# Quality Faculty Plan

**Revised 05/29/2009**

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# I. Introduction

On February 27, 2002 the Iowa House of Representatives passed File 2394. This act eliminates teacher licensure of community college faculty; which requires all community colleges in the State of Iowa to develop, approve, and implement a quality faculty plan. The quality faculty plan must include:

- Implementation schedule for the plan
- Orientation of new faculty
- Continuing professional development for faculty
- Procedures for accurate record keeping and documentation for plan monitoring
- Consortium arrangements when appropriate, cost-effective and mutually beneficial
- Specific activities that ensure faculty will attain and demonstrate instructional competencies and knowledge in their subject or technical areas
- Procedures for collection and maintenance of records demonstrating that each faculty member has attained or documented progress toward attaining minimal competencies
- Compliance with the faculty accreditation standards of the North Central Association of Colleges and other accrediting agencies

The following members comprise the Southeastern Community College Quality Faculty Plan Committee. The administrators were appointed by the college administration, and the faculty members were appointed by the Southeastern Community College Higher Education Association. Equally represented are arts and science faculty and vocational-technical faculty.

**Gayle Bagwell**
*Medical Assistant Instructor*

**Jayson Bethurem**
*Automotive Technology Instructor*

**Pam Bradley**
*Dean of Health & Natural Sciences*

**Michelle Foster**
*Director of Human Resources*

**Deborah Hedger**
*Economics Instructor*

**Susan Messer, Chair**
*Art Instructor*

**Tim Weaver**
*Auto Collision Repair Instructor*

# Procedures

**A. Definition of Faculty**

For purposes of this Quality Faculty Plan, the definition of faculty includes fulltime and regular part-time instructors, librarians and counselors. In order to reflect changes in the Iowa Code, this plan includes media specialists; however, SCC does not have media specialists at this time.

**B. Selection**

***Administrators*** to serve on the committee shall be designated by the President of Southeastern Community College or his/her designee. There shall be two members on the committee with a representative from Human Resources and a dean from the following divisions of the college: Humanities & Social Science, Professional& Technical or Health & Natural Sciences.

***Faculty*** to serve on the committee shall be appointed by the President of the Southeastern Community College Higher Education Association or the Association in general assembly, as determined by the membership of the association. Beginning in May 2003, appointees for the coming year shall be made by the Association and communicated in writing to the Chair of the Professional Development Committee by the last day of academic year.

There shall be five members on the committee with representation from the both campuses (Keokuk & West Burlington) and the following divisions of the college: Humanities & Social Science, Professional & Technical, Health & Natural Sciences, Librarians and Counselors.

**C. Additional considerations in selecting faculty members of the committee**

In selecting faculty members to serve on the committee, the Association or its President shall give due consideration to the legal requirement that the entire committee shall be gender-balanced.

**D. Replacement members and non-participation**

In the event a member of the committee resigns from the committee or is unable or unwilling to continue to serve on the committee for any reason, that member shall be replaced as soon as possible. In the event a member of the committee fails to participate, the chair of the committee shall notify the President of the College or the President of the Association to select an alternate .

**E. Voting Procedures**

Whenever possible, decisions of the committee shall be arrived by a consensus. When a formal vote of the committee is required, a decision shall require the affirmative votes of a majority.

**F. Quorum**

A Quorum to conduct the business of the committee shall constitute a simple majority.

**G. Duties**

The Committee shall monitor compliance with the plan by the college; assess the effectiveness of the plan; and modify the plan, where necessary. In modifying the plan, the Committee shall consider data collected in the assessment of the plan.

The Committee will develop guidelines for reviewing all Professional Development Plans.

# IV. Consortium

Southeastern is working with other community colleges on consortium agreements to provide professional development programs beneficial to faculty and the institution.

# V. Full-time Faculty

**A. Hiring**

1. Practices
    a. Southeastern Community College will adhere to the following guidelines when hiring all faculty:
        (1) Faculty members have attained knowledge and competencies in their subjects or discipline areas as documented by the attainment of the minimum hiring requirements specified in Iowa Code 260C.48 or
        (2) Hiring is in compliance with accreditation standards of the Higher Learning Commission of North Central Association of Colleges and Schools and with standards required under specific programs offered by the community college that are accredited by other accrediting agencies.
    b. Faculty must submit to a background check. The Director of Human Resources will oversee this process. The cost is borne by the college
    c. Costs associated with fulfilling 1a above are the responsibility of the faculty member, portions of which may be refundable.
2. Record Keeping
    a. The college's Human Resources office will maintain records related to the hiring process, specifically
        (1) Documentation that hiring practices were in accordance with state and federal laws.
        (2) Documentation that a faculty member has passed a background check.

**B. Orientation**

1. Practices: to create a strong connection between new faculty and the college, Southeastern Community College will provide orientation activities as described below, beginning within six months of hire date:
    a. Require participation in orientation activities.
    b. Assign mentors for new faculty as outlined in the HEA Bargaining Agreement and mentoring handbook.
    c. Explain classroom observation/evaluation process.
2. Record Keeping
    a. Records of attendance at orientation activities will be kept by Human Resources.
    b. Records of mentor's summary notes will be reviewed by the immediate supervisor and forwarded to Human Resources.

**C. Professional Preparation for New Faculty**

1. Practices – Southeastern Community College has established areas of competency for new faculty. The Chief Academic Officer will ascertain that new faculty have attained competencies necessary to teach at the collegiate level as indicated below:
    a. Fulltime and Regular Part-Time Instructors:
        (1) Course Organization and Planning: Objectives for the course are made clear and there is agreement between the objectives and what is actually taught. The instructor is well prepared for each class and uses class time efficiently.
        (2) Methods of Presentation: The instructor explains subject matter competently, displays interest and enthusiasm, and makes effective use of visual aids, supplemental materials, activities, and other resources. The instructor adds knowledge beyond materials found in the textbook or lab manual, and encourages students to ask questions and express ideas.
        (3) Evaluation: The instructor understands and uses formal and informal assessment strategies to evaluate student learning. The instructor clearly explains in advance the assessment and evaluation procedures to students.
    b. Fulltime and Regular Part-Time Instructors, Faculty Librarians and Counselors:
        (1) Professional Relationships: The faculty member fosters professional relationships with students, colleagues and the community to support learning. The faculty member treats all students with respect, is fair and impartial, and encourages students in a positive manner.
        (2) Contribution to the College: The faculty member contributes to the institution through active participation in departmental, institutional, and community activities.
    c. On being hired, the new faculty member will work with his/her immediate supervisor and mentor(s) to develop a professional development plan (PDP). The professional development plan will be reviewed within six (6) months from date of hire.

2. Competency Development– New faculty lacking the competencies required to teach at the college level will attain the competencies listed above by the following:
        (1) Competencies may be attained through prior education, prior experience, workshop(s) for new instructors and/or the successful completion of activities as outlined in Appendix A.
        (2) Progress towards attaining competencies must be continuous and be completed before the end of the faculty member's probationary period.
3. Record Keeping
    Records documenting professional development activities will be submitted by the instructor to his or her supervisor and maintained in the Human Resources office.

**D. Continuing Professional Development for Faculty (those faculty beyond the probationary period)**

1. Practices
    a. Faculty will develop a three-year Professional Development Plan (PDP) in order to improve their instructional competencies and/or knowledge of their subject or technical areas. A list of suggested activities, have been developed by the Professional Development Committee (Appendix
    b. Continuing professional development is a component of the assessment process for faculty. The professional development 3-year plan shall be updated annually by the faculty member either by logging professional development activities on the PDP log or updating the PDP.
    c. Peer assessment is required to assess each faculty member's updated 3-year PDP. Each faculty member will choose their own peer within the discipline of the faculty member or a closely related discipline to read and sign their 3-year PDP. The Quality Faculty Plan Committee will monitor faculty PDP's for compliance according to the minimum competencies defined by the Iowa Code 260C.36.
2. Record Keeping
    a. Professional Development Plans will be submitted by the instructor to their supervisor and then forwarded to the Human Resources Director. The chair of the PDP Committee will review/approve PDP's once received by the Human Resources Director. PDP's will be maintained in the Human Resources office.

# VI. Adjunct Instructors

## A. Hiring

1. Practices
    a. Southeastern Community College will adhere to the following guidelines when hiring adjunct instructors:
        (1) Instructors have attained knowledge and competencies in their subjects or discipline areas as documented by the attainment of the minimum hiring requirements specified in Iowa Code 260C.48 or
        (2) Hiring is in compliance with the faculty accreditation standards of the Higher Learning Commission of North Central Association of Colleges and Schools and with standards required under specific programs offered by the community college that are accredited by other accrediting agencies.
    b. Adjunct faculty must submit to a background check. The Director of Human Resources will oversee this process. The cost is borne by the College.
    c. Costs associated with fulfilling 1a above are the responsibility of the instructor.
2. Record Keeping
    a. The college will maintain records related to the hiring process, specifically:
        (1) Records documenting the actions of administration are maintained by the Human Resources Office.
        (2) Records documenting that adjunct faculty have met the minimum requirements specified in Iowa Code 260C.36 Section 8 are also maintained by the Human Resources Office for the length of the instructor's employment with the college.

## B. Orientation

1. Practices: The College will provide orientation activities as described below.
    a. Requested participation in an orientation, held before the beginning of each academic year.
    b. Opportunity to work with a mentor / faculty department chair.
2. Record Keeping
    a. Records of attendance at orientation activities will be kept by Human Resources.

## C. Continuing Professional Development

1. Practices
    a. Adjunct instructors will be encouraged to continue their professional development activities.
    b. Adjunct instructors will be invited to the College's professional development activities each school year.
2. Record Keeping
    a. Southeastern will document the successful completion of all activities it sponsors and provide a copy to the adjunct instructor.
    b. Records documenting the successful completion of activities will be maintained by the adjunct instructor.

# Appendix A

The purpose of the Professional Development Plan (PDP) is to give each faculty member the opportunity to create a plan for his or her own personal and professional development to enhance job performance. Plans will be developed by each faculty member. Plans shall be reviewed and updated annually by the faculty member and reviewed with his or her supervisor and the Professional Development Committee once every three years at the faculty member's scheduled evaluation. The goal is a plan which is continually implemented and reviewed.

The plan could include both traditional continuing education and creative endeavors beyond the faculty member's regular responsibilities including but not limited to :

- Credit classes
- Workshops
- Professional meetings
- On-line seminars
- Membership in Professional Organizations
- Publications of books or articles
- Presentations at professional meetings or SCC workshops
- Portfolio
- Reading program including books, journal subscriptions, listserv subscriptions etc.
- Travel including attendance of concerts, museums, performances (both live and on film)
- Mentoring new or adjunct faculty
- Sponsoring student groups and activities
- Active SCC committee membership
- New course development/course redesign
- Recruitment for SCC
- Participation in SCC sponsored workshops including Professional Development day
- Community/Public Services including membership and participation in community groups or public boards