Dean. The Division Administrative Assistant will have a folder available in Teams where these are posted online.
- Check AWC email at least once a day (**This should be done daily during the work week**)
- Adhere to the **AWC Academic Calendar** for teaching classes.
- Contact Associate Dean/Dean if class will be missed.
- Utilize the entire scheduled class time for learning.
- Input NO SHOW/FTSE data into Canvas on time and save a copy for records;
- Record daily class attendance in Canvas.
- **NOTE:** This includes attendance for online courses. (Some Faculty/Instructor members use completion of weekly assignments as attendance.)
- Input MIDTERM grades into Canvas on time;
- Administer FINAL exams following the guidelines outlined on the Annual College Calendar
- Input FINAL grades into Canvas on time

Grade Changes

If there has been an error, or need to change, a student's grade, the Faculty/Instructor member must correct the error on a Change of Grade form, which is then sent to the Associate Dean/Dean for processing. Change of Grade forms are available on the Department Team page.

Curriculum and Articulation

In most cases, a course may not appear in the catalog, the class schedule, or undergo revision without being processed through the Curriculum Committee. However, courses which are numbered 098 or 099 may appear in the class schedule without Curriculum Committee review for a period not to exceed three semesters.

The Curriculum, Assessment & Scheduling Office:

- Submits courses to the universities for evaluation;
- Assists Faculty/Instructor members in the design and updating of degree programs;
- Supports staff in the various components of the Arizona Transfer (AZTransfer) Model and use of the state website;
- And, is the contact for articulation of courses and programs with regionally accredited postsecondary institutions.
- Curriculum updates, changes, and new courses are processed through the [ACRES](#) system. To establish an ACRES account or for more information about the curriculum development process, see the [Curriculum and Articulation website](#)

Assessment and Program Review

The Assessment of student learning outcomes (SLO) is an important aspect of teaching responsibilities. The Curriculum, Assessment, and Scheduling Office supports the College vision by providing college-wide leadership in assessment, program review, and the collection of the educational data. These information services enhance the College's culture of evidence-based learning and assist administrators and Faculty/Instructor members in data-driven decision-making at all levels. This service is also dedicated to accessibility, communication, and innovation. For more information, see the [Assessment website](#). Assessment of student learning outcomes is mandatory and is reviewed on a semester basis.

College Committees, Councils and Advisory Groups

Committees, councils, and advisory groups are instrumental to the continued vitality and growth of the College. Faculty/Instructor members are encouraged to serve on up to three committees. For a list of current committees and committee members, refer to the AWC College Governance Council (CGC) website. Let your Associate Dean/Dean know which committees you are willing to serve.

Faculty Association and Faculty Senate

The Faculty Senate is the representative body of the Faculty Association, to which all full-time and Adjunct Faculty are eligible to join. Representatives are selected from each Division to serve on the Faculty Senate. Faculty Association officers—President, Vice-President, and District Governing Board Representative—are elected each year through a faculty-wide vote.

The Faculty Association seeks to participate in matters of educational importance at AWC. Such matters include curriculum, instructional methods, evaluation of instruction, teaching facilities, learning materials for instruction, standards for placement and retention of students, criteria for granting of certificates and degrees, and those aspects of student life that relate directly to the instructional process. Officers meet regularly with the College President to discuss issues of import to faculty.

More information is available from the Vice President of Learning Services.

Advisory Committees in Instructional Programs

Technical education programs prepare students to enter the labor force immediately following graduation and to supply the means for them to upgrade their skills. In performing this function, instructional programs are reviewed and updated regularly by people engaged in the various occupational fields to ensure that our curriculum remain relevant. Advisory committees play a crucial role in planning, revising, and maintaining career curricula that will prepare students to meet industry standards.

Teaching and Learning Support Services

The library is a dynamic academic partner on the Arizona Western College campus, serving the AWC and NAU-Yuma Branch Campus communities, partner universities, and residents of Yuma County. Thousands of people visit the library each year to use the print and electronic collections, study rooms, collaborative spaces, Digital Humanities Center spaces and technology, the Resource Center (for current and future educators), computers, copy machine, scanners, and to ask for research help.

Research help is available in person, by phone, chat (on our homepage), email, and text. Library instructional workshops on a variety of topics are available upon faculty request. We also offer drop-in workshops throughout the year for our community on a range of educational and personal enrichment topics. Faculty can put materials in Reserves, request items for purchase, and make an appointment with a librarian to discuss personalized resources and services.

It provides access to electronic resources such as article databases, eBooks, and streaming videos, as well as, apps like Libby by Overdrive and Flipster online magazines. You can also provide us with suggestions of resources that you would like to find at the library. We provide links to NAU's Cline Library resources. To obtain a library card, please present a picture ID (can be student or faculty ID) and proof of current address.

The library is committed to providing our community with an environment that fosters curiosity, exploration, and lifelong learning. Stop by or reach out virtually to take advantage of our collections, study spaces, and librarian assistance. For more information, visit www.azwestern.edu/library.

Student Success Center

The Student Success Center offers a variety of academic services to support student success and achievement. Trained tutoring staff in almost every academic area are available to serve our students. In addition to providing tutoring staff, the Student Success Center is equipped with computerized tutorials, which are designed to help students improve their skills in many different subject areas. For more information, visit the [Student Success Center Website](#).

Testing Services

The Testing Center is an educational resource for faculty and students, helping to promote student success. The Testing Center provides a secure, comfortable and distraction free environment for Make-Up and Accommodation exams. The Testing Center is committed to upholding academic integrity and following Arizona Western Colleges Student Code of Conduct. The Testing center is not designed to administer exams for the entire class.

Accommodation Testing: Testing Services provides accommodation for students with disabilities. Students who have made requests for academic accommodation will need to be reviewed and approved by AccessABILITY Resource Services. Faculty/Instructor members will submit a Submission Builder. The student(s) will need to schedule their exam online and call 928-344-7641 or send an email to testing@azwestern.edu to reserve their spot. The Testing Center only has two private rooms and are available on a first-come first-served basis.

Faculty/Instructor members will need to inform their student(s) to schedule their test online at least 24 hours in advance, bring an up-to-date photo ID and know the subject, course and section #, professors first and last name and exam name.

The Testing Center is located on the top floor of the 3C Building. Visit [Testing Center website](#) or email testing@azwestern.edu.

Student Support Services

AWC operates several programs to support student success and serve our diverse student population. [AccessABILITY Resource Services \(ARS\)](#) provides reasonable academic accommodations for college students with documented disabilities so they achieve their educational goals. The staff work with students in partnership with Faculty members to identify appropriate accommodations to ensure equal access to education. [Advisement Services](#) assists students with:

- Academic advisement via the Self-Service website and through appointments at the offices on the 3C building's second floor.
- Equivalency and transferability of AWC courses to the three state universities using the [AZTransfer Course Equivalency Guide](#).
- Adjustment and transition to college life.
- Orientation to college and high school liaison for dual-credit courses and non-dual-credit courses.

Academic Advisors meet with students throughout the year. Students are encouraged to take advantage of the services by periodically checking their progress toward their academic and career goals. For more information, contact Advisement Services at (928)344-7624.

[Career Services](#) offers students comprehensive career planning.

College Assistance Migrant Program (CAMP) is a federally funded program designed to meet the needs of students with migrant or seasonal farm-working backgrounds. AWC CAMP (College Assistance Migrant Program) Program is currently the only one at an Arizona Community College.

International Student Services support prospective students with the application process, generates the I-20's and advise prospective and current F-1 and M-1 students on how to establish and maintain their lawful status in SEVIS by keeping them current on U.S. Citizenship and Immigration Services (USCIS) regulations.

KEYS Program is a federally grant-funded TRiO program that provides opportunities for academic development, assists students with basic college requirements, and motivates students toward the successful completion of their postsecondary degree.

Campus Life & Student Concerns

○ Code of Conduct

All students and faculty are responsible for knowing and understanding the complete contents of the *Arizona Western College **Student Code of Conduct**: Policies and Procedures*.

○ Student Email/Self-Service Accounts

Arizona Western College email and Self-Service accounts are provided for all enrolled students. Students should contact the Technology Service Desk for assistance.

○ Student ID Cards

Student ID cards are issued by the office of Campus Life on the second floor of the 3C building. Students must be registered for the current semester to obtain a student ID card and provide proof of identity (state issued identification, passport, Driver's License, etc.). The first ID card is free. Replacement ID cards have a fee associated. Contact the Office of Campus Life for more information at (928) 344-7576.

○ Student Discipline

It is essential to communicate your expectations of behaviors to students in the Course Outline. You need to be familiar with the ***Arizona Western College Student Code of Conduct*** and encourage your students to be conversant with the "Code," as well. There are **online report forms** that can be used to report behaviors that are in direct violation of the code as well as a form for mental health intervention—e.g., suicidal thoughts.

○ Student Government, Clubs and Organizations

AWC encourages Faculty/Instructor participation in student organizations. Information about existing student organizations and the process for forming new student organizations can be found at [Campus Life](#).

○ Student Grievance Procedure

The primary objective of a student grievance procedure is to ensure that student concerns are promptly dealt with, and resolutions reached in a fair and just manner. It is essential that each student be given an adequate opportunity to bring complaints and problems to the attention of the College with the assurance that each issue will be heard, and due process afforded to the student. For more information, see the [Student Grievance Form](#) website.

Wellness and Safety

Visit the AWC [Health and Wellness website](#) for more information about programs and resources.

Campus Police

AWC maintains its own police and security force. The department consists of certified police officers entrusted with enforcement of state statutes and college directives.

Security personnel are utilized in the residence halls during the nighttime hours to aid in the wellbeing of the residence hall students and to help ensure the provision of a safe and secure residential environment.

The department maintains a 24-hour police/dispatch service to respond to emergency calls for service, as well as assist the college community with helping motorists, unlocking doors, providing campus escorts, taking incident reports, and maintaining security. In case of any safety or security concern or other police department concerns or issues, please call **(928) 314-9500** or extension **4-9500** from any campus telephone. AWC employees and students are encouraged to subscribe to the [Emergency Alert System](#), also known as AWC Alert. *NOTE: 8-911 calls go to local emergency call centers, not AWC Campus Police.*

Responding to Disruptive or Threatening Student Behavior

Should you find yourself confronted with student who is disruptive or exhibiting threatening behavior, there are campus resources available to assist you in addressing the behavior while maintaining a safe learning environment for yourself and your students.

Yuma Campus Classes: If you need immediate assistance in responding to a threat to your safety, or the safety of others, **contact the AWC Campus Police Department at (928) 314-9500, or, 49500 from a campus telephone.** The AWC Campus Police Department is staffed with armed, certified police officers 24 hours per day and can dispatch law enforcement personnel to assist you at your campus location.

Other Campus Classes: If you need immediate assistance in responding to a threat to your safety, or the safety of others, **call 911** to dispatch local law enforcement personnel. Please indicate that this is an emergency when you make this call so the law enforcement personnel can be dispatched immediately.

If you need to consult with someone about addressing disruptive or threatening student behavior through the campus disciplinary process, contact the Dean of Students (928) 344-7580. You may directly initiate a disciplinary referral to the Dean by completing and submitting the [Incident Form](#) found on the [Student Conduct](#) website.

As the course Professor/Instructor, you serve as the primary source of authority in your classroom. You are authorized to establish appropriate academic and behavioral standards. There are several ways you can influence how individual student behavior impacts the learning environment. Some strategies that might prove helpful include:

- Set communication standards, including the prohibition of swearing and foul language.
- Personally, model behaviors students are expected to exhibit.
- Firmly and fairly address disruptive behavior immediately.
- Hold students accountable for their actions including initiating disciplinary action when appropriate.
- Create a learning environment that incorporates the above elements may better support students in their intellectual and personal growth while contributing to your own sense of safety and well-being.

Emergency Procedures

Risk Management provides forms for, [Risk Assessment](#) and [f or Injury or Incident Reports](#). Emergency Procedures are to be available on bulletin boards in each building, classroom, and office. If there is not one in your area, please inform your Associate Dean/Dean's Administrative Assistant.

A copy of the Emergency Response Plan can be found on the [Risk Management website](#).

Safety Rules and Disposal of Biohazardous Waste

It is important to comply with applicable safety rules and the proper methods for disposal of biohazardous waste. If you have any questions, contact [Facilities Management](#). Common items that you are not supposed to throw away in a trash bin are:

- NiCad batteries
- Mercury thermometers
- Fluorescent bulbs
- Ink cartridges for the printer (vendor provides envelope for return)
- Any flammable item that the container is not empty (glues, adhesives, thinners, aerosols, fuels, lubricants, etc. the packaging will indicate flammable on the packaging)
- Any bloodborne items containing bodily fluids (blood, vomit, urine, saliva, and syringes) If you are unsure whether an item is considered biohazardous or not, please contact Facilities Management before disposing.
- **Always** contact Facilities Management in the event of any broken glass, so it can be handled with additional care.