



wadecollege

POLICY HANDBOOK

WADE COLLEGE  
Dallas, Texas

Revision Date: January 2019

## PREFACE

The purpose of this document is to ensure that members of Wade College will be knowledgeable and responsible participants in the educational enterprise. All the components of this Policy Handbook are designed for practical application and participatory management.

It is further anticipated that this document will serve to assist all personnel in working together cohesively and in attaining the highest possible levels of personal and group achievement. This document can accomplish its purpose only through personal commitment of the administration to these policies. Therefore, it is imperative for all employees of Wade College to understand and adhere to the contents.

This Policy Handbook tells you what you can expect from Wade College and what Wade College expects from you. You may have questions about your job duties, your benefits, and the general operation of Wade College. This Policy Handbook has been written to assist you in finding the answers to many questions you may have.

While this Policy Handbook is designed to answer many of your questions about Wade College, you may have other questions. These questions should be directed to other publications such as the Wade College Board of Trustees Handbook, Wade College Catalog, Wade College Student Handbook, Wade College Website, Wade College Administrative Evaluation Handbook, Wade College Annual Security Report and Safety Plan, Wade College Fiscal Management Handbook, Wade College Learning Assessment Handbook, Wade College Library Collection Development Handbook, Wade College Financial Aid Policies and Procedures Manual, Wade College Copyright Manual, Wade College Intellectual Property Manual, Wade College Tuition and Enrollment Agreements, and Wade College Faculty Handbook, or directly to the Office of the President.

This Policy Handbook is provided as a guide you may use to familiarize yourself with Wade College. It is provided and is intended only as a helpful guide. The Policy Handbook is not, nor should it be considered, an agreement or contract of employment, expressed or implied, or a promise of continued employment or a promise of treatment in any particular manner in any given situation. This Policy Handbook states only general college guidelines.

**If you have questions regarding employee medical, dental, disability, accidental death and dismemberment, and/or life insurance benefits, you should refer to the benefit plan materials for answers.** Refer to the actual plan documents and summary plan descriptions if you have specific questions regarding the benefit plans. Those documents will be controlling rather than any summaries contained in this Policy Handbook. Again, the Policy Handbook (and other plan documents) are not contractual in nature and do not guarantee any specific period of employment or continuation of benefits. The college may, at any time, in its sole discretion, modify or vary from anything stated in this Policy Handbook, except for the rights of the parties to terminate employment at will, which may only be modified by an expressed written agreement signed by both parties.

This Policy Handbook supersedes all prior handbooks, manuals, policies, and procedures issued by Wade College.

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## SECTION I. GENERAL INSTITUTIONAL POLICIES

### I.1 FOUNDATION POLICIES

#### I.1.1 LEGAL STATUS AND NAME

Wade College, Inc. is organized under the Texas Business Corporation Act. As such, the college operates for profit. Articles of Incorporation and Articles of Amendment are on file at the Office of the Secretary of State of Texas. Wade College is the official name of the college and its entire college facilities.

#### I.1.2 MISSION

Wade College shall have a clearly defined, comprehensive, and published mission specific to the institution and appropriate for higher education; the mission shall address teaching and learning. The mission statement must be approved by the Wade College Board of Trustees and undergoes an annual review. The mission statement, at a minimum, is published in the Wade College Catalog and on the Wade College Website.

#### I.1.3 DEGREES

Wade College offers associate and baccalaureate degrees in fashion design and product development, interior design, merchandise marketing and management, and information technology.

#### I.1.4 ACCREDITATION AND APPROVALS

##### **Southern Association of Colleges and Schools Commission on Colleges**

Wade College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate and baccalaureate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Wade College.

##### **Council of Interior Design Accreditation (CIDA) Candidacy Status**

Candidacy status is recognition of the quality of interior design programs in development. CIDA's Accreditation Commission awards candidacy status to programs to signify that the Commission has determined the program is progressing towards CIDA accreditation and has the potential to achieve compliance with CIDA Standards within five years.

##### **Other Approvals and Authorizations**

- Wade College holds a Certificate of Authorization acknowledging exemption from Texas Higher Education Coordinating Board regulations.
- Wade College is approved by the Texas Veterans Commission for the training of veterans and other eligible persons under the provisions of Title 38, United States Code.
- Wade College is authorized under federal law to enroll non-immigrant alien students and issue INS form I-20.

Documents relating to accreditation, approval, and licensing may be reviewed upon written request to the Office of the President.



#### I.1.5 PROFESSIONAL MEMBERSHIPS

The college, its administrative officers, and faculty hold numerous professional affiliations. For a list of current affiliations, please contact the Office of the Executive Vice-President.

#### I.1.6 LOGO

A distinctive symbol or logo shall be adopted and approved from time to time by the President for use on official college stationery and publications.

#### I.1.7 SUBSTANTIVE CHANGE POLICY

##### I.1.7.a Purpose

The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) requires notification to SACSCOC in a timely fashion and, when required, approval prior to the implementation of a substantive change. Regional accrediting bodies are tasked with ensuring institutional compliance with federal requirements of the U. S. Department of Education as outlined in 34 C.F.R. 602.22. The SACSCOC policy statement, "Substantive Change for SACSCOC Accredited Institutions," outlines institutional responsibilities related to the reporting of substantive change. Failure to report planned substantive changes prior to implementation of the proposed substantive change can result in loss of accreditation.

##### I.1.7.b Scope

This policy governs the process for any activity that is considered a substantive change. SACSCOC policy shall control what constitutes a substantial change. Any substantive change must also adhere to all respective policies of Wade College and receive approval by the Wade College Board of Trustees prior to implementation.

##### I.1.7.c Definitions

Substantive change is a significant modification or expansion of the nature and scope of the institution. Examples of substantive changes at the Wade college may include:

- a. Any change in the established mission or objectives of the institution;
- b. Any change in legal status, form of control, or ownership of the institution;
- c. The addition of courses or programs that represent a significant departure, either in content or method of delivery, from those that were offered when the institution was last evaluated;
- d. The addition of courses or programs of study at a degree or credential level different from that which is included in the institution's current accreditation or reaffirmation;
- e. A substantial increase in the number of clock or credit hours awarded for successful completion of a program;
- f. The establishment of an additional location geographically apart from the main campus at which the institution offers at least 50% of an educational program;
- g. The establishment of a branch campus;

- h. Closing a program, off-campus site, branch campus or institution;
- i. Entering into a collaborative academic arrangement that includes only the initiation of a dual or joint academic program with another institution;
- j. Acquiring another institution or a program or location of another institution;
- k. Adding a permanent location at a site where the institution is conducting a teach-out program for a closed institution; or
- l. Entering into a contract by which an entity not eligible for Title IV funding offers 25% or more of one or more of the accredited institution's programs.

#### I.1.7.d Policy

- a. The Wade College President has ultimate responsibility for ensuring compliance and for reporting a Substantive Change to SACSCOC;
- b. The Wade College Accreditation Liaison is responsible for assisting Wade College in complying with the Substantive Change for Accredited Institutions of the Commission on Colleges – Policy Statement;
- c. The Wade College President is responsible for reporting any potential Substantive Change Actions to the Wade College Board of Trustees during Board meetings in a timely fashion.

## I.2 BOARD OF TRUSTEES

The Board of Trustees is the legal body responsible for the college and has the authority and duty to ensure that the mission of Wade College is implemented. The majority of board members are not affiliated with the college in any capacity other than board service. The Board of Trustees is elected by the shareholders of Wade College, INC. which is a private, for-profit entity.

## I.3 EXECUTIVE DIRECTION

### I.3.1 CHIEF EXECUTIVE OFFICER

The President is the Chief Executive Officer of Wade College. The President is the Board of Trustees ["Board"] official link with the operating organization. The President is accountable to the Board acting as a body. The Board will instruct the President through written policies delegating implementation to the President. The President is responsible to the Board of Trustees for every facet of institutional operations and is the chief advisor to the Board. The President's job performance will be considered synonymous with the organization's performance as a whole; the President is evaluated by the Board of Trustees annually. The President should hold a Doctoral degree (Ph.D.) or equivalent and more than 10 years related experience and/or training. The President is appointed by the Board of Trustees.

The President:

- serves as the principal educational officer and oversees planning, budgeting, and execution of the college's overall goals and objectives and coordinates the efforts of the department heads to accomplish educational, administrative and support services, and management and institutional development objectives;
- directs and coordinates financial and budget activities in order to fund operations, maximize investments, and increase efficiency;
- prepares an annual college budget and presents it to the Board for approval;

- approves purchases and expenditures for the operation of the college, within the limits of the budget, approved by the Board of Trustees;
- investigates the needs of facilities for the college and makes recommendations to the Board to meet these needs;
- develops and maintains the basic financial accounting and records system of the college;
- oversees cash flow for the college to insure timely payment of obligations, collection of receivables, and investment of surplus funds;
- prepares financial reports and analyses to inform the President concerning the financial health of the college;
- reviews the architect's plans and specifications for new facilities, and if appropriate, recommends them to the Board;
- hires all faculty, administrators, and other personnel;
- develops position descriptions and responsibilities of the faculty, administrators, and other personnel for the approval of the Board, and provides for the annual evaluation of all employees of the college;
- reports to the Board from time to time, or upon request of the Board, on the educational and business affairs of the college;
- recommends to the Board an appropriate administrative and organizational structure, and recommends reorganization when it seems appropriate;
- attends appropriate professional meetings to enhance development in the field of college administration;
- ensures that all applicable accreditation principles and requirements are being met;
- oversees the college's institutional effectiveness program;
- oversees the federal student financial aid administration and ensures all applicable state and federal regulations are being met;
- serves as an academic advisor to students;
- holds faculty status;
- works on institutional standing or ad hoc committees;
- provides final authority over all employees and is responsible for the overall direction, coordination, and evaluation of the college's operating units;
- oversees student accounts and disbursements of federal, state, and private funds; is responsible for the cash management and accounting of all revenue and expenditures; and
- ensures that the college meets all federal, state, and local laws and regulations that apply to the educational system.

### I.3.2 POSITION DESCRIPTIONS

To help achieve the purposes of Wade College, every employee will have job responsibilities which are described in a written position description.

### I.3.3 COLLEGE COMMITTEES

The President shall develop a system of committees as a means of involving faculty, administrators, college staff, industry professionals, and students in decision making within broad areas of college life. He/she shall have responsibility for monitoring the work and progress of each committee to insure maximum productivity and involvement. The work of each committee shall conform to Board policy and college procedures.

### I.3.3.a Standing Committees of the College

#### Admissions Policy Review Committee

The purpose of the Admissions Policy Review Committee [Admissions Committee] is to periodically review the admissions policy of the college and make suggestions as it feels necessary concerning future admissions policies.

The Admissions Committee shall consist of the President, the Director of Admissions and Marketing, the Executive Vice-President, and the Dean of Academic and Student Affairs.

The Admissions Committee shall have authority to review and evaluate all policies and practices related to Wade College admissions and to recommend changes and improvements in these areas to the Wade College Board of Trustees. The Board of Trustees will have the final authority on what changes are adopted.

#### Curriculum Development Committee

It shall be the purpose of the Curriculum Development Committee to continually review the course(s) of instruction, the curriculum, and all attendant aspects and to make suggestions for needed additions, revisions, and deletions. In addition, the committee shall have the purpose of improving the instructional process by reviewing and monitoring the college's program of instructional evaluation. The committee shall make recommendations for changes it deems necessary to update and create coherence in the curriculum and the overall educational programs

The Curriculum Development Committee is headed by the Executive Vice-President. Committee members consist of the Dean of Academic and Student Affairs, the division directors, the program chairpersons, the Learning Resource Center Director, and most importantly, the faculty.

#### Faculty Senate Committee

The Faculty Senate Committee is composed of the Division Directors—Merchandising/Business, Design, Information Technology, and General Education—the President, the Executive Vice-President, and the Dean of Academic and Student Affairs, all of whom are members of the faculty.

This senate convenes each trimester to review and approve changes to the curriculum as proposed through the Curriculum Development Committee. The senate will consider changes to approved curricula, including: program purpose, program objectives, student learning outcomes, assessment criteria and evaluation methods, assessment results, and use of results.

Changes to broader program matters—the measure of program outcomes—as requested by the Curriculum Development Committee, will also be considered. The program matters include: library resources, faculty credentials, professional development activities, the adequacy of faculty to support the program, the equipment and facilities, course credit hours, the budget, the capstone courses, the textbook and supplies, the course descriptions, and the course completion rate.

After each convocation of the Faculty Senate Committee, a report is drafted and submitted by the Office of the Executive Vice-President to the Office of the President for review and ratification.

#### Disciplinary/Grievance Committee

The purposes of the Disciplinary/Grievance Committee are: (1) to hear all student or employee grievances related to institutional policies and procedures and in the administration of those policies and procedures; and (2) to determine an equitable redress for the grievant, if an error is established. The Disciplinary/Grievance Committee shall be concerned with the procedures of due process that the college may provide in the handling of matters affecting students and employees. The Disciplinary/Grievance Committee shall adhere to the following procedures in discharging its duties: (1) to hear all testimony, statements, and information relevant to the case; (2) to seek out any additional information which might clarify the issues or otherwise assist in resolving the case; (3) to develop a clear record of all pertinent information relating to the case; (4) to decide upon and make written recommendations related to the case and directed toward its resolution; and (5) to communicate all records, transcripts of minutes, and recommendations related to the case to the grievant and any other persons directly involved in the case.

The Disciplinary/Grievance Committee shall be composed of, at a minimum, the President, the Executive Vice-President, and the Dean of Academic and Student Affairs. In cases directly involving one of the committee members in a grievance issue, such person will be temporarily relieved of committee office and the President shall appoint an appropriate replacement.

The Disciplinary/Grievance Committee shall have the authority to hear fully any case brought before it. This shall include the authority to call and interview witnesses, examine institutional records maintained by administrative offices or faculty members, to reach and express a collective opinion as to institutional error or the lack thereof, and to make written recommendations for redress where it believes the institution, or its representative is in error.

#### Library Committee

The purpose of the Library Committee is to periodically review the policies and practices of the Wade College Library. The Library Committee shall make suggestions as it feels necessary concerning changes and revisions to the operation of the Library, its collection, and its electronic resources. The Library Committee shall take as a primary function the encouragement of faculty interest in and responsibility for the selection of books, periodicals, and other instructional materials for the library.

The Library Committee shall consist of the Learning Resource Center Director and the Director of Institutional Support. As appropriate, the Learning Resource Center Director may appoint faculty and staff.

The Library Committee shall assist the Learning Resource Center Director in evaluating library and institutional learning resources and in making appropriate recommendations, including but not limited to budgetary recommendations.

The evaluations and recommendations will be taken into consideration and presented to the President. The President will review all proposed changes and will have final authority on what changes are adopted.

#### Faculty Evaluation Committee

The Faculty Evaluation Committee shall have as one of its purposes the goal of improving the teaching/learning process at Wade College by reviewing and monitoring the college's program of instructional evaluation. Further, the Faculty Evaluation Committee shall seek the best means available for assessing the quality of instruction and the teaching/learning process and shall make recommendations for improving all aspects of the evaluation process, including procedure, evaluation instruments, and the analysis and feedback of the results.

The Faculty Evaluation Committee shall be composed of the President, the Executive Vice-President, and the Dean of Academic and Student Affairs.

The authority of the Faculty Evaluation Committee shall be limited to studying the teaching/learning process at Wade College, to studying the process of evaluation at Wade College, and to making recommendations for improving the teaching/learning process, the evaluation process, and to the education of the faculty and administration concerning new trends in evaluation of instruction.

#### Institutional Effectiveness Committee

The Institutional Effectiveness Committee shall have the primary purpose of evaluating and improving institutional effectiveness, institutional research, and institutional planning, evaluation, and budgeting. The committee shall seek the best means available for assessing institutional effectiveness and shall make recommendations for improving all aspects of institutional effectiveness.

The Institutional Effectiveness Committee shall be composed of faculty, staff, and administration and is responsible for institutional planning. The President is responsible for program administration including the formulation, implementation, and evaluation of policies and procedures. The Institutional Effectiveness Committee shall seek the best means available for assessing institutional effectiveness and shall make recommendations for improving all aspects. The committee is obligated to clearly communicate pertinent evaluation results to the institution's academic and administrative units.

In addition, the Institutional Effectiveness Committee may serve as a steering committee for long range planning and evaluation.

#### Safety Committee

It shall be the purpose of the Safety Committee to continually review, evaluate, and make suggestions for the improvement of the safety and risk management guidelines and procedures for Wade College. In addition, the Safety Committee shall work with the Treasurer to limit the college's exposure to undue risk.

The Safety Committee shall consist of the President, the Executive Vice-President, the Dean of Academic and Student Affairs, the Learning Resources Director, and the Director of Compliance and Finance. The Safety Committee ensures that the Annual Security Report and Safety Plan is implemented and followed and has the authority to make recommendations on all matters concerning safety and risk management, including the Annual Security Report and Safety Plan.

The Safety Committee communicates with the security details and patrols provided by the World Trade Center and the INFOMART to ensure adequate staffing, policies, and procedures are provided.

#### **I.3.4 ADVISORY COMMITTEES**

Wade College is committed to serving the educational needs of its service area. To remain responsive to these needs, a variety of advisory committees may be utilized to improve communication between the college and industry. General guidance and advice will be sought through one or more advisory committees while more specific assistance will be provided by occupational advisory committees. Membership on advisory committees shall be open to all adults within the community who have a potential for service to the college without regard to age, gender, color, national or ethnic origin, race, religion, creed, and/or disability. All advisory committee members shall be approved by the President.

A separate program advisory committee should be established for each occupational/technical program. The broad purposes for each program advisory committee shall be to: [1] help the college ensure that the program develops and operates from a well-designed curriculum which works to provide students with the skills, knowledge, and attitudes necessary to successfully meet the needs of business and industry; [2] help the college ensure that the program has adequate resources; and [3] help provide resource people for the program and work to provide external learning opportunities, employment, and placement opportunities for program participants.

#### **I.4 INSTITUTIONAL PLANNING, EVALUATION, AND RESEARCH**

The success of an institution in achieving delineated and stated purposes and objectives that are outgrowths of a clearly defined institutional mission and purposes determines its effectiveness. As stated in the college's statement of mission and purposes, the primary responsibility of Wade College is to deliver an education that develops the competencies necessary for immediate employment and career advancement in a student's chosen field.

In order to assure that this responsibility is met, a comprehensive, structured process will be established that will ensure periodic review of the institutional statement of purposes and the goals and objectives that arise from those purposes. Procedures will be instituted that will allow formal evaluation of institutional effectiveness in fulfilling the purposes and achieving the stated goals and objectives. These procedures will encompass guidelines for institutional research, planning, and evaluation of Wade College's success in fulfilling its stated purposes.

##### **I.4.1 INSTITUTIONAL PLANNING**

It is the policy of Wade College to implement planning and evaluation processes that are adequate and appropriate to fulfill the college's mission and purposes. The college develops and implements procedures to evaluate the extent to which its educational and support services goals are being achieved and uses the results of

these evaluations to improve educational programs, support services, and operations. Wade College's planning is based on an annual cycle, and a comprehensive Institutional Plan is developed each fall for the upcoming calendar year. The college's operating budget (January through December) is a product of the Institutional Plan. Once the Institutional Plan is developed, the President shall present it to the Board of Trustees for final adoption.

#### I.4.1.a Purpose

To assure that the college follows its philosophy, mission and purposes, a formal institutional program that outlines the planning and evaluation process is in effect. This process is a comprehensive planning and evaluation procedure that identifies and integrates projected educational, physical and financial development, and incorporates procedures for program review and institutional improvement. The underlying goal of the institutional effectiveness program is to improve the quality and effectiveness of Wade College and to ensure that educational programs and support services are relevant to the current and future needs of the institution's student body.

#### I.4.1.b Responsibility

The Institutional Effectiveness Committee consisting of faculty, staff and administration is responsible for institutional planning. The President is responsible for program administration including the formulation, implementation, and evaluation of policies and procedures.

#### I.4.1.c Procedure

The following steps accomplish the institutional planning task:

1. Review and evaluate the mission and purposes of the institution;
2. Establish a strategic planning process which aligns with the institutional mission and purposes and facilitates the creation of goals and/or expected results and the assessments of such to ensure attainment of the institutional mission and purposes;
3. Departmentalize the planning process by allocating responsibility among the institution's departments/units so broad-based input is given. The following departments exist at Wade College: Academic; Administration; Admissions and Marketing; Advising; Business Office; Career Services; Financial Services; Library; Research; and Student Activities. Each department has a clearly defined purpose so that goals are formulated which support the mission of the college; an organizational structure so that the goals can be implemented; and procedures established so that evaluation can occur, and the results can be used to improve performance;
4. Appoint department heads to oversee the operation of each department. Department heads at Wade College include the: President; Executive Vice-President; Dean of Academic and Student Services; Director of Compliance and Finance; Director of Financial Services; Director of Career Services; Learning Resource Center Director; Director of Admissions and Marketing; and Director of Institutional Support.



5. Department heads create goals and/or expected results for their department/unit to ensure that the purposes of the department/unit and the institution as a whole are attained; the goals and expected results fall within three distinct areas of operation/service: (1) educational programs; (2) administrative support services; and (3) academic and student support services;
6. For each goal and/or expected result, an evaluation process that measures the degree to which the institution is attaining its effectiveness and accountability is developed. This is accomplished by identifying critical areas of success, establishing indicators of success within each area, and creating mechanisms for the measurement of the indicators;
7. Each department head creates a departmental/unit plan for the annual planning cycle, assigning applicable goals and/or expected results established for the department/unit;
8. Department heads assess and evaluate each individual goal and/or expected result established for their department/unit across the three distinct areas of operation/service for the planning cycle;
9. Department heads assess and evaluate their departmental/unit plans and their department/unit as a whole to determine the effectiveness of their department/unit;
10. Department heads assess and evaluate each area of operation/service to determine the effectiveness of each area;
11. Department heads use the results of the assessment and evaluation processes to determine whether the college is meeting its mission and purpose and to provide a basis for corrective actions, if needed;
12. The President communicates the results of the planning, assessment, and evaluation processes, so the program is beneficial to all parties involved within the college; and
13. Department heads use the results of the assessment and evaluation processes to modify institutional policies and procedures and/or to formulate and implement the institution's strategic goals and/or expected results for the next planning cycle.

Wade College emphasizes continuous planning and evaluation through various complementary and supporting processes that comprise the college's comprehensive system of ensuring institutional effectiveness. This institutional program, outlined in the Institutional Plan, is an institutional-wide process that incorporates many strategies and techniques that were published in the Resource Manual on Institutional Effectiveness by the Southern Association of Colleges and Schools Commission on Colleges; additionally, the Wade College institutional effectiveness program incorporates other strategies and techniques that are unique to the institution.

The Wade College institutional effectiveness program compares its institutional performance to its institutional mission and purposes. Specifically, the institutional program continuously and systematically: (1) reviews the institution's purpose; (2) establishes clear, articulated goals and/or expected results consistent with the institution's mission and purposes and assigns to the appropriate area of operation/service—educational programs, administrative support services, and academic and student

support services; (3) develops procedures to evaluate the achievement of such goals and/or expected results; and (4) uses the evaluation results to make necessary improvements to current institutional operations/services and to plan for future institutional operations/services.

#### I.4.1.c.i The Goals and Assessment Process

Wade College establishes goals and expected results for three distinct areas of operation. These areas include the following: (1) educational programs; (2) administrative support services; and (3) academic and student support services

Within each operational area, every established goal and/or expected result is illustrated by the following areas:

- Area of Operation;
- Departmental/unit area;
- Relationship to purpose and strategic goals;
- Expected results;
- Evaluation criteria and methods including assessment procedures and timelines;
- Budgetary implications;
- The evaluation and use of assessment findings; and
- Formulation, modification, and implementation of institutional policies and procedures.

#### I.4.1.d Annual Budget

The Board of Trustees is required to adopt an annual budget of income and expenditures for the college. The budget for a given calendar year is adopted in the latter part of the preceding year.

Preparation of the budget begins with the individual department head and proceeds through the administrative organization of the college and to the Board of Trustees. Each department head is responsible for estimating his/her departmental needs for the upcoming calendar year. Through a series of conferences among the college personnel, an agreement is reached whereby the desirable expenditures for the year are "budgeted" in relation to expected income. The budget is an estimate of income and expenditures, made up of small parts and affecting each employee, who, in turn, is responsible for "living within his/her means." An approved requisition/purchase order is required for all expenditures. All departments/units are required to stay within the limits of their budget.

In budget matters, each department head should be governed by the fact that the administration and Board of Trustees will do everything possible to ensure that Wade College personnel have adequate resources for maintaining excellence in all departments/units of the college. Each department head must consider the welfare of the institution as a whole as well as his/her own department's/unit's immediate needs.

#### I.4.2 EVALUATION

An annual evaluation and review will be conducted. The Institutional Plan is updated and published every year. The Institutional Effectiveness Committee is responsible

for preparing on an annual basis an assessment of the college's Institutional Plan. The assessment is contained in the Institutional Effectiveness Report. The President and the Board of Trustees will review and evaluate the report of the Institutional Effectiveness Committee.

The Institutional Effectiveness Report outlines the evaluation and assessment of each institutional goal and expected result across the three distinct areas of operation/service and each department/unit as defined in the Institutional Plan.

The report also outlines the use of such results and how they will be used for strategic planning, for making adjustments in programs and operations and for the formation of goals and expected results for the implementation of the following year's Institutional Plan.

#### **I.4.3 STUDENT LEARNING ASSESSMENT**

Wade College publishes policies and procedures designed to help academic departments and the administration of the institution better understand the process of student learning assessment and the planning and implementation that must occur during this process.

The student learning assessment policies and procedures are found in the Wade College Learning Assessment Handbook, provided under separate cover.

#### **I.4.4 RESEARCH**

It is the policy of Wade College to conduct institutional research that is an integral part of the institution's planning and evaluation process. The research function must be effective in collecting and analyzing data and disseminating results. The process used for research is regularly evaluated to determine its effectiveness, and the findings of the evaluation are used to improve the process.

##### **I.4.4.a Procedure**

The Research Department is responsible for administration of the following activities: ongoing timely data collection, analysis and dissemination; use of external studies and reports; design and implementation of internal studies related to students, personnel, facilities, equipment, programs, services and fiscal resources; development of databases suitable for longitudinal studies and statistical analyses; and related activities in support of planning, evaluation and management. Several survey instruments that provide information on various departments and functions such as instruction, curriculum development and review, student services, library, career development, instructional facilities, and alumni relations support the research function.

##### **I.4.4.b Responsibility**

The Director of Institutional Support is responsible for the administration of the research function and for developing policies and procedures for the Research Department.

I.4.4.c Evaluation

The Director of Institutional Support is responsible for evaluating the effectiveness of the Research Department. The findings of this evaluation will be used to improve the research process. All department heads will submit a summary evaluation of the research data and reports available to them. Their evaluations will include a review of the quality of data and reports and the timeliness and frequency of reporting. The results of the evaluation of the Research Department will be used to improve the institutional research policies and procedures implemented at the college.

I.5 COLLEGE CALENDAR

Wade College shall adopt a college calendar or schedule for classes and activities which shall conform in all ways to any and all applicable federal and state regulations.

A trimester shall include at least fifteen (15) weeks for instruction. The college shall establish its own dates for orientation, registration, holidays, final examinations, and the beginning and end of each trimester.

I.6 EXTERNAL RELATIONS

I.6.1 ALUMNI ASSOCIATION

The official organization for graduates of the college is the Wade College Alumni Association.

I.6.2 REQUESTS FOR COLLEGE DOCUMENTS

For purposes of open records, the President of Wade College is hereby designated the custodian of documents, writings, letters, memoranda, or other written, typed, copied, or developed materials possessed, assembled, or maintained by the college.

- A. All requests for public information are forwarded to the President immediately upon receipt.
- B. The President shall thereupon make a determination as to whether or not the information requested is public in nature.
  1. If the information is found to be public in nature, it shall be released for reproduction on the premises.
    - a. The party requesting the information is to be charged the cost of reproduction and any other expenses entailed in locating and retrieving the information.
    - b. If the information is in active use or otherwise unavailable, the party requesting the information will be notified immediately upon it becoming available.
  2. If it is found that the information is NOT to be public in nature, the President shall so inform the requesting party and shall for no reason release such information.

I.6.3 PUBLIC INFORMATION/NEWS RELEASES

The basic purpose of public information/news releases at Wade College is the development of a strong positive attitude among the public toward the college via diverse avenues of communication over an extended period of time. The total responsibility for public information rests with the President of the college and his/her

appointed representative(s). All items of information or news releases will require the approval of the President or his/her appointed representative(s) prior to release.

Information for news releases should be reported to the Office of the Executive Vice-President for dissemination to local and area papers, radio, and television. The public relations of Wade College functions to make information available to its students as well as to the public regarding the nature and services of the institution. Also, Wade College will comply with all federal and state disclosure and reporting regulations.

#### **I.6.4 COMMUNITY USE OF COLLEGE FACILITIES**

It is the general policy of Wade College to provide its campus and grounds for use only by the faculty, staff, alumni and/or students enrolled at the college.

The college may permit individuals and groups to rent certain college facilities that are appropriate for special events. Presidential permission is required.

### **I.7 MISCELLANEOUS POLICIES**

#### **I.7.1 POSTED MATERIALS**

Wade College shall provide bulletin boards at convenient locations on campus. These bulletin boards are property of the college, and all materials posted are considered official business of the college. Students, faculty, and non-college personnel must submit information to be posted on college bulletin boards to the Dean of Academic and Student Affairs and/or the Director of Career Services for approval.

#### **I.7.2 MAIL**

Mail and inter-office communications are distributed through assigned institutional boxes. Outgoing college mail must be deposited for stamping and mailing in the location designated by the Business Office.

#### **I.7.3 DUPLICATION SERVICES**

Wade College provides copy machines at convenient locations for use by employees and students of the college. Care should be exercised to eliminate waste and to reduce excessive use of materials in all copying operations. Under no circumstances are college supplies and machines to be used for other than official college business.

#### **I.7.4 TELEPHONE SERVICE**

Wade College shall provide appropriate and adequate telephone service to support the college's educational programs and services and to adequately support the institution's management and administrative functions. The President is responsible for the college's telephone systems and service.

Telephone messages may be left via the college's electronic voice mail system, or if voice mail is not available, messages for college personnel who are not available to receive an incoming call may be taken and placed in the employee's mailbox by the Administrative Assistants.

## I.7.5 INSTITUTIONAL PUBLICATIONS

Wade College exhibits and maintains high and proper moral and ethical standards in its institutional advertising, student recruitment, institutional and student publications, and representation of accreditation status.

### I.7.5.a Publications

A number of publications are produced regularly by the college for the purpose of providing needed information to the public. Publications of Wade College may include the following:

- Board of Trustees Handbook
- College Catalog
- Financial Aid Policies and Procedures Handbook
- Tuition and Enrollment Agreements
- Fiscal Management Handbook
- Administration Evaluation Handbook
- Applications for Admission
- Learning Assessment Handbook
- Library Collection Development Handbook
- Library Policy Manual
- Student Handbook
- Newsletter
- FERPA Policy
- Policy Handbook
- Faculty Handbook
- Student Right to Know – Graduation Rate Survey and Annual Security Report and Safety Plan
- Copyright Manual
- Intellectual Property Manual
- Web Site – [www.wadecollege.edu](http://www.wadecollege.edu)
- Marketing materials in digital, electronic, and print media
- Other publications as deemed necessary

## I.7.6 USE OF COLLEGE NAME, SEAL, LOGO

The use of the name “Wade College” is prohibited to any individual, group, or organization not under the direct legal control of Wade College, Inc. Likewise, the use of the college letterhead, seal, logo, and other distinctive symbols is restricted to properly designated college employees and for official college business only.

## SECTION II: ADMINISTRATIVE STRUCTURE - OPERATING UNITS

The following administrative and educational support units exist at Wade College. Each unit has a clearly defined purpose so that goals are formulated which support the mission of the college; an organizational structure so that the goals can be implemented; and procedures established so that evaluation can occur, and the results used to improve performance.

Academic  
Administration  
Admissions and Marketing  
Advising  
Business Office  
Career Services  
Financial Services  
Library  
Research  
Student Activities

### II.1 ACADEMIC

#### Purpose:

To implement the educational program offerings of the college, including development of instructional techniques and policies in accord with the mission of the college and appropriate to the specific course objectives and curricula directly related and appropriate to the college's mission, degrees awarded, admissions criteria for entering students, and the financial and instructional resources of the college.

#### Organization and Administration:

The Academic Department is headed by the Executive Vice-President, who has specific day-to-day and operational responsibility for all educational programs. The President, the Executive Vice-President, and the Dean of Academic and Student Affairs have the responsibility to develop academic policies, procedures, degree requirements and curricula structure. A faculty member, academically qualified in the field, heads curriculum development within each instructional area.

#### Evaluation:

The Executive Vice-President is responsible for evaluation of the Academic Department. The results of the evaluation of the Academic Department will be used to improve instruction and curricula.

### II.2 BUSINESS OFFICE

#### Purpose:

To manage the financial resources of the college, including: preparation and control of the budget; accounting and financial reporting; facility management; procurement of supplies and equipment; inventory control; maintenance of institutional funds; and personnel administration.

Organization and Administration:

The President is responsible for the functions of the Business Office. On some items, department heads provide assistance. The President reports regularly to the Board of Trustees on the financial and business operations of the college.

Evaluation:

The President is responsible for evaluating the Business Office and will report his findings annually to the Board of Trustees. Professional services firms prepare a financial audit and a financial aid audit on an annual basis. Interim budget reports will be prepared and distributed to the appropriate department heads. The results of the evaluation of the Business Office will be used to position the college financially to support its mission and purpose.

### II.3 FINANCIAL SERVICES

Purpose:

To administer any government, agency, institutional, or private programs that provide financial assistance to students attending Wade College. Responsibilities include determination of financial aid eligibility, development of student financial plans, award packaging, entrance, exit and financial counseling, disbursement and posting of funds, creating statements of account, and processing withdrawals in accordance with all applicable laws, policies, and regulations.

Organization and Administration:

The Financial Services Department is headed by the Director of Compliance and Finance and the Director of Financial Services. Outside professional services are used to perform eligibility compliance audits, funds management, and documentation functions.

Evaluation:

The Director of Compliance and Finance is responsible for the overall administration of the financial programs offered by the college to its students. The Director of Compliance and Finance assists the President with all student financial issues and accounts and helps ensure all applicable regulations pertaining to financial assistance programs are implemented and followed. The Director of Financial Services is the student's first source for information and/or assistance with financial matters. The Director of Financial Services provides administrative support to the Director of Compliance and Finance as well as to the President. The Director of Financial Services is responsible for financial assistance processing, billing, and admissions assistance. An outside auditing firm performs an annual audit on the administration of federal financial aid programs. The results of the evaluation of the Financial Services Department will be used to improve the policies and procedures of the department and the assistance provided to students.

### II.4 ADVISING

Purpose:

To assist students in attaining, through a variety of experiences and options, mature and responsible behavior relating both to the educational process and to their life goals. The objectives of the advising program are focused upon the provision of information, professional and educational advisement, and participation assurances to each student.



**Organization and Administration:**

The Dean of Academic and Student Affairs is responsible for providing support to students and faculty regarding all academic matters and student activities of the college. The Dean of Academic and Student Affairs also assists the Executive Vice-President with the implementation of all academic policies of the college, including student learning assessment, student progress, and student advisement.

**Evaluation:**

The Dean of Academic and Student Affairs is responsible for the evaluation of the advising program. The results of the evaluation will be used to improve the academic advising services available to students.

**II.5 CAREER SERVICES**

**Purpose:**

The Office of Career Services supports and empowers students and alumni on their career paths by teaching lifelong employability and career management skills, and providing resources, guidance, and learning opportunities to help them successfully gain employment and manage their careers. Career Services offers students and alumni one-on-one career advising, resources for employability development, access to a dynamic online job board and resume builder (Wade Career Connection), on-campus workshops, opportunities to connect with industry professionals and prospective employers, and many other resources and services for the purposes of: (1) helping students and alumni navigate the career search process for gainful employment; (2) promoting understanding about the necessary competencies and skills required to qualify for immediate employment and career advancement; and (3) encouraging students and alumni to be engaged in continual self-improvement and professional development to maintain long-standing careers in their chosen fields.

**Organization and Administration:**

The Director of Career Services is responsible for the administration of the Career Services Department.

**Evaluation:**

The Director of Career Services oversees the Office of Career Services, encompassing student, alumni, and employer relations. The Director of Career Services manages Wade Career Connection, the Wade College Alumni Association, and is responsible for supporting and tracking the employment and career development of students and alumni. The Director of Career Services will provide an evaluation annually detailing the results of on-campus recruiting and the placement statistics for graduates. Results from alumni surveys are also summarized and evaluated. The results of the evaluation of the Career Services Department will be used to improve the department and the assistance provided to graduates and students.

**II.6 ADMISSIONS AND MARKETING**

**Purpose:**

To enroll a sufficient number of qualified students into the college's educational offering, so as to support the college's mission and satisfy the requirements of the institutional plan.

Organization and Administration:

The Admissions and Marketing Department is headed by the Director of Admissions and Marketing who has operational responsibility to develop policies and procedures with assistance from the Admissions and Outreach Coordinators. Day-to-day operations are the responsibility of the Director of Admissions and Marketing who is assisted by the Admissions and Outreach Coordinators. General admissions policies are established by the Board of Trustees on the recommendation of the President.

Evaluation:

The Executive Vice-President is responsible for evaluating the Admissions and Marketing Department. The Director of Admissions and Marketing will provide an evaluation summary of marketing strategies and enrollment statistics after the start of each trimester. The Director of Admissions and Marketing will provide summaries of admission statistics to the Executive Vice-President and President. The results of the evaluation of the Admissions and Marketing Department will be used to improve the procedures and policies used in the enrollment of qualified students.

## II.7 STUDENT ACTIVITIES

Purpose:

To support the college's mission of providing students with experiences that enrich their lives both culturally and socially. Sponsors activities through student organizations and events that complement the classroom experience, and provides students with opportunities to develop intellectual, humanitarian, and leadership skills.

Organization and Administration:

The Dean of Academic and Student Affairs is responsible for the administration of the Student Activities Department. Assistance is provided by the administration and faculty.

Evaluation:

The Dean of Academic and Student Affairs is responsible for evaluating the Student Activities Department. Results from appropriate surveys performed annually will be used to complete a summary evaluation submitted to the President. The results of the evaluation of the Student Activities Department will be used to improve the student services program.

## II.8 RESEARCH

Purpose:

To effectively collect and analyze data and disseminate results as an integral part of the college's planning and evaluation processes. Administration of the following activities: ongoing timely data collection, analysis, and dissemination; use of external studies and reports; design and implementation of internal studies related to students, personnel, facilities, equipment, programs, services, and fiscal resources; development of databases suitable for longitudinal studies and statistical analyses; and activities in support of planning, evaluation, and management.

#### Organization and Administration:

The Director of Institutional Support is responsible for the administration of the research function. The Director of Institutional Support develops policies and procedures for the Research Department. Several survey instruments that provide information on various departments and functions such as instruction, curriculum development and review, student services, library, career development, instructional facilities, and alumni relations support the research function and provide necessary data.

#### Evaluation:

The Director of Institutional Support is responsible for evaluating the effectiveness of the Research Department. The findings of this evaluation will be used to improve the research process. All department heads will submit a summary evaluation of the research data and reports available to them. Their evaluations will include a review of the quality of data and reports and the timeliness and frequency of reporting. The results of the evaluation of the Research Department will be used to improve the institutional research policies and procedures implemented at the college.

## II.9 LIBRARY

#### Purpose:

The Wade College Library exists to provide services, materials, and information to the student body, both current and former, and faculty. The services, materials, and information available are chosen to reflect and enhance the college's curriculum. To ensure the completion of this task, the college library maintains facilities which are in compliance with accreditation associations and agencies. The library facilities are utilized as an intrinsic part of the instructional program of the college. Funds are budgeted so that the library can expand its holdings in all areas, including bound volumes, reference books, periodicals, electronic databases, audiovisual materials, electronic/digital databases and media, and course-related computer software support. Information technology, on a scale appropriate to the institution, is employed to assist users in the location of materials and information. It is the ultimate goal of the Wade College Library, as it is of the institution itself, to create life-long learners, and to provide them with the tools to facilitate that goal.

#### Organization and Administration:

The Learning Resource Center Director, with assistance from the Director of Institutional Support, is responsible for collecting and organizing materials, providing library service to faculty and students, maintaining library collections, and providing the administrative oversight of necessary library functions. The Learning Resource Center Director reports directly to the Executive Vice-President who then reports to the President.

#### Evaluation:

Satisfaction with library collections, programs, and services is evaluated by means of the various survey instruments. Data from surveys is sent to the Library Committee who then reviews the results; this information is then relayed to the President for further action, if necessary. The Library Committee also reviews library policy changes and makes recommendations based on their findings to the President. In addition, in order to evaluate usage, the Learning Resource Center Director keeps detailed statistics. These statistics are analyzed regularly, and then referred to the Library Committee as noted above. Collection strengths and weaknesses are regularly evaluated. The results of the evaluation of the library will be used to improve the library services available to faculty and students.

## II.10 ADMINISTRATION

### Purpose:

To bring together the various resources of the institution and allocate them effectively to accomplish institutional goals.

### Organization and Administration:

The President, reporting to the Board of Trustees, is responsible for the overall administration of the college. The President is assisted by the Executive Vice-President, the Dean of Academic and Student Affairs, the Director of Institutional Support, the Director of Career Services, the Director of Compliance and Finance, the Director of Admissions and Marketing, the Learning Resource Center Director, and the Executive Director in the development of policies and procedures that define the administrative structure of the institution, and identify areas of functional responsibility. Other areas of responsibility are government, agency and accreditation relations, and the administration of information technology resources; these are administered by the respective department heads, reporting to the President.

### Evaluation:

The President is responsible for evaluating the administration of the college. The Board of Trustees will review the performance of the President annually. The results of the administration unit evaluation will be used to improve the administration and management of the institution through the formulation, adoption, and implementation of new policies and procedures.

## II.12 ADMINISTRATIVE ORGANIZATION

A Wade College Organizational Chart shall be posted on the Wade College website.

### SECTION III: BUSINESS OFFICE AND GENERAL OPERATING POLICIES

#### III.1 REVENUE SOURCES

Wade College receives its revenue from student tuition and fees.

#### III.2 COLLECTION OF FUNDS

As a general rule, the collection of tuition and other monies due the college will be the responsibility of the Business Office. Funds derived in behalf of approved student organizations may be collected by such organizations, under policies and procedures established by the Business Office and the administration; however, all such funds must be deposited and accounted for by the Business Office.

#### III.3 BUDGETARY POLICY

The President of Wade College shall be responsible for preparing and presenting to the Board of Trustees annually an estimate of income and expenditures for the college, prepared on the cash-basis method of accounting, for each calendar year of operation. The estimated income and expenditures for each calendar year shall become the operating budget for the college when approved by a majority of all members of the Board of Trustees. The operating budget adopted by the Board of Trustees may be amended only by a majority vote of the Board.

Responsibility for coordinating the preparation of the college's operating budget and developing the necessary procedures for developing such rests with the President, with assistance provided by the administrative and educational support department heads. Initial budget requests will be prepared by each administrative and educational support department head. The department heads are responsible for forwarding the budget requests to the President for approval and/or modification.

The President shall then take steps to verify all estimates of income and to adjust estimates of expenditures to achieve a balanced operating budget for the college. The President shall make the final budget recommendation to the Board of Trustees.

The President shall review monthly income and expenditure statements, which reports year-to-date net income, to ensure fiscal responsibility amongst all administrative and educational support units.

#### III.4 PURCHASING AND ACQUISITION

The purchase of supplies, materials, equipment, and services for the operation of Wade College shall be accomplished in a controlled and systematic manner which supports the interests of economy and quality. The Office of the President shall be responsible for developing and implementing procedures and guidelines consisting of generally acceptable purchasing practices and in accordance with the approved operating budget.

All employees must adhere to the following institutional purchasing procedures:

1. The originator/requestor makes a requisition/purchase request to the Office of the President. The originator should provide a description of the item(s) or service(s) requested. If a specific brand/model is required, it should be noted along with a recommended vendor. Price, quality, serviceability, and potential travel and/or freight expenses involved in the purchase should be considered in determining potential vendors. An estimate of unit and total cost and a justification for the purchase should be provided;

2. If purchase is necessary and appropriate, the Office of the President shall validate that the requested amount is within budgetary limitations;
3. If the purchase is approved by the Office of the President, a requisition/purchase order will then be presented to the vendor;
4. Upon receipt of the item(s) purchased or service(s) rendered, the Office of the President will examine the item(s) or service(s) to make certain that what was ordered has been received in good condition or done in a complete and acceptable manner. Upon inspection/acceptance of the good(s) or service(s), the President shall order that payment should be made to the vendor and assign the budget account number[s] against which the purchase is to be charged. Any invoices or other relevant documentation should be attached to the requisition/purchase order by the originator/requestor.

In the event the item(s) are not received in good condition and/or the order is short, the Office of the President will be responsible for contacting and arranging for satisfaction. No payment will be made by the college to the vendor until full satisfaction has been achieved.

### III.5 FISCAL MANAGEMENT

#### III.5.1 CHIEF FISCAL OFFICER

The President, with assistance provided by the Treasurer, shall be the Chief Fiscal Officer of Wade College and shall be responsible for receiving, obligating, and accounting for all college funds. He/she shall be responsible for developing and implementing procedures which are necessary to insure sound fiscal operation.

#### III.5.2 ACCOUNTING

The accounts of Wade College shall be maintained annually in accordance with generally accepted accounting principles and practices and audited in accordance with accepted rules and regulations for colleges and universities and will be audited annually by an outside firm. Independent accounting and financial aid services are utilized.

Internal interim reports are prepared on the cash basis of accounting, which is a comprehensive basis of accounting other than generally accepted accounting principles.

#### III.5.3 AUDITING AND CONTROL

The financial records of Wade College shall be audited each year and an independent audit report shall be prepared and certified by a Texas licensed or certified public accountant. Such independent audit report shall be submitted to agencies or offices as may be required by law. Responsibility for additional and continuous evaluation of fiscal procedures and practices of financial control shall rest with the President.

#### III.5.4 DEPOSITORY

The Treasurer of Wade College shall select, by means of competitive bidding, a depository bank(s). All funds subject to the college shall be deposited in the depository bank[s] daily, but not later than within seven days from the date of collection. Once funds are deposited and accounted for, monies may be invested and/or transferred in a manner consistent with the Wade College Investment Policy.

A depository shall pay interest on the deposits at a rate agreed on by the depository and the Treasurer.

#### III.5.4.a Investment Policy

All funds of the college shall be invested in accordance with any and all applicable state and federal laws and regulations and shall be managed responsibly and in accordance with this policy, for investment and not for speculation.

##### III.5.4.a.i Investment Objectives

The investment objectives of Wade College shall be:

A. Preservation and safety of the principal.

The primary objective of all college investment activity is the preservation and safety of the principal. Each investment transaction shall ensure that capital losses are avoided, whether from security default, sale of instruments prior to maturity, or erosion of market value. Consequently, institutional funds will be invested in relatively low-risk, short-term interest-bearing vehicles including certificates of deposit and money-market mutual funds.

B. Maintain sufficient liquidity.

The investment portfolio will remain sufficiently liquid to provide adequate cash flow to meet the operating requirements of the college on a timely basis.

C. Minimize risks involving interest rates, maturity, and market value.

All investments will be made by the Treasurer given the Treasurer's assessment of the desired investment risk (i.e., credit risk, market risk, opportunity risk) in order to provide the college with the best available yield on instruments or securities with minimal risk.

D. Maximize investment income within the above objectives of preservation, liquidity, and risk.

The Treasurer will ensure diversification in the investment portfolio with regard to maturity, instruments, and financial institutions.

##### III.5.4.a.ii Investment Responsibilities

The Treasurer is responsible for the investment of the college's funds. The transfer between the college's investment/banking accounts is the responsibility of the Treasurer and/or President.

III.5.4.a.iii Financial Institution Accounts Reconciliation

The President and a third-party servicer shall perform monthly depository bank account reconciliations.

III.6 PROPERTY AND FACILITIES

III.6.1 PROPERTY CONTROL

It shall be the responsibility of the President of Wade College to maintain records of all institutional property, equipment purchases, and disposition.

III.6.1.a Equipment Donations

Only the President is authorized to accept equipment donations on behalf of the college. All offers of equipment donations should be directed to the President.

III.6.1.b Property Lost or Stolen

The employee should notify the Business Office immediately upon discovery that an item has been lost or stolen. The Business Office will take appropriate action in an attempt to recover the missing property. If the item is found or recovered, it should be returned to the original department and the Business Office notified.

III.6.1.c Responsibility for Equipment

The employee supervising the use of items of equipment holds primary responsibility for its care and safekeeping; thence, responsibility follows through organizational channels to the President.

III.6.1.d College Equipment May Not Be Used for Private Purposes

Wade College equipment shall not be loaned to outside groups and/or to individuals for personal use.

III.6.1.e Removal of College Equipment

Items of equipment should not be removed from the campus except with prior written permission from the President.

III.6.1.f Personal Equipment

Wade College will not assume responsibility for or the repair of personal equipment. Faculty members are encouraged to request actual needs in the budget process and not bring personal equipment to campus.

III.6.2 CASHIER FUNCTION

All monies collected by Wade College are to be collected and accounted for by the Business Office. No faculty member or other employee should collect any money for any purpose unless acting as a duly appointed agent of the Business Office. All funds collected for any purpose by and for the college shall be receipted and accounted for by the Business Office.



### III.6.2.a Cashiering and Purchasing for Clubs and Organizations

All funds collected for any reason by any club or organization on the campus of Wade College must be accounted for in the Business Office. A separate accounting will be maintained for each club or organization revealing both receipts and disbursements. Purchases for a club or organization will follow the same requisition/purchase order system as used for other college purchases. In no case will a student's signature be acceptable for payment from these funds.

### III.6.3 SCHOOL PLANTS

The college leases space in the Dallas Market Center and INFOMART. Current leaseholds expire September 30, 2025.

Wade College occupies approximately 16,000 square feet on the fourth floor of the INFOMART building and another 600 square feet on the first floor of the World Trade Center of the Dallas Market Center. Additional areas throughout the complex are also available for college use. These areas are used for student orientations, exhibits, portfolio critiques, fashion shows, large assemblies, presentations by special guest lecturers, alumni reunions, and graduation ceremonies.

#### III.6.3.a Operation and Maintenance of Campus

Overall responsibility for the day-to-day operation and maintenance of the grounds of Wade College rests with the President. Requests for maintenance should be directed to the President, stating the needed repair. Requests received by the Office of the President are forwarded to the INFOMART or World Trade Center if deemed appropriate and/or necessary; all repairs should be completed as soon as logistically possible and completed within industry-standard costs.

#### III.6.3.b Custodial Services

It is the philosophy of Wade College that good custodial care achieves the following desirable results: protects health, promotes safety, eliminates fire hazards, improves morale, extends surface life, protects equipment, improves productivity, and provides good public relations. Based on this philosophy, routine housekeeping and custodial service is performed on a daily basis by the INFOMART.

It is the responsibility of the INFOMART and the World Trade Center to keep all building mechanical services operating efficiently and in a safe and reliable manner. Notwithstanding the above, each employee of the college has a responsibility to maintain good custodial care for each office and/or classroom in which he/she utilizes.

Special requests for custodial services may be requested through the Office of the President.

#### III.6.3.c Security

Please refer to the Wade College Annual Security Report and Safety Plan updated and distributed prior to October 1 of each year.

#### III.6.4 INSTRUCTIONAL RESOURCES – LIBRARY

Wade College will maintain library facilities that will be in compliance with accreditation associations and agencies. The library facilities will be utilized as an intrinsic part of the institutional program of the college as specified in course outlines. The college will continue to expand its library holdings in all areas including resource books, periodicals, audio/visual materials, electronic media and databases, and computer software.

### III.7 EMERGENCY MANAGEMENT

#### III.7.1 SAFETY PLANS

It is essential that the institution be prepared to meet the responsibilities inherent in emergency situations. Consequently, it is the policy of Wade College to establish and follow procedures which will protect the safety of students, faculty, staff, and visitors in event of emergencies and disasters. These emergency procedures are contained in safety plans that are regularly evaluated.

The institutional safety plans provide step-by-step guidelines to direct action and procedures for meeting a variety of emergency situations on campus. Administration, emergency procedures, shelter areas, evacuation routes and coordination with Dallas Market Center and INFOMART authorities are covered.

The President is responsible for the development, implementation, and evaluation of environmental health and safety programs.

For emergency procedures while on the college campus, please see the Wade College Annual Security Report and Safety Plan.

#### III.7.2 EXTREME WEATHER

Only the President or the administrator in charge in his/her absence has the authority to determine the institution's response to severe weather. Furthermore, only the President or administrator in charge in his/her absence has the authority to close the college. When this action is to be taken, the President will notify the appropriate department heads. In addition, notice will be broadcast on television and the college's website and will be sent to all active subscribers of the college's emergency text/e-mail notification system.

Notwithstanding the above, no student will attempt to attend classes and no employee will report to work if, in their opinion or on the warning of law enforcement officials, travel conditions in their area are unsafe or if other circumstances would place their lives or health in jeopardy.

### III.8 SAFETY MANAGEMENT

#### III.8.1 SAFETY

No safety rule is a complete substitute for common sense, nor can safety rules be devised to cover every situation. For these reasons, good judgment must be used in every situation.

### III.8.1.a Tools and Equipment

Many accidents are caused by the improper use of tools and equipment, and by the use of defective tools and equipment. No one should be allowed to operate equipment unless they have been properly instructed in such use and are qualified to use it. Tools and equipment shall be kept in proper operating condition and used only for the purpose for which they were designed. Tools and equipment should be inspected at regular intervals and any tool which develops defects while in use should be taken from service and not used again until restored to proper working condition. No one should tamper with or render inoperative safety guards and switches on tools and equipment.

It is the responsibility of everyone to make frequent inspections of tools and other equipment used to make sure such tools and equipment are in good physical condition and to report to his/her supervisor any condition which might injure any person or damage any property. The hazard should also be pointed out to others exposed to it in order to correct or avoid it before an accident occurs.

### III.8.1.b Accident Investigation and Reporting

Any injury which occurs on campus, no matter how slight, or any accident which causes damage to property shall be reported immediately to the President. Every accident shall be investigated to determine the cause and the steps needed to prevent a recurrence. It shall be the responsibility of the President or his/her designee to obtain the complete and detailed facts of the accident as soon as possible after it occurs and to see that the required reporting is made.

### III.8.1.c Firearms

Firearms, ammunition, explosives, or other weapons are prohibited on college property. Exceptions to this policy are limited to the following instances: Department of Public Safety and other law enforcement agencies in performance of their normal duties may carry firearms on college property.

### III.8.1.d Good Housekeeping

Good housekeeping is essential to safe operation. It will result in fewer accidents and will reduce fire hazards. All work areas must be kept free of tools, materials, extension cords, and other objects which create hazards. Cleaning up the work area is part of the job. A job is not completed until the area is cleaned up. It is the responsibility of each employee to maintain his/her work area in a neat and orderly manner. Water, oil or other liquids, or excessive dust, dirt or any other debris spilled on floors represent serious slipping hazards and should be cleaned up immediately upon observation.

### III.8.1.e First Aid

While there are first aid kits available on the campus, it is the college policy that anything other than a very minor injury should be treated at a local clinic or a nearby hospital.

#### III.8.1.f Fire Prevention

Everyone should exercise good judgment and conduct themselves in a manner that would prevent fires while on college property.

### III.9 AUXILIARY ENTERPRISES

#### III.9.1 STUDENT SOLICITATION AND SELLING

No student organization may solicit\* in the community or on college campus, unless such solicitation has been approved by the college President or his/her designee.

\*As used in this policy, the word "solicit" shall mean the sale or offer for sale of any property or service, whether for immediate or future delivery, and the receipt of or request for any gift or contribution by a student or registered student organization.

### III.10 TRANSPORTATION AND TRAVEL

It shall be the responsibility of the President of Wade College to develop and administer a transportation program for providing student and employee transportation consistent with any applicable laws and the goals and purposes of Wade College.

### III.11 INFORMATION TECHNOLOGY POLICY

Wade College shall provide adequate computing and technology resources for the educational programs offered by the college and shall provide computing resources to adequately support the institution's management and administrative functions.

The President has overall responsibility for educational technology and computing resources at Wade College. The Learning Resource Center Director has day-to-day operational responsibility; he/she is responsible for developing procedures and guidelines for computer resources and computer usage, and for balancing services rendered among the different users.

#### III.11.1 PLANNING AND ACQUISITIONS

The President will work with the Learning Resource Center Director faculty, and staff to develop and maintain a one-year budget to acquire, maintain, and upgrade the educational technology and computer resources at Wade College.

Requests for instructional software or for computer-based instructional materials, equipment, programming, new applications, and other services are received by the President. The feasibility of each request will be then reviewed, and if feasible, the request will be incorporated into the institutional planning and budgeting process.

Requests not incorporated into the budget or needs which arise during the course of the institutional plan, will be addressed by the President. The feasibility of each request will be determined, and a priority assigned.

#### III.11.2 ALLOCATION

It is the goal of Wade College to provide adequate educational technology and computing resources for the educational programs and for all administrative functions. In an effort to achieve this goal, the college provides both dedicated systems and

shared systems or resources. The shared systems/resources are designed in so far as possible to run simultaneously; however, whether shared systems or dedicated systems, conflicts will arise.

Therefore, the following is applicable in the resolutions of such conflicts:

- A. When administrative, faculty, and/or student computing resources or other educational technology resources at Wade College are in high demand, and the needs of various users are in conflict, the following priority schedule will be applicable:
  1. System Administration: Protection of the integrity of information technology resources has the highest priority. If circumstances exist where the integrity of data, equipment, networks or programs may be at risk, the President may deny access to information technology resources to any individual.
  2. Administrative/Staff Functions: Beginning- and End-of-Trimester Processing (Business Office, the Admissions' Office, the Registrar's Office, and the Financial Services' Office).
  3. Faculty: Reservation of computing resources by a particular user or courses, with affected users or courses notified as necessary.
  4. Students: Computer resources (such as a computer laboratory) and/or other educational technology resources which are in high demand are made available on a first-come, first-served basis. However, students who are registered in courses that require the use of the resources in the laboratory will have sole use of the laboratory during the course's scheduled class times.
- B. Conflicts and scheduling problems not addressed in the above guidelines will be addressed and resolved by the President working in conjunction with the Executive Vice-President and other involved parties.

## SECTION IV: STUDENT SERVICES POLICIES

### IV.1 NON-DISCRIMINATION POLICY

Wade College has a history of seeking to preserve an atmosphere of openness and tolerance. This college is committed to maintaining an unpretentious and accepting atmosphere welcoming to anyone who will strive to achieve his or her personal best. Wade College possesses and values increasing diversity among the individuals who make up its community. This is one of Wade College's greatest strengths.

With respect to the admission of students; the availability of student loans, grants, scholarships, and job opportunities; the opportunity to participate in student activities sponsored by the college; and the provision of any student services, Wade College shall not discriminate either in favor of or against any person because of age, ancestry, sexual orientation, genetic marker, gender, color, national or ethnic origin, race, religion, creed, disability, or any other characteristic protected by state, local, or federal law.

In addition to complying with federal and state equal opportunity laws and regulations, the college, through its diversity policy, declares harassment based on individual differences inconsistent with Wade College's mission and goals. Every member of the Wade College community enjoys certain rights. At the same time, individuals who work, study, live, and teach within this community are expected to refrain from behavior that threatens the freedom, safety, and respect deserved by every community member. Students who have concerns or questions should contact the Office of the President.

### IV.2 ADMISSIONS

#### IV.2.1 INTERNATIONAL STUDENTS

Wade College is authorized under federal law to enroll international (non-immigrant) students. International students seeking admissions must meet the same admissions standards as all other students, have F-1 non-immigrant status, and submit the following information:

1. A signed and completed application to Wade College along with a \$25 application fee must be submitted at least 90 days before the start of the trimester enrolling.
2. All applicants to Wade College whose first language is not English must demonstrate competence in the English language. Such demonstration can be satisfied if the applicant submits a diploma from a secondary school in a system in which English is the official language of instruction. Otherwise, the applicant must provide proof of English language proficiency via submission of an official score on the Test of English as a Foreign Language (TOEFL). The minimum acceptable scores are listed below:
  - Internet-based: 69
  - Computer-based: 193
  - Paper-based: 523
3. An application and a list of test centers for the Test of English as a Foreign Language may be obtained by writing to:

Test of English as a Foreign Language  
Testing Service, Box 899  
Princeton, New Jersey 08540, USA

4. Official or original copies of all educational transcripts (high school and college level, if applicable) and/or academic records translated to English.

5. A photocopy of student passport showing proof of birth and citizenship.
6. Students already residing in the U.S. need to provide a photocopy of the student's I-94 arrival/ departure record (both sides) and a photocopy of the visa page contained within the student's passport.
7. Submit supporting financial documents for sources of funding for at least three trimesters or one year of expenses.

Upon acceptance to Wade College, the applicant will be sent an I-20 A-B form (application for an F-1 Non-immigrant Student Visa).

Transferring students from a college or university in the U.S. must also provide the following:

1. A photocopy of the student's current F-1 student visa.
2. A photocopy of the I-20 (both sides) issued by the previous college/university.
3. A photocopy of the I-94 form from the student's passport.

Upon acceptance, the applicant will be sent an application for an F-1 student visa (I-20). Wade College is authorized to admit non-immigrant alien students.

#### IV.2.2 VETERANS

Veterans are admitted on the same basis as all other students.

#### IV.2.3 EVALUATION

On an annual basis, the admission policies of the college are reviewed and evaluated by comparing and assessing previous year performance data. Performance data examined and evaluated may include the following:

- Student retention rates
- Graduation rates
- Program completion rates
- Number of students whose CGPA fell below a 2.0
- Number of students placed in college preparation courses

The Dean of Academic and Student Affairs is responsible for the completion of the above matrix. Once complete, the data is reviewed and evaluated by the Admissions Policy Review Committee. The Admissions Policy Review Committee shall consist of the President, the Director of Admissions and Marketing, the Executive Vice-President, and the Dean of Academic and Student Affairs.

The Admissions Policy Review Committee makes conclusions with regards to the current admission policies and any recommendations for revision of such. If recommendations for revision are made, the President presents such recommendations to the Board of Trustees, during its next Board meeting. The Board then reviews the recommendations and either adopts or rejects such recommendations.

#### IV.4 STUDENT ACTIVITIES

The Dean of Academic and Student Affairs has overall responsibility for student activities. The Dean of Academic and Student Affairs shall be responsible for maintaining a current student activities calendar and for planning and implementing a broad activities program. Wade

College offers a number of healthful and stimulating activities aimed at increasing student involvement in the college, enhancing individual development, promoting desirable social interactions, providing recreational activities, and preparing skills for professional development.

The Dean of Academic and Student Affairs shall develop procedures for planning, approving, conducting, supervising, scheduling, and carrying out all student activities. These procedures shall be reviewed and approved by the Executive Vice-President. All student activities must be approved by the Dean of Academic and Student Affairs or designee and placed on the master calendar prior to the activity.

#### IV.5 STUDENT ORGANIZATIONS

Student organizations provide students with experiences that enrich their lives both culturally and socially. These organizations complement the classroom experience by providing students with the opportunities to develop intellectual, humanitarian, and leadership skills. In addition, participation in student organizations offers networking opportunities while in college and after graduation.

Any student or group of students may petition the Dean of Academic and Student Affairs for approval to establish a new club or organization. Any such organization must be compatible with the philosophy and purposes of Wade College.

No student organization may establish admission criteria, operating practices, officer selection criteria, or other standards which discriminate on the basis of ethnicity, age, creed, gender, disability, or national origin.

All student clubs and organizations must have a faculty or college employee sponsor approved by the President.

#### IV.6 CAREER SERVICES

The Office of the Director of Career Services offers career development and professional job search assistance to Wade College students and alumni. Resources available to students for career preparation include one-on-one career advising, assistance with resume and cover letter writing, access to the Wade College Career Connection, invitations to events hosted by professional organizations in the design, merchandising, and technology industries, on-campus workshops and professional guest speakers, letters of recommendation, development of professional references, on-campus interviews, and portfolio critique.

#### IV.7 STUDENT PARTICIPATION IN INSTITUTIONAL DECISION-MAKING

Student opinions on the educational program and student activities are gathered from a number of mediums which includes the following:

- Implementation of an “open door” philosophy;
- Student roundtables;
- Classrooms visitations;
- Student organizations;
- Survey instruments;
- Seminars, guest [graduate] speakers, field trips, and orientations;
- Social functions and professional seminars;
- Input for college publications; and
- Academic advising.



Former students are polled by follow-up studies for their opinions and suggestions regarding Wade College.

All current and ex-student input, whether it be through organized clubs, committees, meetings, or questionnaires, is given serious consideration as suggestions for change in and improvement of the college.

#### **IV.8 STUDENTS WITH DISABILITIES**

Wade College is aware of and deeply concerned with the unique challenges that a student with a disability faces. The college is committed to reducing and/or eliminating the barriers that these students encounter. The Office of the Dean of Academic and Student Affairs coordinates physical and academic support services for any student who has special needs because of a temporary or permanent disability. The Office of the Dean of Academic and Student Affairs works closely with the Texas Rehabilitation Commission, the Texas Commission for the Blind, related federal agencies, and other organizations that provide service and aid to the disabled in order to provide the fullest range of services possible.

Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990 prohibit discrimination in the recruitment, admission, and treatment of students. Students with qualified and documented disabilities may request reasonable accommodations which will enable them to participate in and benefit from educational programs and activities. Students requesting a reasonable accommodation must provide appropriate documentation of the disability (as appropriate), complete an application for support services, and must schedule and participate in an interview in order to review the request for accommodation, determine appropriate services and/or reasonable accommodations, and plan an educational program.

Successful accommodation often requires advance planning. Students are encouraged to make early contact with the Office of the Dean of Academic and Student Affairs in order to identify needs and to ensure that services will be available in an effective and timely manner.

#### **IV.9 ALUMNI SERVICES**

The official organization for graduates of the college is the Wade College Alumni Association. Both the Office of the Executive Director and the Director of Career Services maintain regular contact with alumni and are great resources for graduates to use when networking. Regular contact with alumni is also maintained through the Wade College newsletter and the Alumni section of the Wade College website.

#### **IV.10 FINANCIAL SERVICES**

In order to provide educational opportunity beyond the high school level to the greatest number of people who may attend Wade College, the Board of Trustees will adopt policies and direct the administration to develop guidelines and procedures for operating a comprehensive system of financial services.

Wade College strictly adheres to all current local, state, and federal statutes and regulations enacted for the purpose of securing funds for use in providing grants, loans, and employment.

##### **IV.10.1 SATISFACTORY ACADEMIC PROGRESS STANDARDS FOR RECIPIENTS OF FEDERAL TITLE IV FUNDS**

It is the policy of Wade College to comply with all state and federal guidelines regarding the academic satisfactory progress standards for recipients of federal Title

IV funds. These standards of progress shall be published in the college catalog, at a minimum.

#### IV.11 STUDENT CONDUCT

The primary concern of Wade College is the student. The college attempts to provide for all students a campus environment conducive to academic endeavors and social and individual growth. To that end, rules, regulations, and guidelines governing student behavior and the student's relationship with the college have been formulated into a student code of conduct and discipline. Enrollment at Wade College is considered implicit acceptance of these and other policies applicable to students, all of which are educational in nature and designed to help students understand expectations and accept responsibility for their actions.

## SECTION V: ACADEMIC POLICIES

### V.1 DEGREE WITHHELD

The college reserves the right to withhold the degree of a student who has completed all academic requirements but who has a case of a major violation pending with the Disciplinary/Grievance Committee or who retains an outstanding financial obligation to the college at the time of that student's graduation.

### V.2 RECORDS WITHHELD

A student's records may be withheld for non-payment of any college financial obligation. Records are withheld only after a student has failed to respond to repeated written and verbal notices that he or she has an unpaid obligation.

In withholding a student's record, the college may deny him/her the privilege of registering for a subsequent trimester, of securing a transcript or books and supplies, and/or of graduating.

Students are expected to answer promptly all communications received from college offices. Failure to respond to repeated written and verbal notices will result in the withholding of the student's records. Such failure may also result in a student being dismissed from the college.

### V.3 RECORDS MANAGEMENT AND RETENTION POLICIES

Wade College will provide for efficient, economical, and effective control over the creation, distribution, security, safety, organization, maintenance, use, and disposition of all student records through a comprehensive system of integrated procedures for the management of records from their creation to their ultimate disposition, consistent with accepted records management practice.

#### V.3.1 DEFINITION OF STUDENT RECORDS

Wade College defines "student records" as all records directly related to a current or former student and maintained by Wade College or any of its officers or employees or someone acting on its behalf; this definition includes information recorded in any way, including electronic records and e-mail.

There are a few exceptions which are not considered student records which include: (1) an administrator's or faculty member's own notes that are used only by that individual and are not shared with anyone else; (2) records that relate to the student as an employee; (3) medical, psychiatric, or psychological records not shared with the institution; and (4) records containing only information about a student after graduation, such as placement or alumni records.

#### V.3.2 COLLEGE RECORDS DECLARED PROPERTY

All Wade College records are hereby declared to be the property of Wade College. No college official or employee has, by virtue of his or her position, any personal or property right to such student records even though he or she may have developed or compiled them. The unauthorized destruction, removal, or use of such student records is prohibited.

### V.3.3 DESIGNATION OF RECORDS MANAGEMENT OFFICER

The Director of Institutional Support, and the successive holders of said office, shall serve as Records Management Officer for Wade College.

### V.3.4 RETENTION SCHEDULES

In developing the college's student records retention schedule, the Records Management Officer shall ensure it is consistent with the applicable minimum retention schedules adopted by any and all applicable state and federal laws. Any destruction of records of Wade College will be in accordance with these schedules.

### V.3.5 PERMANENT STUDENT RECORDS

The permanent academic record consists of a grade transcript showing courses taken, transfer credit awarded, grades received, hours earned, dates attended, and degree granted.

The permanent financial record consists of a statement of account showing all institutional charges, non-Title IV and Title IV receipts, tuition rebates, refunds and excess cash disbursements to the student and/or to the Department of Education, and any other information provided on the statement of account; applicable dates of each institutional charge, receipt, rebate, refund, and/or excess cash disbursement is also provided on the statement of account.

All other academic and/or financial information accrued while individuals are students at Wade College is not considered part of their permanent student record and may be disposed of after a reasonable period of time (usually eight years after the student's last date of enrollment). Wade College contracts with outside, independent records management and shredding companies for document destruction.

### V.3.6 STORAGE AND BACKUP OF STUDENT RECORDS

Student records may be stored electronically in addition to source documents in paper or other media. Student records kept on site are stored in fire-proof cabinets that are maintained in secure areas located on the college campus. Such areas and cabinets are unlocked only when college staff with authorized access is present. When student records are retrieved by authorized personnel for updating or reviewing, the student records are immediately returned to their appropriate cabinet when either the authorized person is no longer present or upon completion of the update or review, whichever occurs sooner. Electronic student records are maintained on the Wade College network and/or the student information management system providing access to appropriate individuals according to permission maintenance parameters.

Wade College maintains both electronic and/or hard copies of all permanent student records at on-site (in fire-proof cabinets) and off-site locations. The locations are:

<u>Electronic/Hard Copies-On Site</u>	<u>Electronic Copies-Off Site</u>
Wade College	AxCIENT/eFolder
Office of the Registrar	SSAE 16 Type II or SOC Certified Data Center
Dallas, Texas	Atlanta, Georgia

The entire Wade College network is protected by a digital firewall (watchguard.com) and provides for access via a STRONG password type and uses two-factor authentication (duo.com); additionally, all critical network servers—including those

containing student records—are backed up on-site and off-site hourly to ensure accessibility within eight (8) hours of an unforeseen failure of a network server(s).

All electronic student records are backed up hourly between 8:00 AM and 7:00 PM at an off-site location; each hourly backup is retained for forty-five (45) days.

Access to a network server and/or student information management system backup is limited to the college President and Information Technology Administrator via a STRONG password type.

#### V.3.7 AUTHORIZED PERSONNEL

Only authorized personnel have access to student records contained within their appropriate fire-proof cabinets. Such personnel are limited to the following: Board of Trustees, President, Executive Director, Executive Vice-President, Dean of Academic and Student Affairs, Director of Compliance and Finance, Director of Financial Services, Director of Career Services, Director of Institutional Support, and employees of the college who are directly instructed by any of the aforementioned individuals to retrieve such student records.

All requests for a student's permanent student record are received and processed only through the Office of the Director of Institutional Support for permanent academic records and through the Office of the Director of Compliance and Finance for permanent financial records.

Release of student records is governed by the college's Family Educational Rights and Privacy Act (FERPA) of 1974 policy found in the Wade College Catalog and enforced by the Office of the Director of Institutional Support.

#### V.3.8 RETENTION OF OFFICIAL COLLEGE CATALOGS

All official college catalogs (whether in print and/or digital format) are indefinitely maintained on the college campus either in fireproof file cabinets (if in print form) and/or stored on the Wade College network (if in digital form) which is backed up per Section V.3.6 of this policy handbook.

The most recent/current official college catalog shall be maintained on the Wade College Website. All requests for copies of past official college catalogs and/or the relevant information contained therein, are processed only through the Office of the Director of Institutional Support.

### V.4 CURRICULUM DEVELOPMENT

The vigor of any educational institution depends, in large measure, upon the quality, relevance, breadth, and timeliness of its curriculum. As society and culture change, new courses and programs must be added, and old curriculum components must be revised or deleted. Adequate curriculum development requires the commitment of all faculty members, the administration, and the Board of Trustees. It should be systematic, on-going, and well-planned. The policy for curriculum development at Wade College is as follows:

Wade College shall maintain a current and viable curriculum that assures the best chance for success of its graduates. The following parties work together to maintain general curriculum consistent with this policy:

- Board of Trustees
- Administrative Officers
- Faculty

Evidence of these activities is to be documented in the following:

- Administrative meetings
- Faculty meetings
- Curriculum Development Committee meetings
- Faculty Senate Committee meetings
- Board of Trustees meeting minutes

#### V.4.1 RESPONSIBILITY

##### A. The Governing Board:

Significant curriculum revisions which affect type or title of degree, program length, financial impact, or operating mode must be approved by the Board of Trustees.

##### B. The Administration:

The Dean of Academic and Student Affairs is responsible for coordinating and organizing the curriculum development involvement of the faculty. Curriculum concerns which affect a course or sequence of courses are discussed at faculty meetings. Revisions to course offerings, course outlines, course competencies, and instruction plans are done by faculty under the direction of the Dean of Academic and Student Affairs. The Director of Career Services is the administrator of all graduate follow-up surveys and is therefore responsible for disseminating placement information to other administrators for consideration in curriculum evaluation.

The Faculty Senate Committee is responsible for reviewing and approving curriculum changes requested by the Curriculum Development Committee. The committee forwards their report of changes/requests/approvals to the Office of the Executive Vice-President, who, in turn, reviews the report and passes it to the President.

The President must approve any proposed changes which would affect curriculum structure, budget, marketing, or operating plans. The President is also responsible for recommending major revisions as necessary to the Board of Trustees.

##### C. The Faculty:

The Faculty of the college maintains ultimate responsibility for the assurance of quality in current instructional programs, overseeing curriculum development and revision in the program, divisions, and concentration areas. The Faculty, in partnership with the Executive Vice-President, has responsibility for the development of new instructional initiatives.

Faculty members participate in the curriculum development process through faculty meetings and the Curriculum Development Committee. When input from faculty, students, graduates, or advisory groups indicate a curriculum change is

appropriate, individual faculty members are assigned responsibility for developing course outlines and instructional plans. This process usually occurs at the end of each trimester.

All professors are members of the Curriculum Development Committee. This committee considers all input relevant to updating curriculum and textbooks and supplies selection. Broader curriculum matters are also discussed and recommendations which may affect structure, budget, or other institutional areas are made to the Faculty Senate Committee.

D. Students and Graduates:

Students and graduates of the institution are involved in curriculum development by utilizing their input gained from roundtables, student organizations, student surveys, meetings with administrators, and graduate surveys.

V.4.2 PURPOSE

It shall be the purpose of the Curriculum Development Committee to continually review the course(s) of instruction, the curriculum, and all attendant aspects and to make suggestions for needed additions, revisions, and deletions. In addition, the committee shall have the purpose of improving the instructional process by reviewing and monitoring the college's program of instructional evaluation. The committee shall make recommendations for revisions it deems necessary to update and create coherence in the curriculum and the overall educational program. All recommendations must be forwarded to the Faculty Senate Committee for review and approval. If necessary, changes will be forwarded to the appropriate offices for further approval.

V.4.3 EVALUATION OF CURRICULUM

The evaluation of the curriculum and the instructional program of the college shall be the responsibility of the Dean of Academic and Student Affairs. He/she shall be assisted in this duty by the Curriculum Development Committee. This evaluation shall include the opinions and suggestions of students, faculty, consultants, and others relative to a number of curriculum variables. Assessment shall include course content and course competencies, course sequencing, course selection within programs, course scheduling, relevance of available programs and courses, modes of presentation, and other criteria which may determine the overall quality of the curriculum, including program length. Another area over which this committee has control is the creation, development, and assessment of student learning outcomes and program reviews. The Curriculum Development Committee then reports to the Faculty Senate Committee, which is responsible for reviewing and approving changes to the curriculum before review by the appropriate Wade College administrators.

V.4.4 ROLE OF FACULTY IN CURRICULUM IMPROVEMENT

The college, realizing the importance of the professor, will seek advice from all faculty members regarding curriculum improvement. The faculty will be asked on a regular basis to make suggestions for instructional improvements. The college administration is desirous of faculty input regarding curriculum development. A minimum of three curriculum development meetings will be held each calendar year.

#### V.4.5 METHOD OF EVALUATION

The Curriculum Development Committee will use various instruments to assess the need for changes in the curriculum. At the end of each trimester, professors will complete Trimester Assessment Reports and meet as part of the committee to review their student learning outcomes, assessment, and use of results, as well as a broad array of institutional factors affecting the programs and courses offered. These factors may include, but are not limited to: program purpose, core curriculum, library support, faculty credentials, professional development activities, equipment and facilities, budget, capstone courses, credit hours, textbook/supplies, descriptive course materials, and course completion rates. The committee will make recommendations for change in the above areas. Such recommendations for change are forwarded to the Faculty Senate Committee, which has the responsibility of reviewing and approving such recommendations for change. A report of the Faculty Senate Committee is drafted each trimester by the Executive Vice-President. The Executive Vice-President forwards this report to the President of the college for final review, ratification, and Board of Trustees for approval, if necessary.

#### V.4.6 COURSE SYLLABI

Each course in the Wade College curriculum will be taught from a current course syllabus. This syllabus is intended to communicate basic course information and course expectations to students, teaching colleagues, administrators, and accrediting personnel. Normally, the syllabus is prepared by the professor teaching the course.

The Executive Vice-President shall have overall responsibility to ensure that syllabi are developed for all courses taught. He/she shall maintain a set of course syllabi in his/her office. The Executive Vice-President shall work with the Division Directors, Program Chairpersons, the Curriculum Development Committee, the Faculty Senate Committee, and the faculty to ensure that syllabi are updated on a regular basis.

#### V.4.7 CATALOG COURSE DESCRIPTIONS

All courses taught at Wade College will be identified with a short narrative description or course description. This course description will follow a uniform format and contain the following information: course prefix and number, course title, credit hours, and number of lecture and laboratory hours per week. This information should be followed by a narrative description of sufficient length to describe the course content and other pertinent information. The final entry should list any required prerequisites.

Only the approved catalog description shall appear in the college catalog, program guides, syllabi, brochures, or other college publications and website.

#### V.4.8 COURSE OBJECTIVES/COMPETENCIES

It shall be the policy of Wade College to state clearly what is expected of students, what the level of acceptable performance is, and how students will be evaluated for all courses taught at Wade College. Pursuant to this policy, professors at Wade College are expected to develop a set of printed course objectives and competencies which fully describe the expectations for each course. These course objectives and outcomes shall be communicated through the course syllabus and/or outline to all students enrolled in the course and shall be available for inspection by all potential students.



#### V.4.9 TEXTBOOK AND COURSE SUPPLIES SELECTION

Courses taught at Wade College are generally supported by a carefully selected textbook (print or digital) and any necessary course supplies. In most cases, the same textbook and course supplies will be used for all sections of the same course in the same trimester.

Selection of textbooks and course supplies therefore should be done cooperatively by all full-time faculty members teaching the same course. When possible, part-time faculty members should also contribute to textbook and course supplies selection discussions. If no consensus can be reached within the division or concentration, the Executive Vice-President will evaluate the disputed texts and/or course supplies and choose the textbook and/or course supplies.

When a textbook and course supplies have been selected, professors are expected to explain to students, as part of their introduction to the course, how the textbook and course supplies will be used to support learning. A part-time or full-time faculty member who chooses not to use the required textbook may not require that a different textbook be purchased by students. Copying of materials for a class must comply with existing copyright laws and college policy.

Each trimester, each faculty member will provide the Executive Vice-President with a list of textbooks and course supplies he/she expects to use in the following trimester.

#### V.5 SUPPORT SERVICES

##### V.5.1 LIBRARY

Wade College operates a comprehensive library for the purpose of supporting classroom learning and promoting student learning outside the classroom. The library collections, including books, copies of bound and current periodicals, electronic/digital materials, and audio-visual materials, shall be of sufficient size and quality to ensure the effectiveness of the instructional program.

##### V.5.2 RESPONSIBILITY AND STAFF

Responsibility for the operation of the library rests with the Learning Resource Center Director, who answers directly to the Executive Vice-President. Other staff is employed to assist with day-to-day operations. In addition, the Library Committee helps guide the development of the collection, advises in setting policy, and makes recommendations for improvement.

##### V.5.3 OPERATIONAL POLICIES AND PROCEDURES

The Learning Resource Center Director shall develop, with input from Library Committee, those operational policies and procedures as may be appropriate to insure maximum use and smooth operation of the library.

##### V.5.4 INSTRUCTIONAL TECHNOLOGY

Wade College shall provide adequate and appropriate instructional technology and computing resources to support the college's educational program. Audiovisual equipment and materials, and other learning resource materials are the responsibility of the Library Department. To make the maximum use of available resources,

equipment is kept in a central location and made available to faculty on an as-needed basis.

The Academic Department is responsible for computing resources and information technology support and services. The Executive Vice-President is responsible for developing procedures and guidelines for technology and computer usage and for balancing services rendered among the different users.

#### V.5.5 EDUCATIONAL MATERIALS

Requests for teaching supplies or other educational materials shall originate with members of the faculty. Purchasing will follow approved institutional purchasing policies and procedures.

#### V.5.6 OFFICE AND CLASSROOM SUPPLIES

Office and classroom supplies are available to faculty and staff through the college bookstore or may be requested via requisition order and by following established college purchasing policies and procedures. No college employee has the authority to make purchases or to obligate the college for payment without an approved requisition order. Payment will be made only when an invoice is accompanied by a completed requisition order.

#### V.5.7 FACULTY OFFICES

Every effort will be made to provide all faculty members with adequate office space.

### V.6 EVALUATION

#### V.6.1 EVALUATION OF FACULTY

The Dean of Academic and Student Affairs shall be charged with the task of developing and implementing an on-going program of faculty evaluation. In all cases, the faculty evaluation and professional development program shall comply with the Southern Association of Colleges and Schools Commission on College Principles of Accreditation. In addition, part-time faculty members shall be evaluated by the same criteria as full-time faculty.

#### V.6.2 EVALUATION OF STUDENT LEARNING

The academic performance of students in all credit courses will be evaluated and graded. It shall be the responsibility of the professor to design and administer appropriate tests and assessments to determine the adequacy of student learning in each course taught.

#### V.6.3 EVALUATION OF CURRICULUM

The evaluation of the curriculum and the instructional programs of the college shall be the responsibility of the Dean of Academic and Student Affairs. He/she shall be assisted in this duty by the Curriculum Development Committee.

This evaluation shall include the opinions and suggestions of students, faculty, consultants, industry professional, and others relative to a number of curriculum variables. Assessment shall include course content, course sequencing, course selection within programs, course scheduling, relevance of available programs and

courses, mode of presentation, and other criteria which may determine the overall quality of the curriculum.

**V.6.4 EVALUATION OF ADMINISTRATION**

Evaluation of the effectiveness of the President shall be the responsibility of the Board of Trustees. Evaluation of the effectiveness of all other administrators and other staff members shall be the responsibility of the President and/or appropriate supervisors per the college's organizational chart.

**V.6.5 EVALUATION OF POLICIES AND PROGRAMS**

Evaluation of admissions policies and procedures shall be assigned to the Admissions Policy Review Committee. Evaluation of student services shall be the responsibility of the Dean of Academic and Student Affairs. Evaluation of institutional research shall be the responsibility of the Director of Institutional Support.

**V.6.6 EVALUATION OF THE LIBRARY**

Evaluation of the library, library resources, and the cooperative arrangements for resources and services shall be the responsibility of the Learning Resource Center Director with assistance from the Library Committee.

**V.6.7 EVALUATION OF THE CAREER SERVICES**

Evaluation of the career services shall be the responsibility of the Director of Career Services.

## SECTION VI: PERSONNEL AND HUMAN RESOURCES POLICIES

### VI.1 EQUAL EMPLOYMENT OPPORTUNITY

It is the objective of Wade College to provide equal opportunity to all employees regarding all institutional activities related to employment. This policy includes the following points:

#### **Non-discrimination**

Wade College shall adhere to a policy of equal employment opportunities for all employees and shall not discriminate against any individual because of an individual's age, ancestry, sexual orientation, genetic marker, gender, color, national or ethnic origin, race, religion, creed, disability, or any other characteristic protected by state, local, or federal law. The college shall not fail or refuse to hire or discharge, nor shall it otherwise discriminate against any individual with respect to compensation, terms, conditions, or privileges of employment; nor shall the college limit, segregate, or classify its employees, or applicants for employment, in any way that would deprive any individual of employment opportunities or otherwise adversely affect the individual's status as employee.

#### **Disability**

No qualified disabled person shall, on the basis of disability, be subject to discrimination in employment at Wade College. With respect to employment, a "qualified disabled person" is a disabled person who, with reasonable accommodation, can perform the essential functions of the job in question.

#### **Compliance Coordinator**

The President of Wade College shall have full responsibility for implementing the institution's EEO policy. The President may appoint an employee of his/her choice to serve as a compliance coordinator to insure compliance with this policy, Title II, Subtitle A of the Americans with Disabilities Act, Title VII, Title IX, Section 504 of the Vocational Rehabilitation Act of 1973, and implementing the regulations.

#### **Notice**

Wade College shall take appropriate continuing steps in conformity with the disability regulations to notify applicants and employees that it does not discriminate on the basis of disability in violation of Title II of the Americans with Disabilities Act, in violation of Section 504 of the Vocational Rehabilitation Act of 1973, and in implementing the regulations. The notification shall include identification of the designated coordinator.

### VI.2 EMPLOYMENT OBJECTIVES FOR PERSONNEL

Every Wade College employee is expected to meet reasonable performance standards. Your supervisor will explain your job duties and the procedures you must follow to perform your work properly. **A job description for your position will be made available upon request.** In addition, your supervisor will work with you to provide you with the training necessary to perform your duties. However, it is your responsibility to develop the skills that are required for your position. If you need additional help, please ask your supervisor.

**At times, Wade College may ask employees to perform duties in addition to their regularly scheduled duties. If business conditions make that necessary, your help is important, and your cooperation is required.**

### VI.3 PERSONNEL APPOINTMENTS

The President of Wade College shall serve as the chief executive officer of the college. All other administrative officers, all professors, and other professional employees and staff shall be employed upon approval of the President. All administrative officers, all faculty members, and other professional employees and staff shall only be dismissed by the President.

### VI.4 SELECTION OF PERSONNEL

All policies and practices of Wade College for recruiting, selecting, and appointing members of the staff shall insure equal employment opportunities for all applicants regardless of age, ancestry, sexual orientation, genetic marker, gender, color, national or ethnic origin, race, religion, creed, disability, or any other characteristic protected by state, local, or federal law.

#### **Vacancies**

When a new position is created, or a vacancy occurs in an existing position, at the discretion of the President, an announcement of the available position may be announced in-house or opened immediately to the general public. If announced in-house, the announcement of the available position is posted on the Wade College campus for three days.

Any qualified college employee (full- or part-time) may apply for the vacant position during the three-day in-house posting. If any college employee who applies is interviewed and determined to be a qualified and acceptable candidate for the position, and is offered the position and accepts the position, the position is not advertised to the general public. If the position is to be advertised to the general public, the following steps shall be taken:

1. President authorizes budgetary allocation for the position to be filled.
2. The appropriate department head, in conjunction with the President, shall develop a detailed position description. In advertising, the position will be briefly described, and instructions given as to how an applicant can make contact with the college.
3. The Office of the President shall distribute a position announcement to a broad range of possible employee sources. All qualified applicants who have credentials and inquiries on file will be notified of the opening.
4. Applicants that make contact will be asked to submit resumes to the appropriate department head.
5. Resumes of current applicants and former resumes that compile a pool of candidates will be reviewed by the appropriate department head and the President (Screening Committee). The Screening Committee for faculty appointments – whether full-time or part-time – includes the Dean of Academic and Student Affairs, the Division Director, and/or the Program Chairperson of the respective division.
6. The Screening Committee shall review all written materials, and on the basis of apparent qualifications and job requirements, narrow the field to those that will be asked to come for an interview.
7. The candidate(s) (normally two to five applicants) shall be invited to the campus to meet with the Screening Committee, faculty and staff members, and/or other administrators as requested by the President to act as an ad hoc Hiring Committee.
8. The Hiring Committee shall then recommend the finalist(s) (normally two to three).
9. References may be interviewed by phone and/or asked to submit a written evaluation of the candidate's abilities. Other supporting materials may be collected.
10. After reviewing all documentation and references and interviewing the finalist(s), the President shall make a recommendation of employment.
  - a. Regarding faculty only, the Dean of Academic and Student Affairs makes a recommendation of employment with feedback from the Division Director and/or the Program Chairperson of the respective division; upon the President's approval, the Dean of Academic and Student Affairs contacts and schedules an appointment with

the applicant. The Dean of Academic and Student Affairs presents the applicant with the faculty employment engagement letter (an Engagement Letter for Full-Time Professors – for full-time faculty or an Engagement Letter for Adjunct Professors – for part-time faculty).

- b. Regarding all other staff, upon the President's approval, the appropriate department head makes an offer of employment within the guidelines established by the President.
11. The applicant either accepts or denies the terms of employment. If the applicant accepts the terms of employment and signs the engagement letter, the applicant is hired as an employee of Wade College and is subject to all conditions and policies as outlined in all college publications. The applicant is also informed of the availability of college publications on the college website. The applicable engagement letter, as well as other general information, is reviewed with the applicant.

Step 10.a. of the above appointment procedure is followed for professors (either full-time or part-time) who are currently employed as such and who wish to remain on the Wade College Faculty for a trimester following the current trimester (Continuing Professor).

#### VI.5 EMPLOYMENT REQUIREMENTS AND SELECTION

Selection for employment at Wade College will be based on knowledge, skills, abilities, and other qualities required for the position. In addition, at a minimum, all faculty members (full- and part-time) at Wade College must meet the qualifications and comply with the guidelines outlined by the Southern Association of Colleges and Schools Commission on Colleges.

Adjunct (part-time) faculty will be employed on a per-course basis, the contract rate to be based on courses taught, but understood to include reasonable preparation, meetings, and student accessibility to support the in-class assignment.

The number of full-time faculty members is adequate to support the mission of the institution. Also, at least one full-time faculty member will be employed for each curriculum teaching area in merchandising and design.

Part-time faculty will meet the same criteria for student accessibility as the full-time faculty.

#### VI.6 CONTRACTS

All Wade College employees are employed at-will unless they have a written engagement letter designating a specific term of employment and signed by the employee and the Executive Vice-President of Wade College. This means that employees have the right to resign their employment at any time and for any reason. Likewise, Wade College has the right to terminate an employee's employment at any time and for any reason.

Only members of Wade College faculty [full- and part-time] have a written engagement letter designating a specific term of employment and signed by the employee and the Dean of Academic and Student Affairs of Wade College.

#### VI.7 PRELIMINARY EMPLOYMENT REQUIREMENTS

Prior to assuming the duties of the appointed position, all employees will complete the following requirements:

1. File an IRS withholding tax form (W-4) and I-9 with the Business Office;
2. Complete all required forms for enrolling, if desired, in the SIMPLE IRA retirement plan;

3. Complete the necessary forms for participation, if desired, in the group health, dental, disability, life insurance, retirement, and other benefit plans sponsored by the college;
4. Complete any institutional questionnaires and required forms;
5. File with the Office of the Executive Vice-President all official transcripts of college work and any other documentation necessary to verify previous training and experience.

## VI.8 PERSONNEL RECORDS

The personnel records of each faculty member, each professional employee, and each staff member are maintained by the Office of the Executive Vice-President. These records contain confidential information and are protected from public disclosure by Article 6252-17a of the Texas Civil Statutes.

As a minimum, each professional personnel file shall contain a completed application form, a resume, an official transcript or transcripts showing all credits earned and degrees granted, and reference materials. In addition, all correspondence, evaluations, and other information relative to re-employment or advancement will be placed in this file.

The personnel file is the property of Wade College and may be kept indefinitely. Wade College does not provide access to and/or copies of personnel files and/or other confidential college-owned documents unless required to do so by federal or state law or subpoena.

The personnel folder will be available to those persons within the institution who have authority to recommend and approve employment, re-employment, and/or advancement.

Statistical information may be compiled from personnel records and made available for research purposes. However, no individual will be identified in any way without his/her written consent.

The names, gender, ethnicity, title, and dates of employment of all employees of Wade College shall be public information.

Employees must inform the college of any change of address, telephone number, marital status and dependents for legal purposes and to ensure eligibility for Wade College benefits.

## VI.9 JOB DESCRIPTIONS

The following job descriptions in no way state or imply that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instruction and to perform any other job-related duties requested by their supervisor that are necessary to carry out the goals and objectives of the college.

Remember, every position at Wade College demands PROFESSIONALISM at ALL times.

### VI.9.1 EXECUTIVE DIRECTOR

The Executive Director heads external affairs. Under minimum supervision, the Executive Director reports to the President. The Executive Director should possess extensive experience in industry and education. The Executive Director is appointed by the Board of Trustees upon recommendation of the President.

The Executive Director:

- directly participates in the college's institutional effectiveness program as directed by the President;
- attends public relations functions and receives visitors to the college campus;

- works on institutional standing or ad hoc committees, as assigned by the President;
- complies with all college policies, rules, and regulations;
- ensures new student files are complete with all necessary documentation; and
- performs all other duties as assigned by the President.

#### VI.9.2 TREASURER

The Treasurer is the Chief Accounting Officer of the college and reports directly to the President. This position is responsible for assisting the President with all financial operations of the college, responsible for the preparation of regular financial reports, and serving as an Investment Officer for the college.

The Treasurer:

- recommends policy on matters relating to the development and operation of accounting and business services;
- recommends systems of fiscal control for all budgets;
- recommends systems and procedures for the collection, receipt, safe-keeping, deposit, disbursement, and investment of funds;
- advises on the timely investment of all idle funds;
- serves as the college's Investment Officer; and
- performs other duties as assigned by the President or as may be necessary to accomplish the objectives of the college.

#### VI.9.3 EXECUTIVE VICE-PRESIDENT

The Executive Vice-President is responsible for providing support and solutions to students and faculty regarding all academic matters of the college. The Executive Vice-President is responsible for management of the college administration and assists the President with general administration of the college. The Executive Vice-President should possess a minimum of a master's degree and experience in education and industry. The Executive Vice-President is appointed by the President.

The Executive Vice-President:

- directly supervises and communicates with the faculty;
- oversees the entire educational program including policy review and implementation, faculty staffing and meetings, faculty performance reviews, curriculum development and reviews, faculty development, and educational advising;
- holds faculty status;
- coordinates and assists with college-sponsored special and external events;
- ensures employee files are complete and up-to-date; manages human resources functions for the college including staffing, onboarding and management of annual performance evaluation process;
- directly participates in the college's institutional effectiveness program as directed by the President;
- serves as an academic advisor to students;
- serves as the college's Accreditation Liaison;
- formulates and recommends policy on all matters relating to the development and operation of the academic program and student services functions of the college;
- oversees and manages advisory committees;
- communicates an accurate image of the college to the public;
- provides support to the Department of Career Services;
- provides support to the Department of Admissions and Marketing;



- maintains a current file of all academic materials [course syllabi, contingency plans, etc.];
- assists the President in ensuring that the Principles of Accreditation are being met;
- attends and participates in public relations functions and educational conferences;
- remains current through professional development activities and training;
- works on institutional standing or ad hoc committees, as assigned by the President;
- complies with all college policies, rules, and regulations;
- keeps the President informed in a timely matter of issues and events affecting Wade College; and
- performs all other duties as assigned by the President.

#### VI.9.4 DEAN OF ACADEMIC AND STUDENT AFFAIRS

The Dean of Academic and Student Affairs heads the Department of Advising. The Dean of Academic and Student Affairs reports to the Executive Vice-President. The Dean of Academic and Student Affairs should possess a minimum of a master's degree and experience in education and industry. The Dean of Academic and Student Affairs is appointed by the President.

The Dean of Academic and Student Affairs:

- assists with oversight of the entire educational program including policy review and implementation, faculty staffing and meetings, faculty performance reviews, curriculum development and reviews, faculty development, and educational advising;
- holds faculty status;
- makes professional referrals for students who are experiencing personal problems beyond the scope of the college's involvement;
- facilitates and processes requests for disability services from incoming and current students;
- evaluates credits for transfer and oversees the transfer credit program and policies;
- oversees the management and coordination of the advising program;
- serves as an academic advisor to students;
- ensures transcripts and degree plans are accurate and up-to-date;
- coordinates and assists with college-sponsored special events;
- helps formulate and recommend policy on all matters relating to the development and operation of the academic program and student services functions of the college;
- assists with oversight and management of student organizations and activities;
- assists the President in ensuring that the Principles of Accreditation are being met;
- attends public relations functions and educational conferences;
- oversees the implementation and management of the Quality Enhancement Plan;
- remains current through professional development activities and training;
- works on institutional standing or ad hoc committees, as assigned by the President;
- directly participates in the college's institutional effectiveness program as directed by the President;
- complies with all college policies, rules, and regulations;
- keeps the President informed in a timely matter of issues and events affecting Wade College; and
- performs all other duties as assigned by the President.

#### VI.9.5 DIRECTOR OF INSTITUTIONAL SUPPORT

The Director of Institutional Support heads the Research Department. The Director of Institutional Support reports to the Learning Resource Center Director. The Director of Institutional Support should possess a minimum of a master's degree in library science and work-related experience. The Director of Institutional Support is appointed by the President.

The Director of Institutional Support:

- directly communicates with the Learning Resource Center Director;
- oversees implementation and management of the college research functions;
- oversees the operation of the Library;
- remains current in his/her knowledge of procedures and practices pertaining to the library;
- transacts circulation functions such as checking material in and out, placing holds on material, and charging and collecting fines for overdue items;
- generates standard reports in the areas of overdue material, collection maintenance and circulation;
- assists library users in locating material in the collection through the use of the automated catalog and computerized database collections;
- performs basic reference work using material in the collection;
- processes new material of all types in order to preserve the material and aid in its retrieval;
- enters bibliographic information into the computer system when the cataloging information is available;
- participates in faculty and curriculum development meetings;
- holds faculty status;
- assists with college-sponsored special events;
- maintain student records in accordance with accepted standards and in accordance with the Southern Association of Colleges and Schools Commission on Colleges;
- oversees the administration and coordination of grade reports and transcript releases;
- serves as the institution's Registrar, performing such duties as required;
- stays abreast of all regulations regarding records and privacy matters, including FERPA;
- directly assists and participates in the college's institutional effectiveness program as directed by the President;
- serves as an academic advisor to students;
- provides overall support to the academic program and student services functions of the college;
- assists the President in ensuring that the Principles of Accreditation are being met;
- attends public relations functions and educational conferences;
- remains current through professional development activities and training;
- works on institutional standing or ad hoc committees, as assigned by the President;
- complies with all college policies, rules, and regulations;
- keeps the President informed in a timely matter of issues and events affecting Wade College; and
- performs all other duties as assigned by the President.

#### VI.9.6 DIRECTOR OF CAREER SERVICES

The Director of Career Services heads the Department of Career Services. Under minimum supervision, the Director of Career Services reports to the Executive Vice-

President and should possess a minimum of an associate degree and extensive industry experience. The Director of Career Services is appointed by the President.

The Director of Career Services:

- manages the entire career services functions for students and graduates including market placement, part-time work, full-time employment, career planning and advising, soliciting employment opportunities, and conducting various career workshops and seminars;
- oversees and manages the alumni relations services, including alumni career tracking;
- provides students with job placement information and guidance via the Wade College Career Connection portal;
- assists with advisory committees;
- supports college activities and special events through attendance and/or participation;
- complies with all college policies, rules, and regulations;
- keeps the President informed in a timely matter of issues and events affecting Wade College;
- attends public relations functions and educational conferences;
- communicates an accurate image of the college to the public;
- directly participates in the college's institutional effectiveness program as directed by the President; and
- performs all other duties as assigned by the President.

#### VI.9.7 DIRECTOR OF COMPLIANCE AND FINANCE

The Director of Compliance and Finance heads the Department of Financial Services. The Director of Compliance and Finance reports to the President. The Director of Compliance and Finance should possess a minimum of a bachelor's degree. The Director of Compliance and Finance is appointed by the President.

The Director of Compliance and Finance:

- oversees and manages the administration of all student financial assistance programs including meeting with and advising prospective and current students, processing documents required by the college and by federal, state, and local regulations, ensuring student financial files are complete and accurate, participating in financial aid audits, and preparing and reporting all disclosure information as required by regulatory entities;
- oversees all compliance regulations required by Department of Education;
- ensures all regulations are followed and applied in the administration and coordination of all private and governmental student financial aid programs;
- counsels and assists prospective and current students and/or their families in regard to financial services programs;
- prepares and distributes all appropriate forms to support the college's financial services programs;
- compiles and submits all financial aid records in compliance with all applicable regulations;
- prepares files and documents for auditors and assists the auditors as appropriate;
- maintains an accurate and up-to-date procedures manual in accordance with institutional and federal guidelines;
- supports college activities and events through attendance and participation;
- makes recommendations for the improvement of existing programs and/or the establishment of new aid programs;

- assists the Business Office with student accounts and billing;
- complies with all college policies, rules, and regulations;
- remains contemporary in the proper functioning of the college's financial services department through the reading of related literature and by attending and participating in meetings and conferences, as approved by the President;
- directly participates in the college's institutional effectiveness program as directed by the President; and
- performs all other duties as assigned by the President.

#### VI.9.8 DIRECTOR OF FINANCIAL SERVICES

The Director of Financial Services is the student's first source for information and/or assistance with financial matters. The Director of Financial Services provides administrative support to the Director of Compliance and Finance as well as to the President. The Director of Financial Services is responsible for financial assistance processing, billing, and admissions assistance.

The Director of Financial Services:

- counsels and assists prospective and current students and/or their families in regard to financial services programs;
- supports college activities and events through attendance and participation;
- remains contemporary in the proper functioning of the college's financial services department through the reading of related literature and by attending and participating in meetings and conferences, as approved by the President;
- assists the Business Office with student accounts and billing;
- complies with all college policies, rules, and regulations;
- performs all other duties as assigned by the President.

#### VI.9.9 DIRECTOR OF ADMISSIONS AND MARKETING

The Director of Admissions and Marketing heads the Admissions and Marketing Department and reports directly to the Executive Vice-President. The Director of Admissions and Marketing should possess a minimum of a bachelor's degree and at least five years of work-related experience. The Director Admissions and Marketing is appointed by the Executive Vice-President.

The Director of Admissions and Marketing:

- develops and implements an admissions program designed to communicate with prospective students, to communicate admissions decisions to the students, and to maintain all admissions files in an appropriate manner;
- represents the college and disseminates appropriate information about the college to prospective students and other interested parties;
- actively works to recruit students with the marketing and recruiting plans of the college;
- follows up on all prospects to ensure completion of the admissions process and registration at the college;
- establishes and maintains positive marketing, public information, and public relations for the college;
- ensures that accurate information is published and discussed with prospective students;
- assists with new student orientation activities;
- oversees and manages the Admissions and Outreach Coordinators and sets minimum performance standards for such;

- oversees and manages the college's high school program, including serving as the college's liaison for area high school counselors, providing them with information that will assist in the transition of students from high school to the college;
- attends and/or participates in public relations functions and receives visitors to the college campus;
- interviews and advises prospective students on the college's programs and services;
- assists the Executive Director and Director of Career Services in soliciting and receiving job/career leads within the Dallas Market Center;
- oversees and manages Open House programs, college fairs, and career days;
- complies with all college policies, rules, and regulations;
- works on institutional standing and ad hoc committees, as assigned by the President;
- remains current through a program of professional development;
- supports college activities and special events through attendance and/or participation;
- participates in special events;
- directly participates in the college's institutional effectiveness program as directed by the President; and
- performs all other duties as assigned by the President.

#### VI.9.10 LEARNING RESOURCE CENTER DIRECTOR

The Learning Resource Center Director heads the Library Department and directly reports to the Executive Vice-President. The Learning Resource Center Director should possess a minimum of a master's degree in library science and work-related experience. The Learning Resource Center Director is appointed by the President.

The Learning Resource Center Director:

- develops and administers a comprehensive collection of print, non-print, and electronic educational materials as well as a program of instructional and educational support;
- formulates and recommends policy on all matters relating to the development and operation of the library and the college's learning resources;
- directs all activities pertaining to the library and the college's learning resources, including the supervision and training of all employees assigned to the library, including federal work-study students;
- selects, orders, receives and processes all new books, periodicals, and other instructional materials housed in the library;
- establishes policies for the acquisition of material and the maintenance of the collections;
- prepares and submits to the President an annual budget of the estimated expenditures for library operations and instructional media and administers the approved budget throughout the year;
- maintains an effective and cooperative program for assisting students and teachers with the use of the library facilities and collections, including orientation lectures, handouts, and individual instruction;
- establishes and maintains appropriate library records and inventory in accordance with the standards of the Southern Association of Colleges and Schools Commission on Colleges;
- periodically evaluates the holdings of the library with reference to the changing curriculum of the college and makes adjustments in future purchases to serve new and expanding programs;

- prepares regular reports to the faculty and staff on new acquisitions and services of the library;
- prepares and submits to the President an annual progress and evaluation report on the operations of the library;
- remains current in his/her knowledge of procedures and practices pertaining to the library;
- maintains an active role in appropriate professional organizations;
- works on institutional standing and ad hoc committees, as assigned by the President;
- supports college activities and special events through attendance and/or participation;
- transacts circulation functions such as checking material in and out, placing holds on material, and charging and collecting fines for overdue items;
- generates standard reports in the areas of overdue material, collection maintenance and circulation;
- assists library users in locating material in the collection through the use of the automated catalog and computerized database collections;
- performs basic reference work using material in the collection;
- processes new material of all types in order to preserve the material and aid in its retrieval;
- enters bibliographic information into the computer system when the cataloging information is available;
- complies with all college policies, rules, and regulations;
- remains current through a program of professional development;
- directly participates in the college's institutional effectiveness program as directed by the President;
- participates in faculty and curriculum development meetings; and
- performs all other duties as assigned by the President.

#### VI.9.11 ADMISSIONS AND OUTREACH COORDINATOR

The Admissions and Outreach Coordinator directly reports to the Director of Admissions and Marketing. The Admissions and Outreach Coordinator should possess a minimum of an associate degree. The Admissions and Outreach Coordinator is hired by the President upon recommendation of the Director of Admissions and Marketing.

The Admissions and Outreach Coordinator:

- enrolls qualified students by generating prospective student leads, receiving prospective student leads, contacting, interviewing, advising, and touring prospective students;
- participates in special events, such as Open House, college fairs, and career days that require travel;
- complies with all college policies, rules, and regulations;
- assists with new student orientation and orientation activities;
- creates and monitors digital media campaigns, under the direction of the Director of Admissions and Marketing, including Facebook, Twitter, Instagram, YouTube and other digital media platforms;
- schedules external educational marketing events such as college fairs, high school tours, and educational presentations;
- develops working relationships and partnerships with high school teachers, guidance counselors, and professional and student organizations to assist with brand awareness and the recruitment of students;

- offers a flexible work schedule as deemed necessary by the Director of Admissions and Marketing for prospective student contact and marketing initiatives; and
- performs all other duties as assigned by the Director of Admissions and Marketing and/or the President.

#### VI.9.12 PROFESSOR/DIVISION DIRECTOR/PROGRAM CHAIRPERSON

The Professor is responsible for the success of the total teaching/learning process within the assigned classroom, laboratory, shop, or other learning environment. The Professor has the primary responsibility in academic matters for the content, quality, and effectiveness of the curriculum and further has the opportunity to participate in institutional governance and influence institutional policy and practice through the role of Professor and regular committee assignments. A Professor must possess the appropriate academic credentials as specified in the Principles of Accreditation and should have at least one-year teaching experience (or the equivalent) in an accredited institution and two years of related industry experience (for specialized courses). Division Directors oversee the broader Merchandising/Business, Design, Information Technology, and General Education Divisions. Program Chairpersons oversee the majors within the Merchandising, Design, and Information Technology Divisions. All Professors are hired by the President upon recommendation of the Dean of Academic and Student Affairs and either the Division Director or Program Chairperson, where applicable.

The Professor:

- performs and carries out the teaching assignment in an effective and efficient manner;
- establishes and maintains appropriate office hours;
- works on institutional standing and ad hoc committees, as assigned by the President;
- works individually and collaboratively with others to retain current students;
- is responsible for student mastery of course competencies;
- remains current in the teaching discipline through professional development activities;
- maintains familiarity with recent publications and journals in the teaching discipline;
- participates in professional organization meetings where appropriate;
- attends faculty, in-service, and curriculum development meetings, responsibilities in such will be outlined by the Dean of Academic and Student Affairs;
- assists with the research function of the college by determining industry demands and employer expectations of graduate competencies;
- directly oversees and manages student organizations, as determined by the Dean of Academic and Student Affairs
- advises students regarding their academic performance and progress;
- reports student progress and attendance at the direction of the Dean of Academic and Student Affairs;
- submits course materials, syllabi, and examinations to the Executive Vice-President;
- recommends course textbooks;
- recommends industrial materials for classroom use and maintenance;
- recommends instructional materials and resources;
- recommends titles for library acquisitions;
- maintains up-to-date curriculum resource files at the direction of the Dean of Academic and Student Affairs;

- supports college activities and special events through attendance and participation, as appropriate;
- complies with all college policies, rules, and regulations;
- develops and implements self-prepared professional growth objectives (full-time faculty only);
- maintains membership in an appropriate organization (at the expense of the college – full-time faculty only); and
- performs all other duties as assigned by the Executive Vice-President.

The Division Director:

- reports to the Dean of Academic and Student Affairs and has broad responsibilities for the overall operation of the academic programs within the division;
- performs teaching and administrative duties and serves as an important link between faculty and administration;
- works closely with faculty members in the formulation, justification, development, and revision of courses and curricula;
- provides leadership to division faculty in the study and review of literature dealing with new developments, practices, and knowledge of higher education;
- maintains files of all course outlines and syllabi, as appropriate;
- provides updates on activities within the division to the Dean of Academic and Student Affairs;
- acts as a resource person and aid to faculty in finding answers to instructional or curricular problems;
- assumes a major role in the supervision of the instructional process;
- teaches classes as assigned;
- performs the duties of the Professor; and
- performs all other duties as assigned by the Dean of Academic and Student Affairs.

The Program Chairperson:

- reports directly to the Division Director and indirectly to the Dean of Academic and Student Affairs;
- exercises specific responsibilities for the operation of an academic program within a specific concentration area;
- provides both teaching and administrative duties and serves as an important link between the faculty and the Division Director;
- works closely with faculty members within the program area and the Division Director in the formulation, justification, development and revision of courses and curricula;
- provides appropriate information on activities within the concentration area, including but not limited to program area accomplishments;
- maintains files of all course outlines and syllabi, as appropriate;
- acts as a resource person and aid to faculty in finding answers to instructional or curricular problems;
- teaches classes as assigned;
- performs the duties of the Professor; and
- performs all other duties as assigned by the Dean of Academic and Student Affairs.

#### VI.9.13 STUDENT SERVICES ASSISTANT

The Student Services Assistant reports directly to the Director of Compliance and Finance or Director of Admissions and Marketing. The Student Services Assistant should have experience in office management, computer systems/software, and telephone administration. The primary responsibility of the Student Services Assistant



is to answer the telephone in a friendly, courteous, and timely manner and to provide administrative, secretarial, and clerical support to the supervisor to which he/she is assigned. The Student Services Assistant is hired by the President upon recommendation of the Executive Vice-President.

The Student Services Assistant:

- provides administrative, secretarial, and clerical support to the assigned supervisor;
- provides secretarial and clerical support to other employees as needed and approved;
- answers the telephone in a friendly and courteous manner;
- provides information and assistance to current and prospective students;
- files documentation;
- makes photocopies;
- types and prepares various letters, documents, and reports;
- performs data entry;
- assists in the coordination and conducting of public relations events and other special events, e.g., commencement and orientation;
- distributes student checks;
- mails catalogs, schedules, applications, and other materials to current and/or prospective students;
- prepares outgoing mail for delivery;
- supports college activities and special events through attendance and/or participation;
- complies with all college policies, rules, and regulations;
- greets visitors and assists students waiting to see administrators or faculty;
- manages and orders office inventory of supplies, including postage;
- assists with new student file completion;
- assists with admissions, records, and registration, as appropriate;
- processes incoming student leads, applications, and/or inquiries, as directed; and
- performs all other duties as assigned by the President.

#### VI.9.14 INFORMATION TECHNOLOGY ADMINISTRATOR

The Information Technology Administrator reports to the President. The Information Technology Administrator has responsibilities for system operations; assisting in the installation and support of application software; network operations; installation, upgrade, and maintenance of network wiring; installation, upgrade and maintenance of PC's; and user support and training.

The Information Technology Administrator:

- installs, maintains, and repairs administrative and instructional computer systems;
- evaluates the need and viability of hardware and software upgrades and new acquisitions;
- aids in the installation, testing and configuration of software in support of administrative and instructional personnel;
- performs the installation, maintenance, operation and repair of all administrative and instructional networks;
- assists in the coordination of the computer-related training of administrative and instructional personnel;
- assists in the installation of software in support of administrative and instructional personnel;
- is responsible for backing up administrative and instructional computer system;
- supports the administration and faculty in the usage of software applications;

- complies with all college policies, rules, and regulations; and
- performs all other duties as assigned by the President.

#### VI.9.15 QUALITY ENHANCEMENT PLAN COORDINATOR

The Quality Enhancement Plan (QEP) Coordinator will oversee the implementation, coordination, and assessment of the Wade College Quality Enhancement Plan. Under minimum supervision, the QEP Coordinator works directly with the QEP Oversight Committee and the Academic Department to ensure that all aspects of the QEP are operational and records are collected and assessed in a timely manner. The QEP Coordinator will be appointed by the President of the college.

#### VI. 10 PERFORMANCE EVALUATION

The performance of all members of the faculty and staff shall be evaluated annually. For members of the faculty, the Dean of Academic and Student Affairs shall have responsibility for developing and administering a comprehensive plan of performance evaluations. Results of the evaluations shall be shared with the faculty member. A summary of evaluation results shall be placed in the faculty member's personnel folder.

The performance of all professional employees, administrators, and staff members shall be evaluated on a periodic basis. Evaluations shall be carried out by the employee's direct-line supervisor. Results of the evaluation shall be shared with the employee and a summary of the results shall be placed in the employee's personnel folder.

Employees should not assume that pay increases will be awarded each year.

#### VI.11 BENEFITS

Wade College strives to provide appropriate benefits and services to all full-time employees as a means of attracting and holding able employees.

##### **A Big Part of Your Pay**

In dollar value alone, employee benefits add to his/her total compensation. But in many other ways, they can have an impact on an employee's job, day-to-day life, and future.

This is a brief summary of the Wade College benefits. For a more complete review, employees should review the detailed medical benefits booklet provided by the appropriate insurance carrier.

##### **Medical, Dental, Disability, Accidental Death and Dismemberment (AD&D), and Life**

Wade College offers affordable, comprehensive medical and dental plans that provide coverage for preventive care and annual physicals. Life insurance provides a cash payment if the employee dies. AD&D pays a benefit in the event of the employee's death or any other covered loss. Disability insurance provides financial protection by paying a portion of the employee's income while disabled.

The employee and Wade College share the costs of medical and dental benefits, so everyone has an incentive to find quality care that's affordable. Every year, Wade College reviews its medical and dental plans, looking for ways to improve them - and improve their value.

Employees must meet these requirements to receive medical, dental, disability, AD&D, and life benefits:

- Be a full-time salaried employee.

- Have completed 90 days of continuous service.

#### Costs

A percentage of the cost for each full-time salaried employee's premiums for only health and dental insurance will be paid by the college; such percentage will be based on numerous factors, including, but not limited to, the total premium, budgetary restraints, federal and state regulations, etc. and is determined by the college President. This cost will be insurance coverage for the employee only. The cost for dependent coverage under the program will be borne totally by the employee.

#### When to Enroll

The election or waiver of medical and dental benefits form must be received within your first three months of employment. It is the employee's responsibility to ensure that the proper forms are received by the Business Office within the required time frames.

#### Full-Time Employees

If the employee is a full-time employee, he/she must sign up for benefits during his/her first 90 days of employment. If he/she enrolls early, his/her coverage becomes effective on the first day of the month beginning after his/her employment for 90 days.

#### Part-Time Employees Who Change to Full-Time

If the employee is a part-time employee, his/her part-time service does not count toward the 90-day requirement for medical and dental benefits. So, if he/she changes to full-time status, he/she will be eligible when his/her continuous full-time employment totals 90 days.

#### Section 125 Advantages

The employee's costs for medical, dental, disability, AD&D, and life coverage are deducted from his/her gross pay before Federal Income Tax or FICA taxes are applied, which reduces his/her taxable income. This is made possible through a provision of Section 125 of the Internal Revenue Code.

#### Changes in Family Status

Special rules apply to the following changes in family status: marriage; divorce; death of a spouse or child; birth or adoption of child; or if a dependent loses coverage at his or her place of employment. In the event of a change in family status, as stated above, the employee has 30 days to contact the Business Office to see if changes must be made.

#### Termination of Coverage

Full-time employees changing to part-time employment or terminating their employment may elect to continue coverage under the **Texas State Health Continuation**.

In accordance with federal law, most employers sponsoring group medical/dental plans are required to offer employees and their families the opportunity for temporary extension of medical/dental coverage. This "continuation coverage" is offered at group rates in certain instances where coverage under the plan would otherwise end. This notice is intended to inform the employee, in a summary fashion, of his/her rights and obligations under the continuation coverage provisions of the law.

The employee and his/her family will be notified by Wade College of the right to choose this continuation coverage if he/she loses his/her group medical/dental coverage because of a reduction in hours of employment or the termination of employment (for any reason other than gross misconduct on the employee's part).

**If continuation coverage is not chosen, the employee's group medical/dental insurance coverage will end.**

If continuation coverage is chosen, Wade College is required to give coverage which is identical to the coverage provided under the group plan. Under the law, the individual must pay the entire premium for the continuation coverage.

### **SIMPLE IRA**

The SIMPLE IRA plan is a retirement plan that helps an employee save for tomorrow. All employees of Wade College may participate in a retirement plan.

- **It's flexible.** Save a little or a lot. The Wade College SIMPLE IRA plan lets an employee contribute 100% of his/her pay (up to the maximum annual contribution limit), and he/she can change the amount if he/she needs to.
- **It's always yours.** The employee always owns all the money he/she contributes, along with any investment gains or losses.
- **IT GROWS FAST. WADE COLLEGE PROVIDES A MATCHING CONTRIBUTION, \$1 FOR EVERY \$1 YOU SAVE, UP TO 3% OF YOUR YEARLY SALARY.**

**It grows tax-free.** Investment gains in the employee's account are not taxed until he/she takes a distribution, allowing his/her money to grow faster. All contributions are made before taxes, allowing him/her to save even more. **It's convenient.** Savings are deducted automatically from the employee's paycheck.

### **Social Security and Medicare**

Wade College participates in the Federal Insurance Contribution Act (Social Security) program for all employees. The rate of deduction is set by federal laws and is deducted from each payroll check issued. Wade College contributes an amount equal to the employee's contribution. Both the employee's and employer's contributions are forwarded for credit to the appropriate account.

### **Workmen's Compensation Insurance**

Employees of Wade College are covered by Workmen's Compensation.

## VI.12 CODE OF CONDUCT - EMPLOYEES

To ensure that all employees understand Wade College's Code of Conduct, the college has established the standards of conduct set out below. These rules cannot and are not intended to address every possible situation that an employee may face because day-to-day situations can be so varied. These rules are intended to emphasize that the college expects employees to perform their duties in an honest and truthful manner with an absolute commitment to fairness and service to our customers.

Violation of these rules or other violations of performance expectations will result in disciplinary action that may include a verbal warning, written warning, and suspension without pay or discharge. The appropriate disciplinary action imposed will be determined by the college. The college does not guarantee that one form of action will necessarily precede another.

Listed below are some examples of offenses that can lead to immediate termination at Wade College. This list is not exhaustive; there certainly are other offenses that would be viewed in the same light. Discharge decisions will be based on an assessment of all relevant factors.

Wade College considers the following actions to be so detrimental that an employee would face immediate termination if he or she engaged in:

- ❑ Substandard customer service or substandard performance.

- ❑ Theft or the willful destruction of Wade College property.
- ❑ Any activity deemed fraudulent or deceptive.
- ❑ Falsifying documents or improper recordkeeping concerning such things as invoices for sales, vendors, credits or refunds;
- ❑ Falsifying time-keeping records, employment applications, or employment records.
- ❑ Removing articles owned by Wade College from college property without permission and proper paperwork.
- ❑ Failing to allow college personnel to inspect any parcels, packages, boxes or containers that you carry from college premises.
- ❑ Absence from work without notice to your supervisor.
- ❑ Excessive tardiness.
- ❑ Reporting to work or performing work while under the influence of alcohol or drugs.
- ❑ Possessing, dispensing, or using alcohol, narcotics, barbiturates, tranquilizers or hallucinogens on college property (unless acting on your doctor's instructions), or while performing work on behalf of the college.
- ❑ Possessing firearms or other illegal weapons on college premises.
- ❑ Engaging in improper or disorderly conduct, such as: fighting or gambling on college premises; causing unrest and disturbance; using profane, abusive or indecent language toward customers or co-workers; or threatening physical harm to a customer or co-worker.
- ❑ Engaging in actions that could damage the college's reputation. Employees must not disclose harmful or proprietary information or do any act that would hurt the college's relationships with customers or vendors.
- ❑ Owning, operating, or associating with a business enterprise that competes with the college.
- ❑ Tape recording, or attempting to tape record, conversations with co-workers, supervisors or subordinates without the permission of the person being recorded.
- ❑ Physical or sexual harassment or disrespect toward fellow employees, students, visitors or other members of the public.
- ❑ Engaging in any outside work or business that affects your job performance. Conflicts of interest arise if an employee's position with the college presents an opportunity for personal, organizational, or professional gain apart from the normal rewards of employment. If an employee engages in any activity that could be considered a conflict of interest, the college reserves the right to require the employee to choose between employment at Wade College and the other activity.
- ❑ Insubordination or refusing to follow a supervisor's job-related instructions.
- ❑ Leaving work during work hours for any unauthorized purpose without prior permission.
- ❑ Violating a public law while at work or on college property or violating a public law away from work if that violation may have a potentially detrimental effect on the college.
- ❑ Failure to cooperate in a college investigation.

If a violation of any of these rules is also a criminal offense, it will be reported to the appropriate authorities for prosecution.

#### VI.13 DRESS CODE AND GROOMING

All employees are required to dress appropriately for their job, and to be clean and neat. The key is to look neat and professional, not necessarily formal, in appearance.

Extreme modes of dress, hairstyle, jewelry, or makeup are not permitted.

If an employee reports to work without being adequately groomed, or dressed in an unacceptable manner, he/ she will be sent home without pay.

#### **VI.14 ALCOHOL AND DRUG ABUSE**

Wade College is committed to preventing alcohol and drug abuse in the workplace. The college believes that a drug- and alcohol-free work place will promote the safety, health, and productivity of all employees.

No employee shall work, report to work, be present on college premises or engage in college activities while under the influence of alcohol or controlled substances or illegal drugs. The unlawful or unauthorized manufacture, distribution, dispensation, possession, sale, or use of alcohol, controlled substances, or illegal drugs on college premises or while engaged in college activities is also strictly prohibited. Any violation of this substance abuse policy may result in disciplinary action up to and including discharge.

The college further reserves the right to take any and all appropriate and lawful actions necessary to enforce this policy including, but not limited to, the inspection of employees' personal property while on college premises, including college-issued desks or other suspected areas of concealment. Full compliance with this substance abuse policy is a condition of employment and continued employment.

Consistent with the college's fair employment policy, the college maintains a policy of nondiscrimination and reasonable accommodation with respect to recovering addicts or alcoholics, those who are perceived as having a dependency and those having a medical history reflecting treatment for this condition.

The college does not sponsor or endorse any specific drug treatment program, but employees are encouraged to seek help for themselves and dependents.

#### **VI.15 OTHER WORKPLACE POLICIES**

All employees of Wade College should be treated with respect, dignity and fairness. It is important that everyone understands the college's commitment to these principles.

This section of the Policy Handbook is devoted to explaining the workplace policies that are intended to ensure that fairness is a part of everyone's employment at Wade College.

If an employee ever has any questions about these policies or believes that others at Wade College are not following them, he/she should immediately tell his/her supervisor.

##### **VI.15.1 EQUAL EMPLOYMENT OPPORTUNITY**

Wade College will not discriminate against any employee or job applicant because of age, ancestry, sexual orientation, genetic marker, gender, color, national or ethnic origin, race, religion, creed, disability, or any other characteristic protected by state, local, or federal law. The college is dedicated to ensuring the fulfillment of this policy with respect to hiring, placement, promotion, transfer, demotion, layoff, termination, recruitment, pay and other forms of compensation, training, and general treatment during employment.

##### **VI.15.2 AMERICANS WITH DISABILITIES ACT**

Wade College is aware of and deeply concerned with the unique challenges that a student with a disability faces. The college is committed to reducing and/or eliminating the barriers that these students encounter. The Office of the Dean of Academic and Student Affairs coordinates the physical and academic support services for any student who has special needs because of a temporary or permanent disability. The

Office of the Dean of Academic and Student Affairs works closely with the Texas Rehabilitation Commission, the Texas Commission for the Blind, related federal agencies, and other organizations that provide service and aid to the disabled in order to provide the fullest range of services possible.

Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990 prohibit discrimination in the recruitment, admission, and treatment of students. Students with qualified and documented disabilities may request reasonable accommodations which will enable them to participate in and benefit from educational programs and activities. Students requesting a reasonable accommodation must provide documentation of the disability (as appropriate), complete an application for support services, and must schedule and participate in an interview to review the request for accommodation, determine appropriate services and/or reasonable accommodations, and plan an educational program.

Successful accommodation often requires advance planning. Students are encouraged to make early contact with the Office of the Dean of Academic and Student Affairs to identify needs and to ensure that services will be available in an effective and timely manner.

#### **Handicapped Facilities**

The Wade College campus is fully accessible to the handicapped. Ramps, elevators, and specially-furnished restrooms are available throughout the facility. Wade College complies with all local and federal laws regarding provision for disabilities.

### VI.15.3 HARASSMENT POLICY

Wade College does not tolerate harassment of our job applicants or employees by another employee, supervisor, or any vendor, or student. Any form of harassment on the basis of age, ancestry, sexual orientation, genetic marker, gender, color, national or ethnic origin, race, religion, creed, disability, or any other characteristic protected by state, local, or federal law is a violation of this policy and will be treated as a disciplinary matter. Harassment includes but is not limited to slurs, jokes, and other uninvited or unwelcome verbal, graphic, or physical conduct by one individual toward another.

Sexual harassment includes, but is not limited to, making unwanted sexual advances and requests for sexual favors where either:

- Such conduct has the purpose or effect of interfering with an individual's work performance or creates an intimidating, hostile or offensive working environment; or
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting the individual; or
- Submission to the suggested conduct is explicitly, or by implication, made a term or condition of employment.

**Wade College encourages any employee who feels that he/ she is a victim of harassment on any basis to immediately report the matter to his/her supervisor, the President, or any other member of management.** The college welcomes employees to report harassment even if he/she has not told the harasser to stop. All reports of harassment will be thoroughly and discreetly investigated by a member of management who is not involved in the alleged harassment. The matter will be treated in confidence to the extent feasible. Any employee, supervisor, or agent of the college

who has been found to have sexually harassed another employee will be subject to disciplinary action, up to and including immediate discharge.

Wade College cannot remedy claimed harassment unless the employee brings these claims to the attention of management. Failure to report claims of harassment prevents the college from taking steps to remedy the problem. No employee or applicant will be disciplined or otherwise retaliated against as a result of making a complaint or participating in the investigation of a complaint.

#### **VI.15.4 WORKPLACE VIOLENCE**

Violence by an employee or anyone else against an employee, supervisor, or member of management will not be tolerated. The purpose of this policy is to minimize the potential risk of personal injuries to employees at work and to reduce the possibility of damage to college property in the event someone, for whatever reason, may be unhappy with a college decision or action by an employee or member of management.

If anyone receives or overhears any threatening communications from an employee or outside third party, he/she should report it to his/her supervisor at once. He/She should not engage in either physical or verbal confrontation with a potentially violent individual. If anyone encounters an individual who is threatening immediate harm to an employee or visitor to the college campus, contact an emergency agency (such as 911) immediately.

All reports of work-related threats will be kept confidential as circumstances permit, investigated and documented. Employees are encouraged to report and participate in an investigation of any suspected or actual cases of workplace violence. An employee's failure to report or fully cooperate in the college's investigation could result in disciplinary action.

Violations of this policy will not be permitted and may result in disciplinary action up to and including discharge.

#### **VI.15.5 HOW TO HANDLE INQUIRIES**

If any non-employee asks about confidential college matters, politely, but firmly, say that Wade College policy prohibits the release of such information. Provide the name and telephone number of the President and suggest that they telephone that office if they want more details. Any disclosure of confidential information will result in disciplinary action up to and including discharge.

#### **VI.15.6 NON-FRATERNIZATION POLICY**

Because of the unequal status that exists between faculty and students and the possibility of favoritism, social relationships between faculty and students are prohibited. Such relationships are also prohibited between staff and students.

#### **VI.16 RESIGNATIONS**

Resignations must be submitted in writing to your department head giving no less than two-weeks' notice. Any employee who fails to resign within the time and in the manner allowed under this policy will not receive a favorable recommendation for subsequent employment and shall not be eligible for reemployment with the college.



An exit interview for any employee terminating employment with Wade College for any reason should be conducted by the appropriate department head.

An employee should notify Wade College if his/her address changes during the calendar year in which termination occurs so that his/her tax information will be sent to the proper address.

## VI.17 TERMINATIONS

The strength of any institution, and especially that of an educational institution, depends in large measure on the quality, integrity, and productivity of its employees. It is the policy of Wade College to recruit, select, and retain the most effective employees possible. Every effort will be made to ensure that each employment experience is a successful one both for the employee and for the institution. Any termination of employment will be carried out with sensitivity to the rights and emotions of the employee and to the demands of the institution.

Non-faculty employment at Wade College is "at-will" and may be terminated by the employee giving the requisite two-week notice or by employer at any time. A faculty employment contract term at Wade College is governed by the appropriate faculty engagement letter.

At the time of termination, whether by resignation or dismissal, every employee must turn in all keys and other Wade College equipment before a final check will be issued.

Termination of an employee shall be affected by the President.

### Procedures for Due Process - Faculty

Termination for cause of a professor prior to the expiration of a term appointment shall be made only after the professor has been heard under procedure designed to insure due process.

The Executive Vice-President and President will meet in conference with the professor to discuss issues relative to student, professor, and college-related problems.

The President, by recommendation of the Executive Vice-President, will hold a formal conference with the professor to identify and solve problems of a more serious nature. This will serve as a warning to the professor depending on the severity of the offense to the academic community. A copy of proceedings will be filed in the professor's folder and one given to the professor.

A second offense by the professor will serve as reason for a probationary period for the professor to correct the problem.

Problems not solved during the probationary period by the professor could result in cause for termination.

### Termination - Faculty

Termination of a professor prior to the expiration of a contract term will take place only after due process proceedings. Justifiable cause for termination shall include, but is not be limited to, the following:

- A. Fraud in securing employment.
- B. Inefficiency or neglect of professional responsibilities.
- C. Incompetence.
- D. Inexcusable neglect of duty.
- E. Insubordination.
- F. Dishonesty.
- G. Being under the influence of alcohol or controlled substances while on duty.

- H. Inexcusable absences and/or abuse of the sick leave policy.
- I. Conviction of a felony or conviction of a misdemeanor involving moral turpitude.
- J. Discourteous treatment of the public or other employee.
- K. Misuse of college property.
- L. Refusal to take and subscribe to any oath or affirmation which is required by law in connection with his or her employment.
- M. Unprofessional/unethical conduct.
- N. Behavior which is of such a nature that it causes discredit to the college.
- O. Failure to adjust to college organization, failure to abide by its policies, rules, and regulations, or failure to comply with Board and/or administrative directives.
- P. Sexual harassment.
- Q. Racial harassment.
- R. Financial exigency.
- S. Violation of the conditions stipulated in the faculty employment contract.

#### VI.18 ASSIGNMENT AND SCHEDULES

All employees shall be subject to assignment and reassignment by the college President at any time.

#### VI.19 PAY PERIODS

Pay checks for all full- and part-time employees of Wade College will be distributed twice monthly, on or around the 6<sup>th</sup> and 21<sup>st</sup> of each month. If the 6<sup>th</sup> or 21<sup>st</sup> falls on a Saturday or Sunday, payroll is made on the preceding Friday. All employees are eligible for direct deposit.

Adjunct or part-time faculty may be paid for each trimester of employment in eighths with the last eighth paid approximately two weeks after the culmination of the trimester.

#### VI.20 PAYROLL DEDUCTIONS

The following payroll deductions will be made by the Business Office for all employees.

##### **Required by Federal Government**

- (1) Income Tax Withholding
- (2) Medicare
- (3) FICA

##### **Authorized by Employee**

- (1) Insurance, including group health, group life, and group dental, individual life, AD&D, and disability (full-time employees only)
- (2) SIMPLE IRA
- (3) Others, as authorized

#### VI.21 ATTENDANCE, TARDINESS AND ABSENTEEISM

Wade College expects regular attendance from all employees. This means that employees must be at their work location, ready to work, at the beginning of their scheduled work shift. Tardiness and absenteeism reduce efficiency at Wade College. Tardiness and absenteeism also place an unfair hardship on co-workers, who must pick up the slack.

If an employee is going to be late or absent, he/she should contact Wade College in advance, if possible. It is not acceptable to request another employee to notify the supervisor, nor is it generally acceptable for someone other than the employee to give notice of absence or tardiness.

The supervisor is responsible for reporting absences to the President, who is responsible for informing the Business Office. The Business Office will make the appropriate adjustment to the employee's salary, if required.

Salaried employees, including faculty and administrators, must report all absences which are not a result of official college business.

Faculty members will not allow a class to meet without supervision or without proper and timely notification of the Executive Vice-President. In the event of unauthorized absence by a faculty member for any reason after the beginning date of the contract, the absence may cause forfeiture of the entire remuneration for the period of such absence.

#### VI.21.1 LENGTHY ABSENCES

An absence that continues for two consecutive days without proper notification will be considered job abandonment and the employee will be removed from the payroll.

#### VI.22 VACATION SCHEDULING

Wade College will try to accommodate your preferences for scheduling vacations, but business needs require certain staffing levels, which may force some employees to adjust their plans. Vacations, both paid and unpaid, must be scheduled in advance, and approved by either the direct supervisor, Executive Vice-President or the President.

**General guidelines for paid vacation time follow – (full-time administration and staff):**

- (1) One week annual vacation after the first year of service.
- (2) Two weeks annual vacation after two years.
- (3) Three weeks annual vacation after five years.
- (4) Four weeks annual vacation after fifteen years.

Vacation time does not accumulate in excess of the referenced periods above and must be taken each year or forfeited. The vacation period is defined as a work week (A normal work week is a minimum of 40 hours per week).

Any policy beyond that stated above is at the discretion of the President.

**General guidelines for paid vacation time follow – (full-time faculty only):**

Faculty (full-time only) will have approximately five weeks of vacation per school year [during interterm breaks]. The President may alter the vacation schedule when:

- (1) Normal duties such as grading papers and projects have not been completed.
- (2) A professor is required to be present:
  - a. For professional development.
  - b. To prepare instructional materials.
  - c. To advise students.
  - d. To participate in college evaluations, self-studies, or other programs or committee work as directed by the President.
  - e. To participate in curriculum development meetings.
  - f. To attend faculty in-service meetings.

Only full-time faculty members are eligible for paid vacation for the interterm break between two trimesters. The faculty member must be classified full-time at the end of the previous trimester and the start of the new trimester, i.e., continuous full-time employment over the two consecutive trimesters.

#### VI.22.1 SENIORITY AND SCHEDULE CHANGES

The principle of seniority is ordinarily observed in vacation scheduling. If two employees request the same vacation time, and neither has yet received approval, the more senior employee will have priority. Changes to vacation schedules will be approved on a first-come basis, but only if business needs permit.

#### VI.22.2 SUBMIT REQUESTS EARLY

Requests for vacation are to be approved by the direct supervisor, Executive Vice-President or President prior to the start of the vacation.

#### VI.23 SICK LEAVE

The President shall have complete authority to determine sick leave for all staff. There will be a minimum of one day of sick leave (paid) per trimester non-cumulative. Any policy beyond that stated above is at the discretion of the President.

#### VI.24 STAFF MEETINGS AND ORIENTATION

Regular meetings of faculty and staff will take place for purposes of communications regarding the college, its planning, budgeting, evaluation, and operations. The President will require additional staff/faculty meetings when deemed necessary.

#### VI.25 HOLIDAYS

Wade College provides several holidays throughout the working year for the benefit and pleasure of its employees. All college offices will be closed for official business according to this schedule:

Labor Day - First Monday in September  
Thanksgiving - Wednesday, Thursday (Thanksgiving Day) and Friday  
Christmas and New Year's Day (or as adjusted by the President)  
Martin Luther King Day – Third Monday in January  
Easter/Good Friday  
Memorial Day - Last Monday in May  
Independence Day - 4th of July (or as adjusted by the President)

#### VI.26 PROFESSIONAL GROWTH AND DEVELOPMENT

Continuing professional growth and development for the faculty and other employees is recognized at Wade College as an institutional and individual responsibility. Individual faculty members (both full- and part-time) should take the initiative in promoting their own growth as professors and scholars. Faculty members are expected to be actively involved in a program of professional development which addresses a variety of improvement goals. In an effort to support the professional development of all faculty members, the Dean of Academic and Student Affairs shall coordinate a planned program of professional improvement activities.

#### VI.27 MANDATORY RETIREMENT

Wade College shall not impose a mandatory retirement age on any employee.

## VI.28 SALARY ADMINISTRATION

It is the policy of Wade College to determine a structure of job requirements and compensation which shall adequately reward the individual for work performed and provide opportunities for advancement, promotion, and transfer. All individuals shall be informed of compensation matters affecting the employee to ensure that the individual is treated equitably and consistently with respect to salary. In order to provide for an effective and well-qualified staff, Wade College shall make every effort to maintain competitive salary relationships with other agencies and organizations for similar job classifications.

## VI.29 GRIEVANCES

### **Purpose**

The grievance procedure at Wade College shall serve the following purposes: to determine whether an injury alleged by the grievant was the result of an error in the institution's policies and procedures or in their administration; to provide for due process; and if an error is established, to recommend to the President an equitable redress for the grievant.

### **Grievable Issues**

If an employee feels that he/she can file a grievance based on age, gender, race, color, national origin, or disability, he/she may do so. The grievable issues shall also include but are not limited to policies and procedures for the recruitment and selection of all employees, their assignment, working conditions, promotions, salaries, layoffs, terminations, retirement, academic freedoms and responsibilities, and fringe benefits. The responsibility of the grievance procedure of Wade College is to insure fair and equitable treatment to all persons involved, and to develop a clear documentation trail for each case arising out of institutional conflict.

### **Mechanism**

When the grievant is an employee of Wade College, the grievance procedure shall consist of the following sequence of events:

#### Informal Meeting

All grievances voiced by employees of Wade College must first be aired in an informal meeting between the employee and his/her supervisor. At this meeting a bona fide attempt must be made to resolve the issue(s) involved. It will be the responsibility of the grievant to:

- (1) meet with the supervisor within 10 working days of the time the employee first knew, or should have known, of the event or series of events causing the complaint;
- (2) explain fully the nature of the complaint;
- (3) explain when and under what conditions the alleged injustice occurred; and
- (4) refer the problem to the Grievance/Disciplinary Committee if resolution is not possible at that level. It will be the supervisor's responsibility to document the meeting in writing to include date, location, person(s) involved, issues discussed, and results achieved.

#### Appeal to the Grievance/Disciplinary Committee

When attempts at informal resolution of an employee grievance have failed, the employee has the right to appeal the case to the Grievance Committee in the following manner:

- (1) The employee must file a written complaint with the President not later than ten (10) working days after meeting with the supervisor and not later than twenty (20) working days after the occurrence of the incident (injury alleged by the grievant).
- (2) The written complaint must contain at least:
  - (a) the date(s) of the incident (injury alleged by the grievant),
  - (b) the nature of the grievance or complaint,

- (c) the person(s) involved, and
- (d) the type of redress expected.
- (3) The Grievance Committee shall set the date, time, and place of a hearing within five (5) working days after receipt of the written complaint with the hearing to be held not later than ten (10) working days after receipt of the written complaint and shall so notify the grievant and all committee members.
- (4) The grievant shall have the right:
  - (a) to be accompanied by the advisor of his/her choice,
  - (b) to have access to all records pertinent to the case, and
  - (c) to produce testimony in his/her behalf by calling witnesses or introducing relevant information.
- (6) The grievant shall receive a copy of all records produced as a result of the hearing before the Grievance/Disciplinary Committee.

Appeal to the Board of Appeals

Cases may be appealed by the grievant or referred by the Grievance/Disciplinary Committee to the Board of Appeals.

Appeal to the Board of Trustees

The final appeal may be made to the Board of Trustees.

**Disposition of Records**

If the grievance is found to have no merit, the records shall be sealed and placed in the appropriate files. If the grievance is found to have merit, the complete record of the grievance shall not be sealed and shall be placed in the appropriate files.

VI.30 ADMINISTRATIVE OFFICE HOURS

Administrative offices at Wade College during trimesters are normally open from 8:00a.m. until 10:35 p.m. Monday through Thursday, 9:00a.m. until 1:00 p.m. on Fridays, and 9:00 a.m. until 1:00 p.m. on Saturdays.

Alternate or flexible work schedules and alternate hours may be established by the President each trimester in order to provide appropriate support services to students who attend class at other than traditional times.

## SECTION VII: SOCIAL MEDIA POLICY

Social media has risen in popularity over the last few years. With the proliferation of social media services such as Facebook, Twitter, YouTube, Instagram, Tumblr, and LinkedIn, users can be connected to their network of contacts and to the public in dozens of different ways. This has created innumerable opportunities, as well as issues, for those who find themselves navigating the social media landscape, especially in conjunction with a higher education institution.

We at Wade College believe that social media provides a valuable extension to accomplishing our mission. However, as with anything that impacts the college and its students, some rules and guidelines must be established in order to keep usage productive and beneficial to everyone concerned.

### Definition

Social media can be defined as a “social instrument of communication.” Sites using Web 2.0 technology enable users to interact with other users and/or the information contained on the site. Interactivity is the key term in defining social media. Social media can include text, video, audio, still images, podcasts, and other multimedia communications.

Social media, no matter what format it takes, usually shares the following characteristics:

1. Potentially large audience
2. Easy accessibility
3. User friendliness
4. Immediacy
5. Ability to easily update/alter

These characteristics are what make social media so inviting to the public in general, and to students in particular. These same characteristics also contribute to the challenges that social media presents to its users.

The following definitions will help users new to social media:

**Social Media Channels** – Blogs, micro-blogs, wikis, social networks, social bookmarking services, user rating services and any other online collaboration, sharing or publishing platform, whether accessed through the web, a mobile device, text messaging, e-mail or any other existing or emerging communications platform.

**Social Media Account** – A personalized presence inside a social networking channel, initiated at will by an individual. YouTube, Twitter, Facebook and other social networking channels allow users to sign-up for their own social media account, which they can use to collaborate, interact and share content and status updates. When a user communicates through a social media account, their disclosures are identified as coming from the user ID they specify when they sign up for a social media account.

**Social Media Disclosures** – Blog posts, blog comments, status updates, text messages, posts via e-mail, images, audio recordings, video recordings or any other information made available through a social media channel. Social media disclosures are the actual communications a user distributes through a social media channel, usually by means of their social media account.

**Profile Page** – Social media account holders can customize the information about themselves which is available to others on their profile page.

**Copyrights** – Copyrights protect the right of an author to control the reproduction and use of any creative expression that has been fixed in tangible form, such as literary works, graphical works,

photographic works, audiovisual works, electronic works and musical works. It is illegal to reproduce and use copyrighted material through social media channels without the permission of the copyright owner.

**Hosted Content** – Hosted content consists of text, pictures, audio, video or other information in digital form that is uploaded and resides in the social media account of the author of a social media disclosure. If someone downloads content off of the Internet, and then uploads it to his/her social media account, he/she is hosting that content. This distinction is important because it is generally illegal to host copyrighted content publicly on the Internet without first obtaining the permission of the copyright owner.

**Tweets and Retweets** – A tweet is a 140-character social media disclosure distributed on the Twitter micro-blogging service. Retweets are tweets from one Twitter user that are redistributed by another Twitter user. Retweets are how information propagates on Twitter.

#### Guidelines and Best Practices

Because of the nature of social media forums, students and faculty may unwittingly expose themselves to unintended consequences by their participation. The following guidelines are designed to provide users with a general set of principles that they can utilize when posting to a public forum, not to be an exhaustive or definitive guide to any or all situations that may arise.

**Protect confidential and proprietary information:** Do not post confidential or proprietary information about Wade College, its students, its employees, or its alumni. Employees must follow all applicable federal requirements such as FERPA, as well as Wade College policies. Employees using social media should adhere to all applicable college privacy and confidentiality policies. Employees who share confidential information do so at the risk of disciplinary action, up to and including termination.

**Respect copyright and fair use:** When posting, be mindful of the copyright and intellectual property rights of others and of the college.

**Do not use the Wade College logos on personal sites:** Do not use the Wade College logo or any other college-owned or produced images on personal social media sites. Do not use Wade College's name to promote a product, cause, or political party or candidate.

**Respect university time and property:** College computers and time on the job are reserved for college-related business as approved by supervisors and in accordance with this document.

**Terms of service:** Obey the Terms of Service for any social media platform in which one engages.

**Be transparent:** The user should always represent him/herself accurately when engaging in social media. The user should never pretend to be someone he/she is not, or to represent the college if he/she is putting forth his/her own opinion.

**Think twice before posting:** Remember that nothing is private once it is posted on the Internet. Comments and posts will linger long after they have been forgotten by their author. They can turn up on search engines, can be forwarded to others, and can be copied/pasted and taken out of context. A good way of deciding whether to post something is to ask oneself if you would say it to a member of the media or say it at a public gathering. If not, then the user probably should not post it! If the user has a question about a posting or commenting, he/she should see the Director of Institutional Support.

**Be accurate:** Get the facts before posting! Remember that the user is representing Wade College—check for grammatical and spelling errors, too.

**Remember the audience:** The user's presence in social media, whether it is in connection with Wade College or not, is public—potentially visible to a large group of individuals. This group may include



current and potential students, colleagues, supervisors, accreditation officials, and the media. Consider this before publishing anything, even if it is to a private social media account. As an employee, the user still represents the college!

**Personal sites:** Identify views and content as one's own. If the user identifies himself/herself as an employee of Wade College, it should be clear that the views expressed are not necessarily those of the institution.

#### Connecting with Students

The inclusive nature of social media makes it an ideal way to connect with students on a personal level. However, it is important to keep the student/employee dynamic in mind even when interacting in an informal way through social media sites.

In order to protect oneself and Wade College, observe the following policies when connecting with students:

**Wait for the student to reach:** Do not seek Facebook or Twitter contact, but feel free to accept "friend" requests. Once the user has connected with students, he/she should follow the above-mentioned guidelines.

**If the user and student are "friends" (or otherwise connected):** Connecting via social media does not change the fact that you are a professor/administrator/employee of Wade College. Observe all Wade College policies regarding interactions between employees and students.

**Consider using filters or separate accounts:** If the user wants to have social media contact with students, and he/she thinks that he/she may post objectionable (from a professional standpoint) material, he/she should consider using a filter to separate his/her students and colleagues, on a separate, private account. Again, remember that even when operating a "private" account, this information may be exposed to the user's students or colleagues.

#### Conclusion

Social media is a rapidly-expanding medium that allows many valuable opportunities for rich communications with students, potential students, and colleagues. However, users must keep in mind their actual and potential audiences when using these media. Following the above-listed guidelines will help employees of Wade College be productive and safe when using social media.