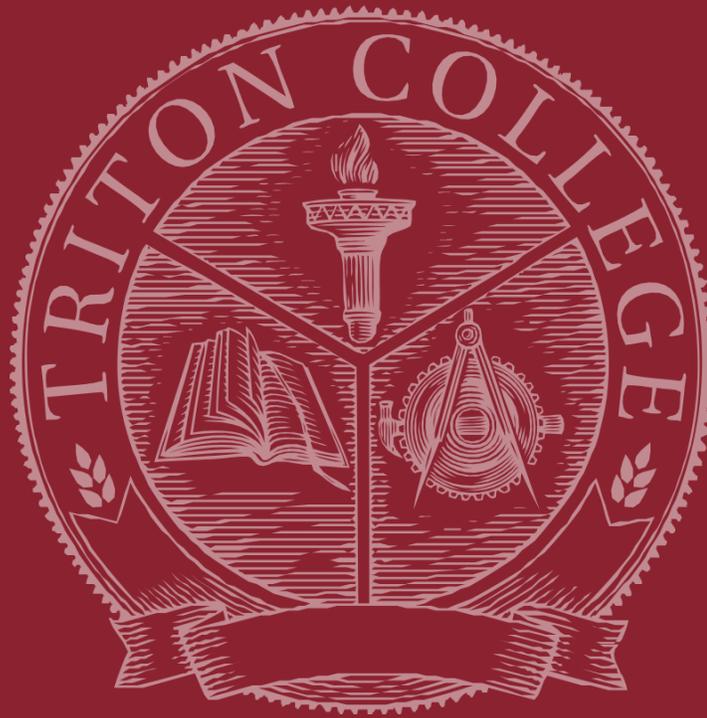# CENTER FOR TEACHING EXCELLENCE

TRITON COLLEGE
FACULTY
HANDBOOK

2023 – 2024

CENTER FOR TEACHING EXCELLENCE
Liberal Arts Building, Room E-210E
(708) 456-0300, Ext. 3371, https://www.triton.edu/cte

The Community Colleges of Illinois
FOR EVERY STUDENT
FOR EVERY COMMUNITY

There's a place for you.

Triton College
triton.edu

2000 Fifth Ave.
River Grove, IL 60171
(708) 456-0300

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General Information about the College

Main Campus Phone	(708) 456-0300
Campus Police	Phone Number: (708) 779-4206 Fax Number: (708) 583-3119 Campus Phones: 11 or Ext. 3206 Teletypewriter (TDD): (708) 452-8115
Center for Teaching Excellence	www.triton.edu/cte Ext. 3371; CTE@triton.edu
Audio/Visual Requests and Computer Help Desk	Ext. 3375; helpdesk@triton.edu
Triton College Catalog	http://www.triton.edu/collegecatalog/
Internet Home Page	www.triton.edu
Login: **MyTriton** Portal	http://mytriton.triton.edu
Student Handbook	https://www.flipsnack.com/TritonCollege/student-handbook-2022/full-view.html

The Triton employee portal is a great place for faculty and staff resources. Login daily for special announcements and reminders, to access and submit various internal forms and requests, and to view class rosters and pay advices.

→Go to: www.triton.edu
→Click on *Quick Links* drop-down menu at the top.
→Go to Log into *MyTritonPortal*.
→Type in your Username and Password.

If you need to reset or request a new password then scroll to the bottom of the webpage page and follow the instructions.

If you encounter problems, send your full name and details regarding your issues to webadvisor@triton.edu.

Campus Hours

Maximum hours of operation for campus facilities (buildings, structures, open areas, athletic fields and parking lots) are as follows:

Monday through Friday: 6:30 a.m. - 11:00 p.m.
Saturday: 6:30 a.m. - 5:00 p.m.
Sundays and Holidays: Closed

As an energy and cost-saving measure, some campus buildings might close between semesters and on Fridays during the summer. These closures to are announced well in advance in various campus communications.

Campus Parking

With the exception of a portion of A-Lot, all on-campus parking lots are open to general use and require no permit. Vehicles that are illegally parked will receive a River Grove parking citation from the Triton College Police Department. Citations are handled through the Village of River Grove and the Cook County Courthouse in Maywood. Vehicles illegally parked in tow away zones or abandoned, will be ticketed and towed at the owner's expense. Towing companies do charge fees and storage assessments which are not under the control of Triton College.

College Closing

The Triton College main campus rarely closes for heavy snowfalls or bad weather. Instructors and students should assume that classes will be held and allow themselves extra time for travel. Instructors should clearly communicate this message to students so that misunderstandings are avoided.

If the Triton Main campus were to close, this will be posted on the college website, it would be reported to the **Emergency Closing Center (ECC)** and reported on the following stations: (Radio) WRRG, WGN, WBBM, 94.7 FM, (Television) CBS-2, NBC-5, ABC-7, WGN-9, FOX-32 and CLTV.

Emergency Notification System

Triton College's emergency notification system will allow you to receive instant notifications by email, phone, and text message in the event of an emergency or campus closure.

About Triton College

Mission Statement

Valuing the individual, educating, and serving the community.

Vision Statement

A community with equitable opportunity for growth and success.

Shared Values

Collaboration :: Diversity :: Integrity :: Equity :: Excellence

A Brief History of Triton College

Founded in 1964, Triton College (Illinois Community College District 504) is one of 48 community colleges in the state of Illinois. At its founding, Triton served three townships, Proviso, Leyden and Elmwood Park. Initially utilizing facilities at West Leyden and Proviso West high schools, Triton celebrated its first permanent structure in 1967 with a groundbreaking ceremony for its Technology Building. By the summer of 1969 all Triton classes were conducted on the 110-acre main campus. Oak Park-River Forest, Riverside-Brookfield and Ridgewood school districts voted to join the Leyden, Proviso and Elmwood Park school districts in 1972, creating Illinois Community College District 504.

Today the district encompasses approximately 63 square miles, and the college serves approximately 320,000 people residing in 25 demographically and culturally diverse towns and villages. Triton's 110-acre campus includes 18 classroom buildings/facilities, more than 75 specialized labs, a 15,000- square foot gymnasium, a Fine Arts Gallery and the 412-seat Triton College Performing Arts Center. It also is home to the third largest planetarium in Illinois, the Cernan Earth and Space Center. Triton College also welcomes the public to its Hospitality Industry Administration Bakery and Dining Room (Café 64), where students prepare and serve both casual and fine dining culinary delights.

Triton's affordable tuition and open admission policy have greatly expanded the accessibility of post-secondary education to residents of the district. Currently, Triton College serves over 10,033 (fall 2023) racially and ethnically diverse students during the fall and spring semesters with more than 100 degree and certificate programs. New educational programs and services are developed in order to meet the needs of district residents. Triton classes are offered at the main campus in River Grove, several extension sites throughout the district and area high schools, as well as online.

Triton College Facts and Figures (as of fall 2022)

Triton College offers various degrees and certificates including an Associate in Arts, Associate in Science, Associate in Applied Science, and Associate in General Studies. Additionally, career degree and certificate programs support students preparing to enter the workforce, as well as professionals seeking to gain a competitive edge in the workplace.

The Triton College district encompasses 63 square miles and includes approximately 320,000 residents. The district includes the following communities.

- Bellwood
- Berkeley
- Broadview
- Brookfield (part)
- Elmwood Park
- Forest Park
- Franklin Park
- Harwood Heights (part)
- Hillside
- Hines
- LaGrange Park (part)
- Maywood
- Norridge (part)
- Northlake
- North Riverside
- Norwood Park (part)
- Oak Park
- River Forest
- River Grove
- Riverside
- Rosemont (part)
- Schiller Park
- Stone Park
- Westchester

Campus: 110 total acres with 18 facilities
Average class size: 17.8 (Credit Students)

Average age of Triton student: 28.4 years
- Full time student: 21.1 years
- Part-time student: 30.1 years

Enrollment: 9,471 students
- 28% full-time students
- 72% part-time students
- 55% female students
- 45% male students
- 59% daytime credit hours
- 17% evening credit hours
- 24% distance education/weekend credit hours
- 60% minority students (total headcount)

Ethnic breakdown of all Triton students
- 43% Hispanic
- 36% White
- 13% African-American
- 4% No Response
- 3% Asian

Residency of Triton students
- 72% in-district
- 27% out-of-district (Including ones with permit)
- 1% out-of-state

Tuition per credit hour
- In-district: $138.00
- Out-of-district: $357.00
- Out-of-state: $450.00

Faculty
- 97 full-time faculty
- 451 part-time faculty

Other Employees
- 28 Administrators
- 12 Librarians/Counselors
- 105 Professional/Technical
- 34 Supervisory
- 153 Classified
- 207 Hourly (non-teaching staff)

The eight-member Board of Trustees is comprised of seven trustees elected by the Triton College district and one student trustee.

Accreditation

Triton College has been accredited by the Higher Learning Commission since 1972. Additionally, many college programs are approved and/or accredited by state, regional and national associations and/or agencies.

Higher Learning Commission

230 S. LaSalle St., Suite 7-500
Chicago, IL 60604-1411
Telephone: (800) 621-7440
Fax: (312) 263-7462
E-mail: info@hlcommission.org
Website: www.hlcommission.org

The Triton College Foundation

Established in 1981, the Triton College Foundation is a nonprofit corporation established to extend the campus and programs of Triton College to better serve its students, communities within District 504, and alumni by raising and stewarding investments for the institution. Donations to the Foundation help to develop new programs and services, fund financial aid and faculty, purchase new equipment and library books, and maintain and operate its facilities. For information, visit http://www.triton.edu/foundation/ or call Ext. 3758.

Organization of the Academic and Student Affairs Areas of the College

Triton's academic and student services and programs are listed below. Within each area are certain departments and/or programs or services. Credit courses are generally in the schools of Arts and Sciences, Business and Technology, or Health Careers and Public Services while the School of Continuing Education generally offers professional development and personal enrichment courses ("C" courses).

Academic Affairs

For the most up-to-date department contact information: CLICK HERE

Vice President's Office: Room A-309
- Curriculum & Assessment

Associate Vice President, Academic Innovation and Workforce Education's Office: Room A-315

Adult Education
Dean's Office: Room A-205
- Access to Literacy
- Adult Transition Programs
- English as a Second Language
- GED/State of IL High School Diploma

Arts and Sciences
Deans' Offices: Room E-103
- Behavioral Science
- Education
- English/Rhetoric
- Health, Sport & Exercise Science
- Introduction to College
- Mathematics
- Scholar's Program
- Science
- Social Science
- Visual, Performing & Communication Arts

Business and Technology
Dean's Office: Room T-100
- Architecture/Construction Technology
- Automotive Technology
- Business/Accounting
- Computer Information Systems
- Criminal Justice Administration
- Engineering Technology
- Facilities Engineering Technology
- Horticulture/Sustainable Agriculture
- Hospitality Industry Administration
- Paralegal Studies
- Renewable Energy Technology

Continuing Education
Dean's Office: Room A-201
- Center for Business & Professional Development
- Center for Health Professionals
- Professional Certificate Programs
- Real Estate Academy
- Retired Senior Volunteer Program (RSVP)
- Youth Programming

Early College Programs
Dean's Office: Room A-137
- Dual Enrollment
- Dual Credit
- Dual Degree

Health Careers and Public Service Programs
Dean's Office: Room H-118
- Allied Health
- Barber
- Certified Medical assistant
- Diagnostic Medical Sonography/Vascular Technology
- Emergency Medical Technology
- Fire Science
- Nursing
- Nursing Assistant
- Ophthalmic Technician
- Radiologic Technology
- Respiratory Therapy
- Surgical Technology
- Sterile Processing Technician

Faculty Development
Director's Office: Room E-210
- Center for Teaching Excellence
- Instructional Design

Technology and Innovation
Assistant Vice President's Office: Room A-308

Enrollment Management Student Affairs

For the most up-to-date department contact information: [CLICK HERE](#)

Vice President's Office: Room A-311
- Academic Success
- Admissions
- Assessment
- Financial Aid
- Records
- Retention and Student Engagement
- Student Services

Academic Success
Dean's Office: Room A-210
- Academic Success Center (ASC)
- Center for Access and Accommodative Services (CAAS)
- Educational Technology Resource Center (ETRC)
- Library
- Retention & Completion: TRIO, Student Support Services

Admissions
Director's Office: Room B-140
- Admissions
- Call Center

Retention and Student Engagement
Dean's Office: Room B-120
- Academic Advising
- New Student Orientation
- Testing Center
- Transfer Center
- TRIUMPH and Surge
- Welcome Center

Student Services
Dean's Office: Room B-240
- Counseling
- Student Life
- Title IX and Student Adjudication

Shared Governance Structure of the College

College Council

The College Council is an advisory body to the College President that provides multiple viewpoints on college-wide initiatives, including strategic planning, accreditation, and student success. As the College's central shared governance committee, Council members facilitate communication on institutional matters across its represented employee groups.

Operational Assembly

The Operational Assembly is a collegial body concerned with building consensus on issues related to campus operations, facilities, and student services. The Assembly provides assistance in coordinating work of represented areas by ensuring cross-communication. Support is provided at the monthly meetings, and support for strategic plan and Higher Learning Commission matters as they relate to the represented areas in the Operational Assembly.

Academic Senate

The Academic Senate is a collegial and professional body established by the Faculty Association, the administration, and the Board as the academic committee system of the Faculty Association. It also encompasses other elements of the college in order to promote widespread input into academic decisions. It is concerned with building consensus on those issues that relate to teaching and learning. The Senate reports directly to the College President, and, when appropriate, the Vice Presidents. The Senate committees include Academic and Scholastic Standards, Academic Support, Assessment, Campus Quality, Curriculum, Professional Development, Student Development, and Online Education and Technology.

Committees

Committees are active, purpose-specific advisory bodies that make recommendations to campus departments or the executive team. Committees advise departments on projects articulated within the college's strategic plan, additionally making recommendations based on self-identified initiative.

Legend:
- APPROVAL PER SENATE BY-LAWS
- REPORT/ENDORSE
- COMMUNICATION
- ADVISORY

Board of Trustees

President

Operational Assembly
Human Resources
Business and Facilities
*Academic Affairs Rep
*Diversity Rep
*Guided Pathways Rep
*Student Affairs Rep
*Technology Rep

College Council

Academic Senate
Academic Support
Student Development
Campus Quality
Academic and Scholastic Standards
Professional Development
Online Education & Technology
Curriculum
Assessment

Academic Senate

The Triton College Academic Senate is a collegial body established by the Faculty Association, the Administration and the Board as the academic committee system of the Faculty Association. The senate encompasses other elements of the college as well to promote widespread input into academic decisions. The senate is concerned with building consensus on those issues that relate to teaching, learning and professional activities at the college.

The senate is principally an elected advisory body that reports directly to the College President. When appropriate, the decisions of the senate are presented to the Vice President of Academic Affairs/Student Affairs as well as to the President. The Senate generates proposals and also considers and evaluates recommendations of its standing and ad hoc committees. The Faculty Negotiated Agreement contains specific information relating to the composition and election procedures of the Academic Senate.

Standing Sub-committees of the Academic Senate

The committees listed below function under the general guidance of the Academic Senate to provide information on which the Senate may base its recommendations to the President of the college. The Chairperson of each committee is a member of the senate (or Senator), and each committee has representatives of appropriate constituencies as members as stipulated in the Senate bylaws.

- Academic Assessment Committee serves as a resource to faculty and consulting body to the Office of Institutional Research in the development and engagement of academic assessment programs.
- Academic & Scholastic Standards Committee reviews and makes recommendations concerning academic standards or policies (e.g., withdrawal requirements, probation and dismissal, academic honesty, incomplete grades and credit by exam).
- Academic Support Committee reviews the needs and develops special activities to foster the achievement of students in need of academic assistance.
- Campus Quality Committee reviews needs and recommends changes in physical facilities that affect the quality of life of all persons on the campus.
- College Curriculum Committee evaluates credit courses and curricula for conformance to the college mission and state accrediting or licensing body requirements, evaluates proposals for new or revised courses and curricula, and plans and develops degree or certificate programs.
- Professional Development Committee reviews criteria for the selection of faculty, assists in planning in-service professional development programs and recognizes outstanding achievements by faculty.
- Student Development Committee promotes student involvement in the learning process, which effected by the campus environment, through faculty/student contact, academic and student support services, and co-curricular activities.
- Online Education and Technology Committee (OETC) is a standing committee of the Academic Senate. It recognizes that faculty and staff directly involved in online teaching and learning are best equipped to recommend online education policies, procedures, priorities, planning, and implementation practices. Its role is to recommend policies and procedures that contribute to high quality online education at Triton College.

College Policies and Procedures

The following contains selections from the Board Policy Manual, which sets forth the policies adopted by the Board of Trustees of Community College. The complete Board Policy Manual is available at the Internet site http://www.triton.edu/Administration/.

Academic Freedom

Institutions of higher education exist for the common good, not to further the interests of either the individual teacher or the institution as a whole. The common good depends on the free search for truth and its free exposition.

Academic freedom is essential to these purposes and is fundamental for the protection of the rights of the teacher in teaching and of the student in learning. It carries with it duties correlative with rights.

Academic freedom shall be guaranteed to all faculty members; no arbitrary limitations shall be placed upon study, investigation, presentation, and interpretation of facts and ideas concerning man, societies, the physical and biological world, and other branches of learning.

In accordance with Board Policy 6050, faculty members shall be free to present instructional materials that are pertinent to the subject and level taught and expected to present all facets of controversial issues in an unbiased manner.

As an individual of learning and a representative of the college, he/she shall remember that the public may judge the teaching profession and the college by his/her utterances. Hence, he/she shall exercise appropriate restraint, show respect for the opinions of others, and make every effort to indicate that he/she is not an institutional spokesperson.

Tobacco and Smoke Free Campus

By operation of state law and this policy (#3610), effective July 1, 2015, smoking is prohibited throughout Triton College. This prohibition shall apply to all property owned, maintained, leased, or otherwise utilized by Triton College. Smoking is prohibited in all indoor locations, including College vehicles, and outdoors on all College property. This Policy shall also prohibit any sale, consumption, free sampling, distribution, or advertising of any and all tobacco products, including but not limited to those identified in the "definitions" herein, on College property. No individual on College property shall litter or otherwise dispose of tobacco waste products on Triton College property.

Members of the Triton College community who fail to comply with this Smoke Free Policy will be subject to all penalties as prescribed by College Policy and applicable law.
   a. Student Non-Compliance: Students failing to comply with this Policy shall be cited as prescribed by law, and may be referred to the Dean of Students and are subject to the Student Disciplinary Process.
   b. Employee Non-Compliance: Employees failing to comply with the Policy shall be referred to the employee's administrative supervisor, and be cited as prescribed by law.
   c. Contractors/Sub-Contractor Non-Compliance: Non-compliance will be referred to the campus unit responsible for monitoring performance of the applicable contract. The monitoring campus unit shall determine whether termination of the contract is appropriate and be cited as prescribed by law.

Any non-Triton student or non-staff individual smoking on Triton College property will be asked to immediately extinguish the tobacco product. Such violation will result in referral to the Campus Police Department.

Exceptions

In certain limited circumstances, an individual may request advance approval to allow smoking on Triton College property. Such exceptions will be granted only in the following limited situations:

Ceremonial Smoking
Individuals or groups interested in Smoking as part of a ceremony on campus property must seek advance approval from the Vice President of Business Services.

Smoking Research
Smoking may be allowed in an enclosed area on campus property for a medical, scientific, or research program where smoking is an integral part of the research and the appropriate campus research oversight body has approved the inclusion of smoking. Smoking research studies must receive advance approval

Chronic Communicable Disease

Prologue

Triton College is dedicated to promoting and maintaining a healthy environment for students and employees. A high priority is placed by the college on the prevention, monitoring, and follow-up evaluation of acute communicable disease on the campus. The college is committed to educating students, employees and the community at large to prevent the spread of chronic communicable diseases. By adopting this policy, it is the intention of the college to promote the health and regular school or work attendance of its students and staff so they may attain their maximum potential for learning and employment. Triton College is committed to protecting the civil rights of all individuals while preserving the health and safety of all Triton staff and students. This policy is based on current epidemiological data and may be modified as required by new scientific and medical data. A review committee will be established to contact public health officials, comply with current standards of medical practice and public health guidelines from recognized authorities, keep abreast of pending legislation relevant to these diseases and keep others informed.

Student Policy

Acute Communicable Disease
Students who have an acute communicable disease have the obligation to inform Triton College Health Services of their condition. For the student to return to school, the college will need a release signed by the student's private physician. The definitions of all reportable infectious diseases declared contagious and dangerous to the public are defined in the Regulations of the Illinois Department of Public Health and shall be posted prominently in all public places in the district. The local health authority for Triton College, Community College District 504, is the Cook County Department of Public Health or the Village of River Grove, whichever is applicable. All reported cases of Human Immune Deficiency Virus (HIV) or Acquired Immune Deficiency Syndrome (AIDS) shall be entitled to all protections of the AIDS Confidentiality Act, 410 ILCS, Act 305.

Student with Chronic Communicable Disease
A student who has a chronic communicable disease or who is a carrier of a chronic communicable disease may attend the college and participate in programs and activities whenever, through reasonable accommodation, there is no reasonable risk of transmission of the disease to others. No other person who has a chronic communicable disease or who is a carrier of a chronic communicable disease shall be denied the use of college facilities or services whenever, through reasonable accommodation, there is no reasonable risk of transmission of the disease to others. A student who has a chronic communicable disease or who is a carrier of a chronic communicable disease may be denied admission to or dismissed from a particular program or course of study whenever such chronic communicable disease has a direct effect on the student's ability to perform so as to render the student not qualified for the program or course of study.

Discrimination

In accordance with Board Policy 4102.2, Triton College reaffirms its commitment not to discriminate on the basis of race, color, religion, sex, national origin, sexual orientation, disability, veteran status, age or any other basis which is protected by law in offering benefits, services, as well as educational and employment opportunities.

Discrimination/harassment is inconsistent with the principles and purposes of an academic community. The College community must commit to an environment free from acts of unlawful discrimination, harassment, intimidation and intolerance. Unlawful discrimination and harassment should be challenged by all members of the academic community by following the College's "Internal Complaint Procedures."

An Affirmative Action Plan is available from the College's Equal Opportunity office in the Human Resources Office, Room P-105. Inquiries regarding compliance with state and federal nondiscrimination regulations may be directed to the Affirmative Action Officer, Triton College, 2000 Fifth Avenue, River Grove, Illinois 60171 or any of the following agencies.

Equal Employment Opportunity Commission
Chicago District Office
500 West Madison, 28th Floor Chicago, IL 60661 (312) 353-2713

Illinois Department of Human Rights
100 W. Randolph, Suite 10-100, Chicago, IL 60601
(312) 814-6200; (800) 662-3942; (312) 263-1579 (TTD)

Office of Civil Rights Chicago Office,
U.S. Department of Education
111 North Canal, Suite 1053 Chicago, IL 60606
(312) 886-8434

Illinois Educational Labor Relations Board
160 North LaSalle Street, Suite N-400 Chicago, IL 60601
(312) 793-3170 Or
320 West Washington Street Suite 260
Springfield, Il 62701; (217) 782-9068

Sexual Harassment

In accordance with Board Policy 4145, sexual harassment is illegal under both state and federal law. In some cases, it may be subject to prosecution under the appropriate criminal sexual conduct law.

In support and implementation of the law, and in an effort to provide an educational environment free from harassment, it is the policy of Triton College that no member of the college community, including but not limited to employees or students, may sexually harass another. Any employee or student will be subject to disciplinary action for violation of this policy.

Sexual harassment in any situation is reprehensible. It is particularly damaging when it exploits the dependence and trust inherent in student/faculty or employee/supervisor relationships. When the authority and power inherent in these relationships is abused in this way, there is potentially great damage to all parties involved and to the general climate of the college.

Unwelcome requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- submission to such conduct is made, either explicitly or implicitly, a condition of an individual's employment or academic achievement; or
- submission to or rejection of such conduct is used as the basis for employment decisions or academic decisions; or
- such conduct unreasonably interferes with an individual's work or study performance or creates an intimidating, hostile or offensive environment; or
- such conduct imposes social, emotional or psychological stress for the individual, as in the case of student-to-student sexual harassment.

Applicable Procedures

1. Any person within the college or college community who believes that he or she has been the victim of sexual harassment as defined above and wishes further information or assistance should promptly contact the college's Affirmative Action Office.
2. The complainant should present the complaint as promptly as possible after the alleged harassment occurs. One consequence of the failure to present a complaint promptly is that it may preclude recourse to legal procedures should the complainant decide to pursue them at a later date.
3. The initial discussion between the complainant and the Affirmative Action Office will be kept confidential.
4. If the complainant, after an initial meeting with the Affirmative Action Officer, decides to proceed, the complainant should submit a written statement to the Affirmative Action Office. Cases involving sexual harassment are particularly sensitive and demand special attention to issues of confidentiality. Dissemination of information relating to the case will be limited in order that the privacy of all individuals involved is safeguarded as fully as possible.
5. The Affirmative Action Officer will inform the alleged offender of the allegation and of the identity of the complainant. A written statement of the complaint will be given to the responder for answers. Every effort will be made to protect the complainant from retaliatory action by those named in the complaint.

Questions or complaints concerning sexual harassment may be directed to:

- Affirmative Action Office (708) 456-0300, Ext. 3075
- Coordinator, Campus Safety and Insurance (708) 456-0300, Ext. 3258
- Chief of Police (708) 456-0300, Ext. 3057
- Dean of Students (708) 456-0300, Ext. 3868 Campus Communications Systems

Drug-Free Workplace

It is the policy of Triton Community College, District 504, to provide a "drug-free workplace" as defined by the Drug-Free Workplace Act of 1988. Policy 4110 is made available to all employees and is disseminated throughout the college community. Additionally, employees employed on a grant provided by a federal agency will be given a copy of this statement and, as a condition of their employment, shall abide by this "drug-free workplace" policy statement.

Triton College prohibits the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance on campus and in the workplace. Appropriate sanctions include but are not limited to

- required participation in an approved drug rehabilitation program;
- written reprimand;
- suspension with or without pay; or
- termination of employment;
- criminal prosecution.

Such sanctions will be imposed on employees found to be in violation of this prohibition. Employees employed on a grant provided by a federal agency and convicted of a criminal drug statutory offense are required to notify the Human Resources Office of this fact within five (5) days of their conviction. The college must notify the granting agency within ten (10) days of receiving notice from the employee, otherwise receiving actual notice of such conviction. Within thirty (30) days following notification of conviction, appropriate sanctions (listed above) shall be imposed.

From time to time during the academic year, Triton College will sponsor workshops or seminars and will distribute informational materials dealing with the dangers of drug abuse. Employees are encouraged to attend these seminars and to read the informational materials provided. Drug counseling is available via the Employee Assistance Program. Information regarding the Employee Assistance Program is available from the Human Resources Office. Additional information regarding the dangers of drug abuse is available in the Counseling Department, Triton College Library and Health Services.

The college makes a good faith effort to maintain a drug-free workplace and to implement the provisions of this policy.

Key Requests

Faculty members may be issued keys or codes for classroom/classrooms, labs and media cabinets that are normally kept locked. If a key is required, a Request for Keys form, signed by the appropriate Dean or administrator, must be submitted to the Police Department at least 72 hours prior to obtaining the key.

Issued keys must be returned in person to the Police Department at the end of employment or at the direction of a dean or administrator and cannot be transferred to other staff members.

Non-Enrolled/Non-Employed Individuals on Campus

The administration maintains the right to restrict access to college facilities in the interest of safety and sound educational practices.

- Individuals not properly enrolled in a course will not be permitted in the college classrooms, laboratories, or clinical(s) when a class is in session. Short-term exceptions to this procedure (maximum 2 times per semester) due to personal or childcare related issues, require prior approval of the instructor for the class affected.

- Individuals not employed by the college, including children of employees, are not permitted in college work areas, except as approved on a short-term basis by the work area supervisor.

- Any member of the college staff who observes a dependent individual in potential violation of this policy on college property will inform the individual's parent/guardian (if available) about this

policy and procedure and will request compliance. If the parent/guardian is not available, the college staff member will contact the Triton College Police Department.

- Students who are being disturbed by the presence or behavior of non-enrolled individuals in classrooms, laboratories, or clinicals should confer immediately with the instructor of the affected class. If the problem is not handled to the satisfaction of the student, the student should then confer with the associate or assistant dean of the appropriate division or his/her designee.

- When a parent/guardian continues to violate this policy, an Incident Report will be completed by the observing college staff member and forwarded to the Triton College Police Department, Human Resource or Student Services.

- A Police Officer will identify the parent/guardian of a dependent individual and will inform the parent/guardian of this policy and procedure and of the availability of college services available regarding the dependent individual. Parents/guardians of minor dependents will also be advised of the consequences of any future violation of the policy, consistent with laws governing such conduct.

- An **Incident Report** including the name, address, and identification of the individual will be made by a Police Officer and sent to the Dean of Students or Human Resources as appropriate.

- Individuals who are students and are in repeated non-compliance with this policy/procedure will fall under the stipulations of Board Policy #5105 (Triton Trust/Student Code of Conduct) and #6170 (Conduct and Discipline in the Classroom).

- Non-enrolled individuals in violation of this policy/procedure will be handled through the Triton College Police Department.

Click Here to access Incident Report

Political Activity and Solicitation of Funds

No bulletin, circular or other publication of any character designed to spread propaganda or to foster membership in or subscriptions to fund any organization not directly under the control of college authorities is to be posted on campus or used as the basis of study or recitation or to supplement the regular college studies. Such materials shall not be distributed or shown to the students of Triton College on the college premises during college hours, within one hour before the college opens or after the college closes.

No Triton students shall be solicited by instructors or other employees to subscribe to the funding of or to work for any organization not directly under the control of the college authorities. No instruction related to political activity shall be given through lectures or other means unless the material contained in the bulletin, circular or publication, or the purpose of the subscription or instruction, has been approved by the Board of Trustees of the college district.

Posting of Signs, Posters and Banners

In accordance with Board Policy 5731, Permit for Posting Signs, Posters and Banners, all requests for posting signs, posters and banners must be submitted to the Dean of Students for approval at least 24 hours prior to posting. All posting of signs will be approved for a specific period of time. All posting of signs, banners and posters must meet the following guidelines:

- Signage which is obscene and/or disruptive to the education and/or business functions of the college will not be permitted.

- Approved signage may be posted in designated areas only (bulletin boards, brick walls, etc.). Signage may not be posted on painted walls, wood surfaces, glass, or the exterior of college facilities. However, signage may be posted on the exterior of college facilities if the signage is requested by a member of the administrative staff and is for the purpose of advertising a college event or function.

- Signage which has not been pre-approved will be removed by the Dean of Students or administrator who supervises the area.

- Signage must be removed by the individual, club or organization no later than the last day of the approved period of time for posting.

Promotion of Personal Services or Business

Adjunct and full-time faculty at Triton College are expressly prohibited from promoting personal services or businesses in or through their own or other courses. No products are to be sold to students and business cards or other business or personal services materials are not to be distributed at any time.

Room Reservations

Rooms for meetings and other events are scheduled through the Scheduling Office at Ext. 3814 or scheduling@triton.edu.

Campus Mail System

An individual mailbox is assigned to each faculty member by the department chairperson. Mailboxes are located in department office areas and should be checked daily.

Interoffice mail and United States mail are distributed to mailboxes each day. All interoffice mail should be addressed with the addressee's full name and department name, then deposited in the designated mail tray in each department for pick up.

Materials distributed by the Faculty Association or its committees must be approved in accordance with the negotiated agreement. Items relating to student activities must be signed by the sender and approved by the Dean of Students.

Large mail drops for campus mail and US mail can be made by calling Ext. 3555 for pick up by mailroom personnel. Large mailings should be sequenced by zip code, bundled and placed in the mail trays provided. All personal mail must be stamped. All large envelopes must be sealed. For UPS parcels, contact Shipping and Receiving at Ext. 3410.

Information Systems

Programming Services

Programming Services supports the web site and campus main and ancillary systems that collect, maintain and store data. Through Programming Services, Triton has established and executed a sound policy for managing information that ensures the integrity of Triton's institutional database, current practices for making database changes, and exemplary testing procedures before placing modifications, enhancements and new development projects into production status.

System Operations

System Operations area is responsible for making sure that the all systems are online and accessible for critical functions, such as, payroll, financial aid, registration, grades, scheduling, along with other mission critical functions. Another critical function that Operations performs is the successful processing of nightly reports that are picked up by users on a daily, weekly, or monthly basis. Users also have the ability to submit report requests via E-mail throughout the campus. In many cases, Operations can route print requests to specific laser printers throughout the campus, thus eliminating the need for users to come to Operations for a hard copy report.

MyTriton Portal

MyTriton portal, accessible at http://mytriton.triton.edu, was designed as a means of understanding and contacting college resources for students, faculty, and staff. Log in daily for special announcements and reminders, to access and submit various internal forms and requests, and to view class rosters and pay advices. To learn more about the portal and how to access it, click here to read the Staff/Faculty Overview at http://www.triton.edu/uploadedFiles/Content/Faculty_and_Staff/Staff_Faculty_Portal.pdf.

To log into MyTriton portal for the first time, follow these steps

1. Go to http://www.triton.edu/myadmin/
2. Click on "Look up Account/Reset Password"
3. Verify your username
4. Request a password
5. Check your Triton email for your password
6. Log into MyTriton and reset your password

If you encounter problems, send your full name and details regarding your issues to webadvisor@triton.edu.

Help Desk

The Help Desk provides the initial point of contact for faculty and staff to report computer hardware and software problems. The primary goal of the Help Desk group is to provide faculty and staff with fast, efficient, and courteous computer support services. If the problem cannot be resolved over the telephone the Help Desk will initiate a request for the services of a Desktop Computing or Network Services technician. The Help Desk maintains an inventory of computer supplies, assists with computer moves and

maintains an inventory of all computer assets on campus. Contact the Help Desk by calling Ext. 3375 or by sending an email message to helpdesk@triton.edu.

Desktop Computing Solutions

Desktop Computing Solutions provides a number of services including the installation, repair, and maintenance of more than 2,000 College owned desktop computers, laptops, printers, scanners, Smart Boards and software located in business and academic areas. They also support computer equipment located in student computer labs and faculty offices. This group is well versed in many applications that are used by faculty and staff throughout the entire campus. Contact Desktop Computing Solutions by calling Ext. 3375 or by sending an email message to helpdesk@triton.edu.

Audio Visual Technologies & Services

Audio Visual Technologies & Services support the audiovisual needs of part-time and full-time faculty and staff. A variety of equipment that is available includes overhead projectors, slide projectors, laptop computers, DVD players and others. AV Technologies & Services also assist with problems related to audio and video equipment located around campus. Orders are subject to availability and must be made at least 48 hours in advance using the online Request for Audio/Visual Services form at the Campus Technology's MyTriton site. You can direct your questions to the Help Desk by calling Ext. 3375 or sending an email message to helpdesk@triton.edu.

Network Services

Network Services provides support for the entire campus network, telephone and alarm system. This includes, but is not limited to, wiring, switches, servers, phones, and wireless and wired Internet. They also support all academic and administrative servers, including a variety of print, file and application servers.

Network Services work closely with faculty, staff and other Information Systems areas on the implementation of network server-based solutions throughout the campus.

Email

Since the college's email system is its official means of communication, all employees are expected to have and use such an account. For information about securing a Triton College email address, contact the Help Desk by calling Ext. 3375 or by sending an email message to helpdesk@triton.edu.

Telephone Usage

All calls except long distance calls can be dialed direct (dial 7 first) without operator assistance. Long distance calls are restricted to certain individuals. Individuals without this classification must get prior approval from the dean.

For information on telephone features and how to use them, call Ext. 3375 or send an email message to helpdesk@triton.edu.

Building Maintenance/Equipment Repair

Submit a **Work Order Request Form** for any building/equipment maintenance or repairs needed. All requests must be approved by the Chairperson and the Dean. If the work is to be performed by an outside agency, the arrangements for such will be made by the Purchasing Department. If the work is to be performed by college personnel, the work order will be forwarded to the Associate Vice President of Facilities (please allow advance notice). Use a Work Order for electrical or plumbing problems, replacement of lamps, carpet repairs, special cleanup jobs and other similar tasks. Notify the office of the Associate Vice President of Facilities of any situation requiring emergency attention.

Capital Equipment Purchases

All furniture and equipment items must be specifically provided for in the approved departmental budget. Therefore, it is necessary to plan considerably in advance for such purchases. In addition, the college has a supply of used equipment in storage that may be considered in place of purchasing new equipment.

Contact your chairperson/coordinator to request additional or specialized furniture or equipment for your office or classroom.

Supplies

Office supplies, including instructional materials, are stocked by the individual departments. The cost of supplies is charged to the appropriate department budget. The department chairperson/coordinator is responsible for verifying that the appropriate budget has sufficient funds to cover those costs. Contact your chairperson/coordinator to request additional supplies when necessary.

Full-Time Faculty Payroll Procedures

Full-time faculty may choose either of the following payment options, both of which are made by automatic deposit: Twelve-month schedule of twenty-six pay periods, or ten-month schedule of twenty-one pay periods.

Overload Pay

Payment for overload teaching assignments usually begins with the third pay period of each semester. The amount will be paid in equal installments over the remaining eight pay periods of the semester.

Summer College Pay

Salary for summer college faculty is paid in equal installments for each session. Payment usually begins on the first payday after the beginning of each session.

Payroll Adjustments

Payment for any earnings in addition to those enumerated in the instructor's annual contract is processed using the Payroll Adjustment form. Payroll adjustments will be paid during the pay period following receipt of the form by the Payroll Office.

Payroll Deductions

The following payroll deductions are available to faculty: Payroll savings at Leyden Credit Union Tax-sheltered annuities; Union dues check-off; State Universities Retirement System (SURS); IRS Section 125 Salary Reduction Program C.O.P.E.; United Way; Triton College Foundation.

Changes in Tax Withholding

Any changes in payroll withholding statements (IRS Form W-4) are made in the Payroll Office, Ext. 3534.

Change in Address or Phone Number

Faculty should report changes in address and/or telephone number to the college Human Resources Office at Ext. 3483.

Faculty Supervision of Hourly Employees

The following procedures are intended for faculty who supervise employees:

Hiring

Whenever there is a vacancy, appropriate applications will be directed to supervising faculty from the Human Resources Department for consideration.

Qualified candidates will be interviewed by the supervisor. All individuals participating in the interview process are required to complete a confidential interview record report and submit this report to the Human Resources Department.

The successful candidate must complete all required paperwork before starting employment. Payroll will not be processed unless all paperwork is complete.

Overtime

The supervisor is responsible for obtaining prior authorization for overtime work from the Vice President of Academic Affairs on the Request for Overtime form. Verbal approval will suffice only in emergency situations but must be followed by the appropriate form before payment can be processed.

Time Cards

Each supervisor must assure that time cards are completed, signed and submitted to the Payroll Office no later than noon on Monday prior to payday. Employees should not exceed the maximum hours stated on their time card.

In the Classroom

Classroom Use Guidelines

The following guidelines have been developed in the interest of safety and in consideration of the individuals using the instructional areas, both at the Triton main campus and at off campus facilities. The appearance of an instructional area and its general neatness are important factors in establishing an atmosphere conducive to learning. Instructors are asked to assist the college in enforcing the following provisions.

- Smoking is prohibited in any building on Triton's campus.
- Food and beverages are not to be taken into carpeted areas, classrooms, laboratories, shops or the library.
- All computers, Smart Boards, audio/visual equipment and lights are to be turned off when a classroom is not in use.
- Classrooms equipped with technology, labs and media cabinets should be secured and locked when not in use.
- Writing surfaces are to be wiped clean at the end of each class session.

Each classroom has an established pattern for the arrangement of seating. An instructor should feel free to arrange seating appropriately for his/her class. However, classroom furniture is not to be removed and the instructor is asked to return the seating to its normal position as a courtesy to following classes. In some cases, a lab may be used as a classroom. In this instance, the non-lab instructor should be certain that students in his/her class do not handle the lab equipment, which is often expensive and easily damaged. Problems with the physical condition of a classroom should be reported to one's department chair or program coordinator.

Field Trips

The college recognizes that in some classes, field trips enhance learning. All field trips for credit courses require advance approval of the appropriate dean. All field trips for Community Education courses require advance approval of the Executive Director of Community Education. Field trips should be planned a minimum of three weeks in advance. Notification of Field Trip and Hold Harmless and Indemnity Agreement forms must be completed prior to any field trip. These forms are available in the deans' offices.

As a general policy, the trip should begin and end at the site of the activity, if possible, and students should make their own travel arrangements. Safety should be emphasized at all times during field trips, in going to and from the facility, and while touring the facility. Proper instruction should be given to the class prior to departure. To maximize the educational benefit of field trips, they should be:

- directly related to course objectives.
- planned well in advance.
- scheduled sufficiently in advance to ensure that all students will be informed of the trip.
- scheduled at a time that is convenient to students to encourage maximum participation.

No participation fee, admission charge or travel charge is permitted for a field trip that requires participation by all students in a course unless such charges are collected as a course fee at registration.

Guest Speakers

Instructors must obtain approval from the appropriate dean prior to inviting outsiders for speaking engagements at the college. The guest speaker is not to be considered a substitute for the instructor; the instructor must be present during the speaker's presentation. Stipends for guest speakers are generally not available.

Faculty Checklist

This helpful guide will assist you in keeping track of key tasks before, during, and after each semester.
Before Classes Begin

Human Resources (P-Building, hr@triton.edu)

- ❑ Complete employment tax forms and other paperwork
- ❑ Ensure resume, application and official transcripts are on file
- ❑ Obtain or verify your Triton email account (contact x3375 or helpdesk@triton.edu)
- ❑ Obtain a Triton I.D. card

The Triton email system is the college's official mode of communication with faculty and staff. Therefore, as an employee of the college, you are required to have a working Triton email account.

- ❑ Contact E-Support (e-support@triton.edu) to request a Blackboard shell
- ❑ Complete Triton's online training requirements as necessary (contact CTE@triton.edu for more information)

Department

- ❑ Verify the location of classrooms and request key or key code to locked classrooms, labs, or media cabinets
- ❑ Familiarize yourself with the locations of classrooms, evacuation routes, and emergency phones
- ❑ Report any classroom deficiencies to the chair/coordinator
- ❑ Check the mailbox for course-related forms and important notices of departmental policies, student support centers, and important dates
- ❑ Download course outline(s) for each course from the MyTriton portal under Curriculum
- ❑ Obtain sample syllabi, textbook(s), and supplemental materials from the chair/coordinator
- ❑ Refer to Triton College Board of Trustees Policy #6080 for Course Syllabus requirements, create a syllabus and weekly course schedule for each course and submit an electronic copy of each document to the chair/coordinator
- ❑ Log into MyTriton portal and verify class roster(s)
- ❑ Load pertinent documents into the Blackboard shell for each course
- ❑ Plan an engaging activity for the first-class session

Police Department (N-building, Ext. 3206)

- ❑ If Smart classroom is assigned, submit the key request form and obtain key(s) and/or key code(s) the next day (requires photo ID)

1st Week of Class

- ❑ Log into MyTriton portal and check your class roster(s)
- ❑ Review the Start date, End date, and Midterm date of your class(es)
- ❑ Check your Triton email for notifications from the Center for Access and Accommodative Services (CAAS) and respond to their request
- ❑ Arrive as early as possible and begin class on time
- ❑ Write the course name, number, and section number on the board

- ❏ Write your name and contact information on the board
- ❏ Take attendance at every class session
- ❏ Contact Registration Click Here to verify the enrollment status of students whose names do not appear on your roster
- ❏ Distribute and review key aspects of each syllabus with students
- ❏ Communicate where and how students can find the syllabus, especially who join the class after the first day
- ❏ Describe course requirements and structure
- ❏ Display or describe textbook(s) or supplemental materials
- ❏ Establish attendance, academic honesty, and classroom behavior policies
- ❏ Engage students in activities

2nd Week of Class

- ❏ Log into MyTriton portal and verify class roster(s)
- ❏ Contact Admissions to verify the enrollment status of students whose names do not appear on your roster
- ❏ Check your Triton email for notifications from the Center for Access and Accommodative Services (CAAS) and respond to their request
- ❏ Note excessive absences and begin to use Retention Alert System or submit requests for administrative withdrawals via MyTriton portal as necessary

3rd Week of Class

- ❏ Log into MyTriton portal and continue to verify class roster(s)
- ❏ Note excessive absences and begin to use Retention Alert System

Mid-Semester

- ❏ Check your Triton email for notifications regarding the Midterm Enrollment Verification
- ❏ Log into MyTriton portal and submit Mid-Term Enrollment Verification for each course

Last Week of Class

- ❏ Remind students of the date, time, and location of the final exam
- ❏ Administer final exam (if there is no exam, you must be present for the final exam at its scheduled location, date, and time)
- ❏ Log into MyTriton portal and submit the Final Grade Report before the due date
- ❏ Submit the Attendance Record for each class via email to records@triton.edu before the due date

Instructional Tips

- ❏ The job of an instructor is to create a quality educational experience for his/her students. Here are some ideas that will help you reach that goal.
- ❏ The atmosphere created in the classroom can definitely enhance the learning process. An instructor should strive to make students feel welcomed, accepted and challenged.

❑ A good instructor-student relationship is very similar to a good businessperson-customer relationship. Students are, after all, customers of Triton College, and the instructor is Triton's representative to them.

❑ An instructor should get to know his/her students as people and learn and use their names. The few minutes before class starts, the break and time after class are well spent in general conversations with students.

❑ An instructor should refer to the approved Course Outline and think thoroughly through the learning goals and objectives for the course and develop strategies to help students reach them. The Course Outline can be found on the curriculum page on Triton portal. The course syllabus is the instructor's map to success. Without a good map, students will not end up where the instructor wants them to be. The course syllabus is a requirement document under Board Policy #6080, which also lists the required information that must appear in each syllabus.

❑ As an instructor plans a course, he/she should refer to the approved Course Outline and remember that according to the standards of the Illinois Community College Board (ICCB), two hours of study/preparation should be spent for every hour in class. This guideline should help the instructor establish a meaningful program of activities for use in both the classroom and beyond. This document also contains the approved course content and learning objectives for the course, as well as how that content is to be covered in lecture, lab, and/or clinical lab settings.

❑ Whenever possible, instructors should relate course content to real-world experiences and expectations, as well as to the course's relevance in other disciplines. The instructor's own experiences with the course content and those of the students can bring added perspective to instruction and learning. However, self-promotion and discussions of personal problems are rarely relevant to course content and often result in uncomfortable situations that inhibit learning.

❑ An instructor should use a variety of learning strategies. Probably the most overused form of instruction is the lecture method. If an instructor uses the lecture method, he/she should make certain that a portion of each class session also incorporates another learning method, perhaps from the suggestions listed below.

Contextualized learning	Oral reports	One-minute papers
Authentic materials	Field trips	Portfolios
Group projects	Case studies	Skill demonstration
Role playing	Debates	Online enhancement
Problem-based learning	Guest speakers	Small group discussions

❑ An instructor should encourage students to read, write and reflect upon course content prior to or during each class session.

❑ An instructor should provide timely, adequate, and meaningful feedback on student progress throughout the course and should not let grading be a surprise.

❑ An instructor should start and end class on time. If students know that an instructor expects them to be punctual, they will come on time. Likewise, an instructor should give students the full measure for their tuition dollars by meeting for the entire scheduled class time. The effective, full use of instructional and laboratory time is a basic expectation of our accrediting agencies, and all

hours listed on an approved Course Outline are to be upheld in the classroom. Early dismissals and cancellations are to be avoided.

❑ An instructor should encourage all students to participate actively. Research has shown that those who participate learn and retain more than those who are passive. This may mean that an instructor will have to encourage the shy students while monitoring the participation of the more talkative students.

❑ Performing student learning assessments is necessary in order to improve the effectiveness of learning within a particular class, course, or program, and it demonstrates that faculty members are engaged in striving for student success. Instructors should embed formative and summative assessment strategies into each course in order to gauge how well students are mastering the course content both in the formation and demonstration of knowledge. Instructors should also conduct formal assessments of student learning by developing an annual Assessment Plan, reporting on the results of that assessment and, based upon those results, implementing revisions to instructional methods and/or curriculum in order to enhance the quality of instruction for future students. Refer to the Course Outline for suggested methods of formative and summative assessments or reach out to the Director of Curriculum & Assessment https://tritonedu.sharepoint.com/sites/CurriculumandAssessment/SitePages/Assessment.aspx for help with assessment methods, policies or procedures.

Absences and Class Cancellations

Class cancellations are acceptable only in case of emergency. Absences due to illness are to be reported to the dean's office by 8:00 a.m. In the case of judicial, legal or medical necessity or of planned absences due to professional development or off-campus college business, an instructor must work with her or his chair/coordinator and/or dean to arrange for a substitute.

Conference Hours

Each instructor will schedule ten (10) hours per week for consultation with students with the schedule approved by the department chairperson and dean. Each instructor shall schedule, maintain, and post conference hours in a manner convenient for students' information.

At least five (5) conference hours must be traditional face to face and on campus, while up to five (5) of them may be virtual or on-line hours. In the event that a faculty member is teaching an amount greater than 50% on- line, then the virtual office hours may be adjusted to equal the ratio of online to face-to-face classes. (i.e., if 60% of the LHE is online, then 60% of the office hours may be virtual. Ratio numbers shall be rounded 0-4 down, 5-9 up.) All 10 hours must be scheduled and published. Full time faculty are no longer required to be "on-campus" 5 days a week but must be contactable by students and the Administration 5 days a week during scheduled and published conference hours.

Faculty members should maintain face-to-face conference hours on days of on-campus instruction. Faculty will schedule a minimum of 1 conference hour on teaching days; exceptions shall be granted for teaching schedules that are 6 hours or greater in a single day. Weekend conference hours may be appropriate only if classes are taught on Saturdays or Sundays.

Course Outlines

Each course offered by the college has an approved master course outline on file and can be found on the curriculum page of Triton portal. Course outlines are essential components of well-planned, quality instruction. A course outline serves a variety of purposes, including:
- Enhancing consistency of instruction among faculty, full-time and adjunct, teaching different sections of the same course.
- Documenting specific course content for transferability to senior institutions.
- Providing an overview of course content for guidance and advising purposes.
- Meeting the requirements of special approving and accrediting bodies.

A dynamic institution requires resources that are current; therefore, Triton College's Academic Policy #6060 states that all course outlines are to be kept in a master file and reviewed on an annual basis, assuring that every course outline is reviewed and approved every year.

The master file of all course outlines is maintained in each academic dean's office and at the College Curriculum Committee's MyTriton website:
https://tritonedu.sharepoint.com/sites/CurriculumandAssessment
Course outline and other College Curriculum Committee forms, available the College Curriculum Committee's MyTriton website or Internet site: https://www.triton.edu/about/administration/college-council/academic-senate/#ccc are to be submitted to the appropriate department chairperson/coordinator and dean for approval. All major and many minor changes in course outline or program content are subject to approval by the College Curriculum Committee and the Illinois Community College Board (ICCB) and, when appropriate, the Illinois Articulation Initiative (IAI) and Illinois Board of Higher Education (IBHE). Further information may be obtained by accessing the College Curriculum handbook.

Course Syllabi

Board Policy #6080 requires that an up-to-date, instructor-developed course syllabus (based on the college- approved Course Outline) is required for each section of a course. The syllabus is to include:

1. General Course Information
   a. Course title, catalog number, section
   b. Semester, year
   c. Credit Hours (total, plus a breakdown of lecture/lab/clinical hours as appropriate))
   d. Class dates, meeting times, location
   e. Last day to withdraw with a "W"

2. Instructor Information
   a. Name
   b. Contact information: phone, email, preferred method of communication
   c. Office location
   d. Conference availability: hours and location

3. Course Description
   a. Course description from the catalog
   b. IAI designation (as indicated)
   c. Course learning outcomes

4. Instructional and Technological Information
   a. Required materials
   b. Prerequisites

5. Course Assignments and Assessments
   a. Grading policy
   b. Missing/Late assignment Policy
   c. Assessments, and the final exam date
   d. A weekly schedule with assignments, activities and/or readings

6. Course Expectations
   a. Attendance requirements
      Since topics below are subject to change, all syllabi should be updated each semester with the most current information, which can be found here: [https://www.triton.edu/CourseExpectations]
   b. Academic Honesty Statement
      Triton College closely adheres to principles of academic honesty and integrity. The Academic Honesty Policy is designed to inform students and faculty of the expectations and procedures associated with the honest pursuit of a Triton College education. Overall, academic achievement is a product of personal commitment, the investigation of knowledge, and a pursuit of independent and honest work, both in and out of the classroom. All forms of cheating deprive the student of achieving true academic success and are therefore considered serious violations. Furthermore, all incidents of cheating will result in a disciplinary response from college officials. The policy is outlined in the student handbook".
   c. Disability and Academic Accommodations Statement
      Students who are interested in establishing academic accommodations may do so by filling out a CAAS Confidential Data form and submitting it with documentation of their disability and/or medical condition to the Center for Access and Accommodative Services in room A 105 or by email caas@triton.edu.
   d. Graduation Petition Deadline
   e. Academic Support Services

7. Graduation Petition Deadline

Instructors must provide the course syllabus to each student enrolled in the class and an electronic copy to their appropriate supervisor as determined by the Vice President of Academic Affairs.

Other items that may appear on a syllabus include

- Classroom behavior policy
- Class cancellations or campus closure policy
- Policy regarding special circumstances, like student emergencies and extensions
- Where students can find help with assignments (ASC/ETRC)
- Where students can find help with personal issues (Counseling/CAAS)
- Where and under what circumstances students may contact you off campus

Some departments prepare master syllabi for their instructors, while others maintain files of sample syllabi for each course. Consult with your department chair, program coordinator or lead instructor about departmental policies regarding syllabi.

Course Numbering System

Arts and Sciences Courses
Arts and Sciences (university transfer) courses are numbered from 100. Such courses must meet Triton articulation requirements with respect to transferability to four-year colleges and universities. Such courses are applicable to the AA and AS degrees.

Career Education Courses
Career Education courses are numbered from 100. Career Education courses are intended primarily to prepare students for employment upon completion of a program (and are not applicable to the AA and AS degrees). However, the credits earned in some courses are accepted by some four-year institutions.

College Readiness Courses
College Readiness courses are offered and numbered 001 through 099.

Adult Community Education Courses
Courses with the "E" prefix are vocational education courses that have been approved by ICCB for state apportionment. Courses with the "C" prefix are adult community education courses that have not been approved for state apportionment and are offered on a tuition- sustaining basis.

Adult Education Courses
Evening High School, ESL and GED courses with the "E" prefix are approved by ICCB for state.

Online Course Development Protocol

The Online Course Development Protocol establishes a standardized process for the development of all online, hybrid, and enhanced courses, provides a tool to ensure the design and development of online and hybrid courses meet certain quality standards that are nationally recognized and consistent with college practice, and provides the college with working definitions of online, hybrid, and enhanced courses. In order to receive a course shell for online, hybrid or enhanced instruction, faculty must complete the requisite training forms and gain the appropriate approvals. Courses being developed must undergo the standard peer review process and will be co-owned by the college upon successful

development and approval. For more information call Ext. 3371 or send an email message to cte@triton.edu.

Recommended Essential Practices for Delivering Distance Education

- Instructors must engage in at least two forms of substantive interaction meeting the regulatory requirements during each course or competency.
- Monitoring a student's "academic engagement and success" may include:
    o Evaluating a student's level of participation in synchronous class sessions
    o Monitoring the student's activity on course websites or materials;
    o Considering the quality of the student's coursework or understanding; or
    o Other forms of monitoring the student's engagement and success.
- The institution's online instruction is delivered through an appropriate form of media;
- The instructors with whom students regularly and substantively interact meet the requirements of the institution's accreditor for instruction in the subject matter;
- Instructors engage in at least two forms of substantive interaction meeting the regulatory requirements for the course or competency;
- The institution has established scheduled and predictable opportunities for substantive interaction between students and instructors and creates expectations for instructors to monitor each student's engagement and substantively engage with students on the basis of that monitoring
- Instructors are responsive to students' requests for instructional support.

Course Fees

Course fees are established for a number of courses and cover a variety of extraordinary costs for instruction. Reasons for fees include the traditional "lab fee" for materials, added personnel costs for lab assistants and instructor costs not reimbursed by the state, equipment costs and unique expenses such as malpractice insurance.

In some cases, the direct, extraordinary fee for a particular course may be so high that the costs need to be spread over all courses in the program. Therefore, while some courses may appear to have course fees not totally attributed to that particular course, this is offset by decreased costs in other courses in the same program.

Course fees are typically reviewed bi-annually by the Board of Trustees. Recommendations for changes may be submitted to the department chairperson and appropriate dean for recommendation to the board. Course fees are listed on the class schedule and are subject to change. Fees are paid by students at the time they register.

Course and Curriculum Initiation & Change

Curriculum development is an exciting facet of the community college and has been an integral part of Triton College's success. The faculty, deans, College Curriculum Committee (CCC) and administrators are all involved in the curriculum process and may propose ideas for additions or revisions. Faculty are directly involved in the support and development of the courses and curriculum, formulate development and initiate the proposal. The steps for credit course and curriculum initiation and change are:

Step One: Formulate Concept
The first step is to develop an idea for a new course or for a revision to a course or curriculum currently being offered. The idea may arise from a number of sources. An annual review of course outlines may indicate that revision is necessary, other colleges may be offering courses that have been successful, the IAI may have added new course offerings or require revisions of current courses, accreditation

requirements may have changes, results of assessment data may suggest changes, or employment trends may drive a curricular revision or the development of a new curriculum.

Step Two: Initial Planning
Faculty are encouraged to contact the CCC Chairperson, and the Curriculum and Assessment Assistant to discuss the idea. Additionally, the Office of Research and Institutional Effectiveness can provide needed research data and assist with planning, form completion and development.

The CCC has an Internet page at http://www.triton.edu/curriculum/ and a MyTriton portal page at Curriculum and Assessment - Organization home (sharepoint.com) from which CCC forms, deadlines, meeting dates and other information can be obtained. Most current topical course outlines are available in electronic form. A course proposal form and topical course outline are required for any course changes (revision, deletion, new). A curriculum proposal form is required if the course change(s) affect any aspect of the curriculum/major emphasis/degree to which the course is attached or if a new curriculum is developed.

New career curriculum also requires the completion of a Form 20 or Form 21. These forms are complex (and time-consuming) to complete and must include research data and support documentation. Faculty must allow for a significant amount of time to plan for and complete these forms.

Step Three: Departmental Review
The faculty member initiating the proposal must discuss the proposed changes with all faculty, the chairperson/coordinators and dean directly responsible for the course/curriculum. If aspects of the proposal require the support of other departments, incorporate content offered by another department, or affect another department, the chairperson/coordinator and dean responsible needs to be included in the review and approval process. The purpose for this step is to ensure that those who are responsible for or affected by the course or program are informed and involved in the decision-making process. The proposal should be reviewed with consideration to as many aspects as possible. This review may include: impact on the current curricula and students, advisory committee recommendation, workplace skills standards, assessment results, IAI requirements, IAI panel recommendations, licensure and accreditation requirements and input from all involved.

Step Four: Submit Proposal/Forms to Chairperson/Coordinator and Dean(s)
After the department has provided a thorough review of the proposal, the faculty initiator needs to complete the required forms. The faculty initiator is encouraged to meet with the Director of Curriculum & Assessment and Curriculum and Assessment Assistant to review the forms and assure they are completed appropriately. The proposal is then sent electronically to the chairperson/coordinator and dean(s).

Step Five: Electronic Submission to the CCC
The dean responsible for the area will approve and electronically forward the complete proposal, including his/her email recommendation(s) to the CCC.

Step Six: CCC and Technical Review
The CCC and its Technical Review Sub-committee (TRC) conducts an online review of all course and curriculum proposals for proper technical content (e.g. correct current information, topical contact hours to coincide with the lecture/lab credits, spelling, grammar, etc.) of all proposals submitted by the deadline. Initiators are encouraged to log into the CCC's Blackboard Shell to respond to the TRC's comments and revisions. The Curriculum and Assessment Specialist will communicate the results of the review to the initiator and dean. Complete proposals will be placed on the CCC agenda. If the proposal(s) require additional revisions, the changes need to be made prior to placing those item(s) on the agenda.
The faculty initiator then must send a final electronic version to the dean directly responsible for the curriculum. The chairperson/coordinator and dean(s) must send an email to the faculty initiator stating whether they do or do not recommend the proposal be implemented and those emails should be forwarded with the proposal to the dean.

Mandatory Testing, Attendance and Grading Policies

Placement Testing Policy

The college's Mandatory Testing Policy, Board Policy #5201, states that all new degree-seeking students, or those planning to take a course with placement prerequisites, must take a placement exam or have other placement measure credentials on file with the college prior to registering for courses. The current placement measures can be found on Triton's website. All students must satisfy course prerequisites prior to registering in a specific course. For programs requiring English, students scoring in the developmental range on the English placement test must enroll in the appropriate college readiness course sequence during their first semester and continue enrollment each subsequent semester until they meet the prerequisite for the college-level English course required in their program.
For programs requiring math, students scoring in the developmental range on the math placement test must begin the appropriate college readiness course sequence prior to registering for 15 academic credit hours and continue enrollment each subsequent semester until they meet the prerequisite for the college-level math course required in their program. Exceptions may be granted by the appropriate College dean.

Dual-credit students: Most dual-credit courses will not require placement testing. Dual-credit courses that require prerequisites in math and English may demonstrate proficiency through past coursework or take the appropriate placement exam.

Triton College offers both on-campus and remote placement testing options via appointments. Some walk-in on demands are accommodated as well the Testing Center, Room A-126. For more information, call Ext. 3252.

Class Attendance Policy

Per Board Policy #5206, inasmuch as regular class attendance contributes substantially to learning, students are expected to attend all scheduled meetings of each course. However, since attendance requirements vary, the number of absences permitted will also vary from one course to another. Faculty will inform students of attendance policies in the syllabus per Board policy.

Students who are absent from class are responsible for the completion of assignments made during their absence.

Students may be terminated from class by the faculty for excessive absence or failure to begin attendance by the census date of the course. Students may petition faculty for readmission to classes.

Attendance Records

State financial support to the college and financial assistance to students is based on verifiable enrollment and attendance records. Therefore, all instructors are required to maintain accurate attendance records for each student who is enrolled in each course and submit them to the Records Office at the end of the semester. Per Board Policy #6020, the following will apply to all instructors.

- Attendance must be reported on class rosters and/or attendance sheets.
- Students who fail to begin attendance by the census date of the course must be withdrawn within 48 hours and the never attended status reflected on attendance records.
- Mid-term verification of attendance must be submitted to the appropriate college department within 72 hours of the mid-term date.

At the end of each semester, class attendance records must be submitted to the Records Office. Student absences must be recorded on attendance sheets. An attendance spreadsheet is available for use in the MyTriton portal, but faculty may create and use their own attendance sheets as well. A student who arrives a few minutes late or leaves early normally will not be considered absent. However, a student who misses a large portion of a class period may be marked absent at the discretion of the instructor.

Instructors should report errors on class rosters to the Admission and Records Office at Records@triton.edu. Class rosters are available in the instructor's MyTriton portal in WebAdvisor for Faculty. Please verify throughout the semester that students are listed correctly on your class roster. If a student does not appear on the roster but is attending classes, the student must immediately complete the re-enroll process at the Welcome Center.

Attendance Records Procedure

Upon submission of final grades Attendance Records, including each student's final grade are required via email to the Records Office at records@triton.edu before the due date. Submit one Attendance Record for each course. An attendance Excel spreadsheet is available for use in MyTriton under Faculty Information, Class Roster. However, faculty may create and use their own attendance sheets.

Midterm Verification of Enrollment

Midterm Enrollment Verification is mandatory for state funding and is submitted through Web Advisor for Faculty at MyTriton. Because state funding is based on mid-term enrollment and the enrollment report for the college cannot be prepared until all instructors submit enrollment verifications for each of their courses, it is imperative that the reports be submitted on time. The State of Illinois requires that the enrollment of students in each class be verified at the mid-term date to be eligible for state funding.

Instructors assigned to a credit course combined with a community education course should be aware that enrollment must be verified for both credit and community education courses separately. For information about a mid-term form for a community education course, instructors may contact the Community Education Office at Ext. 3500.

Final Examination Policies

The Triton College Board of Trustees requires that all instructors administer a final examination/evaluation in each class during the officially designated final exam period for that course. Non-written final examinations must have prior approval by the appropriate dean.

The final examination schedule is prepared and distributed each semester by the Office of the Vice President of Student Affairs.

Recognizing that unusual circumstances may prevent a student from taking a final examination on the scheduled date, individual exceptions to the published examination dates may be made for illness or accidents, permanent relocation, military obligation or calendar conflicts. The student will be required to provide appropriate documents to substantiate the request. This policy does not apply to self-paced, individualized-instruction classes.

Those scheduled for graduation will be permitted to take early final examinations if necessary in order to meet graduation deadlines. If a student is authorized to take a final examination after the regular scheduled date and fails to do so within the first 30 days of the following semester (excluding summer college), a grade of "F" will be assigned.

Attendance Records should be submitted along with final grades to the Records Office at records@triton.edu.

Final Examination File Copy

If required, one copy of the final examination shall be submitted to the department chairperson/program coordinator. The decision to require this is up to each individual department.

When an instructor plans not to administer an in-class written final examination, he/she must:
- Obtain prior approval from the department chairperson/program coordinator for the activity that will substitute for the in-class written final examination.
- Submit a written rationale for the alternative activity to the department chairperson/program coordinator.

The rationale and approval will be forwarded to the appropriate dean.

Final Grades Procedure

Final grading is completed online using WebAdvisor for Faculty at MyTriton. Enter grades using the Final option under Grading. Instructions for grading are located on the MyTriton home page under WebAdvisor Resources & Documents, Resource Type: Faculty.

Strict adherence to the deadline date for final grade submission is critical. Students need final grades in a timely manner in order to:
- transfer credits to another institution.
- receive tuition reimbursement for completed classes.
- register for next semester's classes.
- receive a verification for insurance discounts and other programs.

Submitting grades beyond the deadline date significantly delays the grade reporting process, which can delay a students' ability to transfer or obtain employment.

Students may challenge a final grade by presenting their grade dispute to the instructor. If the request is denied by the instructor, the student may then petition the department chairperson and/or academic dean. The decision of the academic dean will be final.

Grade Changes

Once a course grade has been officially assigned, it may be changed only if there has been an error in computing or recording the grade. To change a grade, the instructor must submit the Grade Change Report form (which may be obtained from the Records Office, Room B-220) to the office of the appropriate academic dean and obtain his/her approval for the change. Forms submitted within 30 days require only the instructor's signature. After 30 days, signatures of all indicated parties are required.

Grading: Its Importance

Major decisions about students' lives are made partially on the basis of grades; therefore, elaborate care should be exercised in the entire testing and grading process. Evaluation of student achievement should be an ongoing process using a variety of means.

Instructors are expected to keep each student informed of his/her academic standing in class and ensure that students earning D's and F's are aware of their poor performance. Performance notification can be insured through an instructor's use of the college's Early Alert System (EAS).

Grading System

The College uses the following system of grading for all courses in all programs:

A	Excellent	4 points per semester hour
B	Good	3 points per semester hour
C	Fair	2 points per semester hour
D	Poor	1 point per semester hour
F	Failure	0 points per semester hour
I	Incomplete	No penalty
W	Withdrawn	No penalty
P	Pass	Credit only, no grade point
R	Reschedule	No penalty, no credit
T	Audit	No penalty, no credit

Grades of "P" or "R" vs. "P" or "F" are assigned in specific approved courses based on individual academic department policy.

Students in physical education courses numbered below 150 may elect to be graded on a Pass "P"/Fail "F" basis rather than the "A" through "F" system.

Computing Grade Point Average

A student's overall academic credit record is measured in terms of a grade point average (GPA). The number of grade points earned as a final grade in each course is multiplied by the number of semester hours attempted, excluding courses for which a "W," "P," or "R" are recorded.

A = 4 points	D = 1 point
B = 3 points	F = 0 points
C = 2 points	

The formula is expressed as follows: Grade points x semester hours grade point average (GPA).

Example: If a student earns an "A" in a course with 5 semester hours of credit and a "C" in a course with 2 semester hours of credit, his/her GPA would be computed:
4 (points for "A") x 5 (credit hours) = 20 grade points
2 (points for "C") x 2 (credit hours) = 4 grade points
24 (total grade points) / 7 (total credit hours attempted) = 3.42 GPA

Grading Standards

The following criteria for grading student performance in credit courses ensure that the grading system is understood and is consistently applied. Instructors should strive to maximize the validity and precision of the grades they assign. The level of student achievement that is required for each grade should be consistent with the expectations that prevail in post-secondary education for similar courses.

Grade of an "A"
- Consistently earns superior scores on examinations.

- Completes assignments in prescribed form on time, with evidence of careful research on subject matter and planned presentation.
- Consistently shows independent thinking in terms of the subject matter of the course in written assignments and/or class discussion.
- Demonstrates understanding of relationships between concepts within the subject area in written assignments and/or class discussion by citing parallels, similarities and paradoxes.
- Applies learning to new situations.
- Asks questions that demonstrate understanding of the subject and that stimulate relevant discussion.
- Complies with attendance regulations.

Grade of "B"
- Consistently earns above average achievement on examinations.
- Completes assignments in prescribed form on time with consistently above-average quality.
- Demonstrates independent thinking in written assignments and/or class discussions of the subject.
- Demonstrates general understanding of the subject by citing parallels in its various aspects in written assignments and/or class discussion.
- Demonstrates understanding of intended learning outcomes and applies learning to some new situations.
- Asks questions that demonstrate above average knowledge of the subject.
- Complies with attendance regulations.

Grade of "C"
- Earns satisfactory scores on examinations.
- Completes assignments in the prescribed form on time and of acceptable quality.
- Demonstrates a satisfactory level of understanding of subject through written assignments and/or class discussion.
- Demonstrates a satisfactory level of understanding of the organization of textbooks and other forms of instruction.
- Demonstrates some understanding of the relationship of the subject to academic, vocational or social goals.
- Asks relevant questions.
- Complies with attendance regulations.

Grade of "D"
- Earns below average examination scores.
- Often turns in incomplete or late assignments; quality of work is marginal.
- Is a passive listener rather than an active participant in class discussions.
- Demonstrates only a marginal understanding of the relatedness of concepts.
- Demonstrates evidence of a minimal application of subject outside of class.
- Complies with attendance regulations.

Grade of "F"
- Earns unsatisfactory examination scores.
- Does not complete assignments or turns in unacceptable assignments.
- Is inattentive in class.
- Demonstrates little or no interest in or comprehension of the subject.
- Makes unsatisfactory progress toward achieving intended learning outcomes.
- Does not comply with attendance regulations.
- Demonstrates unsatisfactory performance in the clinical setting even though other intended learning outcomes have been achieved.

Grade of "I" (Incomplete)

If a student has satisfactorily completed credit course requirements but misses the final examination or fails to complete a major course assignment, the instructor may assign the grade of "I," Incomplete. An "I" grade is a failing grade until it is removed. An "I" grade will become an "F" grade in the student's permanent record unless the required course work is completed within 30 calendar days after the beginning of the next regular semester (i.e., fall or spring term). To assign the "I" grade to a student, follow the instructions in the MyTriton portal.

To assign the "I" grade, the instructor must submit the Incomplete Grade Report form to the Records Office, Room B-216E, along with the Final Grade Sheet. To change a grade of Incomplete ("I") to a permanent grade, the instructor or department chair/coordinator must submit the Grade Change Report form to the Records Office, Room B 216E.

Grades for Community Education Courses

Grades of "A" through "F" and "I" are not given for community education courses. The only two grades awarded are "P" and "W." A "P" grade is awarded for students who have attended the majority of their classes and who have made substantial progress in mastering the material of the course. A "W" is used for students who have withdrawn from the course, have had excessive absences or who have not made satisfactory academic progress.

Auditing a Course

Auditing of courses is not encouraged; however, in some cases it may be permitted if there is room available after students enrolling for credit are accommodated. Late registration (first 2 weeks of the course) is the only time students may register to audit a course. Students must receive written permission from the instructor on a general petition to audit a course. Students may preregister for all courses except those intended for audit. The cost of auditing a course is the same as that charged for enrolling for credit.

Prior Learning Assessment

The current college catalog describes the procedures for obtaining credit by examination including the College Level Examination Program (CLEP) and other proficiency examinations in compliance with individual department policies and subject to approval of the chair/coordinator and dean. A College Proficiency Examination Notebook, stored in the deans' offices, provides current information in more detail. Although a number of courses have proficiency examinations available, the majority of courses do not.

Portfolio Evaluations

Students with work experience, military experience, academic experience or certification that translates into having mastered the content of a Triton course may apply to receive credit in accordance with departmental policy.

Standards of Academic Progress and Restrictions

The college is committed to helping students attain their educational goals. The standards of progress and restrictions are intended to identify students who are seemingly making little or no progress and help them correct academic weaknesses as early as possible. The standards include and prescribe specific kinds of assistance. A student's academic progress will be reviewed at intervals of each 12 semester hours attempted.

Academic Warning

Academic warning status: 6 to 12 semester hours attempted with completion of less than 50 percent of semester hours attempted or cumulative GPA of less than 2.00. Academic warning is indicated on the grade report. Students are strongly encouraged to review their academic program with a counselor before enrollment for the next semester.

Academic Probation

Academic probation status: 13 to 24 semester hours attempted with completion of less than 50 percent of semester hours attempted or cumulative GPA of less than 2.00. Academic probation is indicated on the grade report. Students may enroll for a maximum of 12 semester hours and are required to review their academic program with a counselor before enrollment for the next semester. Students may be required by the counselor to engage in one or more of the following: (1) an assessment program, (2) college readiness courses, (3) CSG 150 Career/Life Planning or (4) COL 101 Introduction to College course.

Academic Suspension

Academic suspension status: 25 to 36 semester hours attempted with completion of less than 50 percent of semester hours attempted or cumulative GPA of less than 2.00. Academic suspension is indicated on the grade report. Students are required to discontinue enrollment for one semester (fall or spring). Students are eligible to apply for readmission to the college after the suspension period. Admission will be on a petition basis; for readmission to be approved, the petition must be approved by a counselor. If a student is readmitted, the student must review his/her academic program with a counselor prior to enrollment for the next semester. Students may be required by the counselor to engage in one or more of the following: (1) an assessment program; (2) college readiness courses; or (3) CSG 150 Career/Life Planning course.

Academic Dismissal

Academic dismissal status: More than 36 semester hours attempted with completion of less than 50 percent of semester hours attempted or cumulative GPA of less than 2.00. Academic dismissal will be indicated on the grade report. Students are required to discontinue enrollment for one year. Students are eligible to apply for readmission to the college after the dismissal period (one year). Admission will be on a petition basis; for readmission to be approved, the petition must present evidence of some change in the student's circumstances. The petition must be approved by a counselor. If a student is readmitted, the student must review his/her academic program with a counselor prior to enrollment after dismissal and may be required by the counselor to engage in one or more of the following: (1) an assessment program; (2) college readiness courses; or (3) CSG 150 Career/Life Planning course.

Readmission after Termination

A student who has been terminated for excessive absence from a credit class may be readmitted to class upon the approval of the instructor and the academic dean using a General Petition or Petition for Readmission to Class. The student may obtain this form from the Welcome Center in Room B-100.

Student Withdrawal from Class

Students may withdraw from credit classes for various reasons. Specific withdrawal deadline dates for each semester are posted in the current course listing. Withdrawal forms are available to students and

are processed at the Welcome Center in Room B-100. Instructor signature is required only for the following course prefixes; BAR, CMA, DMS, EMT, FIR, NAS, NUR, OPH, RAS, RSC, SPT and SRT.

If attendance records indicate that a student is no longer attending and the student has not initiated a withdrawal form, the instructor should formally withdraw the student when submitting Midterm Enrollment Verification through WebAdvisor for Faculty at MyTriton or by using a Notice of Termination form.

Excessive Absence, Retention Alert System and Termination

A student whose absence has seriously affected the quality of coursework should be notified by the instructor either directly or through the Retention Alert System. Accessible through MyTriton, the Retention Alert System is a college-wide, web-based retention tool designed to improve persistence and promote student success on campus. This system allows faculty members to refer students who may be experiencing academic or personal difficulties to support staff who will assist in connecting these students to college resources. Support staff includes the Counseling Department, Financial Aid, the Academic Success Center, and the Center for Access and Accommodative Services. Additionally, the Retention Alert System can be used to notify staff members who are in regular contact with the student (i.e. Athletics, Center for Access and Accommodative Services, etc.) of student concerns. Through utilization of the Retention Alert System, faculty and staff will contribute to the early detection and intervention necessary to a student's successful academic performance in college.

If, after the notification, the student's continued absences make it impossible for course completion, the student should be notified of this fact on a Notice of Termination form. This form is used for credit students rather than community education students. Completed Notice of Termination forms should be submitted to the Dean of Retention and Student Engagement, Room B-120D.

What is Retention Alert?

Retention Alert is a college-wide, web-based retention tool designed to improve persistence and promote student success on campus. This system allows faculty members to refer students who may be experiencing academic or personal difficulties to support staff who will as- sist in connecting these students to college resources. Support staff includes the Counseling Department, Financial Aid, the Academic Success Center and the Center for Access and Accommodative Services. Additionally, Retention Alert can be used to notify staff members who are in regular contact with the student (i.e. The Athletic Department, Center for Access and Accommodative Services staff, Student Life staff, TRIO Student Support Services-Pro- gram Director, Student Success Advisors, Peer Mentors, and program staff) of student concerns. Through utilization of Retention Alert, faculty and staff will contribute to the early detection and intervention necessary to a student's successful academic performance in college.

Contributing (Sending) a Retention Alert
The intention of the system is that faculty members will have already addressed the issue with the student, while staff will provide support and help connect students to services.

1. From the MyTriton Portal, click "WebAdvisor for Faculty."
2. Click "Faculty Information" and select "Class Roster."
3. Chose the course/section.
4. Click on the name of the student you would like to send an alert to.
5. The "Student Profile" screen will appear. Scroll to the bottom of this page and select "Add Retention Alert Info."
6. On the "Contribute Retention Info" form, select the specific issue you would like to report on (e.g., missing textbook, missing assignment).
7. Enter information in the "Summary" section. Include the subject and course number (e.g., PSY-100 001) and a brief description of the issue to be addressed.
8. Enter information in the "Detailed Notes" section. Include enough information so that the support staff member can best help the student (for example, add your attendance policy or whether you allow makeup work).

9. Click a checkbox in the "Did you contact this student?" section to indicate if you've already discussed the issue with the student.
10. If you have another concern about the student (for example, if you were creating an alert on attendance, but also wanted to report behavioral concerns), click the "Do you want to report additional issues regarding this student?" checkbox.
11. Click the "Submit" button. If you clicked to report additional issues regarding the student, a new form will appear.
12. A letter will be generated to alert the referred student and encourage him/her to contact his/her professors with follow- up intervention by case managers as needed.

Retention Alert system only sends notices to support staff. Faculty members can send emails to students through the "Class Roster" function.

Adding Additional Information

Once an alert has been sent, faculty members should add details to the case, as necessary. This will also help support staff close out alerts as issues are resolved.
- From the MyTriton Portal, click "WebAdvisor for Faculty."
- Click "Faculty Information" and select "My Contributions to Cases." A list of the cases you've submitted that are still open will appear.
- Click "Add/Request Info" next to the student's case you would like to add information to.
- As before, enter information in the "Summary" and "Detailed Notes" sections, choose a method of contact, and click "Submit."

Important Notes
- Retention Alert determines the support staff that should be addressing each alert.
- Support staff will contact the student within 48 hours.
- Remember to check "My Contributions to Cases" to determine if the student's case has been closed (a closed case indicates that support staff has reached out and the issue has been addressed).

Quick Tips
- The student/faculty relationship is the most important one. Remember to communicate with the student first regarding academic issues as this is the most efficient way to make an impact on student success.
- Remember your resources:
  - For academic issues, use Retention Alert
  - For cheating/plagiarism, contact your Academic Dean
  - For behavioral issues, use the BIT Incident Reporting Form (www.triton.edu/Dean-of-students)
  - For immediate issues, contact the Counseling Department at Ext. 3588/3807 or by visiting Room, A-106.

Family Educational Rights Privacy Act

The Federal Educational Rights and Privacy Act (FERPA) (Buckley Amendment), passed in 1974, is a comprehensive federal act intended to legislate the handling of personal information by educational institutions. In general, the law defines what information schools may release without the student's consent. In addition, guidelines for review of files, third-party handling of records and other information processing concerns are provided.

Directory Information

As mentioned above, FERPA suggests that there is a certain class of information which a school may publish and disseminate without first securing the student's consent. Such information is called "directory information," which includes the following at Triton College:

- Name, address, telephone number, dates of attendance and classes.
- Previous institutions attended, major field of study, awards, honors, degree(s) conferred and their dates.
- Past and present participation in officially recognized sports and activities, physical factors such
- as height and weight of athletes, and date and place of birth.

Preventing Disclosure
To withhold directory information from disclosure, students must notify the Admission and Records Office in writing at the beginning of each semester. Failure to make such a written request will indicate approval for disclosure for directory information by the college for any purpose, at its discretion. All student records are maintained in the Records Office, Room B-216E in the College Center. For information about FERPA visit http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html

Special Provisions for Health Career Programs
Specific policies for Health Career programs supersede general college policies and procedures concerning admission, attendance, grading, etc.

Classroom Behavior and Safety

The Triton College Board of Trustees recognizes that conduct which interferes with the purpose and operation of instructional courses and activities is not acceptable. The college expects the instructional staff to exercise with restraint and judgment its power to regulate student behavior.
Any member of the faculty may initiate disciplinary action for an infraction of the rules and regulations of Triton College by filing an Incident Report. The faculty will take action as necessary to maintain effectively the objectives of the course and decorum of the classroom environment.

In case of severe threat or imminent danger ALWAYS contact Triton College Police at Ext. 3206, 3207, 3208 or by dialing direct to (708) 779-4206 – you can also dial 11 on the campus emergency house phone. (Note that dialing 911 may delay response time, since doing so bypasses our local dispatching system).

Classroom Behavior

Access to higher education is a privilege. It is earned by prior academic achievement, demonstrated abilities and interests, and the ability to benefit from instruction. Once admitted to the college, the privilege needs to be guarded and maintained.

Actions and behavior that violate the college's published administrative and academic policies and procedures and academic records that do not meet the college's Standards of Academic Progress may lead to student suspension from class or from the college.

Students are especially reminded that appropriate classroom behavior is prescribed by the instructor. If an instructor determines that certain behaviors are disruptive or affect the instructional purposes of the classroom, the instructor may impose certain sanctions.

Referral Process for Inappropriate/Disruptive Student Behavior

There are individuals who, at times, demonstrate behavior that is not appropriate to the college environment. Behavior that is disruptive may be symptomatic of alcohol or drug abuse, psychological disorder, or personal crisis.

The process of dealing with these situations is usually a very informal interaction between the student and the instructor. Sometimes, however, the student's behavior may warrant additional assistance from other areas.

This information is designed to provide direction to the instructor who encounters a disruptive student. When in doubt about any situation, an instructor should call the Triton College Police at Ext. 3203 or 3204.

How to Handle the Situation
The first step is for the instructor to evaluate whether the problem is a crisis or non-crisis situation. If the instructor determines there is an immediate threat to self, others and/or property, he/she should follow the crisis steps listed below. If the problem does not present an immediate threat, the instructor should follow the non-crisis steps also listed below. In all situations it is important the instructor remain calm, avoid overreacting and remember that he/she is the person in control.

Crisis Situation
A crisis is a situation that requires immediate action – danger is imminent to self, others and/or property (e.g. severe depression, suicide attempts, drug overdose, threatening behavior, seizures, accidents, law violations). In a crisis situation, the instructor should

1. Immediately contact the TCPD at Ext. 3206, 3207, 3208, or at 708-779-4206 (direct line) or dial 11 on the Emergency House Phone. Campus police are available 24 hours a day, 365 days a year.
2. Briefly explain the nature of the incident and remain in the area to speak with the investigating officer.
3. Be sure to give your name and location to the police dispatcher.

It is important the instructor remain calm and keep others at a safe distance. He/she should make mental notes and be prepared to brief the police when they arrive. Once police are on the scene, the instructor should follow their directions.

In case of severe threat ALWAYS contact Triton College Police Department.

Non-Crisis Situation
A non-crisis situation is one in which immediate action is not necessary because there is no imminent danger to self, others and/or property. There is time to explore appropriate solutions to the situation with the student. In this case, students should be reminded that appropriate classroom behavior is prescribed by the instructor. If an instructor determines that certain behaviors are disruptive or affect the instructional purposes of the class, certain sanctions may be imposed. These sanctions may include suspending a student from the class for the day affected or, in more serious situations, imposing a three-consecutive-school-day suspension. An Incident Report form documenting these situations must be immediately filed by the instructor with the Dean of Students.
Students may also express a need for help through writing about problems on paper. Other warning signs for help may include behavior changes (sudden drop in grades, an increase in absences) or behaviors that suggest emotional or psychological concerns such as emotional variability, changes in attitude and attention-focusing behavior.

The following are suggested steps that may be taken to resolve the problem:
1. Use Retention Alert to engage CAAS, counselors or Student Success Strategist services.
2. Gather information and pursue informal resolution in a one-to-one meeting with the student to assess student's problem and set behavioral or academic expectations.
3. If the student's issue is one the staff member does not feel qualified or comfortable discussing with the student, the staff member should contact or refer the student to Counseling Services.
4. File an Incident Report.

Student Disciplinary Procedures

Procedures for Terminating Students from Class

Termination Due to Excessive Absences

While the responsibility of withdrawing from a class is the student's, instructors also have the authority to terminate students due to lack of attendance. Should an instructor elect to do so, the following procedures should be followed:

a. Include his/her attendance policy in the course syllabus.
b. Review his/her attendance policy with all students at the first class meeting.
c. Complete a Notice of Termination form if the student fails to attend, and forward it to the Dean of Retention and Student Engagement in Room B-120D.
d. A Notice of Termination must also accompany each withdrawal indicated while submitting Midterm Enrollment Verification.

Note: Appropriate documentation of absences will need to be recorded on the instructor's attendance sheet. As much as possible, attendance policy should be uniformly administered.

Termination Due to Violation of College Policy and Procedures (disruptive behavior, violation of safety rules, etc.)

Instructors have the authority to remove a student from a class session or invoke a three-day suspension for disruptive classroom behavior. The following procedures need to be adhered to prior to formal termination:

1. Informal resolution: The instructor should meet with the student (outside of instruction time) to review the inappropriateness of the behavior and advise the student of the instructor's intent to terminate him/her if inappropriate behavior persists. (If necessary, the instructor may want to involve the department chairperson/ program coordinator or a Triton counselor in this dialogue.)

2. File an online Incident Report form describing the details with the Dean of Students' office. The Student Conduct Committee will hold a hearing and invoke disciplinary sanctions.

Note: All academic dishonesty incidents are to be reported to the respective Academic Dean. Additionally, a student may not be formally terminated for inappropriate behavior without a disciplinary hearing.

Termination of Students who are Unable to Benefit from Instruction

College policy as specified in the Triton College Catalog provides a process for terminating students who are unable to benefit from instruction. Upon faculty recommendation, a student not possessing the necessary basic skills to benefit from instruction should be referred to the Counseling Department for additional assessment of his/her academic skill level. Based upon this assessment, the counselor may require the student to withdraw from class or take appropriate college readiness work.

Student Grievance/Appeal Procedures

Student Grievances for Non-Academic Issues*

1. The student files a written statement describing grievance with the Dean of Students' office.
2. The Student Conduct Committee, led by the Dean of Students, makes a ruling.
3. If the student does not concur with the decision (if it involves suspension or dismissal), he/she may appeal through the Student Life Committee for a hearing.
4. An appeal may be made to the Vice President for Enrollment Management and Student Affairs and the decision of the VP of EMSA is final.

*Excludes discrimination/sexual harassment process.

Student Grievance for Academic Issues

If informal resolution between the student and the faculty member cannot be reached, the student shall submit a General Petition to the department chair/program coordinator for review.
Appeals in response to the decision of the department chairperson/program coordinator shall be made directly to the academic dean. The decision of the dean is final. If the student's grievance implicates misconduct of the instructor, a panel of faculty peers may be appointed by the Triton College Faculty Association to hear the case. Final appeal may be directed to the College President.

Emergency Response Guide

This guide is available to all Faculty, staff and students of Triton College on the Internet at
https://www.triton.edu/campus/campus-safety/. It provides general information on common emergency situations and provides guidance for the actions of citizens during these situations. The emergencies presented in the guide are not all inclusive of every emergency situation that might occur, however, certain actions are common to most emergencies. Calm, decisive actions based upon common sense will normally be the correct course to provide for personal safety, to prevent property damage, and to prevent a situation from deteriorating.

Emergency Situations, General

All faculty are expected to instruct students in safety practices in all instructional settings. Faculty should familiarize themselves with the fire exits and emergency escape routes posted in each building and classroom in which they teach. Following is a list of emergency situations that may arise along with the proper procedure to follow in each instance. For complete information on other possible scenarios, refer to the Emergency Response Guide on the college's Internet site. If you have any questions, please contact the Triton College Police Department at Ext. 3206.

Medical Emergencies

In the event that a student, visitor, or employee injures himself/herself or falls ill, make every effort to assist that person in the following ways. If possible, someone should remain with the injured party until emergency services arrive.

a. Call the Triton College Police Department (TCPD) at any of the following numbers
   - Ext. 3206, 3207, 3208
   - (708) 779-4206 (direct line)
   - Emergency House Phone dial 11 or call Health Services at Ext. 3344.
b. Remain calm and give the following information to the TCPD and/or the Nurse.
   - Caller's name and location
   - Injured person's exact location (must be specific)
   - Injured person's condition if known (i.e. fainted, bleeding)

- The caller should remain on the line until TCPD directs him/her to return to the injured party and wait for assistance to arrive or as directed by the TCPD or Health Services personnel.

TCPD and/or Health Services personnel shall render necessary aid and shall assess the situation and determine the need for further assistance (i.e. ambulance, additional manpower, etc.).

Fire

Any person who discovers a fire, smells smoke or gas, must sound the local fire alarm, without seeking permission from the authorities. The fire alarm system shall be used for fires and FIRES ONLY. There is a penalty for false fire or police alarms in the State of Illinois. If the fire can be extinguished with the use of a portable hand extinguisher located in hallways and some labs, one may attempt to do so. However, this should only be attempted AFTER the alarm has been pulled, police are notified, and evacuation begins.

When a Fire Alarm Sounds

- Occupants shall form a line quickly and quietly and leave the building in an orderly manner.
- Faculty and/or staff members shall close classroom doors and windows and turn off power or gas to laboratory equipment.
- No one shall stop to obtain outer clothing when the alarm sounds.
- Occupants shall walk to the nearest unobstructed exit and leave the building in an orderly fashion. NO ONE SHALL RUN.
- All occupants shall be moved at least 100 feet from the building.
- Each instructor shall remain with her/his class and make an accurate check of all students under their responsibility.
- Staff members shall advise the police officer on the scene of the location of the fire and the location of any disabled occupants who have not been evacuated.

During the Evacuation

- The class or work group shall remain in a tight group until further orders are received.
- When the building is ready for occupancy, the police department will give the re-entry order.

Crime Reporting

The prevention of personal and property crime on campus is everyone's responsibility. Please secure personal and college property when not in use. Do not allow unauthorized access to individuals. Report crimes as soon as they are discovered. TCPD strongly encourages everyone to report suspicious person(s), behavior, or situations as soon as they are discovered. Often, these simple investigations lead to important information about crimes on campus, the prevention of crimes or even arrest.

Discovery of a Crime
Immediately contact the TCPD at Ext. 3206, 3207, 3208, or at (708) 779-4206 (direct) or dial 11 on any Emergency House Phone.

1. Briefly explain the nature of the incident and remain in the area to speak with the investigating officer if directed to do so
2. Be sure to give your name and location to the police dispatcher.
3. Note the location of evidence and leave it in place if no immediate threat of additional loss exists.

Crime in Progress

Immediately contact the TCPD at Ext. 3206, 3207, 3208, or at (708) 779-4206 (direct line) or dial 11 on any Emergency House Phone.

1. Ensure that you indicate the crime is "in progress" and give the location.
2. Remain on the phone or proceed as directed by the dispatcher.
3. Give the dispatcher a complete description of the offender, circumstances and any other requested information.
4. Take whatever precautions are necessary to ensure your own personal safety.

Safety Hazards

It is everyone's responsibility to ensure a safe working environment. Please do your part to maintain a safe and productive environment for yourself and those around you. Report minor hazards, where no immediate action is required, to the Triton College Safety Office at Ext. 3206 and/or to the Operations and Maintenance Department at Ext. 3210. Major hazards, where immediate action is required, should also be reported to the TCPD at Ext. 3206, 3207, 3208, or at (708) 456-6911 (direct line) or dial 11 on any Emergency House Phone. Wherever possible, make the area safe so that no one is injured by the hazard (post a warning sign, rope off the area, etc.).

Bomb Threat

The following guidelines shall govern the activities of students and/or employees of Triton College in the event that a bomb threat is made or that an incendiary or explosive device is found on campus. These guidelines also address found or suspicious packages.

NOTE: Do not use two-way radios or cell phones within 500 feet of a suspected package or device. Any Triton College student or employee receiving notification of a bomb threat or the discovery of any suspected explosive or incendiary device shall immediately contact the TCPD at Ext. 3206, 3207, 3208, or at (708) 779-4206 (direct line) or dial 11 on any Emergency House Phone.

The dispatcher shall make every effort to obtain the following information from the person reporting the threat:

1. Exact location of the device or package
2. Time of detonation
3. Description of the device. (What is it in or how is it concealed)
4. Name of caller and/or organization affiliation
5. Location of caller
6. Phone number of telephone at which call was received
7. Any other information as to the location of the device or description of caller and/or his/her location (speech, background noises, exact language used, special identifying characteristics, sex, race, age, etc.)

Upon making notification to the police department, the caller shall also report the identity of any persons who may have overheard the call, whether or not the call was recorded via voicemail and other information as directed by the police official. Bomb threat calls should not be discussed with any other personnel. If the bomb threat is left on voice mail, save the call and contact police. Do not share the call with other employees or students until the police arrive.

The Bomb Threat Checklist should be used to provide the most complete and accurate recording of information. The Bomb Threat Checklist is located at the switchboard. The responding officer may also provide employees with a checklist.
Not every bomb threat will result in an evacuation of the building. Police officials, along with the Administrator-in-Charge, will evaluate the bomb threat to determine the best course of action.

One may be directed to search their work area for any suspicious packages or objects that appear out of place and report on their findings. Other situations may result in evacuation and/or a search by trained bomb technicians or search dogs.

Severe Weather

Among the more common forms of severe weather in our area are thunderstorms, hail and tornadoes. The safest place to be during any of these storms is inside a secure structure as most damage occurs as a result of broken glass and flying debris. All classrooms at the college have emergency escape routes posted, advising of safe places within the college to seek shelter during a tornado. In case of severe weather, proceed with the following guidelines.

1. Follow emergency escape routes to move to a place of safety.
2. Move away from windows.
3. Seek hallways or rooms without windows. If time allows, move to lower building levels.
4. Avoid rooms with large roof spans such as the gymnasium or theaters.
5. If outside, avoid downed power lines and trees.
6. Wait until storm passes and "All Clear" message is issued.

In the aftermath of severe weather, there could be significant damage to any or all the structures of the college. If there is severe damage to utility lines, such as gas and electricity, it may be necessary to evacuate buildings. With any notification to "Evacuate the Building," it is important to move sufficiently far away from the building to prevent any injury.

Safety Procedures for Students with Disabilities

Triton College provides academic support services for students who have a medical condition and/or disability.

In the event of an emergency situation, some of these students will require additional assistance from their instructor with exiting a building or in the event of a medical emergency.
Instructors should meet with students as soon as they identify themselves as having a medical concern and/or disability to establish a plan for safe evacuation and/or medical treatment if the situation should arise.
Instructors are encouraged to contact the Center for Access and Accommodative Services (CAAS) with any concerns. The campus safety officer and campus nurse are also available to answer questions and can assist instructors with forming a plan of action.

Behavioral Intervention Team and Student Conduct Committee

Triton College is committed to providing a supportive, safe, and welcoming college environment.

The **Behavior Intervention Team (BIT)** is a multidisciplinary and multijurisdictional team charged with being the primary resource for proactively addressing student behavioral concerns that may result in risk of harm to self or others, or behaviors that significantly disrupt the learning environment. The BIT investigates reports of concerning behavior on campus and seeks to identify and recommend appropriate steps. The team will follow up on the referral of concern and respond appropriately. The BIT does not replace faculty classroom management and/or public safety responses to incidents.

BIT Members
- Dean of Students (Chair)
- Counselor
- Director, Center for Access and Accommodative Services
- Triton Police Officer
- Student Services

The team will:

- Incorporate a formalized protocol of explicit engagement techniques and strategies.
- Facilitate a comprehensive reporting culture within the institution, supported by accessible data collection software managed by Maxient, LLC.
- Integrate campus and community resources such as emergency operations plans and, emergency response procedures.
- Provide consultation and support to faculty, staff and administration in assisting students and employees who display concerning or disruptive behaviors.
- Gather information to assess situations involving students and employees who display concerning or disruptive behaviors.
- Evaluate appropriate intervention strategies or disciplinary sanctions.
- Connect students and employees with needed campus and community resources.
- Monitor ongoing behavior of students and employees who have displayed disruptive or concerning behavior.

The Student Conduct Committee is charged with ensuring that each student against whom the College brings charges against is warranted procedural due process. Any member of the Triton College community may initiate the accusation of an alleged violation. Students accused of disciplinary violations are entitled to the following procedural protections: To be informed of the specific complaints against them

- To be allowed reasonable time to prepare a response
- To hear and respond to all evidence upon which a charge is based
- To question relevant witnesses and make statements in response to statements made against them
- To be assured of privacy, in accordance with the terms of the Family Educational Rights and
- Privacy Act of 1974 (FERPA)
- To waive the hearing (failure on the part of the student to appear at the hearing may result in
- automatic dismissal from Triton College
- If necessary, appeal the decision made by the Student Conduct Committee

The Student Conduct Committee shall be impartial, and no voting member shall be a witness for or against students. It will also inform students of its decision within 72 hours after the end of the hearing (unless further investigation is warranted). For information about the BIT or Student Conduct Committee, contact the Dean of Students at (708) 456- 0300, Ext. 3868.

Crisis Management Team

Triton College has established a Crisis Management Team (CMT) to educate the campus community about proactive measures to mitigate the probability of a crisis. The team will forecast, evaluate, recommend and implement comprehensive strategies that identify safety and security concerns that meet the needs of the campus community.
The CMT recently implemented several programs, strategies and services designed to address the campus' crisis prevention, intervention and post-crisis needs, including but not limited to

- the selection of Building Safety Managers who monitor the safety needs in all campus buildings on a regular basis;
- the establishment of a Behavioral Intervention Team (BIT) to monitor student behavior on a proactive basis;
- and the establishment of an Emergency Notification System (EMS) to provide immediate contact with faculty, students, staff and the community in the event of a crisis situation.

Campus Services

Faculty and Staff Services

Health Services
G-109
Ext. 3051

Health Services is located on the first floor Room 100. Nurses are available for on-campus emergencies, illnesses, and consultations. Report all injuries occurring on campus to Health Services. The Police Department will respond to any emergency call and will contact the Health Service Office. If an instructor has any
questions in the event of a seizure or other condition, he/she should contact the Health Service Office at Ext. 3051

Note: Extension-center instructors should contact the extension-center director for health-related information.

Police Department
N-Building, Second Floor
Ext. 3206 or 11 from any campus phone (708) 779-4206
24/7

The Triton College Police Department (TCPD) provides law enforcement services to the college. Police officers are duly sworn and commissioned under the provisions of the Illinois Compiled Statutes and enforce all state and local laws. The department, a 24-hour public service law enforcement agency, is charged with protecting life and property, preventing crime, controlling traffic/parking, providing general security services, responding to alarms and investigating crimes. The TCPD is located on the second floor of the N-building and can be reached at Ext. 3206, 3207, or 3208, from any phone at (708) 779-4206, by dialing 11 on any Emergency House Phone or via Teletypewriter (TDD) at (708) 452-8115.
An important part of our service is traffic and parking control. Please heed the traffic and parking signs. State citations are issued for moving violations; village ordinance tickets are issued for parking violations; and there are several designated tow-away zones.

The following is a list of additional services your police department offers.
- Free service truck for vehicle problems on campus staffed by civilians who handle jump-starts, lock-outs, etc.
- Rules of the road manuals
- Police escort for your safety, upon request
- Foreign language translation bank
- Safety officer, Ext. 3258
- Defensive driving course
- Police information visits
- Lost and found
- Identification engravers
- Emergency crisis notification

Clery Act Annual Report Information

Pursuant to 20 United States Code, section 1092(f), the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, and the Code of Federal Regulations (CFR), each institution of higher education in the United States which participates in federal student aid programs must produce and distribute an annual report containing crime statistics and statements of security policy.

Triton College's annual security report includes statistics for the previous three years concerning reported crimes that occurred on campus; in certain off-campus buildings owned or controlled by Triton College; and on public property within or immediately adjacent to and accessible from campus. The report also includes institutional policies concerning campus security, such as policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assaults, sex offender registration, and other matters. Reports are posted on the TCPD's Internet web site.

Center for Teaching Excellence (CTE)
E-210 E; Ext. 3371

The Center for Teaching Excellence (CTE) was founded in July 2009 to serve full- and part-time faculty as they continually strive to improve assessment, curricula, and pedagogy. Its services include an in-house library, teaching assistance, individual and group consultations, instructional technologies training, seminars and workshops. Additionally, the CTE provides free use of its computer lab, Smart Boards, wireless Internet access, meeting spaces, power sources and quiet workspace for use by all Triton College faculty. The CTE has both an Internet (www.triton.edu/cte) and MyTriton page Center for Teaching Excellence - Home (sharepoint.com) website.

Professional Development Center
E-210 W; Ext. 3231

The Professional Development Center (PDC) provides opportunities for all Triton College employees to grow both personally and professionally. We strive to provide learning opportunities that are innovative and engaging so that our staff may continue to positively impact our students and community. Workshops are offered in the following areas: Soft Skills, Technology, Leadership, Diversity, Compliance and Wellness. For more information, visit the PDC website: www.triton.edu/pdc

Staff Services
P-106; Ext. 3170, 3171, 3299

Staff Services provides a wide array of general and specialized services such as duplicating, binding and finishing of paper and transparent instructional media. As a cost-saving measure, faculty are encouraged to work with Staff Services to reproduce large numbers of copies, including syllabi, handouts and instructional materials. Drop-off (3 hour wait) and instant-print (while you wait) orders are accepted in person in Room P-106. Order forms are available in each department and in Staff Services.

Faculty/Staff Computer Lab Usage Policy

The Faculty/Staff Computer Lab (Building E-210W) welcomes all members of the Triton College workforce to use its facilities for training, professional development and a course or work-related purposes. In
keeping with the college's efforts to encourage a collaborative, confidential, efficient and sustainable work environment, we ask that all visitors follow these lab usage policies.
1. Due to the confidential nature of the documents created or viewed in the facility, only Triton employees or authorized guests are permitted in either E-210E or E-210W.
2. Faculty office or conference hours are not permitted in either E-210E or E-210W.
3. The CTE does not offer test proctoring or instructor substitute services. Faculty may not direct students to take tests or perform other course work in either E-210E or E-210W.
4. Telephones, office and storage spaces adjacent to the lab and conference areas are for CTE/PDC staff use only.
5. Please remember that the primary purpose of the lab is professional development. During workshops, you may be asked to move to accommodative participants.
6. Do not print or use the scanners while a webinar or workshop is in progress in E-210W.
7. Limit cell phone use within the facility. Lengthy conversations should be conducted outside the facility, especially when a meeting, webinar or workshop is in progress.
8. Limit the volume of personal conversations, so as not to disturb others.

Services Available for Students

Library
Room A-200, Ext. 3215
The mission of the Triton College Library is to provide curriculum-driven resources, instruction, and programs to increase student success and meet the diverse academic and information needs of the college community. The Triton College Library maintains a collection of print and non-print resources to support the college curriculum, including books, online databases, loanable technology, and textbooks on reserve.

Library Reference Desk, Ext. 3698
Reference librarians provide research assistance, teach information literacy skills, suggest research strategies, and instruct students in the use of print and online resources. Faculty, students, and community members are encouraged to ask the librarian on the desk for assistance at any time.

Librarians can be contacted through the library's online chat service, phone, email, or walk-in. In addition, students can schedule one-on-one or small group appointments with librarians through the library's website.

Librarians offer 50 min. long information literacy skills classes which are scheduled via the form at the library's Home Page under the Tab "For Faculty." These sessions can be individually customized to meet the needs of the particular class per faculty's request.

Circulation Desk, Ext. 3215
Materials from the circulating collection may be checked out at the Circulation Desk by Triton employees, students and community members. Triton employees and students use their Triton I.D.s to check out materials.

Triton faculty often place materials on reserve for student use. The materials may be from the library or from their personal collection. In addition, the library dedicates a portion of our annual book budget to ensure that an increasing number of textbooks are placed on course reserve each academic year.

Triton faculty are encouraged to recommend additions to the collection in their teaching areas. Recommendations will be ordered if they meet the selection guidelines and if funding permits. Faculty can make recommendations online by clicking on the link at the library's Home Page under the Tab "For Faculty."

Books or articles not owned by the Triton Library are often available from other institutions through an interlibrary loan program, I-Share. Current Triton staff and students may request materials to be sent to Triton by calling Ext. 3215.

Group study rooms are available for use by 2 or more students to study or work collaboratively. Rooms can be reserved up to 1 week in advance by calling the Circulation Desk at Ext. 3215.

The Library offers several items for in-house use and 7-day loan to Triton College students, faculty and staff, Including:
- Digital cameras
- External DVD drives
- Headsets
- Laptops
- Mobile WiFi hotspots
- Voice recorders
- Web cameras
- Mobile phone and iPhone chargers
- PC and Mac laptop chargers

Academic Success Center (ASC)
Room A-106, Ext. 3341

The Academic Success Center (ASC) offers free tutorial services to all enrolled students in reading, writing, mathematics, sciences, business, accounting, behavioral sciences, culinary arts, technology, and Career and Technology Education (CTE) programs. Tutorial assistance is designed to encourage students' success by strengthening study skills and by helping students apply these skills to coursework. All tutoring occurs on a walk-in. A current Triton College ID is required. Services also include test preparation, interactive learning models, group study sessions, specialized academic workshops sessions, laptops, iPad2 units and access to Brainfuse online tutoring. For further information call (708) 456- 0300 Ext. 3341 or visit www.triton.edu/asc. Additional tutoring is available in the Health Careers building call Ext. 3749

Educational Technology Resource Center (ETRC)
Room A-100, Ext. 3361

The Educational Technology Resource Center (ETRC) is Triton's primary computer lab, with current technology and software, and it supports the college curriculum and encourages effective learning by distributing and processing material to support all distance learning education. The ETRC staff provides learning materials and curriculum in a variety of formats, including video, audio, interactive laser disk, DVD and computer assisted programs. It is also the student support center for all Online/Blackboard and Illinois Virtual Campus (IVC) courses, providing orientations, online tutorials, tutoring, e-mail, telephone, walk-in and online help services.

Testing Center
Room A-126, Ext. 3252

The Testing Center administers the college's placement tests and offers test proctoring services for make-up tests and online courses that require students to take a test on campus. The most common tests administered by this department include CASAS, CLEP, DSST, TEAS, AP Exams credit evaluation.

Make-up Tests
Instructors may leave tests for students and provides information on how to administer the test, time and any aides (notes, calculator or open book) allowed and any special instructional needs. Students need to make appointments to take proctored exams in the Testing Center and are required to arrive 15 minutes early to their scheduled appointment to complete the verification process prior to entering the test proctoring room. Students needing two or more exams will need to make back-to-back appointments and can call ext. 3252 during regular Testing Center office hours for an appointment.

Proctored Tests
The Testing Center proctors all tests from Triton other colleges or universities on request of students, faculty, colleges, and universities. To schedule a proctored exam, please send an e-mail to testingcenter@triton.edu.

Financial Aid
Room B-160 Ext. 3155

Financial aid is designed to bridge the gap between the resources of students and their families and the cost of attending Triton College. Although Triton's tuition costs are less than those of major colleges and universities, yearly expenses still can be a strain on a tight budget. Most financial aid programs are based on financial need. Financial assistance may be available to a student who is enrolled at Triton for one or more courses. This assistance may be in the form of grants, loans, work on campus, or various local scholarships.

Counseling
Room A-106 Ext. 3588

The Counseling department offers mental health and wellness services. Students can visit with counselors regarding a wide variety of concerns, including managing stress, developing career goals, personal development, and understanding college policies. The Counseling and Wellness Center offers the following services to currently enrolled Triton College students:
- Individual career and education counseling
- Group counseling
- Crisis counseling
- Mental health screening
- Peer support
- Pyscho-educational workshops

Advising
B-Building Lobby (see Welcome Desk)

The Academic Advising department proactively supports and empowers students to develop and achieve their educational and career goals. The following are some of the resources and services the Advising Department provides to students:
- Class Registration
- Academic Planning
- Academic programs
- Campus Referral
- Waivers/Petitions
- Free Workshops and events

Student Life Activities, Organizations, and Programs
Room B-240, Ext. 3383
Triton College offers numerous student activities, clubs and organizations, and programs and services that will enhance the out-of-the-classroom college experience. **Triton College Student Association (TCSA)** – TCSA is the college's student government and is made up of 25 elected student senators and five elected officers. The TCSA provides students representation and leadership opportunities on college committees, allocates students service fees, and establishes guiding principles for the student body.

Program Board – The Program Board is the student organization responsible for developing, promoting and implementing student activities, including the annual Corn Roast and Student Success Fest, film festivals, novelty acts, comedy shows, special events, social awareness programs, family and children's entertainment and more. Students are strongly encouraged to get involved today.

Student Ambassador Program – Student Ambassadors work with students throughout the admission process by participating in high school visits, college fairs, student orientations, serving as volunteers at signature events and providing campus tours. Student Ambassadors are also available to speak in classrooms about the Triton experience.

Clubs and Organizations – Many clubs and organizations exist on campus, including honors, ethnic, co-curricular, social, religious, service and special-interest groups. Students are also encouraged to start their own organization on campus. The Office of Student Life is always looking for faculty, mid-managers or administrators to advise our clubs and organizations on campus. If interested in signing up, please call Ext. 3221.

The Parachutes Lounge – The Parachutes Lounge is a comfortable setting for student club meetings located off the main corridor in the College Center in Room B-130. Activities, films, and special events are held in this room throughout the semester. To reserve this space, please contact the Office of Student Life at Ext. 3383

Student Newspaper – The 5th Avenue Journal is Triton's student newspaper featuring campus information. The Journal is always looking for students to serve as writers and editors.

Community Services

Bookstore
C-Building, 708-452-1180

Triton College's bookstore is owned and operated by the Follet Higher Education Group and is open to the general public. The bookstore stocks required and recommended textbooks, supplemental materials, school supplies, computer software, small electronics and clinical garb, Triton College branded clothing and accessories, snacks and sundries. It also offers textbook rental and buyback services. Faculty may submit book orders directly to the textbook manager or via Follet's online adoption service.

Café 64 (HIA Dining Room) & Bistro
Room B-201 Café or B-225 Bistro, Ext 3267
Click the link https://www.triton.edu/campus/campus-dining/ for more information on dining services.

Triton College's Hospitality Program runs a fully operational dining room, Café 64 and the Bistro, where Hospitality Administration Industry students apply classroom studies to practical work experience. Reservations are accepted.

Career Services
Room A-204, Ext. 3619
Career Services offers a variety of career planning services, resources, and access to information for individuals (students, graduates and community members) seeking to get better jobs, start new careers, or re-entering the workforce. The staff is committed to helping its users to prepare for career options that match their individual skills, values, interests and goals by offering career support services and resources. The following resources are available through the Career Services Center.

Classroom Presentation Topics

- Job search skills
- Career readiness
- Resume and cover letters
- writing
- Portfolio development
- Networking techniques
- Interviewing skills
- Social networking ideas
- Cooperative Education/Internship experiences
- Identifying and utilizing employment trends and
- forecasts
- Using Career Cruising to help make career decisions
- Resources of support through monthly
- Job Club meetings
- Finding job leads and opportunities
- Career exploration events, workshops and presentation

Specific services include:

Career and Job Research Assistance – is available to assist students, alumni and community members in using a wide range of traditional and online career and job search materials available in the center.

Career Management Advice – helps job seekers develop a job search strategy, set career goals, learn networking skills, and practice interview techniques.

Computerized Assessment Tools – Available via CareerCruising.com, an interactive career resource designed to help people of all ages plan their future and find the right careers. (Access www.careercruising.com. On the home page, enter the username (triton2000) and password (rivergrove) to begin the assessment tool.)

Personalized Assistance with Resume and Cover Letter Writing – Offered by trained staff members who assist in the development or review of resumes, cover letters, thank you notes and other written materials on a walk-in or appointment basis.

Mock Interview Sessions – can be scheduled by appointment to help job seekers master the art of interviewing, a key component of job search success.

Cernan Earth and Space Center
I-Building, Ext. 3372

The Cernan Earth and Space Center launches individuals into a unique, space age world that combines education and entertainment for people of all ages. It is open year round and houses a 100-seat domed theater, a space hall with exhibits on space exploration and astronomy, and the Star Store gift shop. The Cernan Center presents regularly scheduled programs on Friday and Saturday evenings and Sunday afternoons.

The 44-foot diameter domed theater is equipped with a planetarium star projector, a special C 360 motion picture projector, a multi-color laser projector, a large format video projection system and a powerful stereo sound system. At least four different shows offered to the public at any one time. Programs discuss subjects such as the current night sky, the space shuttle, tornadoes and dinosaurs. The laser light shows blend popular music with full color laser light images and special visual effects.
Faculty members and their immediate families may attend public shows at one-half the regular adult rate. Faculty members also receive a 10% discount on Star Store merchandise.
Triton College classes can incorporate one or more of the Cernan Earth and Space Center's dome theater programs for their academic use, at no cost to the students or the department. However, there must be some relevant connection between the Cernan Center's show content and the academics of the class. Requests for the academic use of the Cernan Center theater must be made by the appropriate Dean that supervises each instructor.

Child Development Center
Room G-120, Ext. 3222

The Triton College Child Development Center offers pre-school and toddler programs for children of faculty, staff and the community. Flex-time is a special program for students with children. While students attend classes, children learn in a safe, caring environment on the college campus. A nominal fee per hour is charged. Children must be between the ages of 15 months and 5 years.

Cultural Events, Fine and Performing Arts
Triton College is a thriving cultural resource in its own right, providing affordable, high-quality entertainment for the entire community. Each year the school sponsors a rich variety of performing arts programming, including art exhibitions, concerts, theater and dance performances.

Cox Auditorium
J-108, Ext. 6932

This "Black Box Theater" is a large, open, fully flexible room with theater-style lighting and sound that seats approximately 100 people. The Department of Visual, Performing and Communication Arts presents three theater productions each year.

Fine Arts Gallery
J-107, Ext. 3506, 3589

Each year the Triton Fine Arts Gallery hosts a number of interesting exhibitions featuring work by Triton faculty and students, students from area high schools, and community arts organizations.

Performing Arts Center
R-Building, Ext. 3757

The Performing Arts Center hosts all kinds of arts and entertainment events, including performances by big name dance troupes and stand-up comedians, children's and community theater productions, film screenings, and guest speaker events, as well as concerts performed by Triton College's School of Music soloists, bands and choruses. It comfortably seats 412, has a fly system with 25 lines which includes four electric lines with several circuits, full stage curtains, cyclorama, scrim, soft-sprung wood floor, and acoustical paneling. The theater contains general stage lighting, audio system, video and computer projection, headset systems, as well as CD and cassette playback capabilities.

Hospitality Bakery & Student Cafeteria
B-Building Main Lobby, Ext. 3996

Triton's Hospitality Bakery is a fully operational retail bakery and culinary laboratory for Hospitality Administration Industry students that is open to the public. The Bakery offers students valuable practice in creating confectionery delights as well as hands-on experience in operating a retail business. The bakery accepts special orders via phone or in person. Special orders require a minimum of one week's notice.

Partnership Financial Credit Union (PFCU) Building C, Main Floor
PFCU is a financial institution at Triton College serving all students, faculty, and staff with all their financial needs. PFCU is a not-for-profit credit union, offering checking and saving accounts, a full line of lending products from consumer to mortgages. Bank anywhere with the PFCU mobile app and online account access. Additionally, a convenient 24-hour ATM located onsite across from the credit union and a full-service PFCU office is located at 2701 25th Ave, Franklin Park, IL 60131 and is open six days a week.

TCTV
Comcast Channel 16

The school's cable channel broadcasts 24/7 to over 500,000 cable households in approximately 51 separate towns and unincorporated areas throughout the Chicago metropolitan area. The station is the educational default application for Comcast, which allows our signal to be carried additionally in many communities outside of our district. Programming consists mainly of college credit telecourses, marketing programming (commercials and webisodes) and college event announcements. Student productions from the Mass Communication curriculum are also featured.

WRRG FM
88.9 FM
WRRG is a non-commercial educational radio broadcaster, owned and operated by Triton College. Staff volunteers include current Triton College students and community members. WRRG broadcasts to the diverse community of Triton College. WRRG is an educational broadcaster that serves that diverse community with an equally diverse array of programming that includes a wide range of artistically and

culturally significant musical programming, topical talk programming, community affairs and public service awareness.

College Publications

College Catalog

The college publishes a catalog containing general information about the college, the college calendar, admission procedures, college and academic regulations, requirements for certificates and degrees, descriptions of curricula, course descriptions and a listing of full-time faculty and administrators.

Production of the catalog for each academic year begins in December of the preceding year, and the new catalog is released by the following April. Faculty are expected to have a working knowledge of catalog information. Access the online version of the college catalog at: http://www.triton.edu/collegecatalog/index.htm.

Course Schedule

Course schedules are prepared by the department chairperson and dean of the area. The Marketing Department publishes a tabloid newspaper-style schedule that is mailed to all district residents and businesses. The schedule carries feature articles and "ads" for specific programs and courses. The following schedules are produced:

Fall and Spring Semester
Combined Credit and Continuing Education Schedule.

Summer Semester
Combined Credit and Continuing Education Schedule.
Schedule of transfer courses mailed to in-district students attending four- year colleges.

5th Avenue Journal

The 5th Avenue Journal is the college student newspaper. It is published as a laboratory experience for students interested in journalism. The newspaper is open to participation by all students. The Journal's organization and operational procedures were designed to simulate a newspaper publishing business. Advertising and information about news events should be submitted to the editors.

Page One

Page One provides a bridge of communication between Triton College and its surrounding communities. Its function is to build strong relationships with district residents and achieve the college's mission through the sharing of information about Triton's students, faculty, events and programs. The publication is produced by the Strategic Marketing and Public Relations Department at Triton College.

Student Handbook (411 Book)

The Student Handbook (411 Book) contains information about clubs, student activities and support services. The handbook also includes the complete text of the Student Senate constitution and by-laws, student rights and responsibilities, student regulations and college policies. The Student Handbook (411 Book) is available online through the student portal.

Full Time Faculty Professional Development & Evaluation

Faculty Development Activities

Faculty development activities may be planned by the Professional Development Committee of the Academic Senate, individual departments, administrators or individual faculty members.

Faculty Workshop

The semi-annual Faculty Workshop, held the day before classes begin in fall and spring, serves as a kick-off to the new academic year and typically involves remarks from the President and Vice President as well a guest speaker or faculty panel who present on pedagogical best practices or hot educational topics. The Faculty Workshop is planned by the Professional Development Committee of the Academic Senate.

Tuition Reimbursement

In accordance with the terms and conditions of the Faculty Negotiated Agreement, full-time instructors are entitled to tuition reimbursement. The procedures for reimbursement are described below.
Upon completion of an approved course, an instructor must fill out a Tuition Reimbursement Claim. A copy of the grade report and proof of payment (including a breakdown of tuition and fees) must be attached to this form and submitted to the respective dean. Tuition reimbursement for approved courses will be paid within thirty (30) days after submission. Persons no longer employed by Triton College at the time of the payment date will not qualify for reimbursement.

Reimbursement will be made upon completion of approved courses in which an instructor has received at least a "C" or equivalent in undergraduate and a "B" or equivalent in graduate work.
Under no circumstances will reimbursement be granted for more than twelve (12) semester hours per college year. Summer session will be considered part of the previous college year. Conditions for course approval are specified in the Faculty Negotiated Agreement.

Professional Growth Units

Professional Growth Units (PGUs) for full-time faculty may be awarded upon prior approval of the dean for the following types of activities. It is essential that prior written approval or an approved application form is received before beginning the PGU activity.

- Summer work experience (must be directly related to instructional assignment, i.e., electronic technician, air conditioning service, etc.). One PGU for each 100 hours with 3 PGU maximum per summer. Unless unusual circumstances warrant such approval, PGU for summer employment would be approved for every other summer only.
- Seminars, workshops (participation requiring significant effort: material development, presentation of paper, etc.). Available only if during non-college work periods; 0.3 PGU per day.
- Special in-service program (programs developed by Triton and offered to staff on voluntary basis).
- PGU determined by specifics of program, i.e., length, outside effort, day scheduled, etc.
- Credit courses (graduate or undergraduate; accredited or non-accredited institution if course has direct application to one's area of instruction). PGU equals actual credits earned.

- Non-credit courses (courses directly applicable to instructional responsibilities). One to three PGU, depending on length of course and amount of outside effort required. Fifteen hours of class equal one PGU.
- Special projects (projects other than college-supported R&D projects beyond the scope of regular duties, special research projects, development of unusually time-consuming instructional aids, etc.). PGU value to be tentatively assessed when the proposal is made and reviewed at the halfway mark. One to three PGU depending on complexity of activity and time requirements.

Requests for PGU other than the above must be accompanied by a written rationale and approved by the department chairperson/coordinator before submitting the requests to the dean for approval.

Professional Development Units

To further the educational attainment of the students of the college, faculty understand the need to maintain educational expertise through the completion of a minimum of six (6) Professional Development Units (PDUs) over the course of every two (2) years for full-time faculty. Courses that are not in a faculty member's discipline or a related discipline may be submitted to the PDU Committee for consideration.

After a review of the courses(s) and objectives, the PDU Committee will make a recommendation to the appropriate dean.

Professional Development Activities (PDAs) refer to conferences, conventions, meetings, seminars, workshops, etc. Attendance at internal workshops will be forwarded to Human Resources automatically and does not require the completion of PDU forms.

Upon submission of the PDU Completion Form, PDUs will be awarded for eligible publications, exhibits, performances, workshops, seminars, audited courses and appropriate summer work experiences. For a full list of eligibility and explanation of credit allocations, refer to the Faculty Negotiated Agreement.

Faculty Development Leave

On the recommendation of the College President, the Board of Trustees may grant faculty development leaves of variable duration to full-time faculty. The number of leaves granted and the amount of remuneration will be determined by the board. At no time will an instructor on such a leave be expected to earn less than what he/she would be earning on his/her base contractual salary. Proposals for leaves must be submitted in writing to the dean on the prescribed form. Proposals may be initiated by the faculty member or may be recommended by the dean.

There must be a reasonable expectation that the college will derive substantial benefit from the leave. Upon completion of the leave, the faculty member will submit to the dean documentation that he/she has fulfilled the purposes for which the leave was granted.

Sabbatical Leave

On the recommendation of the College President, the Board of Trustees may permit members of the professional staff to take sabbatical leaves for the purpose of self-improvement and benefit to the college district. The Faculty Association may make recommendations to the Vice President of Academic Affairs for sabbatical leaves. A Sabbatical Leave Committee will be formed with a faculty member serving as chair.
Sabbatical leaves may be combined with programs of study, research or travel financed by outside noncommercial agencies such as universities or foundations. A maximum of 5 percent of the professional staff may be on a sabbatical leave at any one time.

Qualified staff members may be permitted to choose between the following alternatives as to the length of their sabbatical leaves:

Minimum Consecutive Years of Service	Length of Leave	Regular Salary paid on Leave
3	1 year	29
4	1 year	36
5	1 year	43
6	1 year	50
7	1 year	57
8	1 year	64
9	1 year	71
10	1 year	78
11	1 year	85
12	1 year	92
13 or more	1 year	100
3	1 semester	30
4	1 semester	40
5	1 semester	50
6	1 semester	60
7	1 semester	70
8	1 semester	80
9	1 semester	90
10 or more	1 semester	100

A staff member shall return for a minimum of one year after a one-semester sabbatical leave and a minimum of two years after a full-year sabbatical leave or repay the district for the amount of sabbatical pay. A staff member shall be required to put in a minimum of three years' service before applying for another sabbatical leave.

The leave shall be conditional upon a plan for study, research, travel or other activity proposed by the applicant and deemed by the board to benefit the college district. The plan shall be approved by the board and not thereafter modified without the approval of the board.

The applicant also agrees in writing that if he/she does not return to contractual service in the district, all district remuneration received from the board during the sabbatical leave will be refunded unless the applicant is prevented from returning because of illness or incapacity. The board shall pay the instructor's

contribution to the State Universities Retirement System during the sabbatical leave computed on the annual full-time salary rate under which the member last received earnings immediately prior to the leave or a proportional part of such rate for a partial year of sabbatical leave credit. At no time will pay exceed 100 percent, including SURS payment. The amount of any financial grant provided by an outside noncommercial agency shall be considered in the granting of leave.

Applications for sabbatical leave will be made to the Sabbatical Leave Committee chairperson. Applications for sabbatical leave must be made prior to February 1 for leaves beginning the following fall and September 15 for leaves beginning the following spring. These deadline dates may be waived by the Sabbatical Leave Committee under unusual circumstances.

Professional Memberships

Faculty are encouraged to become active members of professional associations and to participate in related activities where possible. Professional institutional memberships may be paid for by the institution in certain cases. Individual memberships are paid for by the faculty member.

Travel Allowances

Instructors may utilize budgeted travel and meeting funds and be absent to attend local, state and national professional development activities upon the approval of the Dean or appropriate administrator for in- radius travel or upon the approval of the Dean or appropriate administrator and the Board of Trustees for out-of-radius travel.
Each department or consolidated program unit designated in the Faculty Negotiated Agreement will be allocated
$1000 for each full-time faculty member plus $500 for the department or consolidated program unit. The department or consolidated program unit shall set its own procedure for the allocation of travel allowances for the purpose of professional development and instructional benefit.

When a faculty member has been requested to attend a PDA as an official representative of the college, or when he/she attends a PDA as an officer of the organization holding the PDA, or to present a paper, or to serve as a member of a panel, and such attendance has been approved and/or requested by the administration, he/she shall be reimbursed for all reasonable expenses. Such expenses shall not be charged against the department's budget.

Grants

Faculty members are encouraged to become active in the external grant process. External grants supplement institutional funds with funds from government and private or corporate sources which can be used to: 1) expand and improve or maintain programs/services; 2) open new and creative venues for the students, the institution, departments, programs, etc. and 3) provide continuous professional improvement and technical skill enhancement opportunities for faculty members with potential to target

areas such as research, lab development, equipment, travel and grant writing skill. Internal and external partnerships and collaborative efforts provide additional dimension of grant work, which extend to the community and the world beyond Triton College.

There is an established set of grant processes, procedures, and forms at Triton College. These procedures cover all external grant activity whether Triton is the primary submitter of a grant or serves as a partner or subcontractor on a grant submitted by another entity. These documents are available through the Grants Development Office (Ext.3022). It is important to note that any and all proposals or grant activity involving or citing Triton College and/or its faculty must be approved through the respective Deans and by the upper- level administration prior to making a commitment as well as be a matter of record on file in the Grants Development Office.

Evaluation

For tenured faculty members, the objectives of evaluation are to improve the instructor's quality of instruction and for staff development.

For non-tenured faculty members, the objectives of evaluation are to recommend continued employment, to improve the instructor's quality of instruction and for staff development.

Full-time faculty members shall be evaluated on a regular basis.

- Non-tenured faculty – one (1) assessment per semester.
- Tenured faculty – one (1) time every two (2) years

The evaluation process includes separate classroom observations by the chair/coordinator and dean, pre- and post- observation meetings and a self-evaluation. Chairs/coordinators and/or deans may also require a Professional Development Plan and/or Portfolio.

Written evaluations will be forwarded through the Vice President of Academic Affairs to Human Resources for inclusion in the faculty member's personnel file.

Tenure Guidelines

All newly hired faculty on tenure track at Triton College undergo a rigorous six-semester tenure track process for granting of tenure status by the college. As the new faculty proceed from their first to their sixth semester of the tenure track, the faculty member is expected to demonstrate growth in areas important to the college's mission ranging from teaching and classroom excellence, involvement, and engagement in departmental and college-wide initiatives to service to the college and outside community.

Every Semester Expectations

Each semester the tenure track faculty member will:

1. Attend and participate in the new faculty community meetings.
2. Be observed by your department chair/coordinator and dean.
3. Complete the self-assessment and a professional development plan informed by the chair and/or dean feedback.
4. Complete the end-of-semester Student Perception of Instructor evaluations for each course taught.
5. Submit syllabi for review to the Dean.
6. Submit an updated list of participation for all Center for Teaching Excellence activities to the chair/coordinator and/or dean.
7. Participate in the mentoring program.

Semester 1 Expectations

1. Prior to the start of the semester, syllabi should be reviewed by Dean or Dean's designee to ensure they meet the department standard and align with the Board Policy #6080.
2. Get acclimated to the college and the inner workings of the department.
3. Attend a variety of committee meetings and other campus events to begin to learn the campus structure and culture.
4. Begin a formal mentoring program with a committee composed of three tenured faculty: Department Chair or Coordinator, one FTF from the same school (A&S, B&T, or HCPS), and one FTF from a different school. Expectations would be:
   a. Classroom observations - the two non-chair/coordinator members will both observe the first semester, then alternate once per semester through the 5th semester.
   b. Meet with the Chair/Coordinator and Dean at the end of the 1st year, 2nd year, and 5th semester.
   c. Mentors are accessible to the new faculty throughout the year.
      Mentors: Serve as an additional layer of support to help non-tenured faculty gain insight and offer practical advice and shared experiences.
5. Observe at least one class of a fellow faculty member.

Peer Observations: *Developing connections with tenured faculty members in and outside of their department are beneficial to further understanding the culture of the college and developing one's own teaching style and repertoire. Observing other faculty teaching in their classroom is recommended especially for those faculty that have limited experience in the classroom.*

6. Complete the Blackboard Learn modules if your online training does not meet the college standard for online teaching.
7. At the end of the 1st semester, complete a post-observation reflection incorporating feedback from the chair/coordinator evaluation, dean evaluation, and student perceptions. A plan of ongoing improvement should be also included and assessed in the 2nd semester.

Professional Reflection: *Affords the opportunity to grow and change through self-assessment building a greater understanding and confidence as one focuses on events or interactions further developing one's professional practice with special attention to areas of improvement and detailed measures that will be taken to address those improvements.*

8. Write a letter to the College President after the 1st semester.

Letter to the President: *In this brief correspondence the non-tenured faculty member shares with the college president their first semester experience summarizing highlights and future goals.*

9. Begin thinking of ideas for your tenure project.

Tenure project: *This could be any number of ideas related to the faculty's interest and needs of the department. The scope of a tenure project should be something that improves the capacity and academic quality of the department. Examples of projects could include course improvements, new program development, comprehensive quality reviews that lead to resource improvements, research related to effective teaching and student engagement, and/or improvements in coordination with other departments.*

Semester 2 Expectations

During the 2nd semester, the tenure track faculty member will:
1. Prior to the start of the semester, modify syllabi based on 1st semester student, chair/coordinator and mentor feedback.
2. Join and participate in one official college committee or task force (contractual).
3. Participate in 3 Center for Teaching Excellence professional development workshops that cover; effective reflection, the curriculum process at the college and assessment practices.
4. Complete the college's pedagogy training if your online training does not include training that meets the college standard for online teaching.
5. Submit a one-page proposal for a tenure project to department chair/coordinator and the dean of the school, discuss and secure approval from the dean, then begin work.
6. At the end of the 2nd semester, complete a post-observation reflection incorporating feedback from the chair/coordinator evaluation, dean evaluation, and student perceptions. A plan of ongoing improvement should be also included and assessed in the 3rd semester.

Semester 3 Expectations

During the 3rd semester, the tenure track faculty member will:
1. Continue your committee involvement and select more avenues for participation and campus engagement.
2. Modify your syllabi and update teaching philosophy, reflecting current practices, learned methods, and experiences based on student and chair/mentor feedback. **Teaching Philosophy**: Writing one's teaching philosophy allows the opportunity to reexamine what they value and believe about teaching and how they practice that in the classroom.
3. Continue work on your tenure project and begin portfolio documents.

Portfolio: *The profession of teaching is both an art and a science and your portfolio is a collection that reflects your tenure journey here at the college.*

4. Participate in professional development sessions offered in the CTE.
5. End of the 3rd semester, complete a post-observation reflection incorporating feedback from the chair/coordinator evaluation, dean evaluation, and student perceptions. A plan of ongoing improvement should be also included and assessed in the 4th semester.

Semester 4 Expectations

1. During the 4th semester, the tenure track faculty member will:
2. Continue your committee involvement and select more avenues for participation and campus engagement.
3. Continue work on the portfolio documents and tenure project, providing an update to the chair/coordinator and dean on progress.
4. Present on topic of your choice in CTE during your 4th or 5th semester.
5. At the end of the 4th semester, complete a post-observation reflection incorporating feedback from the chair/coordinator evaluation, dean evaluation, and student perceptions. A plan of ongoing improvement should be also included and assessed in the 5th semester.

Semester 5 Expectations

During the 5th semester, the tenure track faculty member will:

1. Continue your committee involvement and select more avenues for participation and campus engagement.
2. Present on topic of your choice in CTE during your 4th or 5th semester.
3. Complete and submit the tenure portfolio.
4. Continue work on Tenure project.
5. End of the 5th semester, complete a post-observation reflection incorporating feedback from the chair/coordinator evaluation, dean evaluation, and student perceptions
6. Write a letter to the College President defending your tenure to include in your portfolio.

Semester 6 Expectations

During the 6th semester, the tenure track faculty member will:

1. Continue your committee involvement and select more avenues for participation and campus engagement.
2. Consider serving as an adjunct mentor.
3. Develop a plan for your professional goals for the next two years.

Professional Goals: *Setting goals helps to align new behaviors and interests to guide development that is actionable, measurable and achievable.*

1. As your tenure is celebrated, share with the campus community your experience as you moved through the tenure process and next steps of interests you would like to pursue and ideas you'd like to develop here at the college.
2. Present your Tenure project in the CTE during the 6th semester.

Non-Tenured Mentoring Program

Formal mentoring program with a committee composed of three tenured faculty for each non-tenured faculty member:

- Department Chair or Coordinator,
- one FTF from the same school (A&S, B&T, or HCPS),
- and one FTF from a different school.

If no Department Chair or Coordinator is available, then a second FTF from the school and the senior FTF chairs the committee.

The committee is assigned through the 5th semester and they would be given access to student evaluations. Expectations would be:

a. Classroom observations - the two non-chair/coordinator members will both observe the first semester, then alternate once per semester through the 5thsemester.
b. Meet with the Chair/Coordinator and Dean at the end of the 1st semester and 3rd semester.
c. Be accessible to the new faculty throughout the year.
d. Compensation for 2 non-chair/coordinator faculty, $200 stipend per faculty per semester.

* Chairs/Coordinators are not compensated for this work with the non-tenured faculty in their own departments but could serve as a faculty member for a non-tenured faculty not in their department.

Non-Tenured Mentoring Program				
Semester 1 Observations	Semester 2 Observations	Semester 3 Observations	Semester 2 Observations	Semester 5 Observations
Chair/Coordinator	Chair/Coordinator	Chair/Coordinator	Chair/Coordinator	Chair/Coordinator
Faculty A	Faculty A	Faculty B	Faculty A	Faculty B
Faculty B				

Tenure Portfolio

Portfolio: *The profession of teaching is both an art and a science and your portfolio is a collection that reflects your tenure journey here at the college.*

The portfolio is developed over 5 semesters as an evidence-based document that showcases what the faculty member has done to improve instruction, student retention, recognizing strengths and areas that need development and growth. It also serves to demonstrate the faculty member's commitment to the college and its mission.

The portfolio should not be a collection of paperwork, but a living and dynamic document that includes guided reflections based on actionable feedback, and evidences of growth and development.

Some items to consider including:

- All reflections/ mentoring feedback from the tenure process.
- Compare teaching philosophy from faculty application to current philosophy and what has changed in statement and practice.
- Provide strategies utilized in your classroom and how they have improved teaching and learning.
- Compare 1st and 5th semester syllabi for changes based on best practice within the classroom and with students.
- Description of your committee work and contribution to the campus community.
- Items that offer a glimpse of your classroom and what makes it unique.
- A short summary of your tenure project.
- Be aware that all semester evaluations from the dean, chair/coordinator and student perception evaluations are provided by HR so do not need to be included in the portfolio.

Triton College Board Policies

To view the entire Board Policy Manual, visit

https://www.triton.edu/about/administration/board-of-trustees/