



# FV CC

2022-2023  
FACULTY HANDBOOK

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### FVCC Mission

Flathead Valley Community College promotes excellence in lifelong learning, focusing on student success and community needs.

## Academic Affairs

The Academic Affairs office supports and supervises faculty, builds the course schedule, and manages curriculum and budgets. Contact Academic Affairs based on the following breakdown:

Chris Clouse: 4326	Emily Jense: 3811	Margaret Stell: 3813	Aubrey Winkler: 3814
Executive Staff	Adjunct Faculty	Purchasing Support	Course Schedules
Curriculum Committee	Budgets	Credit Cards	Student Evaluations
Achieving the Dream	Catalog	Advisory Committee Support	Syllabi Process
Fulltime Faculty	Program Review	Room Reservations	Faculty Workloads
CAO	Perkins Grant	Waitlists	Adjunct Faculty Support
Supervises Academic Affairs, Continuing Education, Library, Student Affairs, and Student Services	Curriculum: Curriculog, CCN, Curriculum Committee	Equipment Fee Committee	Textbook Orders
		Health Science Program Support	Finals Schedule

## Academic Catalog

FVCC's academic catalog is online and can be accessed directly at [catalog.fvcc.edu](http://catalog.fvcc.edu). Program Directors are responsible for reviewing and updating their respective program pages every spring to provide accurate and thorough information for students. All curricular changes to the catalog must go through the online Curriculog process. If you have questions about the catalog or Curriculog, contact Academic Affairs.

## Adjunct Faculty

Adjunct faculty report to one of four positions:

Name	Title	Office	Phone	Email
Vacant	Director, Trades and Industrial Arts	OT 108	x3968	
Emily Jense	Interim Director, Academic Affairs	BH 136B	x 3811	<a href="mailto:ejense@fvcc.edu">ejense@fvcc.edu</a>
Carla Genovese	Director, Nursing	BC 102A	x3997	<a href="mailto:cgenovese@fvcc.edu">cgenovese@fvcc.edu</a>
Megan Rayome	Director, Lincoln County Campus	LCC	(406) 293-2721	<a href="mailto:mrayome@fvcc.edu">mrayome@fvcc.edu</a>

### Adjunct Offices

Adjunct faculty offices are shared space. Please keep belongings organized, labeled, and at a minimum so the space can be utilized by everyone. On the Kalispell campus, the following offices are available for adjunct faculty use:

Office	Code
AT 232	2006*
BC 124	213*
BSS 142	2145
RH 165	2141

## Attendance

Although faculty establish their own attendance and class makeup policies with the expectation that students attend all class sessions, it is imperative that faculty clearly state their attendance and makeup policies in their course syllabi and record student attendance.

Every semester FVCC must submit attendance information to the Department of Education to ensure that students who receive financial aid are attending classes. Noncompliance jeopardizes financial aid for over 72% of FVCC students. Faculty can expect an email from the Vice President of Academic and Student Affairs three weeks into each semester requesting attendance information for each class.

## Budgeting

Budgets are managed through the online Campus Student Finance (CNF) system. Faculty are expected to monitor expenses, ensure budgets are not overspent, and submit all receipts and purchase orders to the CNF system in a timely manner.

- General Fund budgets are to be used to support instruction, service, and research.
- Lab Fee funds are only to be used to purchase essential, instructional/curricular student consumable supplies for pre-planned activities whereas each student is receiving equal and identical instructional benefit. Lab fees may not be used to purchase food, party supplies, prizes, non-curricular field trips, or academic incentives such as gift cards.

## Building Hours

On the Kalispell campus, classes are held from 7:30 a.m. to 10:00 p.m., Monday through Thursday, and until 5:00 p.m. Friday. On the Lincoln County campus, classes are held from 8:00 a.m. to 9:00 p.m., Monday through Thursday, and until 4:00 p.m. on Friday. Saturday classes vary throughout the academic year. The campuses are closed on Sunday. Evening hours may vary due to holidays, breaks, etc.

Most campus offices are open Monday - Friday, 8:00 a.m. - 5:00 p.m. Some exceptions include

### Bookstore

Monday - Thursday, 7:30 a.m. - 6:00 p.m.  
Friday, 7:30 a.m. - 5:00 p.m.

### Computer Labs

Monday - Thursday, 7:00 a.m. - 9:30 p.m.  
Friday, 7:00 a.m. - 6:30 p.m.  
Saturday, 8:30 a.m. - 3:30 p.m.

### Copyroom/Mail Room

M-F, 8:00 a.m. - 4:45 p.m.

### Eagle's Nest Cafeteria

Monday - Friday, 7:30 a.m. - 2:30 p.m.

### Foundational Math Center

Monday - Thursday, 8:00 a.m. - 6:00 p.m.  
Friday 8:00 a.m. - 4:00 p.m.

### Library and Learning Commons

Monday - Thursday, 8:00 a.m. - 8:00 p.m.  
Friday, 8:00 a.m. - 5:00 p.m.  
Saturday, 9:00 a.m. - 3:00 p.m.

### Writing Lab

Monday - Thursday, 8:00 a.m. - 5:00 p.m.  
Friday, 8:00 a.m. - 3:30 p.m.

## Cancellation of Classes

### *Insufficient Enrollment*

The Vice President of Academic and Student Affairs will make all decisions regarding cancellation of classes due to low enrollment. If a class gets cancelled, Academic Affairs will notify instructors and students immediately.

### *Inclement Weather*

Only the President of Flathead Valley Community College has the authority to cancel campus classes due to inclement weather. Faculty and instructors are not authorized to cancel classes due to inclement weather. FVCC and LCC will be open and classes will run except when closure is announced by the President. Announcements of cancellations will typically be made on all local radio and TV stations by 6:30 a.m. for daytime classes and 4:00 p.m. for evening classes.

Faculty, staff, and students are encouraged to sign up for e2Campus in order to receive email or text notification of campus closures.

## Course Scheduling

FVCC strives to create a student-focused course schedule that allows for maximum student access and space utilization. Towards that end, course offerings must align with a scheduling grid that designates standardized class start and end times and meeting patterns. Requests to offer a course off-grid must be approved by the Vice President of Academic and Student Affairs. Faculty work with their department and/or division chairs to devise a student-focused schedule. The Vice President of Academic and Student Affairs makes the final decisions on the course schedule.

## Classroom Information

### *Assignments*

Classroom assignments are determined by Academic Affairs. If you would like to request a classroom other than the one assigned, contact Academic Affairs.

### *Visitors*

Classroom visitors are defined as any individuals sitting in on a class for which they have not registered. Instructors may allow visitors to attend one or two class sessions at their discretion. For more than two visits by the same individual, the written approval of the Vice President of Academic and Student Affairs is required.

### *Guest Speakers/Panel Members*

If guest speakers or resource persons are utilized, no commitments for compensation for services may be made without prior approval from the faculty member's supervisor. Nonemployees must be paid as independent contractors from your department budget. This requires completion of a W-9 as required by the IRS and proof that the individual does not need to carry worker's compensation insurance as required by the state of Montana.

### *Maintenance*

All faculty members shall assist in maintaining classroom organization. If furniture is moved in a classroom, it must be returned to the original configuration at the end of class. Classrooms should be left clean and in the same arrangement as when you arrived.

## College Property

College property may only be removed from the campus for college-related work and with the written permission of the Vice President of Academic and Student Affairs or the President. Such approvals shall be granted for a specific period of time and purpose, and shall be reported to Business Services for use in determining insurance adjustments and inventory control.

## Committees

### *Faculty Committees*

Faculty members have an opportunity to participate on a variety of committees at the college. See the current Faculty Senate president for information on committee assignments.

- Admissions Review\*
- Board Representative (Senate)\*
- Budget Committee\*
- Campus Art Committee\*
- Developmental Education Core Theme\*
- E-Learning Committee\*
- Eagle Award Committee
- Faculty Senate
- Personnel Committee\*
- Professional Development Committee\*
- Program Review Committee\*
- Safety Committee\*
- Scholarship Committees
- Student Success Committee
- Tenure Review Committee\*
- Transfer Prep Core Theme\*
- Workforce Prep Core Theme\*

\*Committee assignments made by Faculty Senate

### *Curriculum Committee*

The Curriculum Committee approves all curricular changes. The committee includes the Vice President of Academic and Student Affairs, the Division Chairs, a representative from Student Services, President and Vice President of Faculty Senate, the Nursing Director, the LCC Director, and the Trades and Industrial Arts Director. The Curriculum Committee workflow is managed through an online system called Curriculog.

For information about the Curriculum Committee process and/or how to make changes to courses and/or programs, see your division chair or Academic Affairs or the [Curriculum Committee Handbook](#).

## Curriculog

Curriculog is an online workflow system that manages the following processes:

- Course Changes: new, revisions, deletions
- Directed Study
- Graduation Substitutions
- Graduation Waivers
- Independent Study
- Instructor Grade Change
- Program Changes: new, revisions, deletions
- Request to Convert a Course to Hybrid or Online
- Student Research (290) Applications

Instructions for using Curriculog are in the [Curriculum Committee Handbook](#). See Academic Affairs with questions and support regarding Curriculog.

## Department Chairs

The Department Chairperson works with their respective Division Chair and the Vice President of Academic and Student Affairs on class scheduling and other program-related duties as assigned.

2021-2022 Department Chairs		Office	Phone	Email
Art	David Regan	AT 129	x3993	dregan@fvcc.edu
English	Ben Barckholtz	AT 227	x3857	bbarckholtz@fvcc.edu
Performing Arts	Rich Haptonstall	AT 256	x3962	rhaptonstall@fvcc.edu

## Discipline in the Classroom

Students are expected to behave as adults. Faculty is expected to set clearly defined behavior guidelines that are consistently reviewed and applied. Attempt to reduce the opportunity for poor behavior by engaging students' attention through effective teaching methods and relevant curriculum content. Always provide feedback concerning student academic and behavioral progress in a constructive and positive manner.

Inform students that there is zero tolerance at FVCC for violence and verbal or physical abuse. Any student who deliberately disrupts a class may be subject to immediate removal from that class by the authority of the faculty. Tell the student specifically why his/her behavior is objectionable or unacceptable, or how it is a violation of student conduct. Adequately warn students of the possible consequences of their actions. If students are disruptive in class, ask them to stop their behavior. If the behavior continues, request that the student leave the classroom. Do not become angry. If the student refuses to leave, then have the class take a break and leave the room to find assistance from administration, maintenance or another faculty member.

If a student appears to be violent, end the class and leave the room. Go to the nearest phone and call 911 for police assistance. Always put your safety and that of your class first.

For additional information on how to deal with disruptive classroom behavior, contact Kelly Murphy, Dean of Students, at 756-3812 or [kmurphy@fvcc.edu](mailto:kmurphy@fvcc.edu), or your division chair.

## Division Chairs

The Division Chairperson is the first point of contact for all faculty questions and concerns, including challenges in the classroom, assistance with syllabi and teaching methods, and changes in course schedules. Division Chairs are also the main conduit of information between faculty and administration.

2021-2022 Division Chairs		Office	Phone	Email
Business & Technology	Dawn Rauscher	BSS 105	x3861	drauscher@fvcc.edu
Health Science	Chaz Taylor	BC 126B	X4327	ctaylor@fvcc.edu
Humanities	Conrad Rauscher	AT 228	x3633	crauscher@fvcc.edu
Math and Computer Science	Laura VanDeKop	RH 144	x3998	lvandekop@fvcc.edu
Science and Engineering	Janice Alexander	RH 107	X3948	jalexand@fvcc.edu
Social Science	Eliza Thomas	BSS 120	X4865	ethomas@fvcc.edu

## Eagle Online Course Shells

The Instructional Technology department creates a course shell in Eagle Online for every class, every semester. Faculty is encouraged to use Eagle Online as a supplement to their face-to-face classes and is required to post the course syllabus and their contact information in each class.

## eLearning Faculty Fellows (ELFFs)

FVCC will be establishing eLearning Faculty Fellows (ELFFs) to serve those faculty teaching and developing online and hybrid courses as well as to provide support for use of Eagle Online as a learning management system. Each division will have an ELFF.

Roles and responsibilities:

- Work with division and department chairs to develop a comprehensive plan for online and hybrid course development, offering, and scheduling.
- Participate in the course review process for online and hybrid courses.
- Provide mentorship and support to division faculty in the design, implementation, and teaching of any course using the learning management system.
- Work with the Teaching and Learning Center to develop professional learning opportunities for faculty in best practices in distance education.
- Keep in communication with the department of Instructional Design and Technology and the VPASA regarding delivery and assessment of distance education.
- Serve on the eLearning Committee.

ELFFs
Ben Barckholtz
Janice Alexander
Julie Robertson
Brenda Rudolph
Erin Wenner

## Emergency Procedures

*Reporting an Emergency:*

1. When calling 9-1-1, give the following information as calmly and precisely as possible:
  - Your full name and the telephone number from which you are calling;
  - The nature and location of the emergency, including information regarding suspects, weapons, etc., as appropriate;
  - Your location – the address or building, the room number, area or department;
  - What you know of the number of injured people and their injuries.
2. Do not hang up until the person answering the call ends the conversation, as responders may need more information.
3. Have someone contact the campus emergency coordinator at (406) 270-4555.
4. If it is safe to do so, designate someone to meet emergency personnel at the entrance to the building.
5. Do your best to stay calm, assess the situation, and protect yourself.
6. Get to a safe place (evacuate or secure-in-place)
  - Leave the building immediately if you hear an alarm, if requested by authorities, or if the building seems unsafe.
  - Do not enter an elevator in emergencies or attempt to force open elevator doors.
  - Warn others around you and assist them if trained to do so.
  - Do not expose yourself or others to risk by trying to save personal or college property.
  - As you move, be aware of things that could be damaged, unstable structures, or loose debris, exposed wires, chemical vapors or spills, smoke and other such hazards.

*Other important safety tips:*

- If possible, locate at least two emergency exits in your area;
- If it's dark and you have a flashlight, keep it handy;
- Use the telephone only for emergency purposes.

*Other qualified college employees may be called for assistance or referral:*

- Vice President of Academic and Student Affairs: (406)756-3811
- Command Team Coordinator: (406)756-3901
- Director of Maintenance: (406) 212-3066, after hours (406) 890-0646



## Standard Emergency Procedures

### *Medical Incidents*

- **Call 911.**
- If trained, administer first aid.
- At the earliest opportunity, call the campus emergency line at (406) 270-4555.

### *Fire*

- **Call 911.**
- If the fire is small, clear the area and, if trained, attempt to bring the fire under control with a fire extinguisher.
- In all other cases, pull the fire alarm and clear the building.
- At the earliest opportunity, call the campus emergency line at (406) 270-4555.

### *Other Emergencies*

- If in doubt, always **call 911** first.
- In any case in which personal dangers may be present, protect yourself first.
- At the earliest opportunity, call the campus emergency line at (406) 270-4555.

**NOTE:** Once you have followed the procedural guidelines, immediately report all emergency calls, accidents, injuries, or loss of college property to Calvin Pippin, Director of Facilities Operations, at (406) 756-3988 or in Blake Hall room 122.

## Faculty Absences

*Fulltime faculty must submit all absences through the online PayCor system.*

*Please see Human Resources for information on how to use PayCor.*

### *Anticipated Absences*

Anticipated absences must be approved in advance by the faculty member's supervisor through PayCor. Faculty is expected to make the appropriate arrangements with students in advance.

### *Unexpected Absences*

In the event of illness or unexpected absence, contact your division office immediately and notify your students via email. Report your absence in PayCor as soon as you are able.

## Faculty Evaluation

All faculty and instructors have an immediate supervisor who is responsible for classroom observation and evaluation, approval of travel requests, purchasing, and general faculty support. Fulltime faculty are evaluated in alignment with the tenure process.

Adjunct faculty are observed and evaluated by their supervisor or designee on a rotation basis. New adjunct faculty are evaluated during their first semester of teaching and every sixth semester thereafter. To review the process, a copy of the Collaborative Adjunct Evaluation Packet can be obtained from Academic Affairs. Student evaluations are completed every semester in every class taught by adjunct faculty.

## Faculty Support

Division Offices support faculty in a variety of ways:

- Provide training and guidance for viewing budget information and completing purchase orders and travel documentation.
- Notifying students of class cancellations.
- Organizing advisory committee meetings – booking rooms, ordering catering, helping contact members, collecting agendas and surveys, and taking minutes.
- Reserving rooms.

*Division Offices*

Division office staff support faculty in their assigned division as follows:

Support Staff	Division	Division Office
Cathy Fabel	Nursing	BC 102
Cynthia French	Occupational Trades	OT 132
Janet Haines	Lincoln County Campus	Room 225
Margaret Stell	Business & Technology, Health Science, Humanities, Math & Computer Science, Science and Engineering, Social Science	BH 112

## Final Exams

All courses must have a final exam or final project, and these must be given at the assigned time. The final exam schedule is distributed to all faculty and can be found on the FVCC website. The exam schedule for fall and spring semesters will be four days and all exams are to be given during this time including evening/night classes. Summer semester final exams are given during the last class meeting. Exceptions to the final exam schedule must be approved in advance by the Vice President of Academic and Student Affairs.

## Gift Cards

The IRS considers gift cards a source of payment and FVCC is required to report amounts greater than \$600. In order to remain in compliance, the following processes and regulations have been instituted:

- All gift card purchases must be pre-approved via the "Gift Card Purchase Pre-Approval" form.
- All gift cards must be purchased on an FVCC Purchasing Card, either the FVCC card in your name or an Academic Affairs purchasing card.
- A person may not receive more than \$600 total in gift card compensation per year.

### STUDENTS

- Gift cards may not be given to students as academic incentives.
- Gift cards may not be purchased with lab fee accounts.
- Gift cards may be given to students as prizes for student government, student activities, and student intramurals.
- Gift cards may be given to students for performing a service to FVCC and can be purchased in increments up to \$50, as long as the service does not reoccur more than two times within a calendar year. (Examples: note-takers for Disability Services, musical performers for FVCC or Foundation events, participants in marketing or recruiting activities)

### FVCC EMPLOYEES

- Gift cards may not be given to employees.
- Any payment for services to an FVCC employee is considered compensation and shall be processed through payroll.

### NON-EMPLOYEES

- Gift cards may be given to non-employees as long as the service does not demonstrate characteristics of a regular employment relationship.

## Grading

### *Submission of Grades*

Grades are due by 5 p.m. on the second business day after finals week. Faculty submits final grades using the direct grade submission process through the Faculty Portal. Grades are entered directly into CAMS, bypassing the authorization process, and post immediately on student transcripts. This option also allows faculty to enter the "Last Day of Attendance" required for grades of F, I, U, and WI.

**\*Please note:** Incomplete (I) and Audit (AU) grades cannot be entered through this process. An Incomplete Grade Authorization form or Audit form (prior to audit deadline) must be submitted to the Admissions and Registration Office for one of these grades to be recorded. These forms are available under “Forms” at the bottom of the FVCC home page. For an incomplete grade, the “Last Date of Attendance” still needs to be entered, but leave the grade blank.

Student grade reports are available at the end of each academic semester after all financial obligations to the college are met. Grade reports are available online at [www.fvcc.edu](http://www.fvcc.edu) (Student Portal) or students can provide a self-addressed, stamped envelope to the Admissions and Registration Office.

Students are required to meet course requirements to receive grades and credits. The courses will not be recorded on official transcripts unless one of the below grades is received.

All of the campuses that make up the Montana University System have adopted a grading system that includes pluses and minuses. However, faculty members are not required to attach a plus or minus to letter grades. The highest grade a student can earn is an “A.” An “A+” grade is not possible. Pluses and minuses will not be attached to an “F,” as if a student has failed a class, the amount or degree of failure is unimportant.

### *Grading Options*

- Audit
- Course Challenge
- Incomplete
- Medical Withdrawal
- Withdrawal
- Withdrawal by Instructor: **The “WI” grade may be issued at the discretion of the instructor only when extenuating circumstances prohibit a student from completing the course. This grade is not an option for students who have earned an “F” in the course.**

### *Grade Changes*

If a student receives a grade they feel is inaccurate or inequitable, the student should see their instructor. Only the instructor can initiate a grade change by submitting an Instructor Grade Change proposal in Curriculog. This change will appear on the student’s transcripts. If the student feels the situation has not been resolved equitably, refer to the Student Appeals Policy in the FVCC catalog.

## Grants

Any FVCC employee wanting to pursue a grant opportunity must obtain approval via the Grant Development Request process. The request form must be completed and submitted to your supervisor, who will take it to Executive Staff for consideration. The form is available at G:\Grants Department\Employees\Grant Development Request Form.pdf.

## Instructional Design

The college provides assistance and training for faculty wishing to incorporate technology in the classroom. A wide range of tools including hardware and software are available for faculty use. An Instructional Technology Specialist will help you learn the attributes of these tools and how they can help you in the classroom.

FVCC’s online learning environment is Eagle Online, which is hosted by Brightspace. Eagle Online is available for use in supplementing face-to-face instruction as well as for delivery of hybrid and fully online courses. All courses have an Eagle Online course shell, and faculty are required to post the course syllabus and their contact information in each class.

However, it is up to individual instructors to decide to what level they would like to utilize Eagle Online in their classes. .

Instructional Design offers two courses every semester for faculty who wish to expand their understanding of Eagle Online and learn how to apply it to courses delivered face-to-face, online, or hybrid: EDU 291y – Teaching Online and EDU 291x –

## Developing Online Courses

Instructors wishing to develop a new online course need to take the following steps:

- Complete the “Online Course Conversion Request” form in Curriculog
- Complete EDU 291y – Teaching Online
- Complete EDU 291x – Developing Online Courses
- Complete the “Online Course Review” form found on the G Drive at  
<G:>EducationalServices>Employees>Faculty>Forms for Faculty>Online Course Forms>

For more information, contact an Instructional Technology Specialist:

- **Julie Wenz**, jwenz@fvcc.edu, AT 212, (406) 756-3615
- **Jodi Harms**, jharms@fvcc.edu, AT 220, (406) 756-3362

## Motor Pool

The FVCC Motor Pool includes six vehicles that are available for official college business:

- one four-passenger SUV
- two seven-passenger mini-vans
- two 14-passenger buses (14 + the driver).

FVCC vehicle use costs are charged to department budgets and calculated at \$ .58/mile for SUVs and minivans, and at \$.83/mile for activity busses.

College vehicles are reserved by submitting a “Vehicle Request” form to Business Services along with a copy of a signed Permission to Travel form. Faculty members driving vehicles need to complete one form for each reservation and must have a photocopy of a current driver’s license on file in Business Services for insurance purposes.

Employees are encouraged to utilize the FVCC Motor Pool for all travel on behalf of the college. FVCC is not liable for any damage or injury caused while driving a personal vehicle for college-related purposes.

## Paychecks

All employees are paid semi-monthly on the 15th (or last preceding workday if the 15th falls on a weekend or holiday) and on the last working day of the month. FVCC utilizes Paycor as its Human Resources Information and Payroll System. Employees report time off and access pay statements, tax documents, contracts, benefits and other related information with a User ID and password. Visit Human Resources for training or questions regarding Paycor.

## Phone Use Instructions

- Local outside line: 8 + Number
- Long distance: 8 + 1 + area code + number  
+ access code (be sure to hesitate and wait for a stutter tone between number and access code.)

**Credit Card:** 810 -2880-406 + number; **Toll free:** 8 + 1 + 800; **Outside operator:** 8 + 0

**Last Number Redial:** On hands-free calls, press the line key twice that is the green key next to your window). Or, lift the receiver, then press the line key once. The last number you dialed is automatically redialed.

**Speed Call To build or change a speed call Number:**

1. Press the Speed Call Controller key labeled ‘SpcCtrl’. The triangle icon flashes.
2. Dial the two-digit code (use numbers 00 through 19) and the associated telephone number with the phone prompts.  
Don’t forget the area code etc if needed. Note: If long distance access codes are used, they can be added to the

dialing sequence after the phone number. Press the 'pause' key to insert a 1.5 second pause in the dialing string between telephone number and access Code.

3. Press the 'SpCtrl' key again to save the code and number.

#### To make a Speed Call:

1. Lift the handset.
2. Press the 'SpCtrl' key and the code assigned to the telephone number.

## Proctoring

Faculty is expected to administer their own exams, except in the case of extenuating circumstances. If you are unable to administer your own exam, please consider asking a colleague to fill in for you. As a last resort, proctoring service may be available upon request from division support personnel.

## Professional Development

Professional development for fulltime and adjunct faculty is highly encouraged.

Fulltime faculty can request funds for off-campus professional development via the Professional Development Committee. The request form can be obtained from your division chair, division office, or on the G Drive. The request requires an approval from your division chair and the fulltime faculty Professional Development Committee. For questions about fulltime faculty professional development, see Heather Estrada.

Adjunct faculty may also request off-campus professional development funding. The form for this request can be obtained from your division office or on the G Drive. The request requires approval from Academic Affairs in consultation with adjunct faculty.

Faculty are responsible for submitting all the required paperwork to obtain travel approval.

## Purchasing Procedures

All purchases must be within the approved assigned budget and it is the responsibility of the purchaser to verify that available budget exists before any business transaction is initiated. The purchaser must complete and submit a purchase order and the original receipt in the CNF system immediately after purchasing. All purchases must be approved by direct supervisors (or their designee) and the relevant Executive Staff member (or their designee).

According to college policy, purchases made without proper approval may become the personal obligation of the person originating such a purchase. **FVCC does not reimburse individuals for purchases.**

#### General Purchasing Guidelines

- All purchases must be delivered to the college. Items delivered elsewhere cannot be paid for with college funds.
- All purchase orders are to be submitted in CNF by the purchaser.
- Only Business Services personnel are allowed to set up accounts with new vendors.

To initiate a purchase:

#### First: VERIFY AVAILABLE FUNDS

1. Purchase something on a College-issued purchasing card: either your personal FVCC purchasing card or an Academic Affairs purchasing card. Prepare a purchase order in CNF and attached supporting documentation.
2. Charge what you need from the FVCC Bookstore. All purchases at the FVCC Bookstore will be charged to your department account. Department budgets are not to be used to charge coffee or coffee cards.

### FVCC Purchasing Cards

Any eligible, fulltime FVCC employee may be issued a College purchasing card with a completed and approved application. Applications are available on the FVCC website under “Faculty and Staff Resources.” Faculty who would like to apply for an FVCC purchasing card need to fill out the application and make an appointment to discuss purchasing needs with the Vice President of Academic and Student Affairs.

Employees shall exercise extreme care and responsibility for committing purchases and thereby creating liability on behalf of FVCC. See the College’s complete Purchasing Procedures for detailed information on the responsibilities and required procedures associated with obtaining an FVCC purchasing card.

### Academic Affairs Purchasing Cards

In order to further accommodate faculty purchasing needs, Academic Affairs has purchasing cards available for checkout from the Academic Affairs office (BH 136). Purchasing cards may be checked out for a maximum of 24 hours and used to book travel, order supplies, or make local purchases. All purchase receipts need to be submitted in CNF immediately.

### Travel Purchasing Cards

A limited number of purchasing cards designated for travel are available from Business Services. These cards may be checked out and used for travel expenses while on a trip.

## Room Reservations

Faculty members who need to book a room for time outside of their regular course schedule can contact their division office with the request. Any external group wishing to use college rooms and facilities must make arrangements through the President’s Office.

## Running Start Program

FVCC’s dual enrollment program is called Running Start. Dual enrollment is a broad term for various types of opportunities for high school students to take college coursework while enrolled in high school. Running Start students can earn college credit or dual credit (high school and college credit) depending on the course.

A **dual-credit course** is taught on campus or online by a college faculty member to a class that includes college students and dual enrollment students. Students receive both high school and college credit. (The decision to award high school credit for the college course rests with the school district, provided that the decision is consistent with applicable laws, policies and administrative rules.)

A **concurrent enrollment course** is taught at a high school to a class of high school students by an appropriately qualified high school teacher serving as an adjunct faculty member. Occasionally, a college faculty member will travel to a high school to teach a concurrent enrollment course. Students receive both high school and college credit.

A concurrent enrollment faculty liaison works in collaboration with the Coordinator of High School Relations and the high school teacher to ensure appropriate rigor and quality is maintained for classes taught at the high school for which the students are receiving college credit. The faculty liaison will

- Collaborate with Program Directors to determine that the high school teacher’s credentials are appropriate;
- Meet with the high school teacher before the class is offered to review course outcomes, syllabus development, expectations for content and books, and any specific assessment (general education assessment, exam, paper, project, etc.) that will be required;
- Verify that the syllabus at the high school has learning outcomes and assessment processes that match those of courses taught at the college;
- Meet with high school teacher throughout the semester as needed; and
- Conduct one classroom observation during the semester.

For more information regarding enrollment procedures, contact Beth Romain at (406) 756-3847 or eromain@fvcc.edu.

## Service Learning

The mission of the FVCC Service Learning program is to engage students in community service. Some courses offer Service Learning components in which students volunteer 15 hours of community service with non-profit agencies or schools whose work reinforces learning in the classroom. Agency supervisors evaluate the students' work and the evaluation is used by the instructors as part of assigned coursework. Upon completion, students receive special designation on their transcripts.

## Student Activities

All faculty members are encouraged to assist students in the initiation of activities in which they share a mutual interest. Each club that is organized must have a faculty sponsor and must submit a constitution to the Student Government for approval.

All student clubs interested in fundraising must have their activities approved through an application form submitted to Institutional Advancement and Business Services. The form is available on the G drive.

## Student Complaints

The Student Complaint procedure can be found at [www.fvcc.edu/studentpolicies](http://www.fvcc.edu/studentpolicies).

## Student Research Requests (290 Courses)

The Student Research program is run through 290 courses. If a 290 course does not yet exist in a discipline for which research is being proposed, the faculty member mentoring the research is responsible for creating the 290 course before submitting the application.

- Applications are on a per-project basis. Each project is equivalent to 1 semester lecture credit.
- Student research applications are submitted in Curriculog and are due by the end of the first week of each semester.
- Proposals are evaluated and approved by the Vice President of Academic and Student Affairs.

### *PROCESS:*

1. The faculty member identifies the appropriate 290 course to be offered in accordance with the research project. If a 290 course does not exist in a discipline for which research is being proposed, the faculty member mentoring the research is responsible for creating the 290 course through Curriculog before submitting the application.
2. The faculty member completes this application in Curriculog.
3. The Vice President reviews the merits of the application based on a rubric, and notifies the faculty member of approval.
4. If approved, the Vice President requests that the appropriate 290 course be included on the course schedule.
5. The faculty member recruits student researchers and directs them to register for the appropriate 290 course.
6. Students should be encouraged to present their research projects at the Student Research Conference, STEM Colloquium, or other events.

NOTE: When faculty, staff, or students are engaged in research involving human or animal subjects, it is the responsibility of the faculty member mentoring the project to obtain appropriate approvals.

## Student Schedule Changes

Any changes in a student's schedule after he/she has completed the registration process must be accomplished with the "Drop/Add" form available in the Student Portal or from the Admissions and Registration Office. After the first week of classes, all changes will be processed, but only after all required signatures have been obtained.

## Student Travel

FVCC encourages field trips when these opportunities are well-planned and utilized fully for instructional purposes. All field trips with students—required, extra-curricular, or otherwise – must be pre-approved by the trip supervisor's supervisor at least two weeks in advance.

At least two weeks prior to the proposed trip, submit a "Student Travel Request" form to your supervisor. The signed form must be attached to the "Vehicle Request" form if you plan to transport students in an FVCC vehicle.

Procedures and the approval form for traveling with students can be found on the G Drive and the FVCC website.

- \* Business Services will not issue a vehicle for travel with students without submission of a completed and signed "Student Travel Request" form along with the "Vehicle Request" form.

## Supplies

A general supplies cabinet, located in the mail room, is kept stocked with a variety of materials for your use. If you need office supplies not regularly stocked in the mail room cabinet, see your division support person.

## Syllabi

The course syllabus serves as a contract between the instructor and the students. Each semester, the syllabus for every offered course must be reviewed and updated. All faculty are required to use the FVCC Syllabus Template, which is distributed to instructors' FVCC email via Google Docs. Each template is pre-populated with the current course description and learning outcomes. Completed templates are due by the end of the first week of classes. Division Chairs review completed syllabi and may request edits before final approval. Academic Affairs support personnel file approved syllabi on the G Drive.

Complete instructions for using the Google Doc Syllabus Template are available in the Eagle Online Instructor Resource Center. See the "Google Doc Syllabus" module in the content area. A quick start guide is available on the G drive at the following link:

<G:\AcademicAffairs\Employees\Faculty\Forms for Faculty\Syllabus Templates\Syllabus Quick Start Guide.pdf>.

## Testing Center

- How to request testing for your courses: [www.fvcc.edu/faculty-request](http://www.fvcc.edu/faculty-request)
  - Exams for Online and Hybrid Courses
    1. Fill out the online Faculty Request for Proctoring Webform
    2. Submit a copy of your exam with form (unless online exams)
    3. List the link to how to book an appointment on your syllabus
  - Make-Up Exams for Individual Students
    1. Email the Proctor student names
    2. Fill out the online Faculty Request for Proctoring Webform
    3. Submit a copy of your exam with form (unless online exams)
    4. Instruct student how to book appointment *after* you submit a request



- Helpful Tips:
  - Students must schedule exams 24 hours in advance
  - Students must bring an ID to the Testing Center
  - Instructors must send exams prior to testing windows
  - Instructors must inform the Proctor in advance if they extend times/make exceptions to their exams
  - Makeup exams for entire classes need to be requested through Academic Affairs
  - Students using Disability Services contact the Student Support Center
  - No makeup exams during Finals Week

## Title IX

All employees, except those hired by the College to work under a license or state privilege that provides them with confidentiality, are considered responsible employees/mandatory reporters. Exempted employees are Mandee Johnson, mental health counselor, and the health care providers located in the Student Health Clinic.

As responsible employees, it is your obligation to report to the Title IX Coordinator (within 24 hours) when you have information about possible discrimination or harassment, including (but not limited to) incidents of sexual assault/gender based harassment. As a responsible employee, you must provide full details of the incident, if known, including name(s), date, time, and specific location of the incident. It is also important to include information about resources offered and/or actions you have taken. This allows the College to insure that adversely impacted individuals receive information about rights and resources, and may aid in identifying patterns of concern to inform prevention efforts and/or accountability.

If an individual requests confidentiality or requests no further action to be taken (by the College or declines to pursue reporting to other authorities), this information must still be reported. Not all reported incidents lead to further action. In some instances, the reported information includes details of sufficient follow up (e.g. resources offered or utilized, or conflict resolution conversation completed).

To submit a [report](#), visit [www.fvcc.edu/title-ix](http://www.fvcc.edu/title-ix) and click on “Procedure” followed by “[Discrimination, Harassment, Sexual Misconduct, Stalking & Retaliation Reporting Form](#).” Please note, if you talk to the police, your supervisor, the Title IX Coordinator, or anyone else, you still need to file a report.

For more information regarding Title IX and FVCC’s corresponding policies, procedures, and resources, please visit [www.fvcc.edu/title-ix](http://www.fvcc.edu/title-ix). If you have any questions, contact the Title IX Coordinator, Kelly Murphy, Dean of Students, LRC 151, TitleIXCoordinator@fvcc.edu, (406) 756-3812.

## Travel

All travel by FVCC employees must be pre-approved via a “Permission to Travel” form and reconciled with a “Travel Expense Report.” The college is not responsible for costs incurred for any travel that is not officially pre-approved.

When traveling on behalf of the college, faculty are expected to

- Prepare and submit required documentation;
- Purchase the most affordable tickets and lodging within reason;
- Attach the conference itinerary to the Travel Expense Report; and
- Pay for lodging in advance with a college purchasing card or checkout a travel purchasing card from Business Services to take with you. All efforts should be made to avoid submitting personal reimbursements for travel expenses.

NOTE: A Meal Per Diem allowance may be obtained in advance for employees in travel status if the expected total is at least \$25. If this creates a financial hardship, the Vice President of Administration and Finance can authorize a cash advance for smaller amounts. Otherwise, the employee can submit for permissible reimbursements on a Travel Expense form.

If you choose to combine college and personal travel, please attach a detailed breakout of your personal itinerary and the college and personal expenses incurred (example 1). If no airfare comparison documentation is submitted in advance, you will be charged a prorated daily amount based on the total ticket cost (example 2).

Example 1: If you fly to a Thursday-Friday conference but stay for the weekend, attach documentation of the cost differences for airfare, parking, lodging, etc. were you to have returned directly after the conference. You will be expected to reimburse the college for the difference.

Example 2: If you fly to a Thursday-Friday conference but stay for the weekend, and you didn't provide an airfare price comparison in advance, you will be charged for 50% (two of four days) of the total ticket cost. If your ticket was \$400, you will owe the college \$200. If you provide a price comparison in advance, you would likely owe significantly less.

Please Note: Business Services enforces a 30-day limit from the date of purchase for reimbursements. It may take up to two weeks after submitting a reimbursement request for you to be reimbursed.



## Travel Forms Cheat Sheet

- Travelling with students does not include things like students travelling to clinical/internship sites or students meeting on their own accord to go to an event that you may or may not also be attending.
- If your course takes multiple field trips during a semester, please feel free to complete one Student Travel Request that includes information for the whole semester.
- Usage of an FVCC vehicle will be charged to department budgets. Please reconcile your budget records per the following rates: vehicles: .58/mile - \$10 minimum; activity busses: .83/mile - \$10 minimum.
- Any travel that requires per diem for meals and/or lodging or a travel advance requires a Permission to Travel and Travel Expense Report.\*
- If a student chooses to drive his or her personal vehicle to a school-sponsored event, FVCC holds zero liability associated with that travel.
- All forms required for travel can be found here: <https://www.fvcc.edu/faculty-staff/faculty-staff-resources/>

### Local Travel: Within service region – Flathead and Lincoln Counties

#### With students:

- *not* using FVCC vehicle:
  - Forms Required:
    - Student Travel Request (*submit to your supervisor*)
    - Domestic Travel Waiver and Release for each student (*submit to your supervisor*)
- using FVCC vehicle:
  - Forms Required:
    - Student Travel Request (*submit to your supervisor*)
    - Vehicle Request (*submit to Don Skare with copy of signed Student Travel Request*)
    - Accident Waiver and Release of Liability for each student (*submit to your supervisor*)

#### Without students:

- *not* using FVCC vehicle:
  - Forms Required:
    - Local Mileage Log
- using FVCC vehicle:
  - Forms Required:
    - Vehicle Request (*submit to Don Skare*)

### Out-of-area Travel: Outside FVCC service region – Flathead and Lincoln Counties

#### With students:

- *not* using FVCC vehicle:
  - Forms Required:
    - Permission to Travel/Travel Expense Report (*submit to your faculty support person*)
    - Student Travel Request (*submit to your supervisor*)
    - Domestic Travel Waiver and Release for each student (*submit to your supervisor*)
- using FVCC vehicle:
  - Forms Required:
    - Permission to Travel/Travel Expense Report (*submit to your faculty support person*)
    - Student Travel Request (*submit to your supervisor*)
    - Vehicle Request (*submit to Don Skare with copy of signed Student Travel Request*)
    - Accident Waiver and Release of Liability for each student (*submit to your supervisor*)

Without students:

- *not* using FVCC vehicle:

Forms Required:

- Permission to Travel/Travel Expense Report (*submit to your faculty support person*)

- using FVCC vehicle:

Forms Required:

- Permission to Travel/Travel Expense Report (*submit to your faculty support person*)
- Vehicle Request (*submit to Don Skare*)

**\*Student Per Diem Process:**

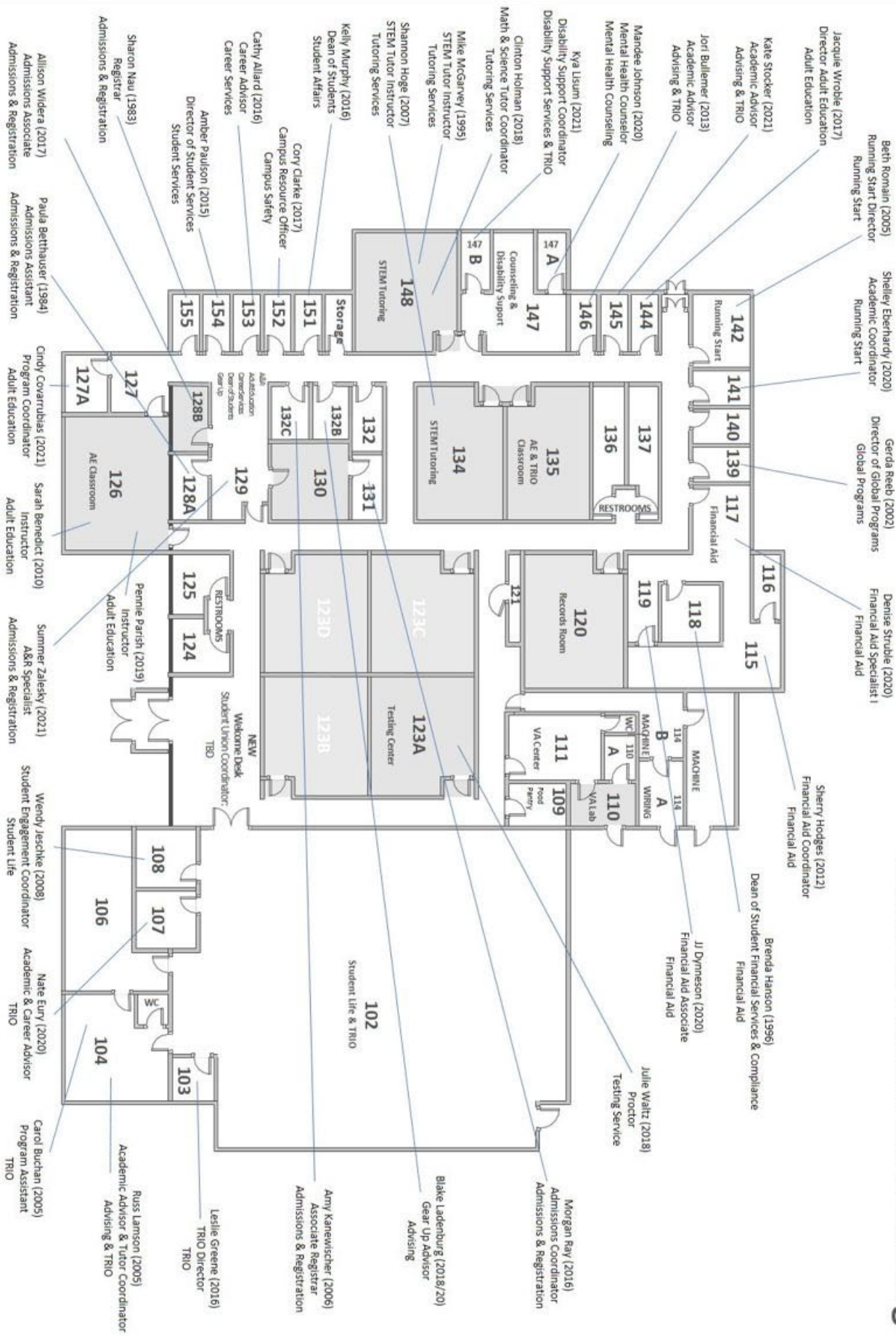
- Students get per diem for food when traveling as part of a class or program.
  - The trip supervisor submits one Permission to Travel form for all the students with an attached list of student names and requests a travel advance.
  - The trip supervisor cashes the travel advance check and distributes the appropriate amount of cash to each student. As travel advances are only 90% of the total expense, this will require that the trip supervisor covers the additional 10% until the trip has concluded and a Travel Expense Report has been submitted. (If that creates a hardship for the trip supervisor, the Business Office can grant an exception to issue a 100% travel advance.)

\*\*All travel supported by federal grants will abide by the grant rules and regulations.

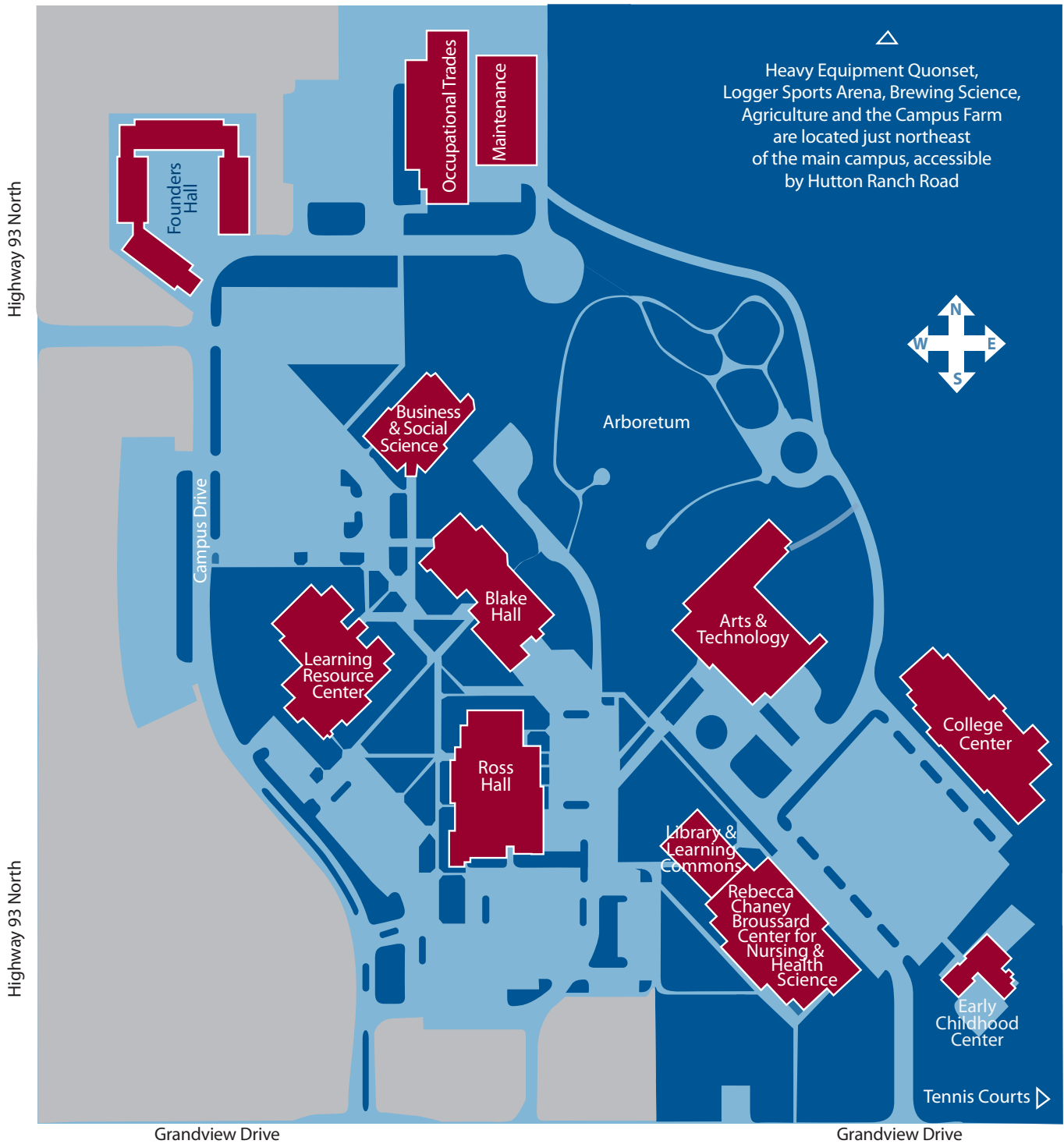
### CNF Submission Steps

1. Scan or save your supporting documentation (invoice, receipt) as a PDF.
2. Go to [CNF](#) and click on the “Purchase Order Preparation” tile.
3. Click on the “New Purchase Order” tile.
4. On the right side of the screen, click the down arrow under “Vendor Account” and choose a vendor. If you used an FVCC credit card, it will be listed under “First Bankcard” and the last four digits of the card.
5. Then click “OK” in the bottom right corner.
6. On the next screen, click the down arrow on the highlighted line under “Procurement Category.” Click the left down arrow next to one of the main categories, then click the specific category for your purchase.
7. Click into the “Quantity” box and type “1.”
8. Click into the “Unit Price” box and enter the total amount.
9. Scroll down and click the down arrow under “Template ID.” Select the account to be charged.
10. In the top right corner, click on the paperclip icon with a “0” over it.
11. In the top left corner of the next screen, click on the down arrow next to “New” and select “File.”
12. On the far right, click on “Browse” to find and attach your supporting documentation.
13. Scroll down to check that the correct document is attached, then click the “X” in the top right corner.
14. At the top of the next screen, click the down arrow next to “Workflow” and select “Submit.”

# Student Union: LRC Building



# FVCC Kalispell Campus Map



**The FVCC campus is tobacco and smoke free**

(Electronic cigarettes are also prohibited).

Revised 1/2019

777 Grandview Drive • Kalispell, Montana 59901  
406.756.3822 • 800.313.3822  
225 Commerce Way • Libby, Montana 59923  
406.293.2721

**Faculty Guide - COVID-19 Information**  
**Updated August 2022**

FVCC will continue to follow CDC guidelines to prevent the spread of COVID-19 and help to maintain the health of all members of our campus community. If you are experiencing any symptoms of COVID-19 or if you are taking care of anyone with these symptoms, ***please do not attend class***, and seek guidance from your healthcare provider or call the 24-hour KRH phone line at 406-890-7272.

\*Note: COVID-19 requirements and steps are subject to change at any time per CDC guidelines.

For more information regarding protocols and resources visit [FVCC COVID-19](#).