

Message from Vice-President for Learning Services

Arizona Western College is an institution that focuses on teaching and learning. Our faculty come from around the world and share a passion for their subjects and for their students' success. Please join me in thanking the members of the Faculty Senate who worked many hours to research and update this AWC Faculty Handbook. We hope that this Faculty Handbook will assist with necessary information about Arizona Western College and encourage further engagement.

Dr. Linda Elliott-Nelson, Vice President for Learning Services

Overview

The purpose of the Faculty Guide is to provide information faculty need in a format that is convenient and easy to use. The Faculty Guide is reviewed and updated annually and print copies are available through the Center for Teaching Effectiveness. The Faculty Guide is also available on the web. The College reserves the right to change any provisions or requirements when such action is in the best interest of the College. Other primary documents containing information relating to our College and your responsibilities include the following:

[Arizona Western College Policies and Procedures Manual](#)

[Arizona Western College Student Code of Conduct: Policies and Procedures](#)

[Arizona Western College General Course Catalog](#)

If there are contradictions between the Faculty Guide and other documents, the District Governing Board Policy Manual and Arizona Western College Procedures Manual will prevail.

Mission Statement

Arizona Western College offers educational, career, and lifelong learning opportunities through innovative partnerships, which enhance the lives of people in Yuma and La Paz counties.

Accreditation

Arizona Western College is accredited by the Higher Learning Commission and is a member of North Central Association of Schools and Colleges (NCA).

Faculty Responsibilities, Policies, & Procedures

Faculty Responsibilities

The primary responsibility of faculty 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, faculty are expected to:

- Model lifelong learning by active involvement in professional development and scholarship
- Build and enhance the spirit of collegiality
- Strive to help each learner realize his or her full potential
- Post and maintain office hours
- Prepare and teach assigned courses, labs, practical, and clinicals.
- Complete the EDU 250 (full-time) or EDU 249(adjunct) Community College course within two years of employment.
- 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.
- Engage in curriculum and instructional development
- Recruit and advise students
- Maintain accurate records and submit in timely manner
- Submit No Show, 45-Day FTSE, Mid-term Grade reports, and Final Grade reports by the scheduled date/time
- Promote college advancement through participation in committees, task forces, student activities, partnerships, and community outreach
- Establish and maintain relationships with AWC's educational partners
- Post and maintain office hours
- Assist in registration of students
- Attend department meetings

- Attend the general faculty meetings at the start of each semester
- Comply with applicable Federal and state laws as well as college policies and procedures
- Perform related duties as assigned
- New Full-time faculty will participate in a Faculty Orientation meeting

Code of Ethics for Employees

1. Employees will strive to maintain a high moral character both professionally and personally by exemplifying honesty, integrity, consideration, and fairness in dealing with all members of the college community and the public at large.
2. Employees will not discriminate on the basis of sex, race, color, age, handicapped status, or creed, nor infringe upon any other right or procedure of due process provided by the U.S. Constitution and/or the Arizona State Constitution.
3. Employees will comply with Arizona States Statutes, District Governing Board Policies, and College Procedures.
4. Employees in their position or official conduct will not disregard the interests of the College in order to seek financial gain for themselves, their families, or any organization with which they are associated.
5. Employees and/or their families will not solicit or receive any gift or favor pursuant to an expressed or implied understanding that their official actions or judgment would be thereby influenced.

[Procedure #403.1](#)

Prohibition Against Sexual Harassment

Arizona Western College is committed to promoting a cooperative work and academic environment in which there exists mutual respect for all students, faculty, and staff. Harassment of employees or students based upon sex is inconsistent with this objective and contrary to AWC's non-discrimination policy. Sexual harassment is illegal under federal and state laws and will not be tolerated.

All college employees and students are strongly encouraged to keep college officials informed, through the most confidential and direct means possible, of alleged acts and/or complaints of sexual harassment.

It is the responsibility of the President, officers, and all supervisory personnel to ensure a working and educational environment free of sexual harassment. All

persons associated with Arizona Western College including, but not limited to, the District Governing Board, the administration, faculty, staff, students, vendors and members of the public are expected to provide an atmosphere free from sexual harassment. Any person who engages in sexual harassment while acting as a member of the college community or while on college property shall be considered to be in violation of the policy and procedure and may be subject to disciplinary measures.

[Procedure #460.1](#)

Drug, Tobacco, and Alcohol-Free Campus

Arizona Western College prides itself on providing a healthy environment for its students and employees. The college provides a drug, tobacco and alcohol-free environment.

[Procedure #495.1](#)

Weapon-Free Campus

It is the policy of Arizona Western College to prohibit the use of weapons or dangerous items on campus.

[Procedure #285.8](#)

Personnel Files

You are required to have the following on file in the Human Resources Office:

1. Application materials including official AWC employment application, official transcripts, resume 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 Statement

Your personnel file may also contain:

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

You have access to your file and only material which you have seen will be placed in your personnel file.

Faculty Contracts

Annually faculty are contacted by the Human Resources Department for contract signature.

Nonrenewal occurs when a contractual employee or the College gives written notice of intent not to enter into an agreement for the next contractual period.

[Procedure #475.2](#)

A continuing full-time employee may appeal the

College's nonrenewal decision within fourteen (14) calendar days of receiving the notice.

[Procedure #450.1](#)

Faculty Appraisal

Faculty appraisal is a process whereby all full-time faculty and associate faculty members are evaluated on their performance

The Center for Teaching Effectiveness is responsible for implementing the faculty appraisal procedure. Faculty members will be evaluated on the schedule as established by the faculty appraisal procedure. The appraisal procedure and required forms are available in the Center for Teaching Effectiveness. Any revisions in the appraisal process must be approved by the faculty committee established to review the appraisal system.

[Procedure #440.2](#)

[Faculty Appraisal Handbook](#)

Student Appraisal of Faculty

Full-time, probationary faculty experience student appraisal every semester for the first six semesters of their employment. Once a probationary faculty member has been moved to continuing faculty status, he/she experiences student appraisal every two years. Adjunct faculty experience student appraisal every spring semester.

[Faculty Appraisal Handbook](#)

Office and On Campus Hours

It is recognized that teaching positions require 40 or more hours per week and that much of the work is accomplished off- campus. However, for full-time instructors, a minimum of 30 clock hours per week is to be spent on-campus or its extensions in positive interaction with students and/or colleagues, or available for such interaction. Faculty are required to complete an approved schedule each semester, provide a copy to their supervisor and post this schedule on their office door.

A minimum of 5 office hours (clock) is to be included in the 30 hours described above. These 5 office hours are to be identified and adhered to throughout the semester.

Instructors who find it necessary to leave their office for extended periods during their "set" office hours should inform their respective supervisor of their whereabouts. In order to maximize availability, office hours should be distributed as evenly as possible throughout the workday and four-day week.

Adjunct faculty are encouraged to use the Center for Teacher Effectiveness and other resource areas/rooms available to meet with students as needed.

The appropriate division office needs a copy of the office hours by the third week of the regular semester and by the first week of the summer session.

Full-time Faculty Load

Full-time Faculty are accountable for 30 weekly hours with 142 annual duty days required. The expected credit hour generation per full-time faculty is 300 student credit hours per semester. Additional duties may be assigned if a faculty member falls below the minimum load requirement.

[See Procedure 601.1](#)

Learning Equated Load

Equated load levels vary by the type of class. Lecture classes are 1 equated load per credit; Lab, Clinical, and Field Experience are .75 equated load per credit.

[Procedure #601.1](#)

Adjunct Faculty Teaching Load

Adjunct faculty members are employed by AWC on an "at will" basis. Decisions regarding employment to teach during any particular semester are typically based on need, enrollments, and area of specialization.

Part-time AWC employees (working on an hourly timecard) who teach courses are limited to a total number of 19 clock hours per week. The total hours on the timecard and the course assignment cannot exceed 19 hours during any one-week period. Adjunct faculty who do not work in any capacity for Arizona Western College are restricted to teaching 9 to 12 classroom contact hours per week per semester (fall, spring and summer).

[Procedure #601.1](#)

Full-Time Faculty Overload

The faculty contract calls for each full-time faculty to teach 15 equated load every fall and spring. Equated load above that amount is paid as overload. Additional classes taught by faculty are at the discretion of the Division Chair, Dean, and the Vice President for Learning Services.

[Procedure #601.1](#)

Minimum Class Size & Compensation

If the minimum enrollment for your course is not met (12 students for Yuma and South Yuma County campuses and 8 students for East Yuma County and La Paz County campuses), the course may not be offered and the College has no financial obligation to you. Your employment is contingent upon obtaining the minimum enrollment and an administrative decision to continue the assignment. A \$25 stipend will be made for meeting

a course that is subsequently canceled or re-assigned.

If a course does not meet minimum enrollment you will have the opportunity to decide in conjunction with the Vice President for Learning Services to teach the course on a prorated basis. The assignment of a regular full-time faculty member may take precedence over your assignment. If the assignment is not fulfilled in its entirety, your compensation will be adjusted proportionately based on contact hours.

Adjunct Rate of Pay: You will be compensated based on each “equated load hour” you teach. This figure is multiplied by the current adjunct faculty 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 [Human Resources](#) for current pay rates.

Salary Deductions/Garnishments

The Payroll Office withholds money from an employee’s pay for payment of garnishments such as child support payments, past due loans for student debts and encumbrances to the IRS.

[Procedure #340.2](#)

Educational Growth for Faculty

Continued education directly related to a faculty member’s job benefits Arizona Western College and the employee. To promote and foster such educational growth, the college will provide Educational Growth Credit for faculty.

[Procedure #415.4](#)

Sabbatical Leave

Sabbatical Leave is a compensated Professional Development Leave of Absence for the purpose of providing contractual employees at the college community extended alternatives for professional growth. The purpose is to upgrade the services of the College by enriching the knowledge and skills of the participant. Full-time faculty are eligible to apply for sabbatical leave after six consecutive years of service.

[Procedure #435.5](#)

Class Attendance & Absences by Faculty

It is important that faculty members meet all scheduled classes or make arrangements for coverage due to an illness or emergency. If a faculty member is unable to meet a class, the direct supervisor is to be informed of the situation 24 hours prior to the scheduled class. Initially, faculty members are responsible for finding

their own substitute from an approved substitute list through the Division Office and must advise their supervisor of the substitute. If this is not possible, the direct supervisor will seek coverage from other full-time faculty within the department as appropriate or arrange for a substitute instructor if the scheduled faculty member has an extended illness.

Substitutes: When an instructor is temporarily absent from the College, arrangements are to be made for coverage of all classes. Faculty are expected to solicit coverage from colleagues in their area. In the case of an emergency, the appropriate supervisor. to be available to make the necessary arrangements.

Long-term substitution assignments are defined as those in excess of two weeks which are comprehensive in nature, requiring full lesson preparation, delivery of instruction, preparation of exams, and evaluation. Long-term substitute instructors are compensated on a prorated contract at the appropriate rate. Short-term substitution assignments are defined as two weeks or less and not intended to go beyond the scope of meeting scheduled classes although such student assignments. Generally, full-time faculty are not compensated for providing short-term coverage. Adjunct faculty are currently paid according to the adjunct (part-time) salary schedule. A Substitute Request form must be signed by the appropriate supervisor in order for the substitute to receive remuneration.

Academic Freedom

All members of the instructional faculty are entitled to academic freedom.

1. Instructors are entitled to academic freedom in the class- room in discussing their subject, but they should be careful not to introduce into their teaching controversial matter which has no relation to their subject.
2. Instructors are entitled to full freedom in research and in the publication of the results, subject to the adequate performance of their other academic duties; but research for pecuniary return should be based upon an understanding with the Vice President for Learning Services.
3. College instructors are citizens, members of a learned profession, and members of an education institution. When they speak or write as citizens they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As educators they should remember that the public may judge their profession and their institution by their utterances. Hence, they should try to be

accurate at all times, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate they are not speaking for the institution.

[Procedure #625.1](#)

Speakers on Campus

The purpose of having speakers on campus is to provide College students or employees an opportunity to learn from another's point of view or about different work or life experiences.

[Procedure #250.1](#)

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.

Class Location Changes

All classes will meet in rooms originally assigned. Changes in location require prior written approval of your supervisor. 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 wishes to change the normal class meeting location temporarily for a special occasion, he/she needs to contact the appropriate supervisor via email with the information 24 hours before the requested change.

Travel

A copy of the AWC [Travel Manual](#) can be found on the Business Office page of 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 Specialist.

Professional Development Travel for Faculty

The general purpose of Faculty Professional Development (FPD) funds are intended to benefit the College by strengthening the faculty in its various professional capacities. Check with your supervisor about the process. The funds support a wide variety of faculty activities, including: travel to professional conferences and workshops; pedagogical and course development training; and faculty presentations at local, state, and national conferences. The FPD funds also may be used by faculty who wish to develop new skills and expertise consistent with the College's academic mission and the faculty members' area of assignment. More information about FPD travel can be found at the [Center for Teaching Effectiveness](#).

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. A field trip planning checklist is available on the CTE website.

Organizational Memberships-Professional and Community

Memberships in professional associations provide an opportunity for the College and its employees to maintain contact in professional areas that relate to the mission of the College.

[Procedure #205.1](#)

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. As a public institution, we are closely scrutinized for effective and ethical management of District Funds. For more information contact your Division Chair or Program Coordinator and consult the [Purchasing Manual](#).

Traffic and Parking Regulations

You 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.

Office Assignments and Set-Up

The respective supervisor is responsible for recommending initial assignment of new full-time faculty to the Vice President for Learning Services who will notify the Director of Facilities Planning and Management of the assignment. In the event that the supervisor is unable to locate an available space, he/she will work directly with the Vice President for Learning Services to secure an assignment. Additionally, the respective supervisor is responsible for providing for the following set-ups:

Computer Set-up, Email, Phone, WebAdvisor

Contact the Helpdesk at (928) 317-5892

Signage

Contact Office of Facilities Maintenance at (928) 314-9470

Keys

Contact your respective supervisor's Administrative Support and follow-up with Campus Police to pick-up keys at (928)314-9500

It is also recommended the supervisor review the need for and, as appropriate, provide for furniture and business cards.

Classroom Access

Full-time faculty may request keys and codes for classrooms by contacting the respective supervisor. Key/Code Request Forms can be obtained at [Key/Code Request Form](#). Once the key/code is available it can be picked up at Campus Police with the appropriate identification.

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

Security of College Property

It will be the responsibility of each employee to ensure the security of their assigned work area(s) and/or classroom(s). [Procedure #210.1](#)

Mail

The purpose of the [Mailroom](#) is to receive, process and distribute college mail in a timely, cost-effective manner. The college requires all faculty and staff to receive their personal mail at home or permanent address. Any mail not relating to your job is considered personal. For more

information see the [Mailroom Manual](#).

Computers for Full-time Faculty

AWC provides full-time faculty with a computer workstation and printer. On arriving at AWC your office should be equipped with a computer workstation. Adjunct faculty have access to computer stations and other resources in the [Center for Teaching Effectiveness](#).

Technology Support for Faculty Help Desk & Information Technology

The Technology Help Desk is the single point of contact for all technology issues; we are a one-stop-shop for all technology needs. The Technology Help Desk fall and spring semester hours are as follows.

Monday through Thursday 7:00 a.m. – 10:00 p.m.
Fridays 8:00 a.m. – 5:00 p.m.

To call the Technology Help Desk, dial (928) 317-5892; to e-mail the Technology Help Desk, send messages to helpdesk@azwestern.edu.

Email

AWC utilizes Outlook for its campus email and calendar system. To establish your email go to the [Helpdesk](#) link and click on the email link on the left. To establish your username and password, go to the [Account Management Portal](#) for assistance.

WebAdvisor

[Webadvisor](#) is AWC's web interface that allows employees and students to access information contained in the AWC administrative database. Faculty can view their class rosters, waitlists, and enter mid-term and final grades. Students can check their class schedules, grades, view holds, pay their bills, and check financial aid status. Employees can view their paycheck stubs, W-2s, stipends, and leave plans. Log in to WebAdvisor using your AWC username and password.

Blackboard

[Blackboard](#) is a web-based learning management system designed to support fully online and hybrid courses and provide space for face-to-face course supplementation. Blackboard provides many tools and features for enriching the learning experience. Log in to Blackboard using your AWC username and password. You may also contact helpdesk@azwestern.edu for assistance.

Print Services

The [Print Services Lab](#) serves AWC and NAU-Yuma 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

(928) 314-9584

Hours: Monday-Thursday, 7:00am-5:00pm

Copies can be obtained at off-campus sites by contacting the main office personnel. The phone numbers are (928) 314-9420 and (928) 314-9560 respectively.

Copyright

All employees will comply with the amended U.S.

Copyright Revision Act of 1976.

[Procedure #224.1-Copyright](#)

[Procedure #224.2-Technology Mediated Instruction](#)

[Copyright and TEACH Act](#)

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

Bookstore and Textbook Requisitions

The bookstore is a contracted operation with Barnes & Noble and is located in the 3C Building. Textbook adoption is determined at the Department/Division level. Please see your Division Chair and/or Director for further information.

[Policy #620](#) The President of the College or designated representative is responsible for the establishment of procedures for textbook recommendations to the District Governing Board.

[Procedure #403.1.5](#) 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.

Syllabi and Course Outlines

[AWC Course Syllabi](#) are available on the web. The syllabus comprises the officially approved bank 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, either through Blackboard or handout.

Course Outline: The course outline is considered an agreement between the professor and student. Each student enrolled is to receive a copy of the course outline which should include your contact and office hours information, course expectations, grading, absence, and make-up work policies.

Semester Protocol for Faculty

Pre-Semester

- Update telephone and address information with Supervisor and [AWC Human Resources](#)
- Give emergency contact to Supervisor and obtain emergency telephone number of Supervisor
- Check [teaching schedule](#) on the AWC Website for accuracy and advise Supervisor if it is inaccurate
- Check [bookstore](#) for textbooks
- Provide AWC Human Resources with official transcripts of new additional academic credit
- Obtain Faculty identification card from the [Office of Campus Life](#) (bring photo ID)
- Attend the all-faculty startup meeting

During the Semester

- Access roster of classes via WebAdvisor on the first day of class and the first day after drop/add and check for accuracy. Send students to [Registration](#) whose names do not appear on the rosters.
- Ensure a copy of course outlines for each class being taught is electronically accessible by my Supervisor
- Check AWC email at least once a week
- Adhere to the [AWC calendar](#) for teaching classes
- Contact Supervisor if class will be missed, following procedures in the Instructional Operations Manual
- Utilize the entire scheduled class time for learning
- Input FTSE data into WebAdvisor on time and save a copy for records, following procedures in the Instructional Operations Manual
- Record daily class attendance in Blackboard
- Input midterm grades into WebAdvisor on time, following procedures in the Instructional Operations Manual
- Administer final exams following guidelines outlined on the [AWC Final Exams webpage](#).
- Input final grades into WebAdvisor on time, following procedures in the Instructional Operations Manual
- Ensure a copy of grade records are electronically accessible by Supervisor

Grade Changes

If there has been an error made in a student's grade, the faculty member can correct the error on a Change of Grade form. Change of Grade forms are available from the [Vice President for Learning Services](#) office.

Curriculum and Articulation

No course may appear in the catalog, the class schedule, or undergo revision without being processed through the Curriculum Committee. 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 Assessment, Program Review, Curriculum and Articulation office submits courses to the universities for evaluation, assists faculty in the design and updating of degree programs, trains staff in the various components of the 1999 Arizona Transfer Model and use of the state website, and is the contact for articulation of courses and programs with regionally accredited post-secondary institutions

Curriculum updates, changes, and new courses are processed through the [ACRES](#) system. To establish an ACRES account and for more information about the curriculum development process, see the [Curriculum and Articulation website](#).

Assessment and Program Review

The Office of Assessment, Program Review, Curriculum and Articulation serves to help campus-wide assessment efforts. The office assists units with the assessment of academic and institutional program reviews, goals, and outcomes, and serves as the Unit Administrator and provides training for AWC's [Tk20](#) system. For more information, see the [Assessment and Program Review website](#).

College Committees, Councils & Advisory Groups

Committees, councils, and advisory groups are instrumental to the continued vitality and growth of the College. Faculty are encouraged to serve on up to three committees. For a list of current committees and committee members, refer to the [AWC Leadership website](#). Let your supervisor know on 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 belong. Representatives from each Division are selected at the 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 policy 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, and the DGB representative also serves on the President's Council.

More information is available from the [Faculty Association website](#).

Advisory Committees in Instructional Programs

Technical education programs prepare adults 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 persons engaged in the various occupational fields to insure that the instructional programs remain relevant. Advisory committees play a crucial role in planning, revising, and maintaining career curricula that will prepare students to meet the challenges of the work world.

Teaching & Learning Support Services **Academic Library**

The Academic Library serves AWC and the NAU-Yuma Branch Campus students (from those in their first year to those at the doctoral level), faculty, and staff, along with residents of Yuma and La Paz Counties.

The library offers a wide variety of information resources to support the research and general information needs of library users both on and off campus. The Academic Library maintains a variety of different collections and resources in a variety of formats, as well as links to Northern Arizona University's Cline Library and its resources. The library also houses the Resource Center for future and current community educators and the Southwest Border Collection.

To obtain a library card, please present a picture ID and proof of current address.

Our services include:

- Reference and research assistance in person, by phone, (928-344-7777), by email (library@azwestern.edu), chat, and by text message (928-237-3650)
- Library orientations and library instructional workshops to promote information literacy.
- Andale Quick Search (searches all of our resources from one search box)

- Online Academic Library catalog access (listing of our resources)
- Cline Library Catalog access (library catalog for NAU in Flagstaff)
- E-books
- Books available for checkout and a reference collection
- Federal Government Depository collection
- DVD's, CD's, and streaming video collection
- Internet access for research purposes
- Wireless internet access
- Online research databases accessible through campus computers and off-campus via username and password
- Periodical (magazine and journal) collection (including current and back issues)
- Interlibrary loan and document delivery
- Coin-operated copy machines
- Group study rooms

The Academic Library maintains the following hours during fall and spring semesters:

8am-9pm Monday- Thursday

10am-5pm Friday

Noon-5pm Saturday

Call (928) 344-7777 for summer semester and holiday hours of operation. For more information, visit

www.azwestern.edu/library.

Center for Teaching Effectiveness

Mission Statement: The Center for Teaching Effectiveness is committed to providing a comprehensive professional development program for Faculty that makes teaching and learning the focal point of college activities and decision-making.

Arizona Western College established the Center for Teaching Effectiveness in October 1990 with Title III Grant funds. The CTE was established on the belief that individuals, departments, and institutions have unlimited capacity for professional growth and development. Based on these beliefs the faculty, staff and administration have made a commitment to assure the resources necessary to provide a comprehensive program that will meet the dynamic needs of faculty.

CTE GOALS

- Promote professional development of faculty
- Encourage instructional improvement efforts of faculty
- *Provide assistance to adjunct faculty*
- Acquaint faculty with college resources and services

- Serve as professional development resource for all interested in the teaching and learning process
- Promote and encourage scholarship in teaching

CTE ACTIVITIES

- Professional Development seminars and discussions
- Faculty Professional Development Day
- Facilitation of Faculty Professional Development Travel
- Facilitation of Faculty Appraisal Program
- Writing Intensive Curriculum support
- English Symposium sponsorship
- Mentor-Mentee Program
- Faculty Recognition- Teacher of the Year (TOY) & NISOD Excellence
- New Full-time Faculty Orientation (NFO)
- New Adjunct Faculty Orientation (NAFO)

CTE OPERATING HOURS (Fall & Spring Semesters)

- Monday, Tuesday, Wednesday, and Thursday
 - 7:00am - 6:00pm
- Friday-Sunday or after hours Mon.-Thurs. -- Contact Campus Police (928) 314-9500.

Technology Center, Work Areas and Resources

The CTE provides faculty access to a variety of resources, i.e. computers, printers, and copy machine for small print jobs. Current issues of the *Chronicle of Higher Education* (CHE) and the *Yuma Sun* are available in hard copy within the CTE Offices. In addition, the CTE provides adjunct faculty workspace, meeting areas, and access to technology and supplies. Adjunct faculty mailboxes are located in the CTE.

For more information, call (928) 344-7734 or visit the [Center for Teaching Effectiveness website](#).

Student Success Center

The Student Success Center offers a variety of academic services. Students can receive help from expert tutoring staff in almost every academic area. In addition to the tutoring staff, the center is equipped with computerized tutorials, which are designed to help students improve their skills in many different subject areas. For more information, refer to the [Student Success Center](#) webpage.

Testing Services

Testing Services offers placement testing to students,

make-up testing and general testing services for faculty. Testing Services also administers other tests such as GED, CLEP, teaching certification, and EMT certification and many other certification tests. For a complete list of our hours, tests and services provided, visit the [Testing Center website](#).

Make-up Testing: Student make-up tests can be administered at the Testing Center. Faculty in need of these services submit a [Test Request Form](#) along with the test to the Testing Center. Forms are available online.

On-line testing: Faculty who teach on-line courses that require a proctored testing environment can also use our Testing Center to administer these tests. A Test Request form is required for each course, along with a course roster. For more information call (928) 344-7641. The testing center is located on the 2nd floor of the 3C Building.

Student Support Services

AWC operates several programs to support student success and serve our diverse population.

[AccessABILITY Resource Services \(ARS\)](#) provides reasonable academic accommodations for college students with documented disabilities so they can receive a quality education which prepares them for their future careers. The staff work with students in partnership with faculty and community members to achieve a better understanding of the disability while focusing on abilities.

[Advisement Services](#) assists students with:

- Academic advisement [using degree/certificate check sheets](#).
- Equivalency and transferability of AWC courses to the three state universities using the [AZTransfer Course Equivalency Guide](#).
- Adjustment and transition to college life
- Orientation and High School Liaison
- ORI 101 Orientation to College: an AWC course designed to help students understand and apply critical steps to a successful college life

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's CAMP Program is currently the only one in Arizona.

[International Students Program](#) assists students in obtaining visas and advising international students on U.S. Citizenship and Immigration Services (USCIS) regulations.

[KEYS Program](#) is a federally-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.

Single Parents Support Services provides limited funds for transportation and general emergency funds, as well as, assistance with referrals and other needs to enhance the career and technical student's ability to achieve academic and personal success in their pursuit of a vocational/occupational program. If you have students that may be eligible and can benefit from this program please refer them to Career and Advisement Services in the 3C Building or call (928) 344-7624 for more information.

Campus Life & Student Concerns

Code of Conduct

All students are responsible for knowing and understanding the complete contents of the *Arizona Western College [Student Code of Conduct: Policies and Procedures](#)*.

Student Email/WebAdvisor Accounts

Arizona Western College email and WebAdvisor accounts are provided for all enrolled students at AWC main campus and centers. Students should contact the Helpdesk for assistance.

Student ID Cards are issued by the Office of Campus Life located in the 3C Building. Students will need their registration papers showing that they are a current student. A picture will be taken and put on the ID card and the card will have the student ID number and name on it.

Student Discipline

It is essential to communicate your expectations of behaviors to students in your 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 is currently an [online incident report form](#) that can be used to report behaviors that are in direct violation of the code.

Student Government & Organizations

AWC encourages faculty 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 concerns are promptly dealt with and resolutions reached in a fair and just manner. It is essential that each student be given adequate opportunity to bring complaints and problems to the attention of the college with the assurance that each will be heard and due process afforded the student. For more information, see the [Student Grievance Form](#) website.

Student Grievance for Instructional Issues

To appeal any decision, action or inaction pertaining to instructional issues the student should initially discuss the issue in question with the original decision maker, e.g., an instructor or professor. If the issue is not resolved, the student may file a petition for instructional issues.

[Procedure #551.2](#)

Wellness & Safety

Wellness

The mission of the Health & Wellness staff is to promote a safe and healthy college experience for all students through programs that promote mental health awareness and healthy relationships; encourage positive life changes; and support a healthy and well-balanced environment on campus. 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 well-being 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 service call (928) 314-9500 or extension 4-9500 from any campus telephone.

Call boxes are located at fifteen (15) locations across the campus for directly requesting immediate police assistance.

AWC employees and students are encouraged to subscribe to the [Emergency Alert system](#).

Note: 8-911 calls go to local emergency call centers, not Campus Police

Emergency Procedures

The Office of Facilities Management provides a user-friendly publication of [emergency procedures](#).

Procedures are to be available on bulletin boards in each building. If there is not one in your area, please inform your supervisor.

A copy of the Emergency Response Plan can be found on the [Facilities 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 blood borne 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 additional care.

Contact Facilities Management at (928) 314-9470

Responding to Disruptive or Threatening Student Behavior

Should you find yourself confronted with student disruptive or 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 (4-9500 from a campus telephone). The 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 Campus Life at (928) 344-7580. You may directly initiate a disciplinary referral to Associate Dean of Campus Life by completing and submitting the [Incident Form](#) found on the [Student Conduct](#) website.

As the course professor, you serve as the primary source of authority in your classroom. You are authorized to establish appropriate academic and behavioral standards. There are a number of 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
- A learning environment that incorporates the above elements may better support student in their intellectual and personal growth while contributing to your own sense of safety and well-being.

[Responding to Disturbing Creative Writing: A Guide for Faculty](#) offers a series of questions to help faculty think through the disturbing elements in student writing, and outlines strategies, resources, and procedures for taking appropriate actions.

AWC/NAU-Yuma/UA Yuma Academic Center Campus Map

- 3C College Community Center (Schoering Conference Center)
- AB Art Building
- AC Academic Complex
- AF Athletics Facility
- AL Agriculture Research Lab
- AS Agriculture and Science
- AT Amphitheater
- BA Business Administration
- BF Kennamann Baseball Field
- C 1-5 Cottages 1-5 (C1 Health & Wellness Services)
- CD Child Development Learning Lab
- CT Construction Trades (Construction, HVAC)
- CTE Center for Teaching Effectiveness
- DA DeAnza Dorm
- DS District Services (Carreras Police)
- ES Educational Services
- ET Engineering Technology
- F Fountain
- FF Football Field
- GA Garces Dorm
- GH Greenhouse Complex
- GY Gymnasium
- HC Heating and Cooling
- KJ Kiro Dorm
- LA Liberal Arts
- LR Learning Resources
- MU Music
- P1-17 Parking Lots
- PD Pool
- PS Postal Services
- PSI Public Safety Institute
- SC Student Success Center (Math & Writing Centers)
- SF Softball Field
- SO Soccer Field
- SR NAU Research & Education
- T2 Technology 2 (Welding)
- T3 Technology 3 (Auto Mechanics & Print Services Lab)
- T4 Technology 4 (Computer Graphics)
- TH Theater
- TM Tamarack Center
- Handicap Parking
- Wheelchair Access

