



Douglas
College



FACULTY HANDBOOK

2008/2009

DOUGLAS COLLEGE

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PRE-AMBLE

This handbook is intended to help orient new faculty at Douglas College and to facilitate Department inclusiveness and co-operation in the conduct of discipline affairs.

Therefore, the Handbook gives an overview of the mandate (including legislation, policies, and Collective Agreements), structures, and activities involved in instruction and other faculty responsibilities as well as Department/Discipline/Program business operations.

Because Douglas College is a bi-cameral institution--that is, it operates with a mix of management and faculty governance powers, as authorized by the *College and Institutes Act* and by Collective Agreement--the portion of the Handbook outlining Faculty and Department governance structures and processes is advisory.

Any comments on how the Handbook can be modified to better serve faculty are welcomed. Contact either Employee Relations at exmannm@douglas.bc.ca or cavanaghb@douglas.bc.ca or the Douglas College Faculty Association at <http://www.dcfanet/contact.html>.

MESSAGE FROM THE PRESIDENT

Welcome to the faculty at Douglas College. I hope that your time here will be rich and rewarding and I look forward to your involvement in college activities and initiatives. At Douglas College we have been fortunate to attract outstanding faculty who are committed to excellence in teaching, learning and scholarship. I hope you take advantage of the many opportunities to contribute to the experience of our students.

The purpose of this *Handbook* is to provide all members of the faculty, particularly those who are new to Douglas College, with knowledge of the policies, regulations, practices and expectations which prevail at Douglas College. Because we are in a rapidly changing and evolving environment, this *Handbook* is subject to change from time to time.

As you settle into your position at Douglas College, you will undoubtedly have many questions in your first weeks and months on campus. What follows is an attempt to provide some basic information and list other sources of information and assistance. Douglas College has some written policies and, as you will discover, many unwritten practices. Please feel free to ask for clarification and /or further information from your Chair/Coordinator, Associate Dean, Dean, Director. You will also find the

personnel in the service areas of the College to be very knowledgeable and willing to do their best to assist you.

This *Handbook* has been compiled by a joint Committee of Douglas College and the Douglas College Faculty Association. Please feel free to contact the Associate Vice President, Employee Relations or your DCFA officers for assistance or to provide feedback on this document.

Susan Witter

President

1. THE ORGANIZATION

1.1 DOUGLAS COLLEGE VISION

At Douglas College, we are committed to enhancing the skills, knowledge, and values of life-long learners in meeting their goals.

At Douglas College, we respond to diverse community needs in a rapidly changing society.

1.2 DOUGLAS COLLEGE GOALS

The goals of Douglas College are to:

- provide an environment that welcomes and responds to the multicultural and diverse nature of our society.
- provide an environment that encourages and celebrates individual initiative and responsibility.
- provide appropriate student services and education programs for students with a wide diversity of age, background, experience, interests, and special needs.
- provide students with the opportunity to meet their career goals, and to pursue, with success, studies at other post-secondary institutions.
- provide an opportunity for students to obtain a broad general education that will develop their capacities and creative talents and enable them to grow as human beings and good citizens of their community in aesthetic and/or applied pursuits.
- make our programs, services, and facilities available to as many people as possible, through curriculum organization, flexible schedules, and convenient locations.

- ensure that our programs and services are affordable to students, and, correspondingly, that the College offers programs and services that are sustainable through time within its budget levels.
- ensure that our programs have defined objectives and standards of excellence, evaluate them against their objectives and standards, and make the results publicly available.
- provide ongoing learning opportunities, and encourage the professional development and self-improvement of our employees.
- co-operate with community organizations whose interests and activities are consistent with those of the College, including the visual and performing arts, and recreation.

1.3 DOUGLAS COLLEGE VALUES

These guiding principles shape the Douglas College learning community and govern our decision-making.

We believe:

- that students are our primary focus.
- in fostering a dynamic, accessible, and supportive teaching and learning environment that prizes excellence and innovation. We value creative and critical thinking and the will to challenge and be challenged.
- in honoring the contribution and worth of all individuals. We welcome diversity with its rich complexity and believe that all voices need to be heard.
- that it is our duty to be thoughtful and caring stewards of the personal, physical, and fiscal resources entrusted to us. We practice social, environmental, and community responsibility.
- that intellectual growth and exploration inspire well-rounded, responsible, and contributing citizens. We invite everyone into the excitement and curiosity of learning.
- in the power of dreams and in the power of education to make them come true.

1.4 HISTORY

Douglas College was founded as a two-year community college in 1970. It has since evolved into a four-year college offering foundation programs such as Developmental Studies (Adult Basic Education), university transfer courses in the first and second years of university studies, and credentials up to, and including, four year degrees across most Faculties. In addition, Douglas College offers a range of non-credit Continuing and Professional Education programs as well as a variety of Contract Training programs. Douglas College currently operates two campuses, one located in New Westminster and another in Coquitlam (David Lam). There are a number of satellite offices in communities like Surrey and Maple Ridge

1.5 INSTITUTIONAL STRUCTURE

Douglas College is governed by the *Colleges and Institutes Act*
http://www.qp.gov.bc.ca/statreg/stat/C/96052_01.htm

The chief governing body is the Board of Governors, as advised by the President and the Chair of Education Council. However, there are some provincial lines of authority beyond the Board. The Vice President Finance is ultimately accountable to the Provincial Government and final approval of collective agreements is given by the provincial Post-Secondary Employers' Association.

The President supervises those in management who directly coordinate faculty, such as the Vice Presidents, Deans, Associate Deans and Directors, or who indirectly support faculty, such as Vice Presidents and Directors. **Organizational Charts** - <http://www.douglas.bc.ca/about/governance-and-policies/organizational-charts.html>. Management is coordinated in committees such as Senior Management Team (the President, Vice Presidents and Associate Vice Presidents) or the Vice President Education's Academic Council (VPAC).

Senior Management Team is the senior administrative decision making body of the College. Comprised of the President, Vice Presidents and Associate Vice Presidents, the Senior Management Team (SMT) is responsible for determining the strategic direction of the College, providing leadership to the College community and for the overall effective operation of the College.

The Vice President Education's Academic Council (VPAC) includes the Vice President, Education, and the seven College Deans and is responsible for the College's education and academic administration. Further information about the activities of VPAC can be found at <http://www.douglas.bc.ca/about/governance-and-policies/vpac.html>

The management process is guided by a Strategic Plan, the Academic Plan and the *Students First* Plan and planning process. More information on these planning documents can be found at:

Strategic Plan:

http://www.douglas.bc.ca/_shared/assets/Strategic_Plan_200648202.pdf

Academic Plan:

<http://www.douglas.bc.ca/about/governance-and-policies/vpac/academic-plan.html>

Students First Plan

http://www.douglas.bc.ca/_shared/assets/students_first38430.pdf

Education Council is mandated to decide and/or advise on educational matters. In particular, Education Council has:

- sole responsibility for setting certain policies, criteria, and curriculum.

- joint responsibilities with the Board on matters relating to curriculum evaluation and other Board responsibilities that, on the initiative of the Board, the Board and Council agree are subject to joint approval.
- an advisory role, in advising the Board on the development of education policies as identified under the *Act*.

Education Council meets monthly and includes representation (elected and appointed) from each of the instructional and service areas of the College. Membership includes students, staff, faculty, administration, and the Board. A number of standing committees, such as the Curriculum Committee, support the work of Education Council. Learn more about the work of Education Council at <http://www.douglas.bc.ca/employees/education-council.html>

1.6 COLLEGE-WIDE COMMITTEES

There are a number of College-wide committees to which faculty are elected or appointed to facilitate College business, as in the area of Educational Technology or Scholarly Activity.

Some College committees are mandated by the Collective Agreements. For example, each Faculty/Department is required to have a Professional Development Committee, from which a College wide Professional Development Committee is elected. Another committee, the Common Professional Development Fund Committee, is made up of one (1) elected faculty member for each Faculty/Department and three administrators, including the VP Education, in an *ex officio* capacity. The elected faculty members are drawn from each Faculty/Department's Professional Development Committee.

1.7 FACULTIES/DEPARTMENTS AND GOVERNANCE

Instructors are grouped into six broad discipline areas and one department. The Faculties are Child, Family, and Community Studies; Commerce and Business Administration; Health Sciences; Humanities and Social Sciences; Language, Literature, and Performing Arts; and Science and Technology. Some of these Faculties include Community and Contract Services Programmers who are responsible for non-credit Continuing and Professional Educational programs. The one Department is Student Development, which consists of a mix of foundational classroom instruction and instructional support faculty in such areas as Basic Occupational Education, English as a Second Language Developmental Studies, Centre for Students with Disabilities and Counseling. In addition, faculty perform a variety of instructional and instructional support functions as Librarians in Learning Resources and as Community and Contract Training Programmers in The Training Group.

Each Faculty/Department has a degree of self governance for educational purposes, as mandated by the delegation of management rights to faculty under Article 3 of the Local Collective Agreement.

Therefore, each Faculty/Department meets as a committee of the entire faculty on a regular basis to provide a forum for reports, discussion, recommendations, and for the election of faculty to Faculty/Department and College-wide committees and assignments.

Deans/Associate Deans/Directors or an elected faculty member call and chair full-Faculty/Department meetings, and are responsible for the agenda and minutes.

The Dean/Associate Dean/Director is advised on educational matters by a committee of Chairs, Coordinators, and the Education Council representative for the area. This committee is known as the Faculty Education Committee (FEC) and usually meets monthly. Various faculty representatives on Faculty/Department and College-wide committees report to the FEC on occasion. In some cases, FECs include staff and student representatives.

Each Faculty/Department is encouraged to develop written terms of reference for their FEC, though Education Council has established basic guidelines. Some Faculties have a Chairs/Coordinators Committee to advise on operational matters as well.

1.8 DEPARTMENTS/DISCIPLINES/PROGRAM GUIDELINES

To encourage a collegial environment and the keeping of systematic records of governance decisions, it is recommended that the following guidelines be used.

1.8.1 Regular Meetings

The Department will have regularly scheduled meetings. These will be set by the agreement of the Department on an annual basis. Dates for each semester's meetings will be announced by the Chair/Coordinator in advance.

Department meetings will be called by the Chair/Coordinator or by a Chair elected solely for meetings. The Chair/Coordinator is responsible for developing an agenda, chairing each meeting, and providing a recorder.

Attendance at meetings is expected of regular faculty members. Non-regular (contract) faculty are encouraged, but not required, to attend. Members who are unable to attend should send regrets to the Chair.

Quorum for a regular department meeting shall be one third of the Department plus one (1/3 plus 1). Where quorum is not obtained, any motions at the meeting are for advice only. Such motions will need to be approved by the Department as a whole by a simple majority. Approval may be done via electronic mail.

All Department members are entitled to vote on all matters, except where limited by the Collective Agreement, as in the election of Chairs and Selection Committees.

1.8.2 *Ad Hoc* Meetings

Ad Hoc meetings are called between regularly scheduled meetings when Department business warrants them.

All *ad hoc* meetings are called by the Chair/Coordinator or her/his designate.

One week's notice will be given for any *ad hoc* meetings.

Quorum shall be a majority of regular faculty members.

As in regular meetings, except where bound by the Collective Agreement, all Department members are entitled to vote.

1.8.3 Minutes of Meetings

Minutes of all Department meetings will be taken by members.

The Chair/Coordinator will ensure that minutes are forwarded to the appropriate Faculty Administrative Assistant, who will post them and/or circulate to all faculty members. A master copy will be kept in the Dean/Associate Dean/Director's office area.

1.8.4 Rules of Order for Meetings

Roberts (Revised) Rules of Order will be used for all regular and ad hoc meetings, except as agreed to by Department members.

1.8.5 Chair

To guide the roles of elected Chairs and selected Coordinators, the following can apply:

In accordance with Article 10.1 of the Local Collective Agreement, a Department Chair may be established by a Department. Only a regular faculty member can fill such a position.

Where such a position is created, there will be an election by all regular faculty members at a meeting where two weeks' advance notice has been given. Election will be by a majority vote.

A Chair may resign at any time and a new, duly called (i.e., two weeks notice) election will take place.

A Chair may be removed by a majority vote of regular faculty at a duly called meeting.

Time release for Chairs varies by Collective Agreement provisions or practice.

Chairs in the Faculties of Humanities and Social Sciences, Language, Literature and Performing Arts, and Science and Technology are guaranteed one section of time release annually for each Department with 7.0 faculty FTE or less. Those with more than 7.0 faculty FTE receive two sections of annual release time, except where additional Chair time is provided.

1.8.6 Coordinator

In accordance with Article 10.2, Coordinators are selected by a Department or Non-Department Selection Committee (see Article 5, Local Agreement). Internal candidates must have two (2) years FTE service.

Time release for Coordinators varies with the scope and complexity of the duties to be performed.

Resignation by a Coordinator is normally only accepted at the conclusion of an academic year (August 31), though resignation may take place before August 31 in extenuating circumstances.

1.8.7 Chair/Coordinator Supports

In accordance with Article 10.3, the College supports Chairs and Coordinators by providing training (as coordinated by Employee Relations) and, if the Dean/Associate Dean/Director approves, the provision of markers.

1.9 EXECUTIVE COMMITTEE

Where numbers warrant, an Executive Committee may be established to facilitate the operations of a large Department, such as the Coordinators' Committee for the Department of Nursing and the Department of Psychiatric Nursing.

An Executive Committee, Chair, or Coordinator may develop a work allocation policy (timetabling, rotation of courses, etc.), as long as the policy is within College policies and the Collective Agreement (see Article 6 and 8 Local Collective Agreement in particular).

1.10 SELECTION COMMITTEE

Departments may create a variety of sub-committees. One sub-committee, the Selection Committee, is required.

Each Department will have a Selection Committee. Normally, this committee is made up of two faculty members and the Dean or her/his designate. The faculty members are elected by the Department. Non-Department selections are governed by the non-Department process (Article 5, Local Collective Agreement).

Selection Committees are responsible for the hiring and evaluation of probationary regular faculty and contract faculty. The criteria and processes are described in Article 5 of the Local Collective Agreement.

Selection Committees are responsible for receiving and acting upon the Post-Probationary Faculty Evaluation process, which is a voluntary process.

Selection Committees are responsible for granting Qualified to Teach/Program status to faculty based on Departmental criteria and processes.

Each Selection Committee will have a Chair and a recorder. Minutes are confidential and kept by the Departmental Chairperson.

Each Department Selection Committee may develop hiring criteria and a hiring process, as long as they operate within College policies and the DCFA Collective Agreement.

1.11 GENERAL COMMITTEE RESPONSIBILITIES

Faculty members on all committees are responsible to the Department as a whole.

All committees shall work with terms of reference approved by the Department.

All committees will report to the Department at regularly scheduled meetings.

Procedures developed by General Committees, such as entry, exit, and re-entry procedures, must operate within College policies.

Faculty members on Joint Committees, such as Selection Committees, will follow the above guidelines where applicable.

1.12 ADVISORY COMMITTEES

Program Advisory Committees operate under a unique set of rules. For guidance, see the College Educational Policy document "Program Advisory Committees" on the College web site.

2. USEFUL INFORMATION FOR FACULTY

2.1 GENERAL INFORMATION

Classroom Management: Teaching is governed by College policies on harassment, conduct, and violence prevention. Every instructor is to make students aware of these policies at the start of each semester. These policies can be found at:

<http://www.douglas.bc.ca/about/policies/admin/a020901.html>

<http://www.douglas.bc.ca/about/policies/admin/a100105.html>

<http://www.douglas.bc.ca/about/policies/admin/a100106.html>

<http://www.douglas.bc.ca/about/policies/admin/a100201.html>

<http://www.douglas.bc.ca/about/policies/admin/a100202.html>

Faculty are reminded to leave the teaching environment in a state which is appropriate for the needs of the next group of learners and to exit the classroom 10 minutes prior to the start of the next class.

All activities at the College are governed by College Policies on a variety of topics. Policies are broken into three broad categories, Board Policy, Educational Policy and Administrative Policy. Many of these policies govern classroom and instructional activities so it is important that faculty are familiar with those policies. A listing of all College Policies can be found at:
<http://www.douglas.bc.ca/about/policies.html>

College Closure: The College may close due to snow or emergencies. The College President is responsible for closure decisions. Such decisions are communicated via internal mechanisms and radio. Check the annual 'Snow Flurries, No Worries' memo for specific directions.

College Services: The College has specific policies on use of email, the web, college supplies, etc., See the Use of College Resources Policy at:
<http://www.douglas.bc.ca/about/policies/admin/a200103.html> and college-wide services for technical support such as the Help Desk (Local 5330). See the Computer Use Policy at
http://www.douglas.bc.ca/about/policies/admin/a20_01_05.html

Conflict: In situations where conflict emerges between faculty, students, staff, and management, there are both College policies and Collective Agreement provisions to be used when informal mediation fails.

Important conflict College policies are Standards of Conduct (for employees and students); Sexual Harassment and Personal Discrimination; and Violence Prevention see College Administrative Policies at <http://www.douglas.bc.ca/about/policies/admin.html>.

A faculty member has a right to Union representation in any of these processes where discipline may occur.

Copyright: Learning materials are covered by copyright law. A faculty member's course materials are the property of the faculty member, except where the College has explicitly contracted for their production.

Using materials covered by other people's copyright is covered by the College's Access Copyright license. The Access Copyright license distinguishes between two types of copying: 'Incidental Copying' and 'Copying for Sale'.

Incidental copying is material you distribute in class or place on library reserve. Limits on incidental copying include:

- copies for one time use.
- up to 10% of a published work or an entire essay, poem, newspaper article, or short story – whichever is greater.
- a chapter which is 20% or less of a non-text book.

'Copying for Sale' is otherwise referred to as Course Packs or Lab Manuals. All copyrighted items in a manual must be logged on payment forms and have fees paid to Access Copyright.

The Bookstore is responsible for ensuring Douglas College complies with copyright legislation and Access Copyright. Faculty is advised to plan well ahead and work closely with Bookstore staff to ensure that materials developed meet the legal requirements. See the College's Copyright Policy at <http://www.douglas.bc.ca/about/policies/admin/a080101.html>

Emergencies/Personal Safety: All College personnel should know what to do if there is an emergency evacuation in the event of a fire, bomb threat, earthquake, etc. Each floor and office area has a floor warden in the case of an emergency during normal business hours. Otherwise, in evenings and on weekends, faculty is individually responsible for working with security.

Where appropriate, faculty should know how to handle hazardous materials. The College provides emergency information and training on such issues, such as WHIMS.

The emergency phone number on Douglas College internal phones for all emergencies, 24 hours a day/ 7 days a week is **2400** from a College phone. **If you are using a cell phone, please call:**

604 527 5405 (NW) or

604 777 6254 (DLC)

Detailed information is available in all offices and in Field Bases under Emergency Procedures - Douglas College.

Some faculty areas may have additional evacuation duties where there are disabled students/faculty or children in day care. Floor wardens will give the appropriate directions.

Contact Security immediately if there are concerns about violence. Faculty may be offered protective measures, such as security outside classrooms, in one's office, parking lots, etc., or the provision of a cell phone.

Faculty members on campuses and students as well as faculty at practicum sites are insured under the provisions of the Workers' Compensation Act for accident and injury. Faculty are also insured under the liability insurance of the College while on College business.

Each campus has a joint Health and Safety Committee. Any safety issue, whether of an accidental or incidental (violence) nature, must be reported to the appropriate campus Health and Safety Committee. To do so, a faculty member should report to a Dean, who will provide the appropriate form.

Expenses: Faculty who are required to use their personal vehicle, beyond travel to work, is reimbursed. See the current College Travel Policy for rates. A meal allowance for working an

extended day is also available. Faculty on College business, such as Articulation meetings, are reimbursed under the College Expense Policy.

Class Cancellation and Faculty Absence: If a faculty member is unable to make a class or a meeting commitment, s/he notifies 1) Department Assistant (DA) 2) DA posts notification on room 3) DA ensures Chair/Coordinator is informed 4) Option to send WebCT or MyDouglas up to individual. For evening or weekend classes Security must be notified. In the case of a planned absence, you may arrange for coverage on a reciprocal basis. In the case of a long-term absence, your Chair/Coordinator will arrange for substitution. The following link will direct you to the faculty Procedure for Accessing Sick Leave, Short-Term Disability and Long-Term Disability benefits. http://www.douglas.bc.ca/_shared/assets/sl_faculty36961.pdf

Field Trips: Field trips may be part of the curriculum. Details of field trips should be reported on the appropriate form (forms available at home field base) to provide formal notice to administration of off-site student activity to ensure liability coverage in case of accident or injury.

Grading System: The College Grading System is stated in the Calendar. Besides letter grades, withdrawals and incomplete grades may be given. For current policies consult Educational Policies, <http://www.douglas.bc.ca/about/policies/edu/grading.html> the Registrar's Office, <http://www.douglas.bc.ca/registrar.html>, and the online Calendar <http://www.douglas.bc.ca/calendar.html>.

Instructional Skills Workshops (ISW): If you are new to teaching, the Instructional Skills Workshops may be for you. The Instructional Skills Workshop (ISW) is a dynamic, collaborative, peer-based course that offers participants practical experience in developing effective teaching and presentation skills within a safe environment. Those new to the teaching role gain instructional know-how, while more experienced teachers increase their repertoire. All participants develop, teach and receive peer feedback on three mini-lessons. The ISW has a long history of success in transforming teaching and learning. It is open to all College employees and can be credited toward the Provincial Instructor Diploma Program as course ID3102.

Office Hours: Faculty should post their class schedules and their office hours on their office door. A copy should be filed with the Faculty field base.

Peer Mentoring for recently hired faculty: The Douglas College Faculty Peer Mentoring program is designed to strengthen a sense of community, build relationships among participants, allow for exchange of information about College culture, and encourage discussion of the art and craft of teaching.

The Faculty Peer Mentoring (Peer FM) initiative pairs recently hired faculty with those who have taught at the College for many years. Peer FM participants engage in a long-term relationship that is expected to be mutually beneficial. Dialogue, classroom observation exchanges, critical reflection, and feedback are core aspects of the program.

Submission of Student Grades: The deadline for the submission of grades is determined by the Office of the Registrar and listed in the College Calendar. Faculty members are responsible for

posting their grades online by the deadline. If a faculty member is unable to meet the deadline for grade submission, the Chair/Coordinator, Dean, and Office of the Registrar must be notified.

2.2 FACULTY/DEPARTMENT OPERATIONS

2.2.1 OPERATING BUDGET

In the fall of each year, senior College administrators begin the budget development cycle through discussions with the Ministry of Advanced Education and Labour Market Development. These discussions are set within a three-year rolling budget cycle, and are premised on stable or growing enrolments as measured in full-time equivalent students (FTEs). Budget-wise, FTE includes allocation of funds for instruction, direct support, and general College support costs. The Ministry's annual operating grant represents a contract between Douglas College and the Ministry for the delivery of a specific number of instructional sections. The College strives to meet this target known as the "profile."

The primary costs for delivering instruction are the costs for faculty and staff, and capital costs to support instruction. The process for determining the costs of instruction include determining the amount of workload represented by each course based upon the "mode of instruction", i.e., the number of contact hours (as defined in the Local Collective Agreement), and class size (as defined in Curriculum Guidelines).

Every Faculty has the right to review the draft budget as it affects its area and to vote agreement or disagreement (Article 12, Local Collective Agreement).

2.2.2 EDUCATION AND STAFFING PLAN

The **Education Plan** for each Department/Program is a listing of courses that will be offered in the next academic year, the semester in which they will be offered, and in the case for programs that teach using a variety of modes of instruction (other than solely lecture mode), it lists the workload weighting for each course in sectional equivalents. These sectional equivalents are derived from the calculation of the number of hours in the course, the course duration, and the mode of instruction (lecture, lab, reality [clinical practice] or practicum, and distance online delivery). These are derived from the Curriculum Guidelines for each course and the calculations are based on the mode of instruction weightings in the Collective Agreement.

From the Education Plan, each Department, with the leadership of the Chair/Coordinator, develops a **Staffing Plan** for the next academic year (September to August), which is submitted to the Dean/Director by December 15 each year. All known work (instructional and project) is to be identified and assigned to maximize the amount of regular work for DCFA members. This is to include all known work by July 1, and can be revised until September 1 to include any new known work to top up regular part-time faculty.

The Staffing Plan identifies teaching and other assignments for all faculty over the academic year. Work is allocated by a number of factors, including whether faculty are full or part time

(their established workload), qualifications to teach specific courses, and special assignments. See the **Organizing Work Guidelines** on the Douglas College Employee Relations or DCFA websites

http://www.douglas.bc.ca/_shared/assets/Organizing_Work_Final49282.pdf

http://www.dcfanet.net/pdf/organizing_work.pdf

The Education Plan and Staffing Plan are reviewed by the Dean/Associate Dean/Director to verify that the number of sections is within the amount budgeted in the Operating Budget. The plans are reviewed by the DCFA by June 1 to ensure that regular faculty work has been maximized.

The Education and Staffing Plans form the basis for subsequent processes, including development of the time table, hiring for new positions (full time, part time, and contract), and notifying Employee Relations regarding changes in regular faculty workloads from the previous year.

Allocating work/developing the Staffing Plan based on the Education Plan requires discussion within each Department following Collective Agreement guidelines (Article 6, Local Collective Agreement) and Letters of Understanding about how such work is to be assigned in Integrated Curriculum Programs. (LOU #12 – Local Agreement).

2.2.3 SELF-FUNDED ACTIVITY

Budgets for Continuing Education (CE) offerings and The Training Group (TTG) programs are based on a cost recovery model. Programmers must cover all their costs, generate profits, and produce FTEs that can be counted towards the base grant.

Faculties and Departments can also generate revenue through activities outside the operating grant. These activities can include project work, consultation, sale of products, and the leasing of curriculum. Such activities must be consistent with College strategic directions, conform to the primary responsibilities of the Departments, and comply with the College's Self-Funded Policy. The extent to which a Department may keep and access market revenues, under the supervision of the Associate Dean/Director, is described in the Self-Funded Policy.

3. COLLEGE POLICIES AND PRACTICES

The College is governed by a number of policies/practices – these being Educational, Administrative, and Board-related in nature – and practices based on these policies. All policies are available on the Douglas College website. <http://www.douglas.bc.ca/about/policies.html>

The following policies have direct pedagogical relevance for faculty.

3.1 ADHERENCE TO THE CURRICULUM:

Faculty must follow the established Curriculum Guidelines. These guidelines have been approved through the governance process and contribute to overall program outcomes. Changes to Curriculum Guidelines follow a standard College protocol from one's Department through to Education Council.

3.2 GRADING OF STUDENTS (ACADEMIC PERFORMANCE):

Faculty members are required to follow approved College processes in the grading of students, including a common grade grid (see policy). Faculty is responsible for the timely return of assignments and adequate feedback to support student learning. No in class written assessment or test, or combination thereof, worth more than ten percent can be given in the two week period prior to final exams without an exemption from Education Council.

http://www.douglas.bc.ca/__shared/assets/Examination_Policy47126.pdf Plagiarism is covered by the College Education Policy on Academic Dishonesty. Penalties and Awards are described in the College Education Policy on Academic Performance.

<http://www.douglas.bc.ca/about/policies/edu/grading.html>

3.3 STUDENT APPEALS:

Students have the right to appeal assigned grades and the application of College policies. Grade appeals are heard by a Faculty Grade Appeals Committee chaired by the Dean/Associate Dean/Director or designate. Educational policy appeals are heard by a College-wide Educational Policy Appeals Committee. In all cases, students are expected to try and resolve issues informally through discussions with the faculty member and the Chair/Coordinator. Students are encouraged to meet with the Dean/Associate Dean regarding unresolved issues prior to using the formal appeal process. Students can seek support in this process from a number of sources, including a College counselor, the Douglas College Student Union Ombudsperson, and the First Nations Services Coordinator. Student Appeals Policy

<http://www.douglas.bc.ca/about/policies/edu/appeals.html>

3.4 PRIOR LEARNING ASSESSMENT AND RECOGNITION (PLAR):

Douglas College is committed to integrating PLAR in all areas of the College. PLAR is managed through the College Assessment Centre and trained assessors are available within Faculties across the College. Requests for credit through PLAR are made using the Request for Credit form. Compensation for PLAR is described in Article 13.2.2 in the Local Collective Agreement.

3.5 SCHOLARLY ACTIVITY:

The College has a modest budget for faculty scholarly activity. Watch for the "Call for Applications" that comes out twice per year. Some support is available as well through the Collective Agreement in regards to Professional Development monies and Common PD Fund.

See the Scholarly Activity Policy under Educational Policies, Article 10.9 (Professional Development) and Letter of Understanding 6 (Educational Leaves) in the Common (Provincial) Agreement (whose process is governed by Letter of Understanding 15 and Article 16.3 in the Local Collective Agreement). The Scholarly Activity Fund is administered by the VP, Education.

4. FACILITIES AND SERVICES

Facilities Services at Douglas College is the department responsible for operating and maintaining the buildings and building services at both the New Westminster and Coquitlam (David Lam) Campuses.

In addition to maintaining the buildings and grounds, Facilities is also responsible for the Bookstore, Security, Printing Services, Purchasing, Parking, Heating and Air Conditioning, Health and Safety, Insurance, Project Management, and Campus Improvements. For more information, see the Facilities Services web site at <http://www.douglas.bc.ca/services/facilities.html>

5. MODIFYING THE TEMPLATE/OTHER RESOURCES

5.1 CUSTOMIZING THE TEMPLATE

This handbook provides general information about faculty duties and rights and outlines structures and processes for conducting Department business.

Each Department/Faculty or Department/Discipline/Program may customize the template by creating a modified version to include (as some examples):

- A Discipline Overview – describing the discipline, job opportunities, Credit Programs (from certificates to degrees), Continuing Education and Contracted Training, transfer to degree programs, Articulation Agreements, and Faculty.
- A description of specific roles and responsibilities
- Specific departmental discipline Procedures
- A Faculty Constitution / Terms of Reference
- Faculty Professional Development Committee Policy and Procedures
- Specific Department/Faculty processes for services such as keys, office space, room bookings, mail (paper and electronic), supplies, etc.

5.2 OTHER RESOURCES

Consult the **College web site** for some of the following resources:

Acronyms

<http://www.douglas.bc.ca/employees/education-council/acronyms.html>

Benefits:

<http://www.douglascollege.ca/employees/employee-relations/benefits.html>

Blackboard:

<http://mydouglas.douglas.bc.ca/cp/home/loginf>

Bookstore

<http://www.douglas.bc.ca/services/bookstore.html>

Centre for Academic and Faculty Development

The Centre for Academic and Faculty Development was created in 2008 to enhance educational quality in the College. It comprises three components: Faculty Development, Research and Scholarly Activity and Program Review and Renewal.

Web page under construction. Available late Fall 2008.

Centre for Educational and Information Technology

<http://www.douglas.bc.ca/ceit.html>

College Calendar

<http://www.douglas.bc.ca/calendar.html>

Communications and Marketing

<http://douglas.bc.ca/employees/cmo.html>

Douglas College Faculty Association

<http://www.dcfa.net/>

Douglas Vision Care Centre

<http://www.douglas.bc.ca/programs/dispensing-optician/vision.html>

Employee Forms

<http://www.douglascollege.ca/employees/employee-relations/forms.html>

Employee Orientation

<http://www.douglas.bc.ca/employees/orientation.html>

Employee Relations

<http://www.douglascollege.ca/employees/employee-relations.html>

Employee Resources

<http://www.douglascollege.ca/employees.html>

FAQ's

<http://www.douglascollege.ca/employees/employee-relations/faq.html>

Institutional Research

<http://www.douglas.bc.ca/instres.html>

Library Services

<http://www.douglas.bc.ca/library.html>

MyDouglas

<http://mydouglas.douglas.bc.ca/cp/home/loginf>

Operating Capital Budget

http://www.douglas.bc.ca/_shared/assets/Operating_Capital_Schedules_2007_200848502.pdf

Print Shop

<http://www.douglas.bc.ca/services/facilities/printshop.html>

Policies and Guidelines

<http://www.douglascollege.ca/employees/employee-relations/policies.html>

Scholarly Activity:

<http://www.douglas.bc.ca/about/policies/admin/a021002.html>

Sport, Recreation and Wellness

<http://www.douglas.bc.ca/csrw.html>