

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

ACADEMIC AFFAIRS

ASSESSMENT OF STUDENT LEARNING

POLICY 6010
ADOPTED: 07/17/12

To best serve students and the community, those who complete course work and programs at Triton College should achieve the skills and knowledge published in the student learning outcomes at the institutional, program and course level. Assessment is a crucial activity that guides institutional effectiveness, provides a means for faculty collaboration and professional development, demonstrates accountability, enhances public relations and justifies public confidence.

Student learning outcomes assessment is defined as the ongoing monitoring of the extent to which students are developing the knowledge, skills, beliefs and attitudes that are appropriate for graduates of the respective academic program(s). Assessment of student learning assists the college in defining program and course goals and outcomes. Assessment data provides information for faculty development of strong programs, effective curricula, and innovative teaching. Student learning outcomes assessment also assists programs, departments and the college in accreditation by providing evidence of quality teaching and learning.

Triton College will implement assessment of student learning outcomes at the institutional, program and course levels. Assessment of student learning outcomes will be on-going, guide all curricular activities and be used to improve the teaching and learning process. This policy affirms the central role of faculty in the assessment process and allows academic programs the flexibility to choose assessment methods that will be most useful and appropriate.

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

ACADEMIC AFFAIRS

ACADEMIC CALENDAR

POLICY 6013
ADOPTED: 10/17/17

Per the requirements of the Illinois Community College Board (ICCB), the college shall operate on an academic calendar which provides at least two academic terms consisting of at least 15 weeks (at least 75 days of instruction each). Days of instruction shall include all days when there is a full schedule of classes and support services, but will exclude holidays, Saturdays, Sundays, and days scheduled exclusively for registration, orientation, college-wide placement or assessment testing, faculty workshops, and final examinations.

In addition to the terms described above, the college may also include terms during the summer or any other time during the year.

Courses/classes may be scheduled between academic terms, spanning academic terms, for a shorter time frame than the academic term, or for a longer time frame than the academic term, if the schedule provides sufficient duration and contact hours to meet ICCB requirements.

If an emergency makes it necessary for the college to shorten one of its academic terms, the college will ensure that all courses continue to meet the contact hours required and will seek the appropriate approvals from ICCB to shorten the term.

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

ACADEMIC AFFAIRS

CREDIT HOURS

POLICY 6015
ADOPTED 08/20/13

Triton College credit-bearing courses, including online courses and hybrid courses requiring both in-person and online participation, and all lab and clinical experiences, are scheduled and conducted in compliance with federal regulation defining the credit hour. A credit hour is an amount of work, represented by course-specific learning outcomes and evidence of student achievement, corresponding to one hour of classroom or direct faculty instruction requiring a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester.

PROCEDURES

1. Scheduling of credit-bearing classroom courses in all formats - weekday, weekend, accelerated, etc. - reflects the credit hour definition established by federal regulation.
2. Credit-bearing online courses require student participation in instructor-led asynchronous or synchronous online learning activities equivalent to a minimum of one hour per week and out-of-class student work equivalent to a minimum of two hours per week for approximately fifteen weeks for each credit hour in compliance with Illinois Community College Board standards.
3. Credit-bearing hybrid courses require a combination of in-person faculty instruction and online, instructor led, asynchronous or synchronous learning activities equivalent to a minimum of one hour per week and out-of-class student work equivalent to a minimum of two hours per week for approximately fifteen weeks for each credit hour in compliance with Illinois Community College Board standards.
4. Laboratories, clinical laboratories, studio work, internships, practica, and other academic work require at least the equivalent amount of classroom and/or direct faculty instruction and student work as defined in policy above, and out of class student work equivalent to a minimum of one hour per each two hours of labor clinical conducted in class for approximately fifteen weeks per credit hour in compliance with Illinois Community College Board standards.
5. In the case of Independent Study (an instructor-approved course of study for a single student based on academic work which reflects a reasonable and moderate extension of courses already approved for community college programs) or Individualized Instruction (an instructor-approved method of instruction which provides the means whereby a student may complete a college course at a rate that is determined primarily by the student's ability, motivation, and interest), courses are scheduled and conducted in accordance with the current Faculty Negotiated Agreement and conform to the above established credit hour definition.

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

ACADEMIC AFFAIRS

ACADEMIC ATTENDANCE RECORDS

POLICY 6020
ADOPTED: 06/25/91
AMENDED: 08/19/14
AMENDED: 03/19/19

The Triton College Board of Trustees believes it is essential that all faculty maintain accurate attendance records for all students enrolled in every course at the college.

The following will apply to all faculty:

1. Attendance must be reported on class rosters and/or attendance sheets.
2. 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.
3. Mid-term verification of attendance must be submitted to the appropriate college department within two weeks of the mid-term date.
4. At the end of each semester, class attendance records must be submitted to the Records Office.

TRITON COLLEGE BOARD POLICY

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ACADEMIC AFFAIRS

ACADEMIC SENATE

POLICY 6030
ADOPTED: 06/25/91
AMENDED: 11/20/01
AMENDED: 12/20/16

An Academic Senate will be established and maintained at Triton College. The senate will function as an advisory body to the President of the College. The focus of the senate is limited to academic issues.

The following senate committees are established:

1. Professional Development
2. College Curriculum
3. Academic & Scholastic Standards
4. Student Development
5. Quality of Life
6. Academic Support
7. Assessment
8. Technology Advisory & Distance Education

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

ACADEMIC AFFAIRS

ACADEMIC COMMITTEES

POLICY 6040
ADOPTED: 06/25/91
AMENDED: 03/16/93
AMENDED: 11/20/01
AMENDED: 12/20/16

The President of Triton College will authorize, establish, and discharge all academic committees. All committees will act only in an advisory capacity.

The following committees provide input to the President on a broad range of issues:

1. Academic Senate and the following committees of the Senate
 - a. Professional Development
 - b. College Curriculum
 - c. Academic and Scholastic Standards
 - d. Student Development
 - e. Quality of Life
 - f. Academic Support
 - g. Assessment
 - h. Technology Advisory & Distance Education
2. President's Cabinet/Administrative Committees
3. Programmatic Advisory Committees

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

ACADEMIC AFFAIRS

ACADEMIC FREEDOM

**POLICY 6050
ADOPTED: 06/25/91**

The Triton College Board of Trustees supports the concept of academic freedom for the full- and part-time teachers of the college.

Faculty members shall be free to present instructional materials which are pertinent to the subject and level taught and shall be expected to present all facets of controversial issues in an unbiased manner.

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

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

ACADEMIC AFFAIRS

COURSE OUTLINES

POLICY 6060

ADOPTED: 06/25/91

AMENDED: 11/20/01

AMENDED: 04/28/09

The Triton College Board of Trustees directs the President of the college to assure that each course offered has an approved course outline. Each outline will be reviewed and approved every year and the most recently approved outline will be kept on file by the respective Dean's office.

The purposes of course outlines are as follows:

1. Enhance consistency of instruction among the faculty.
2. Document specific course content for transferability to other educational institutions.
3. Provide an overview of course content, including learning objectives, for guiding and advising students.
4. Meet the requirements of special approving and accrediting agencies and associations.

TRITON COLLEGE BOARD POLICY

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ACADEMIC AFFAIRS

**RECORDING AND SUBMISSION
OF GRADES**

**POLICY 6070
ADOPTED: 06/25/91
AMENDED: 10/15/13**

All faculty at Triton College are required to give final grades to all students enrolled in each class.

Final grades will be recorded in the student's record and on the attendance roster. Both the final grades and attendance roster must be submitted electronically to the Records Department and within two working days after final examination week.

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

ACADEMIC AFFAIRS

COURSE SYLLABI

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POLICY 6080

ADOPTED: 06/25/91

AMENDED: 05/18/93

AMENDED: 08/17/99

AMENDED: 04/28/09

AMENDED: 07/16/19

The Triton College Board of Trustees and the College President require that an up-to-date instructor-developed syllabus based on the college-approved course outline be required for each course.

The syllabus is to include:

1. General Course Information
 - a. Course title, catalog number, section
 - b. Semester, year
 - c. Credit Hours (total, plus 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 catalog
 - b. IAI designation (as indicated)
 - c. Course outcomes
4. Instructional and Technological Information
 - a. Required materials
 - b. Prerequisites
5. Course Assignments and Assessments
 - a. Grading policy
 - b. Missing/Late assignment Policy
 - c. Final exam date
 - d. Weekly schedule of readings and assignments

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

ACADEMIC AFFAIRS

COURSE SYLLABI

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POLICY 6080

ADOPTED: 06/25/91

AMENDED: 05/18/93

AMENDED: 08/17/99

AMENDED: 04/28/09

AMENDED: 07/16/19

6. Course Expectations

a. Attendance requirements

b. Academic Honesty statement:

“Triton College closely adheres to principles of academic honesty and integrity. The Academic Honesty Policy is designed to inform students and faculty of the expectations and procedures associated with the honest pursuit of a Triton College education. Overall, academic achievement is a product of personal commitment, the investigation of knowledge, and a pursuit of independent and honest work, both in and out of the classroom. All forms of cheating deprive the student of achieving true academic success and are therefore considered serious violations. Furthermore, all incidents of cheating will result in a disciplinary response from college officials. The policy is outlined in the student handbook”.

7. Disability and Academic Accommodations statement:

“Students needing academic accommodations due to a medical condition/ disability must make their request at the Center for Access and Accommodative Services (CAAS), Room A-125. Instructors are not required to provide accommodations until the student presents their CAAS card to them. Students will be given a CAAS card that lists the accommodations for which they have been approved. Students are required to show every instructor their CAAS card each semester within the first week of classes. Students taking online classes must scan both sides of their CAAS card and email it to the instructor informing them of their accommodations.

8. Graduation Petition Deadline

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

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

ACADEMIC AFFAIRS

**NEW COURSE DEVELOPMENT
AND REVISIONS**

POLICY 6090
ADOPTED: 06/25/91
AMENDED: 11/20/01
AMENDED: 08/23/05

All Triton College courses receiving state funding must be approved by the Illinois Community College Board.

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

ACADEMIC AFFAIRS

PROGRAM DEVELOPMENT

POLICY 6100
ADOPTED: 06/25/91
AMENDED: 11/20/01

The Triton College Board of Trustees realizes that program development is an integral part of a dynamic organization. The Board of Trustees approves all programs. The President and his/her staff will develop the program and submit it in writing to the Board of Trustees.

Submission of a program to the Board of Trustees will include purpose, who will be served, costs, staffing, and other pertinent information necessary as required by the Illinois Community College Board. All Triton College approved programs will be submitted to the Illinois Community College Board for approval.

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

ACADEMIC AFFAIRS

**POLICIES FOR
THE FIFTH AVENUE JOURNAL
Page 1 of 2**

**POLICY 6110
ADOPTED: 02/26/91
AMENDED: 05/18/93
AMENDED: 11/20/01
AMENDED: 08/23/05**

I. Newspaper Policy

The *Fifth Avenue Journal* is a bi-weekly student-run publication established by Triton College. It is published regularly during the Fall and Spring semesters and during the Summer session as resources and staffing allow, as approved by the Vice President of Enrollment Management & Student Affairs. The *Journal* is an educational laboratory used by Triton College students to gain journalistic experience. It also serves the entire college community by reporting the news, including college events and activities; providing a forum for comment, criticism, and creative writing; and encouraging free expression as guaranteed in the First Amendment to the Constitution of the United States.

The Triton College community recognizes that the college's newspaper is a valuable aid in establishing and maintaining an atmosphere of free and responsible discussion. The *Journal* staff shall exercise editorial freedom and be solely responsible for its editorial and advertising content. The *Journal* shall be free of any vested interest in order to maintain its integrity as a vehicle for free inquiry and free expression.

At the same time, the editorial freedom of the *Journal* entails corollary responsibilities expected of a newspaper in a democratic society. The *Journal* staff at all times will show respect for the dignity, privacy, rights, and well-being of all individuals within the community it serves. The staff must guard against invasion of privacy, libel, and defamation of character. It is the duty of the *Journal* staff to make prompt and complete correction of its errors and to be accountable to the public it serves.

The *Journal* shall operate under the guidance of a written policy, a code of ethics published by the Society of Professional Journalists, and a faculty sponsor. The sponsor of the *Fifth Avenue Journal* should be a full- or part-time faculty member of Triton College.

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

ACADEMIC AFFAIRS

**POLICIES FOR
THE FIFTH AVENUE JOURNAL
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**POLICY 6110
ADOPTED: 02/26/91
AMENDED: 05/18/93
AMENDED: 11/20/01
AMENDED: 08/23/05**

II. Ethics and Responsibilities of the Sponsor

He/she is responsible to the Dean of the School of Arts and Sciences. The sponsor instructs and supervises student editors and staff on the rights, responsibilities, policies, and procedures on all aspects of producing, writing, editing, and fiscal management of the college newspaper.

A college newspaper, such as the *Journal*, is protected under the First Amendment of the United States Constitution and is not subject to Supreme Court decisions regarding high school publications which list the advisor's role as that of an arm of the administration which is the publisher. The sponsor of the *Journal* promotes, initiates, and sustains institutional policies which enable Triton students to publish their newspaper free of censorship or of faculty or administrative determination of content or editorial policy.

The sponsor maintains membership in the Student Press Law Letter, College Media Advisors, Illinois Community College Journalism Association, and other professional associations.

The *Journal* sponsor also fulfills the role of publications manager, responsible for both the fiscal stability of the publication and for its production capabilities. The sponsor works with the staff to ensure strong business and advertising policies and firm accounting practices.

III. Editorial Board of the *Fifth Avenue Journal*

The editorial board of the *Journal* shall ultimately determine the contents of the newspaper. All board members must be registered students (either full-time or part-time) in good standing at Triton College.

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

ACADEMIC AFFAIRS

**TEACHERS' FINAL EXAMINATIONS/
EVALUATIONS**

**POLICY 6120
ADOPTED: 06/25/91
AMENDED: 11/20/01**

The Triton College Board of Trustees requires that all teachers administer a final examination/evaluation in each class.

A final examination schedule will be published each semester. Teachers are required to follow the examination schedule. Non-written final examinations must have prior approval by the appropriate dean.

The following are acceptable reasons for allowing a student to take a final examination on a date other than the published date.

1. Illness of the student
2. Accidents
3. Death in the immediate family
4. Military obligations
5. Other adverse events

The student is required to submit thorough documentation. The teacher will determine when a student may take a final examination at a different time and date.

TRITON COLLEGE BOARD POLICY

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ACADEMIC AFFAIRS

**JOINT AGREEMENTS WITH
OTHER AGENCIES OR INSTITUTIONS**

**POLICY 6130
ADOPTED: 06/25/91**

The Board of Trustees encourages the development of cooperative educational agreements between Triton College and other agencies or institutions that optimize services to students and use of college resources, including joint agreements with other community colleges and clinical agreements with hospitals, clinics, and nursing homes.

The President of the college or his/her designee will be authorized to establish joint agreements on behalf of the Board of Trustees.

All agreements must conform with the Illinois Community College Board guidelines.

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

ACADEMIC AFFAIRS

INDEPENDENT STUDY

POLICY 6150
ADOPTED: 06/25/91

The Triton College Board of Trustees encourages student-initiated independent study programs with faculty involvement. This type of program provides the opportunity to pursue an educational topic or project of special interest.

All independent study projects will be initiated by students only after consultation with a full-time instructor who approves and agrees to supervise the independent study. The student must submit an Independent Study Proposal to the department chairperson or coordinator for approval. The proposed independent study must be comparable to existing academic requirements. The Independent Study Proposal must include a statement of objectives, activities, and evaluation criteria.

The tuition rate for independent study is the same as that for regularly scheduled college courses.

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

ACADEMIC AFFAIRS

**CONDUCT AND DISCIPLINE
IN THE CLASSROOM**

**POLICY 6170
ADOPTED: 06/25/91
AMENDED: 11/20/01**

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. Rules and regulations will be adopted only when the educational process requires such action. The enforcement of rules and regulations shall be fair and consistent.

The student will assume accountability for his/her own conduct while on the Triton College campus.

Any member of the faculty may initiate disciplinary action for an infraction of the rules and regulations of Triton College. The faculty will take action as may be necessary to maintain effectively the objectives of the course and decorum of the classroom environment.

TRITON COLLEGE BOARD POLICY

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ACADEMIC AFFAIRS

CONFIDENTIALITY

POLICY 6180
ADOPTED: 06/25/91

The Triton College Board of Trustees believes that the teacher-student relationship should be kept confidential. The student may expect that statements made in the classroom, discussions with the teacher or written views will be respected and not reported outside the academic community.

Communications relating to the student's loyalty and patriotism; political, philosophical, religious and social values, and private life are of a confidential nature.

No information is to be released concerning a student to any person, group, organization, or agency without the student's written consent.

TRITON COLLEGE BOARD POLICY

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ACADEMIC AFFAIRS

FACULTY MINIMUM QUALIFICATIONS

POLICY 6185
ADOPTED: 06/20/17

To teach Triton College credit and remedial courses, faculty members, full-time or part-time, must meet the following minimum qualifications, which comport with state regulatory and institutional accreditation requirements and conform to generally recognize professional standards within the programs and disciplines. All educational credentials referenced herein are expected to be awarded from an institution accredited by a U.S. Department of Education recognized accrediting body or a degree from another country evaluated for U.S. equivalency.

Faculty teaching courses that are classified by the Illinois Community College Board (ICCB) as Program Classification System (PCS) 1.1 and/or are general education transfer courses that may be used as college credit towards a four-year degree must have a Master's degree in the subject area taught or a Master's degree and 18 graduate credit hours in the subject area taught.

For all remaining coursework, qualified faculty members are identified primarily by credentials, but other factors, including but not limited to equivalent experience, may be considered by the institution in determining whether a faculty member is qualified. Instructors must possess an academic degree relevant to what they are teaching and at least one level above the level at which they teach, except in programs for terminal degrees or when equivalent experience is established. In terminal degree programs, faculty members must possess the same level of degree. When faculty members are employed based on equivalent experience, the institution utilizes its established tested experience qualifications as its minimum threshold of experience. Tested experience includes, but is not limited to, a breadth and depth of experience outside of the classroom in real-world situations relevant to the specific field, discipline or subfield to be taught; certifications or licensure in the field, discipline or subfield; and compliance with legal, governmental, and professional requirements, if applicable. Tested experience qualifications for specific disciplines and programs are established and maintained by the relevant academic area (Arts and Sciences, Business and Technology, Health Careers, Continuing Education).

The college shall work with all faculty members who are employed and otherwise performing well as of the date this policy is enacted to ensure that they meet the above requirements/qualifications. For individuals who do not meet college minimum degree and course work requirements, a written education plan may be established or they may be justified on an individual basis by documenting other qualifications.

TRITON COLLEGE BOARD POLICY

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ACADEMIC AFFAIRS

NEW FACULTY WORKSHOPS

POLICY 6190
ADOPTED: 06/25/91

The Triton College Board of Trustees requires that all new faculty participate in workshops during the first year of employment as scheduled.

The workshops will be designed to serve a variety of purposes:

1. Provide an opportunity for faculty from various disciplines to meet and share experiences, ideas, and concerns.
2. Provide formal in-service programs on educationally related topics.
3. Provide an opportunity for faculty to become educated with Triton College's many support programs.

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

ACADEMIC AFFAIRS

FACULTY EXCHANGE PROGRAMS

POLICY 6200
ADOPTED: 06/25/91

The Triton College Board of Trustees supports faculty exchange programs. Triton College cooperates with various community colleges in faculty exchange programs.

The following guidelines will be applied to all faculty exchange programs:

1. Only full-time tenured faculty are eligible.
2. Exchange may not exceed one year. One semester exchanges may be approved by the mutual consent of both institutions.
3. The visiting faculty member remains under contract to the home college.
4. The visiting faculty member will abide by the policies and regulations of the host college.
5. The visiting faculty member will receive a 20 percent reduction in load during the exchange period.

Additional conditions will be considered on an individual request basis and approved by the College President.

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

ACADEMIC AFFAIRS

RESEARCH AND DEVELOPMENT

POLICY 6210
ADOPTED: 06/25/91

The Triton College Board of Trustees encourages faculty research and development projects. The President of the college will recommend financial limits for all projects. A Research and Development Committee is established to solicit, screen, and recommend proposed projects to the President. The President will make a recommendation to the Board of Trustees for their final approval.

The Faculty R&D Committee will develop and publish criteria for the submission of projects.

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

ACADEMIC AFFAIRS

PROFESSIONAL GROWTH UNITS (PGUs)

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POLICY 6230

ADOPTED: 06/25/91

AMENDED: 11/20/01

AMENDED: 08/23/05

The Triton College professional growth unit (PGU) was established to promote faculty participation in a wide variety of professional development activities by providing monetary incentives, namely reimbursement of necessary fees and/or salary schedule advancement, for such participation.

PGU credit may be awarded for the following activities:

1. Summer work experience that is directly related to the faculty member's instructional assignments. One (1) PGU will be awarded for each 100 hours of work with a three (3) PGU maximum per summer. Unless unusual circumstances warrant, PGU credit will be approved for alternate summers only.
2. Seminar and/or workshop participation which relates to the faculty member's instructional assignments and which requires significant effort, such as the development of materials or the presentation of a paper. Such PGU credit is available only during faculty non-academic-work year periods.
3. Special in-service programs developed by Triton and offered to staff on a voluntary basis. The amount of PGU credit will be determined by the dean based upon the specifics of the program, such as its length, the amount of outside effort required for its development, the day(s) it is scheduled, etc.
4. Credit courses at the graduate or undergraduate level from accredited or non-accredited institutions if the course has direct application to the faculty member's instructional assignments. The PGU credit award will equal the actual number of semester hours earned.
5. Non-credit course which are directly applicable to the faculty member's instructional assignments. One (1) to three (3) PGUs may be awarded upon the dean's determination of the length of the course and the amount of outside effort required. Fifteen (15) hours of class time will equal one (1) PGU.
6. Special projects, other than college-supported R & D projects, which go beyond the scope of regular faculty duties, such as special research projects or the development of unusually time-consuming instructional aids. PGU credit will be tentatively assessed by the dean when the proposal is made and reviewed when the project is half-completed. One (1) to three (3) PGUs will be awarded based upon the complexity of the activity and its time requirements.

TRITON COLLEGE BOARD POLICY

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PROFESSIONAL GROWTH UNITS (PGUs)

POLICY 6230

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ADOPTED: 06/25/91

AMENDED: 11/20/01

AMENDED: 08/23/05

7. Requests for PGU credit other than the above must be accompanied by a written rationale and approved by the department chairperson/coordinator before being submitted to the dean.

Reimbursement for necessary fees related to earning PGU credit may be made at the faculty member's request utilizing unexpended reimbursable tuition money. PGU value will be deducted from the maximum eligible reimbursable amount of 12 semester hours per year with a maximum of 30 semester hours since 1971. For this purpose, one (1) PGU will equal one (1) semester hour.

A maximum of ten (10) PGUs may be used for each column movement.

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

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PROFESSIONAL REVIEW PROGRAM

POLICY 6240

ADOPTED: 06/25/91

The Triton College Board of Trustees believes that effective teaching is the professional responsibility of every faculty member and that periodic review is essential for maintaining a high level of teaching effectiveness. The review process must fulfill Triton College's responsibility to accrediting and/or approving agencies.

The professional review for full-time faculty members will consist of a comprehensive evaluation of the faculty member's total job performance. Specifically, it will include the following:

1. The faculty member's self-evaluation
2. Student evaluations
3. The department chairperson/coordinator's classroom evaluation
4. The department chairperson/coordinator's evaluation of related duties.
5. An administrative evaluation

The comprehensive nature of the program is based on the belief that several components used together are preferable to the use of a single component in evaluating a faculty member's total performance. Evaluation of adjunct faculty may include all of the above components or may be modified based upon departmental policy with the approval of the appropriate dean.

The data that are produced by the evaluation process will provide the basis for an individual professional development plan for each faculty member. The professional development plan will be designed jointly by the faculty member and the department chairperson/coordinator after reviewing the evaluation data; the plan must be approved by the appropriate dean.

The faculty member will be evaluated during the first year under contract; the professional development plan will be developed during the second year for implementation thereafter. A schedule of evaluative professional review for continuing faculty members will be determined by the President or his/her designee. This policy is not designed to supersede the faculty negotiated agreement.