

CENTER FOR TEACHING EXCELLENCE

TRITON COLLEGE  
**ADJUNCT FACULTY**  
**HANDBOOK**

2023 – 2024



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



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	<a href="http://www.triton.edu/cte">www.triton.edu/cte</a> Ext. 3371; <a href="mailto:CTE@triton.edu">CTE@triton.edu</a>
Audio/Visual Requests and Computer Help Desk	Ext. 3375; <a href="mailto:helpdesk@triton.edu">helpdesk@triton.edu</a>
Triton College Catalog	<a href="http://www.triton.edu/collegecatalog/">http://www.triton.edu/collegecatalog/</a>
Internet Home Page	<a href="http://www.triton.edu">www.triton.edu</a>
Login: <b>MyTriton</b> Portal	<a href="http://mytriton.triton.edu">http://mytriton.triton.edu</a>
Student Handbook	<a href="https://www.flipsnack.com/TritonCollege/student-handbook-2022/full-view.html">https://www.flipsnack.com/TritonCollege/student-handbook-2022/full-view.html</a>

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](http://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](mailto: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](mailto:info@hlcommission.org)

Website: [www.hlcommission.org](http://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' Office: 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
- Financial Aid
- 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
- Records
- Welcome Center

## **Retention and Student Engagement**

### **Dean's Office: Room B-120**

- Academic Advising
- New Student Orientation
- Testing Center
- Transfer Center
- TRIUMPH and Surge

## **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

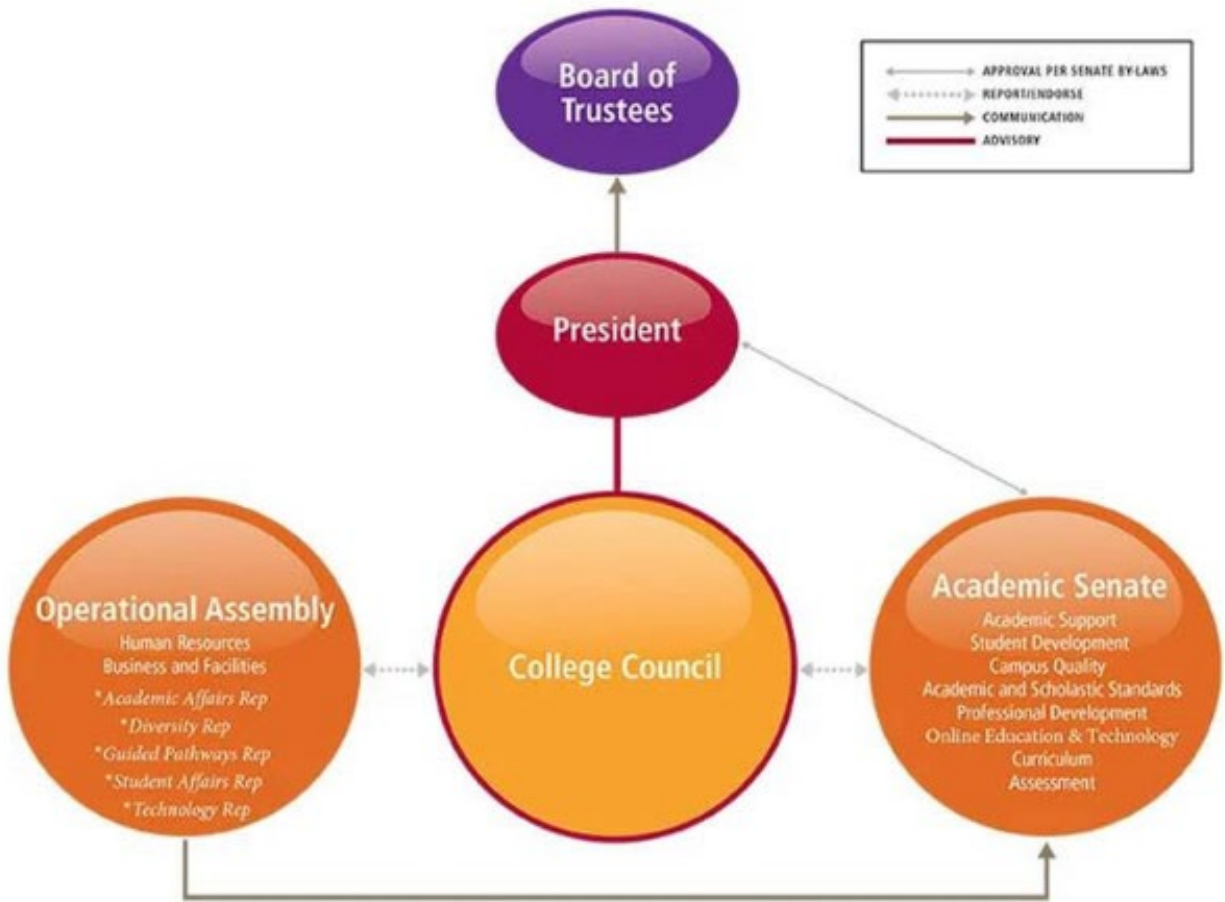
The Operational Assembly is a collegial body concerned with building consensus on issues related to campus operations, facilities, and student services. The Assembly provides assistance in coordinating work of represented areas by ensuring cross-communication. Support is provided at the monthly meetings, 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.



## 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 and Student Services 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.

## **Adjunct Faculty Participation in Committees and Departmental Meetings**

The Board of Trustees agrees that it is desirable that employees participate in any and all college-wide committees and departmental meetings. The Board also agrees that the college President will invite participation of employees on all appropriate college committees formed by the college for faculty or other employee participation. Such opportunities can include Presidential Search Committee, Department Chair, Program Coordinators or Program Director Selection Committee, College Council and subcommittees of the Academic Senate.

Adjunct faculty are welcome to attend College Council, Academic Senate and Sub-committee meetings, which are open to the campus community, and these committees have voting representatives from the adjunct faculty. If you are interested in serving on any of these committees, contact the Adjunct Faculty Association at Ext. 3245 or [tritonadjunct@yahoo.com](mailto:tritonadjunct@yahoo.com).

# 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.

## 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://triton.edu.sharepoint.com/sites/CurriculumandAssessment>

Course outline and other College Curriculum Committee forms available on 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





- 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> for help with assessment methods, policies or procedures.

# **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](mailto: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](mailto: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](mailto: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 student's 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  
B = 3 points  
C = 2 points

D = 1 point  
F = 0 points

The formula is expressed as follows:  $\frac{\text{Grade points} \times \text{semester hours}}{\text{grade point average}} = \text{GPA}$ .

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 education 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 education 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 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, 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-Program 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](http://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.

The online Incident Report form can be found by clicking on the [Incident report form](#).

## **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 course 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 direct 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](http://www.triton.edu/cte)) and MyTriton (<http://mytriton.triton.edu/faculty-resources/cte/Pages/default.aspx>) 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](http://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 accommodate 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.

## **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.

## 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](http://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](mailto: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
- Psycho-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

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](http://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 25<sup>th</sup> 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.

# Adjunct Contract Processes: HR

Adjunct instructors are employed strictly on a semester to semester basis, based solely on the determination by the college of its needs for any given academic term. Reassignment is also contingent upon evaluation of the instructor and/or the particular subject taught.

Adjunct faculty assignments are contingent upon sufficient enrollments.

Occasionally, an adjunct instructor may be relieved of an assignment if a full-time member of the faculty needs the course to maintain a full teaching load. As a rule, adjunct instructors teaching credit courses are not permitted to teach more than 12 credit hours per semester. All Human Resources questions can be directed to Ext. 3818 or emailed to [hr@triton.edu](mailto:hr@triton.edu).

## Paperwork

The Human Resources Department needs the following items on file before an instructor's employment begins:

1. A completed Triton College Application for Employment, cover letter, resume and teaching philosophy.
2. Transcripts from all schools validating degrees, certificates and hours, certifying competency in the teaching subject area.
3. Completed Form I-9, completed SURS Annuitant status Form, and completed W-4 Forms.
4. Certificate of Completion from Illinois Department of Children & Family Services Mandated Reporter Training.

Adjunct faculty members are responsible for keeping their personnel files up to date by submitting additional relevant information as well as changes in address and telephone number to the Human Resources Department at Ext. 3818.

## Salary and Deductions

Paydays are every other Friday. All paychecks are issued via direct deposit.

Mandatory deductions: Federal and state income tax; State Universities Retirement System (except for employees already receiving a SURS annuity); Medicare, if applicable; and other deductions as may be required by legal order.

Voluntary deductions: Triton College Foundation; payroll savings at Leyden Credit Union; tax deferred annuity (403b) plans; Committee on Political Education.

All adjunct faculty will be enrolled in SURS. If an instructor teaches for more than one college covered by SURS, he/she may receive service credit for no more than one year during any academic year, but his/her contribution base would increase. Any other public employment or prior service time that an employee has can be purchased to provide service credit toward retirement benefits. If you have questions, please call SURS at 1-800-ASK SURS.

An adjunct instructor can typically expect payment the first payroll date following the start of each class, however, exceptions do exist. The total compensation for each class is divided in equal payments over the length of the course.

## **Employee Identification Numbers and Cards**

All adjunct faculty members teaching on the main campus are required to obtain a staff identification number and card. ID numbers are required to access Blackboard, and ID cards are often necessary to gain access to required areas and to make copies, and they are useful at the library, Media Distribution Services, the Triton Bookstore, and for admission or reduced admission to selected college events.

## **Adjunct Faculty Absence Procedures**

One of the most important obligations of an adjunct faculty member is attendance. Each instructor is expected to be present at all scheduled class sessions. All absences are deducted from salary at the established substitute rate. If you know that you will not be able to meet the assigned class as scheduled, you must notify the appropriate dean, chairperson or coordinator as far in advance as possible so that the department chairperson/program coordinator can make arrangements for a substitute, or, in case of an emergency, the class can be canceled. Classes are never canceled without specific permission from the appropriate dean's office. Report absences by calling the following numbers as appropriate.

### **Adult Education**

**Dean's Office: Room A-205, Ext. 3513**

- Access to Literacy
- Adult Transition Programs
- English as a Second Language
- GED/State of IL High School Diploma

### **Arts and Sciences**

**Deans' Office: Room E-103, Ext. 3508**

- 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, Ext. 3522**

- 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, Ext. 3500**

- 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

### **Any Extension Center Course**

1. Assistant Dean of Continuing Education (708) 456-0300, Ext. 3500, 3501 or 3502.  
AND
2. Extension Center Director.  
AND
3. If this involves a credit course, also call the appropriate academic dean's office.

# Working at Triton College

## Adjunct Instructor Job Description

1. Utilizes active learning and student success strategies in the classroom.
2. Kept up-to-date in teaching area/discipline, including licenses, training or certificates as applicable.
3. Teaches to pre-approved course objectives.
4. Instructs students in the facts and skills pertaining to the assigned course(s).
5. Considers the general and special needs of all students, and, when necessary, seeks additional help from and/or refers students to other college support services.
6. Electronically submits syllabi to appropriate department or division office.
7. Creates, updates, and distributes to all students every semester a course syllabus according to the format required by board policy.
8. Prepares and delivers according to assigned schedule a final exam unless exception is pre-approved by Dean.
9. Submits midterm enrollment verification forms and final grade reports, notices, attendance records by due dates and any other reports pertaining to assigned course within fourteen (14) days.
10. Informs department chairperson/program coordinator and dean in writing of any pending problem the instructor is aware or should be aware of that may have a detrimental effect on the department, school or college.
11. Keeps students informed of course progress both verbally and electronically as appropriate.
12. Informs students of relevant educational and occupational opportunities.
13. Commits best resources to success of all of students by recognizing, understanding and embracing diversity.
14. Conducts classes as scheduled and approved by the dean's office.
15. Cooperates with department chairperson/program coordinator, department members, and the appropriate administrators in the development of curriculum, in the preparation and update of course syllabi, course outlines, selection of textbooks and assessment activities.
16. Welcome to attend regular department/program meetings and college meetings as available.
17. Holds office hours for students as outlined in course syllabus and in space available by college.
18. Utilizes appropriate written and oral communication skills.
19. Understands and appropriately utilizes all instructional technology as available in classrooms and labs.
20. As appropriate maintains classroom and/or lab equipment in good order and, when needed, maintains an inventory of assigned equipment and supplies.
21. When needed, recommends library books and other instructional materials and places reading materials on reserve in the library.
22. Follows Student Handbook policies and procedures.
23. Performs other duties as requested or assigned. These other duties shall be restricted to those duties which the adjunct faculty member would or should normally perform for the current semester that they are assigned.

## Classroom Assignments

The classroom to which an instructor is assigned is noted on his/her assignment along with the days and times class meets and the class beginning and ending dates. Changes in classrooms must not be made without prior approval from the appropriate dean. Because classes start on different dates, a classroom may appear to be available when in reality there is a class scheduled for that space.

## Qualifications to Teach

Any adjunct instructor employed by Triton College at the start of the Fall 2021 semester, and for each and every instructional period thereafter, shall be required to be trained for both in-person and online/hybrid/ERL/ blended instruction. Online/hybrid/ERL instruction credentials shall include completion of the BB Learn and Pedagogy Module, or such other Triton College approved training model. As with all credentials and qualifications to teach, these skills remain subject to audit and verification.

Adjunct instructors whose employment starts the Fall 2021 semester or thereafter who do not possess the necessary online instructional competence shall have two (2) semesters to complete the appropriate training. There shall be no compensation for the completion of such training and only in-person teaching assignments shall be available to untrained adjunct instructors during the two (2) semester training period unless waived by the Dean and the Vice President of Academic Affairs. Adjunct Faculty who choose not to engage in the necessary training during their first two (2) semesters at Triton College shall be deemed not qualified for future assignments and to have voluntarily separated their employment with the college as "unqualified for employment"

For AFM's teaching "hands on courses only", the Administration may in its sole discretion (but shall not be required to), grant a waiver of the online instructional competency requirement for those courses that include only hands on training, such as lab courses or sections. Such waivers shall be issued and valid for one (1) academic semester only.

## 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 and forms and gain the appropriate approvals. Courses co-owned by the college must undergo a standard peer review process. For more information call Ext. 3761 or send an email message to [cte@triton.edu](mailto: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:
  - Evaluating a student's level of participation in synchronous class sessions
  - Monitoring the student's activity on course websites or materials;
  - Considering the quality of the student's coursework or understanding; or
  - 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; and
- Instructors are responsive to students' requests for instructional support.

## **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 10-1000  
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.

## **Textbook Acquisition**

Instructors should contact their department chairs/program coordinators for desk copies of required textbooks and/or instructional media and obtain those copies at least one week prior to the start of the course when possible. If the instructor requires or recommends textbooks or supplemental texts, she or he is responsible for contacting the publisher for desk copies.

## **Office Hours**

Adjunct faculty members who are bargaining-membership eligible may establish one (1) office hour per week during the length of their courses for which they will be compensated at \$30. Due to the confidential nature of the documents created or viewed in the Center for Teaching Excellence and Professional Development Center, only Triton employees or authorized guests are permitted in Rooms E-210E and E-210W. Therefore, faculty office or conference hours are not permitted in those rooms.

## **Office Space**

Space limitations prohibit assignment of individual office space to adjunct faculty. If an instructor needs temporary work or student consultation space, he/she should contact the department chairperson, program coordinator or extension center director for assistance.

## **Mailboxes**

For those adjunct faculty members teaching on the Triton campus, mailboxes typically are located in or near the departments or programs offices. Check with the department chairperson or program coordinator to learn the location of your mailbox. Those teaching at extension centers receive mail via the extension center director. Check your mailbox before each class.

## **Copies**

Instructors shall have access to duplicating resources as determined by the departmental budget manager, typically the chairperson or coordinator. In keeping with the college's Sustainability Initiatives, however, mass duplication of syllabi and course materials should be accomplished at Staff Services and not in individual departments. In the CTE/PDC, the print limit is 10 pages per person, per day.

## **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.

## **Tuition Waivers for Triton Courses**

Adjunct faculty members are entitled to take one Triton course (certain courses out of Continuing Education are not eligible) at reduced tuition rates during the semester in which they teach. All Waivers of Tuition Requests will be issued and approved by the Human Resources Department. All adjunct faculty members, whether they live in or out of the district, enrolling in a credit or "E" course shall pay \$6 per credit hour, all fees associated with the course, and the \$1 auxiliary fee. If a "C" course is taken, one-third of the tuition and all fees associated with the course are payable by the adjunct instructor.

# Adjunct Faculty Professional Development & Evaluation

Triton College values the expertise brought to the classroom by adjunct faculty. While many adjunct faculty have had significant teaching experience, others have not. In any case, it is the position of Triton College that lifelong learning is a goal for everyone, and to that end, we provide a variety of professional growth experiences.

## New Adjunct Faculty Orientation

All new adjunct faculty are required to attend the New Adjunct Faculty Orientation. To welcome new adjunct faculty to the college, at least one orientation session is held at the beginning of the fall and spring semesters. Through this orientation, new adjunct faculty are introduced to the college as a whole and to their particular roles and responsibilities as adjunct faculty members.

## New Adjunct Faculty Mentoring Program

During the first semester in which they teach, adjunct faculty teaching regular credit classes may be assigned a full-time faculty mentor. The mentor assists the adjunct instructor in becoming acquainted with the college and its services, the department and/or program in which they teach and instructional techniques. Please contact the Center for Teaching Excellence at Ext. 3761 or [cte@triton.edu](mailto:cte@triton.edu) for more details.

## Adjunct Teaching, Learning and Success (ATLAS) Program

ATLAS is a comprehensive professional development program offered through the Center for Teaching Excellence and designed for Triton's part-time credit faculty. This program intends to engage faculty members who want to enhance their teaching talents, and feel more engaged and connected to other college faculty and staff. Please contact the Center for Teaching Excellence at Ext. 3761 or [cte@triton.edu](mailto:cte@triton.edu) for more details.

## Adjunct Faculty In-Service Workshop

Held twice a year prior to the start of the Fall and Spring semesters, the Adjunct Faculty Workshop features remarks from the President and Vice President and sessions facilitated by guest speakers and/or full- and part- faculty presenters who cover pedagogical best practices or hot educational topics. Bargaining unit eligible adjunct faculty are required to attend and compensated at \$25.00 per hour of attendance.

## Evaluation of Adjunct Faculty

The formal evaluation program consists of two parts.

1. Student Evaluation of Teaching Effectiveness
2. Classroom Observation and Report



## Student Evaluation of Teaching Effectiveness

Student evaluation is a major factor in the evaluation process of adjunct faculty. Most adjunct faculty teaching regular credit courses and selected adjunct faculty teaching continuing education courses receive student evaluation forms about the midpoint of classes each semester. It is important that they be administered and returned immediately.

Results are tabulated and distributed to the adjunct instructor, department chairperson/ program coordinator, extension center director (if applicable), and dean. These records also become a part of the instructor's file in the Human Resources Office.

## Classroom Observation and Report

All new adjunct faculty may be scheduled for evaluation during each of the first two semesters they teach at Triton and periodically thereafter, usually every three years. The evaluation is performed by a specialist in the subject area, such as a department chairperson, program coordinator or a full-time faculty member. The following elements comprise this phase of the evaluation process.

1. **Pre-Observation Conference** - This meeting is held between the instructor and the evaluator, during which the evaluator and instructor to schedule a Classroom Observation date and time and to review the following types of information.
  - o Course Outline, syllabus, organization, objectives, schedule and structure
  - o Methods of instruction, class activities, textbooks, supplemental materials, lab experiments, instructional technologies and multimedia
  - o Departmental expectations regarding rules and procedures regarding coverage of required topics, textbooks, record keeping, grading standards, course requirements and equipment and lab procedures
  - o Resources available to the instructor, including Staff Services, clerical assistance, department files, library and audio-visual services, Center for Teaching Excellence, supplies and equipment
  - o Retention activities and strategies
2. **Classroom Observation** - The visit is typically conducted between the sixth and tenth week of a semester. The observer evaluates the following items.
  - o Knowledge of subject
  - o Retention activities and strategies
  - o Adequacy of preparation
  - o Clarity of presentation
  - o Instructor student interaction
  - o Adequacy of teaching methods
  - o Class management
  - o Use of class time
3. **Post-Observation Conference** - The purpose of the conference is to review the Classroom Visit Report with the instructor and to discuss the observations made during the class visit. The evaluator uses this conference to make specific recommendations to the instructor, and the instructor is provided with an opportunity to respond to the evaluator's comments.

## Do's and Don'ts

### Do

- Make initial contact with the student outside of the Retention Alert system prior to sending an alert.
- Be as detailed as possible. (Example: List the number of classes missed and the maximum allowable.) This will help support staff as they address each alert.
- Report concerns separately. For example, if a student has missed multiple classes as a result of a death in the family, send an alert for "Student at Risk of Being Dropped" and then click "Do you want to report additional issues regarding this student?" For the second alert, choose "Emotional/Personal Concern." Each "issue" is sent to a different support area, and it is important that the correct support staff members are informed of each issue.
- Follow up with the cases you submit by using the "My Contributions to Cases" function.
- Let the Student Success Strategist know if a case can be closed.

### Don't

- Use the system for issues such as:
  - Plagiarism/Cheating
  - Classroom management
  - Behavioral
- Refer to the Faculty handbook for more information about addressing these concerns.
  - Address your alert to the student. Students do not receive alerts sent by the instructor. If you would like to send the student a message, send an email through the "Class Roster" function.
  - Forget the primary goal of the system: retaining students. Make sure to send your first alert for a student while he/she still has an opportunity to be successful in the course.
  - Use the system to send welcome messages. Students do not receive messages directly.

With questions about hosting a departmental training or schedule a one-on-one training session, please contact:

Student Success Strategist  
Triton College  
Room A-326 (708) 456-0300, Ext. 3071

# Triton College Board Policies

To view the entire Board Policy Manual, visit

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

