

**American Samoa Community College
Committee Structure Manual**

2010-2012

TABLE OF CONTENTS

Mission

Statement..... i

 Letter from the President ii

Committee Structure iii

 Introduction..... iii

 General Principles..... iii

 Overview of Participants and Roles..... iv

 ASCC Organizational Chart vii

Committee Structure 1-25

 Table of Contents..... 1

Appendices

Policies

Fall 2010

Talofa and Welcome to ASCC!

This guide to the role of committees in ASCC governance is intended to help you understand the shared governance structures of the College. During your time as an ASCC faculty member, you will no doubt serve on at least one of these committees. I trust this guide will be useful as you join with your colleagues to fulfill the ASCC Mission, Vision and Core Values.

Soifua,

**Dr. Seth Galea'i
President**

AMERICAN SAMOA COMMUNITY COLLEGE

MISSION STATEMENT

Mission:

The mission of the American Samoa Community College is to foster successful student learning by providing educational programs and high quality services that will enable the students to achieve their educational goals and to contribute to the social, cultural, political, economic, technological, and environmental well being of American Samoa.

To fulfill this mission, the College as an open admissions United States accredited Land Grant institution, provides access to associate degree and certificate programs of study. These programs prepare all students including those who are educationally underserved, challenged, or non-traditional for:

- Transfer to institutions of higher learning
- Successful entry into the workforce
- Research and extension in human and natural resources
- Awareness of Samoa and the Pacific.

Vision:

The American Samoa Community College holds as its central theme the thirst for knowledge and learning as stated in our school motto “Saili le Atamai”. Our journey pushes us toward the achievement of our mission to provide quality educational programs and services. We remain grounded in the core values that stress the importance of the educational, social, cultural political, economic, technological, and environmental development of the territory within the South Pacific region.

The *core values* that guide us on this journey of learning are stated within the mission as

Student Centeredness – to foster successful student learning by providing high quality educational programs that will enable students to achieve their educational goals in transferring to institutions of higher learning and successful entry into the workforce

Diversity – as an open admissions United States accredited Land Grant institution preparing students who are educationally underserved, challenged, or non-traditional

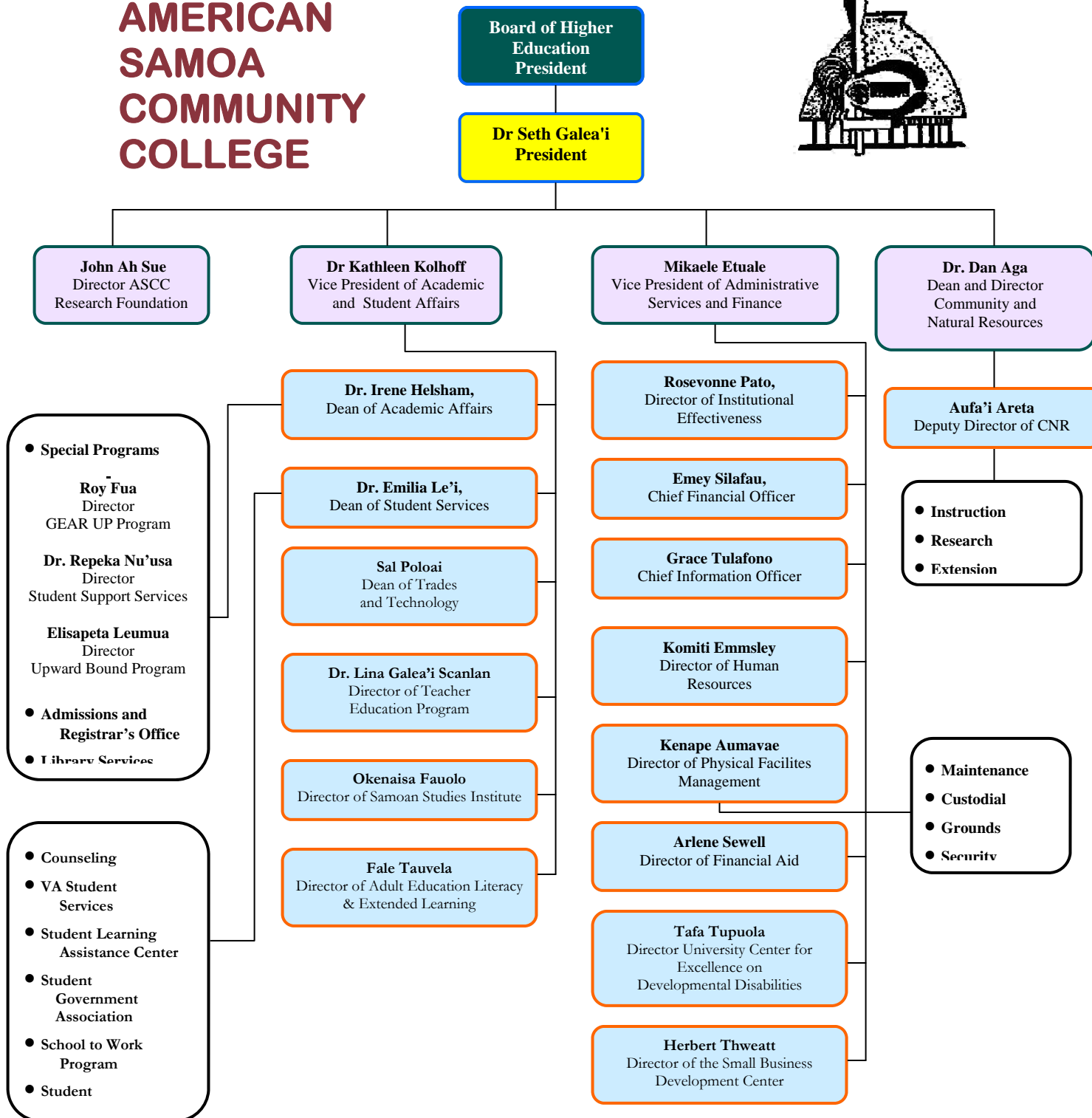
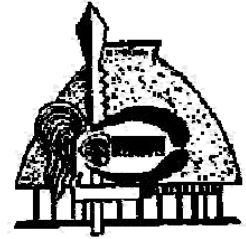
Collaboration / Teamwork – by contributing to the social, cultural, political, economic, and technological well being of American Samoa and its neighboring islands

Respect for tradition and culture – through the awareness and appreciation of the spirit and cultures of Samoa and the Pacific

Lifelong learning – through research and extension in human and natural resources in meeting the challenges of a developing society

ADMINISTRATORS

AMERICAN SAMOA COMMUNITY COLLEGE



President's Advisory Committee
(Committee reporting to the President)

Charge:

The President's Advisory Council (PAC) is comprised of the following members: President, Vice President of Academic and Student Affairs, Vice President of Administration and Finance, Chief Financial Officer, Dean/Director of Community and Natural Resources, and Director of Institutional Effectiveness.

The purpose of the PAC is to serve in an advisory capacity to the President on operational issues directly related to the strategic direction of the College. Together with the President, the goal of the PAC is to plan, organize and construct a weekly plan of action to 1) facilitate the achievement of identified institutional goals and objectives, and 2) address current and emerging issues and concerns.

The objectives of the PAC are to 1) review aligned divisional goals and objectives to the institutional strategic plan for the current academic year, 2) monitor achievement of divisional goals and objectives for the current academic year via weekly and quarterly reports, 3) discuss and identify current or developing issues and concerns relative to functional areas of the college, and 4) develop weekly plans of action to address current issues and concerns. The President and Vice Presidents also meet monthly with the Student Government Association to address student concerns.

Chair:

ASCC President

Composition

ASCC President

ASCC Vice President of Academic and Student Affairs

Vice President of Administration and Finance

Director/Dean of Community Natural Resources

Director of Institutional Effectiveness

Chief Finance Officer

Meeting Schedule:

Weekly

Curriculum Committee

(Committee reporting to the Dean of Academic Affairs)

Charge:

The Curriculum Committee is charged with review and approval of new or revised courses, program revisions, establishing pre-requisites, recommendations to the administration for academic policy changes, and review/revision of the catalog and mission every two years. The Committee recommends academic policies and procedures for the College and approves all program and course proposals and revisions, with final approval by the President and Board of Higher Education.

Chair:

Associate Dean of Academic Affairs

Composition:

Dean of Academic Affairs

Dean of Trades and Technology

Dean of Student Services

Chairpersons of All Academic Departments

Director of Special Programs

Meeting Schedule:

- 1) Biweekly during the regular semesters
- 2) Daily during the summer sessions

Assessment Planning Committee

(Committee reporting to the Dean of Academic Affairs)

Charge:

The Assessment Committee was established to oversee the assessment process of the American Samoa Community College. Since its inception, the Assessment Committee's primary responsibilities have included the following:

- 1) spearhead the discussion on assessing student learning outcomes,
- 2) discuss/review degree learning outcomes and present findings to the Curriculum Committee,
- 3) identify strengths and weaknesses of current degree learning outcomes and present findings to the Curriculum Committee,
- 4) discuss/review academic learning outcomes,
- 5) identify strengths and weaknesses of assessing course learning outcomes,
- 6) Review the data from the Academic program Review on course learning outcomes,
- 7) From the above discussions, begin the process of developing an appropriate assessment plan for the College,
- 8) Present assessment plan to Curriculum Committee, to include: time frame, staff development on SLO assessment, development of an appropriate instrument for assessing SLOs, and implementation plan,
- 9) Monitoring on-going assessment,
- 10) Discuss/review the ASCC Mission to include academic values as guiding principles of ASCC academic programs, and
- 11) Integrate WASC Standards and student learning outcomes.

Chair:

Associate Dean of Academic Affairs (Assessment Coordinator)

Composition

Dean of Academic Affairs

Director of Institutional Effectiveness

Academic Department Faculty

Meeting Schedule:

Regularly

Institutional Planning Core Committee

(Committee reporting to the President)

Charge:

The Institutional Planning Core Committee is charged with coordinating the institution-wide Program Review and strategic planning processes, facilitating the sub-committees as they developed the plan and continuing this role in the monitoring and annual evaluation of the

plan, and review of the Quarterly Reports that provide regular evaluation of progress toward implementation of the plan.

Chair:

Director of Institutional Effectiveness

Composition: (The current members were appointed by the President to undertake the task of developing the institutional program review instrument and in overseeing the process that lead to the institutional strategic plan. The President has the sole authority to reappoint this committee in the future as it deems necessary to continue the task of developing and monitoring the institutional strategic plan every five years.)

Current Membership comprised of the following:

Director of Institutional Effectiveness

Vice President of Administration and Finance

Dean of Trades and Technology

Teacher Education Faculty

Chief Financial Officer

Faculty Senate President

Meeting Schedule

Regularly

Faculty Senate

(Committee reporting to the Dean of Academic Affairs)

Charge

The Faculty Senate was established to give the faculty a formal and effective voice in academic and professional policies, participating in governance that promotes diversity of

ideas, shared responsibility, collaboration, collegiality, and institutional excellence. All faculty members are encouraged to participate in governance without fear of retaliation in subsequent decisions on promotion, salary, and conditions of employment.

Chair:

The Chairman is elected by the Faculty Senate membership.

Composition:

Members of the Faculty Senate are elected by ASCC Faculty

Meeting:

Regularly

Teacher of the Year Committee

(Committee reporting to the Dean of Academic Affairs)

Charge:

The Teacher of the Year Committee is charged with the task of selecting the ASCC Teacher of the Year based on approved criteria.

Chair:

Associate Dean of Academic Affairs:

Composition:

3 - Faculty members (2 Appointed by the Dean of Instruction, 1 by the Faculty Senatel)

Curriculum Committee Chairperson (TOY Chair)

1 – Staff Member (Appointed by the President)

2 - ASCC students (Appointed by the Dean of Student Services)

Meetings:

Every Spring Semester

Student Government Association

(Committee reporting to the Dean of Student Services)

Charge:

The Student Government Association (SGA) of American Samoa Community College (ASCC) exists to advance the demographic process of student government. SGA encourages professionalism and improved quality of activity and service at all levels of student government for the benefit of the total student population. It contributes to the analysis, understanding, and resolution of student issues by providing academic and social activities.

Chair:

President of the SGA is elected by the association representatives.

Composition:

SGA members are elected by Freshmen and Sophomore classes.

Meetings:

Regularly (Weekly)

Appendix *

1. Faculty Senate Handbook
2. Department of Finance Standard Operating Procedures
3. ASCC Flow Charts

AMERICAN SAMOA COMMUNITY COLLEGE
FACULTY HANDBOOK

Second Edition

American Samoa Community College

Mapusaga, American Samoa

September 24, 2008

TABLE OF CONTENTS

Message from the President

Message from the Vice President

Purpose of Faculty Handbook

Introduction

I. History

II. Mission

III. Vision

IV. Purpose

V. Statement of Instructional Philosophy

VI. Academic Integrity

VII. Organization of the College

A. Board of Higher Education

B. Governance of the College

C. Administration

VIII. Accreditation

IX. Institutional Programs

A. Office of the Institutional Effectiveness

B. Adult Education Literacy and Extended Learning

C. American Samoa Teacher Education Program

D. Community Natural Resources Program

E. Gaining Early Awareness & Readiness for Undergraduate Program

F. Library/Learning Resource Center

G. Reserve Office Training Corp

H. Samoan Studies Institute

I. Service Learning

J. Small Business Development Center

K. Student Support Services

L. University Center for Excellence on Developmental Disabilities

M. Upward Bound

X. Student Learning Outcomes

A. Communication Skills

B. Job Skills

C. Life Skills

XI. Administrative Policy

A. Administrative Responsibilities

B. Administrative Protocols-Special Events/Visits

C. Communication Protocols

D. Communication with the Media

E. Freedom of Expression

F. Official Correspondence

G. Correspondence Details

H. Intellectual Property

XII. Personnel

A. Adjunct Faculty

- B. Degree Requirements
- C. Academic and Professional Credentials for Faculty
- D. Service Placement
- E. Probationary Period
- F. Faculty Performance Evaluation
- G. Private Instruction
- H. Accommodation for Instructors with disability
- I. Harassment/Sexual Harassment
- J. Grievance and Appeal
- K. Disciplinary
- L. Progressive Discipline
- M. Disciplinary Action, Suspension and Dismissal
- N. Removal of Faculty from Teaching
- O. Resignation
- P. Annual Leave
- Q. Sick Leave
- R. Maternity Leave
- S. Bereavement Leave
- T. Family and Medical Leave of Absence
- U. Jury Duty Leave
- V. Military Leave
- W. General Leave of Absence
- X. Records Management
- Y. Outside Employment
- Z. Employee Code of Conduct
- AA. Drug and Alcohol Policy
- BB. Campus Smoking Policy
- CC. Scientific Misconduct

XIII. Faculty Policies

- A. Faculty Orientation and Commencement Exercises
- B. Registration and Academic Advising
- C. Course Syllabi
- D. Faculty Time Allocation
- E. Faculty Absences from Class
- F. Instructor Teaching Load
- G. Instructor Class Size
- H. Minimum Class Size
- I. Teaching Load of Part-Time Faculty
- J. Independent Studies
- K. Administrators Teaching
- L. Accommodation for Students with disabilities
- M. Evaluation
- N. Faculty Checkout Procedures
- O. Confidentiality of Student Records
- P. Identification Card
- Q. Copyright Law

- R. Textbook**
- XIV. Academic Policies & Procedures**
 - A. Grading System**
 - B. Grade Point Average**
 - C. Incomplete**
 - D. Course Withdrawal**
 - E. Course Audit**
 - F. Add and Drop**
 - G. Administrative Drop**
 - H. Attendance**
 - I. Course Prerequisites**
 - J. Course Substitution**
 - K. Course Repetition**
 - L. Credit for Transfer Courses**
 - M. Academic Standards**
 - N. Student Load**
 - O. Course Classification System**
 - P. New or Revised Course Proposal**
 - Q. New or Revised Academic Certificate/Degree Program**
 - R. New or Revised Lab Fees**
 - S. Credits by Examination**
- XV. Professional & Education Benefits**
- XVI. College Committees and Councils**
- XVII. Community Advisory Council**
- XVIII. Student Services Programs and Services**
- XIX. Resources**
- XX. Safety & Security**
- XXI. Additional Information**

INTRODUCTION

This handbook contains policies, procedures, duties, and responsibilities which directly affect the faculty members and the professional staff of the college. The materials have been drawn from directives and practices emanating from the American Samoa Government, the Board of Higher Education, the laws of the territory, and College Administration.

Each full time faculty member, counselor and administrator receives a copy of the handbook. Handbooks are issued during the orientation week. From time to time the Vice President of Academic and Student Affairs may insert additions and deletions via change transmittal memorandum to maintain current with policy changes approved by the Board of Higher Education and procedures approved by the President.

This handbook is to be reviewed by the Faculty Senate who may recommend changes to the administration. The administration and the Board of Higher Education have the authority to accept or reject these recommendations in writing after communicating with the President of the Faculty Senate.

In the case of accuracy of policies, the ASCC Governance Policy shall be the manual that take precedence, as for personnel policies, the Personnel Governance is the authority. The handbook is an extension of the ASCC Governance Policy Manual.

I. HISTORY

The American Samoa Community College (ASCC) was established in 1970 to provide post-secondary education opportunities in the liberal arts, teacher training, vocational-technical education and general education to the residents of American Samoa.

In July 1970, ASCC was established as part of the American Samoa Department of Education. The first freshman class of 131 attended classes in the old Lands and Survey Building (the current site of the Lumana'i Building) in Fagatogo. The following year the College was moved to the old Fia Iloa School building in Utulei. The move to a permanent campus was made in September 1974 when ASCC took over the site from the former Mapusaga High School in the village of Mapusaga.

ASCC is located on Tutuila, the largest of American Samoa's seven islands in the lush valley of Mapusaga village nine miles west of Pago Pago, the territory's center of trade and

commerce. American Samoa lies about 2,500 miles southwest of Hawaii and 1,800 miles northeast of New Zealand. Tututula comprises approximately three fourth of American Samoa's 76 square miles and is home to 90% of its population of nearly 60,000. The other six islands are Aunu'u, Ofu, Olosega, Ta'u, Swains, and Rose Atoll.

A grant from the U.S. Economic Development Administration in 1979 enabled ASCC to complete five new buildings, with modern facilities for instruction in science, nursing, fine arts and vocational education, as well as a student cafeteria and a gymnasium.

II. MISSION

The mission of the American Samoa Community College is to foster successful student learning by providing educational programs and services of high quality that will enable students to achieve their educational goals and to contribute to the social, cultural, political, economic, technological, and environmental well being of American Samoa.

To fulfill this mission, the College, as a United States accredited, open admissions, Land Grant institution, provides access to associate degree and certificate programs of study. These programs prepare students including those who are educationally underserved, challenged, or non-traditional for:

- transfer to institutions of higher learning;
- successful entry into the workforce;
- research and extension in human and natural resources; and
- awareness of Samoa and the Pacific.

III. VISION

The Board of Higher Education envisions the American Samoa Community College as the only U.S. Accredited education institution of higher learning in American Samoa and South Pacific region providing quality courses, programs, and services for its students, enabling them to meet the challenges of the 21st century. The College will adequately prepare its students who may wish to matriculate to colleges and universities off-island, join the labor market, or pursue any endeavor of choice.

IV. PURPOSES

The college has established purposes which define and shape the process of fulfilling its mission.

1. To offer a flexible occupational and technical curriculum related as closely as possible with the changing employment realities and human resources needs of the Territory.
2. To provide a vigorous program for the development of basic skills (English, Math, Study Skills) and functional attitudes (self-discipline, time management)
3. To establish and maintain a highly motivated, committed and able faculty. To recruit new instructors to fill technical and academic competency requirements. To provide in-service training and opportunities to earn advanced degrees' to maintain faculty moral and competence in vocational technologies and academic areas, and, to provide opportunities for continuing off-island study.
4. To provide transfer students with the knowledge, skills necessary for success in four-year institutions.
5. To offer diverse approaches to learning.
6. To assist students in integrating traditional culture with the experience of college.
7. To strengthen the efficiency and effectiveness of all college managerial and political autonomy.
8. To provide a supportive environment and individual assistance that will enable all students to achieve a rich and successful experience in school and in their lives after graduation.
9. To establish and offer a general educational program that provides development and understands in the content and methodology of the major genres of study (i.e. humanities, the natural sciences, and social sciences). The established general education program will also provide opportunities for the development of intellectual skills, technological competencies, personal and interpersonal capabilities, and an appreciation for cultural diversity.
10. To converse and value the College's limited resources, including tangible assets of physical plant, equipment, library and fiscal resources as well as the intangible assets of good will and support from the community, alumni, the Board of Higher Education, faculty and students.
11. To prioritize goals and objectives, help increase the effectiveness of leadership and improve the achievement of ASCC's goals through consistent applications of long range planning.
12. To maintain and use the College's unique identify as a Pacific institution situated within a living traditional culture.

13. To provide agricultural and nutritional extensions to the villages and to research the island's agricultural problems.

V. STATEMENT OF INSTRUCTIONAL PHILOSOPHY

Per ASCC Governance Policy Manual, Policy #5000 - STATEMENT OF INSTRUCTIONAL PHILOSOPHY

The Board of Higher Education, President of the college, Administration, Faculty, Staff and Students of the American Samoa Community College are committed to providing the people of American Samoa a premier institution of higher learning.

With this desired outcome, the College:

- Provides instructional programs and courses of the highest quality, regardless of mode of delivery, location or level.
- Promotes academic integrity, scholarship, and empowerment.
- Promotes diversity in education needs of the community and to assist individual students in realizing their maximum potential in a setting of cultural changes.
- Nurtures and environment where students will acquire marketable skills, develop self confidence, widen their interests, come to value the sear for truth, deepen an appreciation for cultural diversity, and equipped to cope with their own societal challenges. Individual student growth in this area is the paramount goal.
- Promotes opportunity, access, and equity.
- Focuses on proactive and innovative initiatives for student success.
- Understands its role as an essential component of the economic growth of America Samoa.

VI. ACADEMIC INTEGRITY

Policy Statement #5001 of Governance Policy Manual states:

ASCC community is committed to academic integrity and standards of excellence of the highest quality in all courses and programs and, as an institution, has adopted the following principles:

- Excellence in teaching and learning through the continuous evaluation of the teaching and learning process.
- Accountability in academic integrity for students and faculty.
- Academic standards that are not compromised to retain students.
- A consistent and fair evaluation of student performance.
- A fair process for grade appeals.
- A commitment to maintaining public confidence in the academic integrity of the College.

VII. ORGANIZATION OF THE COLLEGE

1. BOARD OF HIGHER EDUCATION

The College is governed by a Board of Higher Education, in accordance with ASG Public Law 22-30. The Board consists of six (6) members appointed by the Governor of American Samoa and confirmed by the Legislature. The Director of the Department of the Education shall be an ex-officio member with voting rights. A student selected as Board member shall be a 2nd year student elected at a school wide election during the first week of school. This member shall serve a one-year term and may be reelected. Appendix: PL 22-30.

2. GOVERNANCE OF THE COLLEGE

Public Law 22-30 the College assumed semi-independence and has established a structure that maximizes participation, recognizes and values expertise, and places authority at the appropriate level. The College governance system clarifies the roles of faculty, professional and classified staff, the President, Administration, and students. In this system the President is the final authority in the decision-making process, have the authority accept or reject recommendations.

The Board of Higher Education is responsible for the selection of the President, setting policies, control, and management of the college. Appendix: PL 22-30

VIII. ACCREDITATION & AFFILIATIONS

1. ACCREDITATION

The American Samoa Community is fully accredited by the Accrediting Commission of Community and Junior Colleges (ACCJC) of the Western Association of Schools and Colleges (WASC).

IX. INSTITUTIONAL PROGRAMS

ASCC provides the following institutional programs in brief. Additional information of these programs is found in the ASCC General Catalog.

1. Office of the Institutional Effectiveness (IE)

The IE supports the college by providing information necessary for improvement of academic programs and provision of administration services. It is responsible for collecting data for research and evaluation. It is also responsible for analyzing and presenting results for program planning.

2. Adult Education Literacy and Extended Learning (AELEL)

The AELEL is designed to fulfill the College's mission of making educational services available to the non-traditional student population of American Samoa by offering credit and non-credit courses. Continuing Education courses provide development improvement and advancement of specific and general work-related skills.

3. American Samoa Teacher Education Program (ASTEP)

ASTEP is developed jointly by American Samoa Community College (ASCC) and American Samoa Department of Education (ASDOE). It provides training for in-service public and private school teachers by initiating and implementing staff-development activities and offering courses to meet: 1) Lower-level coursework articulated by the University of Hawaii's Territorial Teachers Training Assistance Program or any other higher learning institution approved by ASDOE, Bachelor of Education Program; 2) Approved teacher certification courses for in-service teachers; and 3) Associate of Arts course required for in-service teachers and general education courses for strengthening teaching skills and content knowledge.

4. Community Natural Resources (Land Grant) Programs

Designated in 1981 as a Land Grant College, federal funds provided the development of programs in agriculture, family and consumer sciences, 4-H youth development, and forestry. The three major components of the program are instruction, extension, and research.

5. Gaining Early Awareness & Readiness for Undergraduate Program (GEAR UP) American Samoa

Through mutual support and cooperation, the GEAR UP American Samoa (GUAS) Program Partners will work to enhance the quality of teaching and learning for our cohort community. The goal is to provide instructional, social, and emotional support for the GEAR UP community enabling local students to succeed from the 7th grade to the completion of 12th grade. It promotes an inclusive approach in all their programs to concur with the "No Child Left Behind" Act.

6. Library/Learning Resources Center

ASCC Library has a collection of approximately 35,000 volumes, along with subscribed periodicals and computer database for student and faculty research. It is designated as a federal depository library, and houses federal government publications. The library owns DVDs, CDs and audios, and videotapes for instructional purposes.

7. Reserve Officers Training Corps (ROTC)

The ROTC Basic Course consists of four distinct semesters; The Basic Course is structured as a single, progressive course. Upon successful completion of the Basic Course cadets may transfer 12 credits to one of the 273 Universities throughout the United States offering a commission in the United States Army as a Second Lieutenant. The ASCC is a partnership school with the University of Hawaii ROTC program. The program offers elective credit towards an associates or bachelors degree. The ROTC program does not lead

to any degree in Military Science. Academic performance in core curriculum should be the main focus of cadets.

8. Samoan Studies Institute

The mission of Samoan Studies Institute is to ensure and promote the continuity of the Samoan culture, traditions, language and heritage through an inter-disciplinary, comprehensive educational approach that focuses on three major areas: 1) Academic, 2) Community and Cultural Extension, and 3) Research and Publication.

9. Service Learning

Service-Learning is a teaching and learning strategy that integrates meaningful community service with instruction and reflection to enrich the learning experience, teach civic responsibility, and strengthen communities. Service-Learning combines service objectives with learning objectives with the intent that the activity changes both the recipient and the provider of the service. This is accomplished by combining service tasks with structured opportunities that link the task to self-reflection, self-discovery, and the acquisition and comprehension of values, skills, and knowledge content.

10. Small Business Development Center (SBDC)

The SBDC coordinates educational resources and provides services to develop, support and strengthen the viability of the local small business community and improve overall business success rate in American Samoa. To this end, the SBDC helps new business start-ups achieve entry into the marketplace and provides assistance with established businesses so they may become more efficient and competitive in the marketplace.

11. Student Support Services (SSS)

Student Support Services Program provides opportunities for academic development, assists students with basics college requirements, and services to motivate students towards the successful completion of their postsecondary education. The SSS program may also provide grant aid to current participants who are receiving Federal Pell Grant.

The goal of SS is to increase the college retention and graduation rates of its participants and facilitate the process of transition from one level of higher to the next.

12. University Center for Excellence on Developmental Disabilities (UCEDD)

The UCEDD is an interdisciplinary education, research and public service component of the American Samoa Community College that engages in the following core functions: 1) Interdisciplinary pre-service preparation and continuing education of students; 2) Community service that provide training and technical assistance for individuals with developmental disabilities; 3) Conduct research and evaluation, analysis of public policy in areas that affect or could affect individuals with developmental disabilities and their families; and 4) Dissemination of information.

13. Upward Bound Program

The Upward Bound Program is one of the TRIO that are federally funded by the U.S. Department of Education. The program provides education opportunities and services for

eligible high school students. The objective of the program is to help students succeed and prepare for a college education, by providing academic and social skills development training.

X. STUDENT LEARNING OUTCOMES (SLO's)

To be successful in the areas articulated in the American Samoa Community College institutional mission, graduates of all degree and certificate programs will achieve the following student learning outcomes.

1. Communication Skills

- a. Speaking and Writing
 - Speak and write clearly to a variety of audiences.
 - Use oral and written skills to organize, deliver and evaluate.
 - Use interpretation and evaluation of information received through different media
 - Illustrate, compose, edit and justify sources
- b. Reading
 - Comprehend, interpret and evaluate information received through different media
 - Understand and appreciate the meaning of literary expression
- c. Listening
 - Follow instruction, procedures and guidelines effectively
 - Provide and express meaningful and productive feedback
 - Demonstrate active responsiveness to presenting issues and situations

2. Job Skills

- a. Transferable
 - Apply acquired knowledge and skills to assigned job or tasks (computer skill, communication skills, math skills, reading skills, etc.)
- b. Adaptive
 - Demonstrate important work qualities (promptness, dependability, initiative, etc)
 - Develop insights into human experiences and apply to personal occupational and social relationships
 - Recognize relevance of career choices of life-long learning
- c. Job Specific
 - Apply specific job skills and abilities to perform given tasks/projects effectively and efficiently
 - Apply acquired knowledge and skills to real work situations
 - Preparation for employment or increased competency in current occupation

3. Life Skills

- a. Personal Responsibility

- Develop and apply ethical decision making in real life situations
 - Develop a positive self-concept
 - Understand a sense of responsibility
 - Understand and value life-long learning
 - Understand, demonstrate, and promote good health choices and practices.
- b. Respect and Diversity
- Recognize and respect the perspective of others
 - Contribute to the solution of interpersonal problems, issues or concerns
 - Value cooperation/collaboration
 - Develop an awareness of diverse attitudes, values and beliefs
 - Demonstrate responsibility in being an active and contributing citizen of America Samoa, the Pacific Region and the world
- c. Problem Solving
- Know and apply the importance of persistence, amount of work and time allocated in addressing tasks
 - Identify and assess real or potential problems and formulate effective solutions or options
 - Select, organize and effectively use appropriate resources
- d. Using Technology
- Use electronic media to communicate, locate and retrieve information
 - Apply technology to locate, interpret, organize and present information

XI. ADMINISTRATIVE POLICY

A. Administrative Responsibilities (*Policy #3020*)

Staff or faculty member designated by the President as an administrator of a program or department are assigned administrative responsibilities that are considered the standard in the performance of their daily duties. The administrator is also required to inform its staff of the administrative organizational structure and the proper lines of communications within their departments and in the overall ASCC organizational structure.

B. Administrative Protocols-Special Events/Visits (*Policy #3021*)

The President shall develop formal procedures applicable to ensure that special events and visits of high profile to ASCC are properly arranged. These procedures will ensure the application of consistent standards for college events and will address appropriate protocol and operational considerations, including but not limited to, coordination for scheduling within the college calendar, evaluating the adequacy of the budget to the project requirements, space, risk assessment, security arrangements, invitations, publicity & media relations, hosting and transportation.

The President will coordinate communication with high profile guests through a designated ASCC official and thereby serve to enhance ASCC's relations with these individuals and their offices. The Public Relations Officer will be designated in writing by the President of the College, and shall serve in the capacity of a Special Events Coordinator for ASCC.

In addition, any department must submit to the cognizant Vice President for a special event assistance. The Vice President shall consult with the President's Office. The President's Special Assistant will be responsible for advising the department on matters of protocol and special requirements, and the department is responsible for coordination, organization, and management their specific event unless otherwise designated by the President. Some examples are: official opening of ASCC buildings, ASCC sponsored cultural ceremonies, graduations, building naming, and any other event the President determines to fall in the category.

C. Communication Protocols (*Policy #3022*)

The College's approved organizational and departmental charts shall be used and implemented as the guide for communication protocols. This will ensure proper chain of command, respectful communications and effective management of the College's administration. Communication protocols shall abide the major organizational chart as a fundamental rule for college-wide matters, or a departmental organizational chart when an issue requires the attention of a department only.

D. Communication with the Media (*Policy #3022.1*)

The President of the College or an authorized designee is responsible for all media relations for American Samoa Community College. This includes disseminating all press releases and handling all press inquiries. He/she is the official college spokesperson during a crisis situation and in all matters concerning college policy, procedures, students, and employees. Employees contacted by any media representation should direct these calls and inquiries in a timely fashion to the President or designee. Individuals contacted for comments, opinions, or as experts in their field of study are encouraged to respond, at their own discretion, to questions relating to their areas of expertise, but shall not represent his/her views as that of the College. As a courtesy, they should notify the President's Office that a media representative has contacted them.

E. Freedom of Expression (*Policy #3022.2*)

This policy is intended to inform employees of their rights and obligations prior to engaging in speech that is or may be perceived as related to the duties, responsibilities or administration of the American Samoa Community College. Employees enjoy rights protected by the First Amendment the right to freedom of expression. However, ASCC has interests as an employer and public agency in regulating the speech of its employees that may result in the unlawful release of confidential information or

otherwise affect its mission. This policy seeks to balance the interests of employees, the College and the public in accordance with cases decided in the local and federal courts under the First Amendment.

Employees must remain mindful that certain matters of significant public concern may be so closely related to the responsibilities and mission of the college as to create a substantial likelihood that personal comments on such matters by employees would be perceived as reflecting the official views of the ASCC rather than the individual views of employees. In such situations, it is imperative for employees to make clear that they are expressing their own personal views rather than speaking on behalf of the College.

For the purposes of this policy, “confidential information” means records or other information protected from public disclosure pursuant to federal or local law, or by court order or deemed by this agency to be exempt from disclosure pursuant to the Freedom of Information Act.

F. Official Correspondence (*Policy #3023*)

This policy provides details about the preparing and processing of internal and external official correspondence. It aims to provide a formal system to assist in the management of the College correspondences, including items marked personal, private and/or confidential. In addition, to provide a structure that allows administrative staff to handle official correspondence, and those which, may be of a private and confidential nature, in a professional manner. ASCC will ensure all action items responded by letter shall follow the basic format within this policy.

G. Correspondence Details (*Policy #3023.1*)

A. Types of Correspondence

This applies to typed or written correspondence. That is any item (other than in electronic form) that is exchange through either the internal or external mail system.

B. Letterhead

All college letters shall be prepared on a pre-printed letterhead sheet containing the College logo, and official address. The letterhead shall only be used for official outgoing correspondence, signed by the President or designated staff/faculty authorized by the President to sign the correspondence “by direction” pertaining to matters under their cognizance.

C. Letter Formats

There are two types of formats the College will use in preparation of official letters:

a) *Standard Business Letter*

The standard business letter format shall be used in preparing outgoing official correspondence of the College

b) *Business Memorandum*

An “internal” business letter usually called “memorandum” and shall be the key internal communication for the College.

H. Intellectual Property (*Policy #3026*)

1. Intellectual property created in whole or in part with College resources is subject to ownership by the College and the College retains the right to financial reward and claim for distribution governed by the terms and conditions of an Ownership Agreement between the creator(s) and the College.
2. Intellectual property created with no College resources is the exclusive property of the creator(s) and the College has no interest in any such property and no claim to any financial reward or claim for distribution.
3. Intellectual property created without the use of College resources but for the purpose of fulfilling college functions or its mission is subject to joint ownership by the College and the creator. The creator(s) retain the rights to use the intellectual property, to financial reward and claim for distribution in accord with an Ownership Agreement between the creator(s) and the College.
4. The use of College resources for personal gain or political promotion is inappropriate use of College resources and subject to reprimand.

XII. PERSONNEL

A. Adjunct Faculty

The title of Adjunct faculty is used to hire persons on temporary, part-time and semester-by-semester basis to perform on a limited basis specific duties as described above. Lecturers will be placed on ranges in accordance with institutional demands, qualification, and the recommendation of President. Adjunct faculty is compensated by total credits taught using a Class Contract form.

Adjunct faculty is required to participate in faculty orientation 1 week prior to registration every semester. *Please see Faculty Time Allocation On Campus and Instructor’s Absences From Class section located under Faculty Policies.*

B. Degree Requirements (*Policy #4006.1,*)

ASCC full time employed (FTE) faculty must meet the minimum requirements of Masters Degree in content area or related field. All earned degrees by faculty member

that fulfills the requirements of WASC must be from a U.S. regionally accredited institution. The college is committed to recruiting and selecting faculty members whose highest degree is earned from a broad representation of U.S. and regionally accredited institutions.

The only exemptions are specialized areas such as Nursing and Vocational Skills under the Institute of Trades & Technology.

C. Academic and Professional Credentials for Faculty (Policy #4006)

ASCC recruits and employs the most competent faculty member qualified to accomplish the mission and the goals of the college. The College will hire full-time and adjunct faculty members that meet or exceed minimum qualifications as stated in the current edition of the Western Association Schools and Colleges Accreditation.

D. Service Placement (Policy #4008.2, #4602, and #4603.2)

A summary of teacher credential requirements and placements approved by the Board of Higher Education, created by the Mitchell & Associates, September 12, 1996. Official documents are to be submitted to the Human Resource Office for verification.

The following faculty salary schedule placement criteria was developed by the Mitchell & Associates and modified by the Board of Higher Education for reclassification. Please see appendices for memo. Juris Doctor (J.D.) is not acknowledge as a terminal degree, therefore is not recognized in the placement criteria definition.

Grade	Specialization	Placement Criteria Definition
1	General Education	<i>There are no placement criteria below a Bachelor degree in general education content area for the faculty schedule.</i>
	Public Health/Health Service Community	Specialized knowledge and technical training in the Public Health/Health Service Community teaching area specialty AND three (3) years or more related full-time work experience AND ten (10) semesters units of college work reasonably related to the teaching area specialty
	Industrial Technology Instructors Only	Six (6) full-time years of work experience at the journey level in the specific trade of the teaching assignment AND twenty (20) semester units of college work.
2	General Education	Earned Bachelor’s degree in general education from an accredited institution.
	Public Health/Health Service Community	Earned Associate degree or equivalent in the Public Health/Health Service Community teaching area specialty AND three (3) years or more related full-

		time work experience.
	Industrial Technology Instructors Only	Six (6) full-time of work experience at the journey level in the specific trade of the teaching assignment AND thirty (30) semester units of college work.
3	General Education	Earned Bachelor's degree plus 15 credits towards a graduate degree.
	Public Health/Health Service Community	Earned Associate degree or equivalent in the Public Health/Health Service Community teaching area specialty AND three (3) years of related full-time work experience and Register Nurse (RN) certification
	Industrial Technology Instructors Only	Earned Associate degree from an accredited institution AND six (6) years of full-time work experience at the journey level in the specific trade of the reaching assignment.
4	General Education	Earned Bachelor's degree AND 30 credits towards a graduate degree in general education content area.
	Public Health/Health Service Community	Earned Bachelor's degree or equivalent in the Public Health/Health Service Community teaching area specialty OR Associate's degree in Nursing AND ten (10) years of related full-time work experience and RN certification.
	Industrial Technology Instructors Only	Earned Associate degree from an accredited institution AND six (6) years of full-time work experience at the journey level in the specific trade of the teaching assignment and thirty (30) semester units of college work.
5	General Education	Earned Master's degree in general education content area.
	Public Health/Health Service Community	Earned Master's degree in the Public Health/Health Service Community teaching area specialty AND three (3) years of related full-time work experience
	Industrial Technology Instructors Only	Earned Bachelor's degree from an accredited institution AND six (6) years of full-time work experience at the journey level in the specific trade of the assignment.
6	General Education	Earned Master's degree AND 30 credits towards a Doctorate degree program from an accredited US institution or foreign equivalent.
	Public Health/Health Service Community	Earned Master's degree in the Public Health/Health Service Community teaching area specialty AND three (3) years of related full-time work experience AND fifteen (15) semester upper division or graduate units related to the teaching specialty beyond the Master's degree.
	Industrial Technology	Earned Bachelor's degree from an accredited

	Instructors Only	institution AND six (6) years of full-time work experience at the journey level in the specific trade of the assignment AND fifteen (15) semester upper division or graduate units beyond the Bachelor's degree OR a Master's degree from an accredited institution.
7	General Education	Earned Doctorate degree from an accredited United States institution or foreign equivalent. Degrees earned in institutions outside the US may be considered as equivalent IF such degrees are recognized as equivalent by the graduate program admissions officer at the University of Hawaii or Guam.
	Public Health/Health Service Community	
	Industrial Technology Instructors Only	

E. Probationary Period (ASCC Policy #4007.2)

As a final test of employability, in positions of original appointment, promotion, or transfer to a class that has different qualifications, a probationary period shall be required. During this period, the employee has no right to expect continued employment in that position and employment can be terminated at any time. Employment beyond the probationary period is contingent upon a satisfactory evaluation of the employee's performance. Probationary Progress Review reports are due on the 3rd and 6th months of employment to Human Resources Department for processing.

During probationary period:

- faculty member is allowed to practice academic freedom
- will be evaluated based on course evaluation (please refer to faculty policy)
- will be evaluated based on performance evaluation (please refer to Performance Evaluation of this section).

F. Faculty Performance evaluation (Policy #5113)

ASCC retains the prerogative to monitor, review and assess the faculty member's teaching performance and adherence to ASCC's policies, including written terms and conditions. Visits to class may be unannounced. Should ASCC determine that a faculty member's teaching performance is unsatisfactory, or that there has been a failure to abide by ASCC policies or terms and conditions, the faculty member may be removed from their current teaching assignment and future scheduled assignments. At the sole discretion of the President of the College, a faculty member may be given the opportunity to successfully complete a developmental program at ASCC's choosing, and thereby become eligible for an additional teaching assignment. Should the faculty member so elect, he/she may appeal such action taken by ASCC pursuant to the Appeals procedures in the Personnel Governance section (Policy #5113, Sept. 2, 2008).

Performance evaluations may occur more often than annually under circumstances of unusually strong or weak job performance or completion of special duties or project work (Policy #4300.1, Sept. 2, 2008).

Areas of Evaluation: - Faculty will be evaluated by the supervisor after each semester performance to include evaluations from his/her students. This evaluation shall be incorporated to the final and official evaluation 30 days prior to the anniversary date of employment by the supervisor and signed by all authorized signatures. The performance evaluation consists of four areas:

1. Responsibility to Instruction – the degree to which the faculty prepares the course syllabus; maintaining an accurate grading system, teaching qualification, and high level of professionalism, and including presentation and teaching methods in the classroom.
2. Responsibility to Students – the degree to which the faculty supports his students in developing positive relationships, advising them both in the academic and personal conduct, and being available when the student needs assistance. Critical is the achieving established Student Learning Outcomes as noted previously.
3. Responsibility to Institution / Community – the degree in which a faculty is involved with college wide and community activities such as: seminars, workshops, recruitment, programs, and meetings, including personal conduct while involved in these activities.
4. Responsibility to Professional Development – the level in which the faculty member stays abreast with their professional field, and involvement in various professional development activities, including submitting documents to maintain a current professional portfolio. (*ASCC Employee Development Handbook*).

Evaluation Rating – Each of the above areas will be rated by the supervisor, after discussion with the faculty member. The rating scale is graded based on a point system of 10 (outstanding) to 1 (needs improvement):

Outstanding = a rating of (7, 8, 9) and 9 being the best rating possible.

- a) **Rating of 9** – Performance consistently exceeds all requirements, reaching a level found only in a small percentage of people; with no or minimum supervision/ direction, achievements are well beyond those expected at this level.
- b) **Rating of 8** – Performance exceeds 80% of the requirements, with minimum supervision/ direction, achievements are also well beyond those expected at this level.
- c) **Rating of 7** – Performance frequently exceeds requirements, performs the task/ function consistently in a timely manner; initiates and/ or volunteers; performs the task/ function at a very high quality level.

Rating consideration should include information that the faculty has not only met the job description requirements but has performed above and beyond his/her normal duties and expectations such as: (e.g. met all SLO's, achieved recognition within their department or college due to becoming "Faculty of the department are met, and an active member of ASCC committees or other public service commitment, and student evaluations rate the faculty member consistently at the highest rate. The faculty member's professional development file indicated efforts of continuous improvement both professional and personally by achieving all goals as indicated in the plan).

Satisfactory = a rating of (4, 5, 6)

- **Rating of 6** – Performance fully meets job requirements on a consistent basis.
- **Rating of 4** – Performance fully meets job requirements on a consistent basis but infrequent basis.

Rating consideration should include, the member meets all requirements as noted in his/her job description, participation as committee member both at ASCC and the public is minimal, including a consistent evaluation by the students at a satisfactory level.

Comments: - This portion of the evaluation explains the supervisors rating. For each rating other than satisfactory, it is required that the supervisor cites specific examples to justify a "10" outstanding rating, and any rating of "3-1" for needing improvements and include recommendations for improvement where appropriate. Comments are critical in an evaluation, for it determines approval for a step increment, promotion, or contract renewal including professional development training in their field.

Final Review of Evaluation – A supervisor and the faculty member will schedule a one on one review session to discuss the evaluation as noted:

1. Agreement with the evaluation;
2. Agreement with the evaluation with the exception noted below; and
3. Disagree with the evaluation and noted.

G. Private Instruction

Private instruction for compensation is prohibited on the College premises. Use of Government property or materials, on or off College ground for private instruction is prohibited. Off-campus, private instruction is prohibited:

1. To students who are under supervision of the particular instructor;
2. To students who previously attended the College and were members of the particular instructor's classes.

H. Accommodations for Instructors with disability (Policy #4209 and #4310)

The American Samoa Community College makes every effort to make reasonable accommodation to qualified employees with disabilities, as long as the

accommodation does not cause undue hardship. An instructor with a disability is responsible for requesting an accommodation to their appropriate Department Chairperson or immediate supervisor. A request can be made during the job application process, after a job offer is made, or at anytime during the course of employment.

I. Harassment/Sexual Harassment (Policy #4211)

ASCC will not tolerate harassment including sexual harassment, which is contrary to basic standards of conduct between individuals and is prohibited by Equal Employment Opportunity Commission and state regulations. All forms of harassment which create an offensive working environment are forbidden, including, but not limited to, insulting, intimidating or discourteous conduct, as well as derogatory jokes or comments relating to race, color, religion, sex, age, disability, national origin, sexual orientation, or other protected status under applicable employment laws.

With respect to sexual harassment, the Equal Employment Opportunity Commission has issued guidelines defining unlawful sexual harassment as: “Unwelcome sexual advances, requests of sexual favors and other verbal or physical conduct of sexual nature constitute sexual harassment when:

1. Quid Pro Quo

- a) *Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual’s employment.*
- b) *Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual.*

2. Hostile Environment

Such conduct has the purpose or effect of substantially interfering with an individual’s work performance or creating an intimidating, hostile, or offensive working environment.

Title IX of the Education Amendments of 1972 is a federal law prohibiting sex discrimination in the treatment of students in programs receiving any federal financial assistance. The US Department of Education has issued extensive regulations interpreting and implementing Title IX.

Faculty members should be aware of their obligations under Title IX not to discriminate against any student on the basis of sex in areas such as: granting permission for entrance into a course; counseling students as to courses, departments, or major fields of study; hiring of student employees; and providing information or recommendations for students concerning outside sources of financial aid which discriminate on the basis of sex. Title IX also forbids any discrimination on the basis of sex in the treatment of employees of the College. Any questions concerning the effect of Title IX should be referred to the EEO Coordinator at the College.

3. *Harassment of Employees and Students*

American Samoa Community College is committed to a professional work environment that is free of harassment or discrimination, which is further stated in ASCC Governance Policy #4211. There is a broad range of behavior that could constitute harassment. In general, however, harassment or discrimination is any verbal or physical conduct that:

- has the purpose of creating an intimidating, hostile, or offensive working environment,
- has the purpose or effect of unreasonably interfering with an individual's work performance, or,
- adversely affects an individual's employment opportunities.

The College prohibits all forms of harassment or discrimination by employees.

Examples of unacceptable behavior include, but are not limited to, the following:

- physical or mental abuse
- racial, religious, ethnic, or sexual insults
- derogatory ethnic, religious, or sexual jokes or slurs
- unwelcome sexual comments or advances
- taunting intended to provoke an employee
- requests for sexual favors used as a condition of employment or affecting any personnel decisions such as hiring, promotion, or compensation
- unwanted physical contact such as pinching, grabbing, rubbing, etc.

Employees are expected to maintain the highest degree of professional behavior. All harassment or discrimination and behavior that create a hostile, offensive, or intimidating work environment are strictly prohibited.

Harassing or discriminatory behavior of non-employees directed at College employees also is condemned and will be addressed in a discreet, but swift, manner. Such behavior should be reported to your supervisor, dean/directors, and/or the Director of Human Resources.

4. *Sexual Harassment of Employees and Students*

All members of American Samoa Community College have the right to work and study in an environment free of discrimination, including freedom from sexual harassment. Thus, American Samoa Community College strongly disapproves of and forbids the sexual harassment of employees or students, and will not tolerate sexual assault in any form. The intent of this policy is to foster responsible behavior in a working and academic environment free from discrimination. In general, sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other unwelcome verbal or physical conduct of a sexual nature. It is further defined below as it pertains to different interpersonal relationships.

- a) Sexual harassment of an employee by another employee can include unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment,
 - submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such an individual, or
 - such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.
- b) Sexual harassment of a student by an employee or visa versa can include unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:
- submission to such conduct is made either explicitly or implicitly a factor or condition of the employee's evaluation of the student or of any decision by the employee concerning the student's academic, co-curricular, or residential status at the College or
 - such conduct has the purpose or effect of unreasonably interfering with the student's performance or participation in the academic, co-curricular, or residential programs of the College further noted in ASCC Governance Policies #5200, 5200.1 and 5200.2.

c) Harassment/Discrimination Reporting

Individuals who believe that they have been victims of harassment or discrimination in any form by an employee or visitor of the College should bring the matter to the attention of the Director of Human Resources. Alleged victims of sexual harassment may also bring the matter to the attention of deans/directors; members of the faculty, administration, staff, and student body (SGA) have volunteered to act as liaisons in an effort to assist the Director of Human Resources. For a complete listing of the College's sexual harassment liaisons, please contact the Human Resources Office Staff.

Supervisors or other appropriate College officials shall immediately deal with any act of harassment or discrimination of which they become aware.

Working in collaboration with the Director of Human Resources, they shall inform the alleged perpetrator about the College's policy regarding such behavior and, if appropriate, apply disciplinary action.

Federal and local anti-discrimination laws also prohibit retaliation for the reporting of behavior that may constitute sexual harassment or sexual assault.

d. Violation of Harassment/Discrimination Policy

Violation or misapplication of the College's policy against harassment or discrimination may result in disciplinary action being taken against the offender, up to and including termination. The College's commitment to eliminate harassment or discrimination from the workplace should not be viewed as a license for employees to engage in unfounded, frivolous, or

vindictive actions in violation of the intent of this policy. In dealing with the complaints, the rights of all parties will be protected.

J. Grievance and Appeal (*Policy #4212*)

- a. Appeal - ASCC provides an opportunity for an employee to appeal decisions made about their performance resulting in suspension, involuntary demotion, or removal. It is the right of employee to file an appeal to the Board of Higher Education, if an employee believes that the President's decision was inappropriately executed.
2. Grievance - Any employee who has a complaint concerning disciplinary action, denial of promotion, layoff, or discrimination based on a category (i.e., race, age, disability) recognized by local and federal civil rights laws has the right to file grievance per procedures outlined per this policy.
3. No employee of ASCC will be discriminated against, harassed, intimidated, or suffer any reprisal as a result of filing an appeal/grievance or participating in the investigation. If an employee feels that he/she is being subjected to any of the above, that employee has the right to appeal directly to the Board of Higher Education in writing.
4. ASCC should attempt to resolve the problem informally with their supervisor as soon as possible. If a solution cannot be reached, employee with assistance from the EEO Coordinator may present a formal grievance in writing, to the President.
- e. All requirements of a grievance must be exhausted including a final decision by the President before an employee may appeal his/her case directly to the Board of Higher Education. In the event of an appeal, the employee must provide a copy of his/her appeal to the President of the College and the Equal Employment Opportunity Coordinator.
5. No employee of ASCC shall breach the grievance/appeal procedures as set forth in this policy, if an employee does not follow the grievance/appeal procedures, they may face disciplinary action up to and possible termination.

K. Disciplinary (*Policy #4301*)

ASCC uses progressive discipline to ensure staff compliance with performance standards, ethics, and conduct. Except in cases of repeated willful or flagrant violations of these standards, a supervisor will not resort to formal disciplinary measures until informal attempts to correct the problem have failed. If a supervisor finds it necessary to use formal disciplinary measures, it is intended that the discipline be administered fairly, without prejudice and only for cause.

Disciplinary actions are of several levels, including oral and written warnings, disciplinary probation, suspension, and termination. The frequency and/or severity of misconduct determine which level of disciplinary action is required.

Progressive discipline is not required for all offenses. ASCC reserves the right to terminate staff for commission of serious infractions or crime, regardless of progressive discipline guidelines or counseling.

In addition, ASCC will ensure that employees whose performance of their duties or conduct is not satisfactory are removed from their position promptly disciplined, that voluntary and involuntary separations be handled in an expeditious and orderly manner, and that employees be protected against arbitrary or capricious action. Removal be effected for any of the reasons but not limited to those referred to in these regulations and in the American Samoa Code Annotated: 7.0801 through 7.0807.

L. Progressive Discipline (*Policy #4301.2*)

ASCC shall conduct progressive discipline allowing the employee the opportunity to correct performance conduct or behavior before action is imposed for violation. Usually, but not always, less serious problems, such as chronic tardiness, are the types of situations progressive discipline is designed to address. This can be found in the standard schedule of disciplinary offense and penalties, Policy #4303.

M. Disciplinary Action, Suspension and Dismissal (*Policy #4303.1*)

The President, or his/her designee, has the authority to warn, reprimand, suspend, or dismiss any employee of the ASCC regardless of occupation, classification, or profession. Disciplinary action may be taken for causes relating to performance of duties or personal conduct. For more detail information, please refer to the ASCC Governance Policy Manual.

N. Removal of Faculty From Teaching (*Policy #5114*)

Removal of the faculty member from a current teaching assignment may result in partial or non-payment of the salary/or class contract at the course rate. This will occur when faculty member fails to comply with the expectations, requirements, standard of conduct, and policies of ASCC to the extent that he/she must be removed, ASCC may not be obligated to pay the faculty member per his/her contract.

O. Resignation (*Policy #4304*)

Changes in the personnel of an educational institution, especially the resignation of a faculty member, may require important adjustments on the part of colleagues, administrative officials, and even students in a particular department. Clear standards of practice with respect to resignation of faculty members are important, therefore, to the best interests of all concerned.

Faculty member must give due consideration and timely notice to his or her institution when resignation is imminent. If the college is deprived of the services of faculty members too late in the academic year to permit their replacement by securing the members of other faculties in conformity to these standards, and prevents the college from taking timely action to recruit from other faculties should accept the necessity of making temporary arrangements.

Except by agreement with his or her employer, a faculty member should not leave or be solicited to leave his or her position during an academic year for which he or she holds an appointment.

P. Annual Leave (*Policy #4500.1*)

Annual leave is granted to personnel on 12-month contracts or career service personnel. Two year contract employees are granted annual leave. Instructors do not receive annual leave because they have the vacation period.

Q. Sick Leave (*Policy #4501*).

Faculty members who are unable to perform their duties because of illness may receive sick leave with pay. Paid sick leave will not be counted towards the 16 weeks of Family and Medical Leave described in this section.

When unable to work during duty periods, the employee is required to inform the security office before 7:30 am who will inform the Department Chairperson. An employee may be absent for two (2) days if ill without a doctor's permit; any absence in excess of 3 consecutive days requires a doctor's permit, or the time is counted as leave without pay. A sick leave request must be filed with the supervisor upon return and must accompany the time sheets prepared by the supervisor each pay period. Employees accrue four hours sick leave per pay period. Unused sick leave is not credited as entitlement to compensation at contract termination. Sick leave is taken for sickness, hospital or dental appointments and is not to be used as vacation time, and if misused, will result in leave without pay.

R. Maternity Leave (*Policy #4501.3*)

Full-time faculty members who have been actively working for one full year are eligible maternity leave. The leave may be taken in relation to the timing of academic semesters and as agreed upon by the faculty member, her department chair, and the Dean/Director. The faculty member should make a request in writing to her department chair and the Dean/Director as soon as possible after learning of the expected birth. The Dean/Director will notify Human Resource Department of the effective dates of the maternity/parental leave.

The leave is composed of six (6) weeks of paid maternity leave in a two (2) year period (starting with the initial date of the leave). This time will not be counted towards the employee's allotted 16 weeks of family and medical leave.

S. Bereavement Leave (*Policy #4507*)

Upon the death of a family member or spouse's family member, bereavement leave may be granted for up to five days for faculty members. A family member may be a spouse, child, parent, spouse's/partner's parent, brother, sister, or grandparent. Additional time off without pay may be granted when justified.

T. Family and Medical Leave of Absence (*Policy #4502, #4502.2*)

Employees who have been employed by the College for at least 12 months, and who have completed at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave may be eligible for an unpaid family or medical leave pursuant to this policy. Eligible employees are entitled to a total of up to 16 work weeks of unpaid leave during any 12-month period in the following situations:

1. Family Leave - A child is born, adopted or taken into the employee's immediate family for foster care and leave is needed for the employee to care for the child;
2. Personal Medical Leave - The employee becomes unable to perform his or her job functions due to a serious health condition; or
3. Medical Leave for Family Care - The employee is needed to care for a spouse, child or parent of the employee who has a serious health condition.

Any employee who fails to return to work upon completion of a family or medical leave shall be required to reimburse the College for all benefit premiums paid by it on the employee's behalf during such leave provided the employee's failure to return is not due to circumstances beyond the employee's control.

For purposes of this policy, "serious health condition" means an illness, injury, impairment or physical or mental condition that involves:

- a. inpatient care (i.e., an overnight stay) in a hospital, hospice or residential medical care facility, including any period of incapacity or any subsequent treatment in connection with inpatient care; or
- b. continuing treatment by a health care provider. A serious health condition involving continuing treatment by a health care provider may include:
 - i. a period of incapacity of more than three consecutive calendar days and any subsequent treatment or period of incapacity relating to the same condition which also involves:
 - (1) treatment on at least two occasions by a health care provider; or
 - (2) treatment on one occasion by a health care provider which results in a continuing regimen of treatment;

- c. any period of incapacity due to pregnancy or for prenatal care;
- d. any period of incapacity or treatment for such incapacity due to a chronic serious health condition;
- e. a period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective;
- f. any period of absence to receive multiple treatments by a health care provider either for restorative surgery after an accident or other injury or for a condition that would likely result in a period of incapacity of more than three consecutive calendar days in the absence of treatment.

In cases where the College employs both spouses, family leave may be limited to a combined total of 16 weeks between them.

Eligible employees are limited to a total of 16 work weeks of leave during a 12-month period. The College will calculate this 12-month period by measuring backward from the date an employee uses FMLA leave (i.e. leave is limited to the balance of 16 weeks not used during the past 12 months). All employees may substitute any accrued vacation, sick leave, personal days or other accrued paid leave as part of a family or medical leave of absence (example: an employee with one week of accrued vacation at the time leave is requested may use that week as part of the 16-week family or medical leave period). Employees eligible for Workers Compensation will exhaust FMLA leave concurrently.

Requests for a family or medical leave must be submitted to your supervisor. An employee who can anticipate the need for a family or medical leave of absence must provide the College with at least thirty days notice if practicable or as early as possible thereafter. Employees requesting leave for treatment of a serious health condition must make reasonable efforts to schedule the treatment so as not to disrupt the College's operations.

Intermittent leave may be taken for a serious health condition that requires periodic rather than continuous treatment and may include leave periods ranging from one hour to several weeks.

Employees who are on leave pursuant to this policy shall be restored to the same position the employee held when leave commenced, or to an equivalent position with equivalent benefits, pay and other terms and conditions of employment. Highly salaried "key" employees may have limited reinstatement rights. Any "key" employees shall be notified of their specific rights and obligations prior to beginning a family or medical leave.

An employee requesting a medical leave for personal or family care under this policy must submit a certification by his or her health care provider regarding the need for such leave. Certification forms may be obtained from the Human Resource Department. The College reserves the right to require second and third opinions at its

own expense relating to an employee's medical certification. Any employee returning to work from a personal medical leave shall be required to submit a fitness-for-duty certification from his or her health care provider, stating that he or she is able to resume work. The College also reserves the right to require an employee on family or medical leave to report periodically on the employee's status and intent to return to work.

This policy shall be administered in a manner consistent with the terms of the Family and Medical Leave Act of 1993. The College reserves the right to impose any conditions or limitations upon any leave of absence as may be deemed consistent with the provisions of the Act. Any questions concerning this policy should be directed to the Human Resource Services Staff.

U. Jury Duty Leave (*Policy #4504.3*)

Regular full-time and part-time faculty members will receive time off with full pay when they are required to perform jury duty. Faculty members who receive an early release from jury duty are expected to return to work.

V. Military Leave (*Policy #4504.3*)

Military leave without pay is provided for service in the armed forces of the United States in accordance with applicable requirements of state and federal laws.

W. General Leave of Absence (*Policy #4504*)

All faculty members are expected to be present for duty throughout the academic year. Arrangements for leaves of absence for no more than a week should be made with the chairperson of the department. Applications for any leave of absence for more than a week should be made to the President after consultation with the department chairperson.

X. Records Management (*Policy #3011 and 3013*)

The Human Resource Department maintains all pertinent information relative to employees, and it is important that the information be kept current.

1. Employee Records

Employees, therefore, are requested to notify the HRO office staff of any change in the following information:

- Name
- Address
- Telephone Number
- Person to notify in case of accident or illness
- Marital Status
- Number of dependents

2. *Review of Personnel Records*

Employees are permitted to review and add corrective addenda to their official personnel file that is maintained in the Human Resource Department. Employees may review their file by contacting the Human Resource staff for an appointment.

Except where required by law, information contained in an employee's personnel file will not be released to external sources unless clear, written permission to release specific information is obtained from the employee while employed by the College.

3. *Confidentiality of Information*

All employees must be aware that they are not to divulge confidential College or student information. Violation of confidentiality may result in disciplinary action, up to and including termination.

Y. *Outside Employment (Policy #4206)*

The College assumes that each employee will devote full time to his/her assigned duties. Accordingly, no employee is permitted to engage in any pursuit or occupation, with or without compensation, which interferes with the faithful discharge of College obligations. Before entering into any outside pursuit or occupation, an employee should discuss such plans with his/her supervisor.

Z. *Employee Code of Conduct (Policy #4205)*

The American Samoa Community College expects that its employees will meet ethical and professional standards for personal conduct and work performance. All students and employees have the right to learn and work in a positive learning environment which is free of harassment, threats, intimidation, violence or any other misconduct. Any violent, intimidating, threatening or harassing behavior, or other misconduct, in any form, will not be tolerated in the classroom, workplace, or in any college location.

Certain conduct is of such serious nature that immediate dismissal may be warranted without prior warning or discipline. Examples of such conduct are as follows: dishonesty; gambling; stealing property or merchandise belonging to the College, its suppliers, students, or other employees; private financial relations with customers or suppliers; deliberate damage to College property; failure or refusal to carry out a work assignment; fighting; falsifying or causing to be falsified information on an employment application, time card, or other College documents; intoxication; the illegal use, sale, manufacture, or distribution of drugs or narcotics; sexual or other illegal harassment; the use of firearms or other weapons on College premises; or the use or threat of violence.

The specific conduct described in this section does not include all the grounds for discipline or discharge. These descriptions are intended as illustrations of the type of

conduct that must be avoided for the good of our employees, our students, visitors, and the College.

Because these rules are essential to our most important function -- high quality service to our students -- and the efficient operation of our business, the provisions of this section will be promptly and uniformly enforced. We appreciate the cooperation of every employee in the careful observance of these standards of conduct.

AA. Drug and Alcohol Policy (*Policy #4215*)

In compliance with the Federal Drug-Free Workplace Act, it is the policy of American Samoa Community College to provide a work environment that is free from the use, sale, possession, or distribution of illegal drugs or the improper or abusive use of legal drugs or alcohol on American Samoa Community College premises, and to require College or contract employees to perform all college-related job duties, either on or off the College premises, without the presence of illegal drugs or inappropriate legal drugs in their systems.

The objective of this policy is to ensure a safe, healthy, and work-efficient environment for American Samoa Community College employees and the surrounding community. We are concerned about the well-being of employees whose drug or alcohol use, abuse, or dependency may affect their job performance as well as the safety and well-being of co-workers. American Samoa Community College will utilize every reasonable measure to maintain a drug and alcohol-free work environment.

BB. Campus Smoking Policy (*Policy #4405*)

In an effort to promote a healthy, comfortable and productive work environment for the employees of American Samoa Community College, the College has become a smoke-free workplace. Smoking in any form is prohibited inside all college-owned buildings including both residential and non-residential buildings. In addition, smoking is prohibited in any college-owned or rented vehicles. Individuals who choose to smoke must smoke outside and must stand at least 15 feet away from any campus building. For employees, the enforcement of this policy will rest with the individual supervisor. For students, enforcement of this policy will rest with the department of Student Services. Violations of this policy will result in disciplinary action for employees and students.

Information about smoking cessation is available through the Human Resource Department.

CC. Scientific Misconduct

All faculty members in science areas funded by the National Institutes of Health (NIH) and the National Science Foundation (NSF) should be familiar with "Procedures for Dealing with and Reporting Possible Misconduct in Science". These procedures cover cases of fabrication, falsification, plagiarism, and other serious deviation from accepted practices of proposing, carrying out, or reporting results for research. They also cover material failure to comply with federal requirements for protection of researchers, human subjects, or the public; for ensuring the welfare of laboratory animals; or failure to meet other material legal requirements governing research.

XIII. FACULTY POLICIES

A. Faculty Orientation and Commencement Exercises (*Policy #5102*)

d) Orientation

All faculty members, including adjunct faculty, are required to participate in faculty orientation. Adjunct faculty will be required to participate in an orientation workshop for new faculty members.

e) Commencement Exercises

All faculty members are required to participate in ASCC commencement exercises. For graduation regalia, please see the Dean of Academic Affairs Administrative Assistant.

B. Registration and Academic Advising

Registration for new students is conducted during the week prior to the beginning of instruction. Priority registration often occurs a month towards the end of the semester (please refer to current academic calendar located in the general catalog). The entire ASCC Faculty is committed to helping each student pursue a course of study to fulfill his/her Individual Education Plan (IEP) for the future. During registration, instructors are required to participate in registration and academic advising. Specific requirements for each academic and vocational program are discussed during registration. Please refer to the current ASCC catalog regarding current graduation requirements for accurate academic advising. Academic advising includes:

- d) Assisting students in clarifying, articulating, and attaining academic and life goals;
- e) Facilitating each student's academic adjustment to the campus;
- f) Educating students to assess academic progress and to develop educational plans;
- g) Explaining and clarifying college core courses, graduation requirements, and academic rules and regulations;
- h) Advise students on issues as they relate to academic progress, which may include

- referral to appropriate College programs and community agencies; and,
- i) Serving as advocates and mediator for students.

When advising, students being advised must complete prerequisite requirements before enrolling into courses where applicable. Please refer to current general catalog for prerequisites when advising.

C. Course Syllabi (*Policy #5104*)

Course syllabi are reviewed and up-dated each semester and kept on file in the offices of the Dean of Academic Affairs and the respective Department Chairperson. All instructors are required to have their course syllabi submitted to their Department Chairperson by the end of the 1st week of instruction. Department Chairperson submits all syllabi to the Dean of Academic Affairs or Dean of ITT when appropriate. Faculty will be required to submit course syllabi at the end of the semester to the following of course offering

The following information is required on the course syllabi:

- Course/Alpha Number & Section
- Course Title
- Instructor
- Office Hour & Location
- Email address
- Semester/Year
- Days/Time of class
- Department name
- Classroom location
- Contact phone number
- Required textbook identified
 - Author
 - ISBN number identified
 - Publisher identified & edition
 - Additional supplemental reading or course material (optional)
- Course description: must reflect the same in current catalog
- Pre-requisite(s)
- Course rationale
- Learning objectives (LO)
- Student Learning Outcomes (SLO): (see institutional Student Learning Outcome located in this handbook)
- Align course requirement to LO and SLO's
- Methods of instructions
- Grading:
- Last day to completely withdraw from the course identified
- Attendance policy

- Tentative topical course outline
- Rubrics identified (see appendices for samples).

D. Faculty Time Allocation on Campus (*Policy #5107*)

All employees of the College are expected to devote 40 hours of work per week to the College. In addition to time spent in classrooms and laboratories, instructors are required to have a minimum of five (5) hours per week in office hours, a minimum of six(6) hours each day on campus (not including a one hour lunch break), and two hours of prep time, each of which is to be reflected in the instructor schedule. The schedule is to be approved by the Department Chair and by the Dean of Academic Affairs. Time not spent in instructions, office hours or campus duties may be spent off campus in the performance of instructional chores. A copy instructor schedule should be sent to HRO. (*Board of Higher Education approved – 12/2/80*).

All office hours must be posted outside of office by 1st week of instruction. A copy of office hours must be submitted to Department Chairperson.

All Adjunct faculty compensated through a class contract are required to serve 1 office hour prior to schedule class time or 1 office hour after.

E. Faculty Absences From Class (*Policy #5115, September 2, 2008*)

It is expected that colleagues under the direction of the Department Chairperson will cover legitimate absences from instructional responsibilities of short duration, when possible. Extended absences are covered by outside instructors or by instructors within the department, either of which is to be paid by prorating the pay per credit given third term instructors. (*Board of Higher Education approved -12/2/80*). The Dean of Academic Affairs must approve substitute instructors in advance. Instructor's absences or class cancellations shall be reported (in advance when possible) to HRO who will inform the Chairperson and/or Dean as appropriate. (*Dean's memo, January 8, 2002*)

The same absences policy applies to adjunct faculty.

F. Instructor Teaching Load- (*Policy #5108*)

The Teaching load per instructor is 15 credit hours or 22.5 contact hours per semester. Leads, however, may vary between 14 and 16 credit hours (or 21 to 24 contact hours) per semester or an average of 28 to 32 credit hours (or 42 to 48 contact hours) per academic year. An instructor's load must be computed either by credit hours or by contact hours but not a combination of both. (*Board of Higher Education approved 12/2/80*).

An instructor or department chairperson who has less than a full load (30) credit hours or 450 contact hours per academic year) may assigned special projects relevant to the institutional needs of the college to complete the load.

Instructors whose teaching loads exceed 32 credits hours or 480 hours per academic year are entitled to overload payments at the same rate per credit as is paid for third term instruction. (*Board of Higher Education approved 12/2/80*).

G. Instructor Class Size (*Policy #5109*)

The class size limit is 25 students. However, some classes may, upon the request of the instructor and approval by the Dean of Academic Affairs, be of a lesser number, and, depending upon the subject matter and mode of instruction, some classes may exceed the twenty-five number norms. (*Board of Higher Education approved 12/2/80*). Over-enrollment can only be approved by the instructor of that course. Enrollment exceeding 30 must be approved by the Dean of Academic Affairs or when appropriate, ITT.

H. Instructors Class Size (*Policy#5109*)

Minimum class size for ASCC is ten students. In those in which enrollment does not exceed 10 students, the Department Chairperson and the Dean of Academic Affairs will review the situation. Several alternatives may be taken:

- d) Discontinue the class if it is not essential to majors within subject area.
- e) Combine the section with another. (Depending on courses).
- f) Continue the class if it is essential to a particular major.
- g) Faculty members are not authorized to discontinue a class.

The instructors must, during add/drop period, immediately notify the Department Chair of low enrollment. The Dean of Instruction makes final decision on class cancellation. (*Board of Higher Education approved 12/2/80*).

I. Policy for Teaching Load of Part-Time Faculty (no policy in Governance Manual)

Under certain extraordinary circumstances, temporary faculty members hired to teach one-two courses in one semester might be hired with full-time status, but these circumstances are rare. Such circumstances might include, but are not limited to, emergency situations, market factors, or the presence of duties above and beyond traditional course instruction.

The following clause will be inserted into the appointment letter for a person appointed as a part-time faculty member regardless of how many part-time sections the person is scheduled to teach:

“It is understood that this appointment is a part-time appointment and no governance responsibilities, scholarship, supervision of independent studies or advising duties (except for those which occur as part of course instruction) are expected. Therefore, the time of this appointment does not count toward service time for American Samoa Community College even if at some point in the future you are appointed to a permanent position.”

J. Policy on Compensation for Independent Studies (*Policy #5315*).

Independent study is optional, and it is upon the discretion of the instructor, if schedule permits the instructor will develop a contract with the student, with modifications only to meeting times, dates and topical outline. Students are limited to no more than two contracts per semester, and the contract can only be approved for courses in the current school catalog. Independent study is not valid for courses offered during the summer, requiring labs, ASTEP, Service Learning and Distance Learning. A fee will be charged, and the cost of independent study is not covered by Financial Aid.

K. Policy for Administrators not Faculty Who Wish to Teach (Needs to be established as a policy)

A full-time administrator that is not a faculty who wishes to teach courses should submit his/her application including course description and *curriculum vitae* to the appropriate Deans and the academic department involved. He/she should also submit a statement about his/her accessibility to students in the classes taught and indicate how he/she will maintain "office hours." The academic department chair shall exhaust all resources available before determining whether or not the administrator may teach. If there is a lack of responses or faculty available, the department will forward a request to the Vice President of Academic and Students Services on the need for an administrator to teach an adjunct course.

The administrator should submit to the appropriate Dean a statement from his/her direct supervisor indicating support for the administrator's involvement in teaching. This statement should take into consideration the intensive time commitment required of faculty's including class time, office hours, and preparation time. It is essential that the supervisor indicate his/her willingness to release the administrator to teach without asking for additional help for his/her administrative unit.

Administrators shall submit their leave requests to cover the period of teaching as part of their class contract in order to be compensated. Administrators are compensated through a Class contract.

L. Accommodation for Students with disabilities (Governance Manual covers ADA for employees only)

The American Samoa Community College and the student must meet their respective obligation in order for the accommodation process to be successful. Under Section 504 of the Rehabilitation Act, "a student is not required to provide information to a postsecondary education (institution) concerning a disability, and a (institution) is not required to seek out students with disabilities. Thus the responsibility is with the student to identify his/her disability, to document the disability and to request academic adjustments. The (institution) then has the obligation to provide academic adjustments that are necessary to enable persons with disabilities to effectively participate in its programs and activities."

Students with disabilities must provide adequate notice for special accommodation at the Student Services Division before or during the 1st week of instruction. When requesting for special accommodation, students must provide necessary medical and diagnostic information to support their requests in order to give rise to ASCC's obligation to accommodate. ASCC is not obligated to take action absent a specific request from the student. Parental requests can not substitute for full participation of the student.

Instructors will be notified officially in writing from the Dean of Student Services if academic adjustment is required. Some examples of reasonable accommodation are:

- Extended time on exams and assignments;
- Use of auxiliary equipment (tape recorders, lap top, computers, calculators);
- Modified examination formats and/or oral examination;
- Notetaker
- Reader

Academic Advising will assist students with disabilities with their request for accommodation.

M. Evaluation (*Policy #5112 and #5113*)

Faculty members are evaluated under the following conditions:

d) Course Evaluations.

The faculty course is evaluated by the students. The course will be evaluated at least once annually approximately a month before the end of instructions. The courses are often selected by the Institutional Effectiveness.

Courses taught by adjunct faculty and faculty currently on probationary period are required to be evaluated.

e) Performance Evaluations.

The Faculty Performance Evaluation Form, passed by the faculty on May 17, 2002 is currently under revision to address student learning outcomes within the evaluation. *ASCC retains the prerogative to monitor, review and assess the faculty member's teaching performance and adherence to ASCC's policies, including written terms and conditions.* Faculty performance is evaluated by their immediate supervisor or department chairperson. (*Please refer to the Personnel section for policy statement more detail information of this portion.*)

N. Faculty Checkout Procedures

Prior to receipt of final payment for the semester, year, or summer, of before leaving the Territory at the end of a term of contract, each faculty member must complete the ASCC Checkout Sheet. (See the Dean of Academic Affairs Administrative Assistant).

Checkout forms are processed no later than after commencement exercise each semester.

O. Confidentiality of Student Records

Information about the College's policy on the release of official and unofficial student records to persons outside of the College is available in the Office of the Dean of Student Services. This policy is also in the *Student Handbook*. Faculty members from whom students request a letter of recommendation should feel free to discuss the student's performance in class and other publicly known information about the student such as his or her class, campus activities, etc. Faculty members should not, however, without a specific waiver from the student, release official information about the student such as items in his or her transcript or items in the student's file in the Office of Admissions. This is in compliance with ASCC Governance Policies #5002, Academic Integrity and Policy #5004, Family Education Rights Privacy Act.

P. Identification Card

All employees are required to have an employee identification card. This card is obtained from the Department of Student Services. Contact this department for a schedule of available hours. Your ID card can be used for entrance into the campus.

Q. Copyright Law (Policy #5105)

Faculty use of Copyrighted Materials, below are guidelines for photocopying for classroom use that were worked out by representatives of authors, publishers, and educational institutions and which are followed by the College as interpretations of the copyright law. Faculty should be aware that publishers are making spot checks of college stores and are actively looking for copyright violations. As the cited publication asserts, "One thing is certain...when in doubt, request permission!"

1. Photocopying of Single Copies for Faculty Own Use

Faculty may make or have made a *single copy* of any of the following for scholarly or teaching purposes:

- a) A chapter from a book;
- b) An article from a periodical or newspaper;
- c) A short story, short essay or short poem, whether or not from a collective work;
- d) A chart, graph, diagram, drawing, cartoon, or picture from a book, periodical, or newspaper.

2. Multiple Copies for Classroom Use

Multiple copies can be made in the following circumstances (spontaneity factor): The time of the decision to make the copies must be so close to the time of their use in the classroom that it would be unreasonable to expect the faculty to receive a timely reply to a request for permission to copy.

How much can be copied from given works (brevity factor):

- a) If the work is prose,
 - A complete article, story, or essay if less than 2,500 words.
 - An excerpt from a longer work which does not exceed 1,000 words or 10% of the work (whichever is less) but such excerpt can always be at least 500 words.
- b) If the work is poetry,
 - A complete poem if less than 250 words and if printed on not more than two pages.
 - From a longer poem, an excerpt of not more than 250 words.

Any copying under the rules above may be expanded to complete an unfinished line of a poem or unfinished prose paragraph.

- c) If the work is an illustration,
 - one chart, graph, diagram drawing, cartoon, or picture per book or periodical issue.
- d) In the case of "Special" works, defined as
 - under 2,500 words in their entirety;
 - can be in poetry, prose, or in "poetic prose";
 - often combine language with illustration;
 - often intended for children and at other times for a general audience, may not be reproduced in their entirety.
 - all that may be reproduced is an excerpt of not more than 2 published pages and containing not more than 10% of the work.

How often photocopied materials can be used for which no permission has been granted (cumulative effect): Material can be copied only for one course, i.e., the same article cannot be copied for use in two courses.

General prohibitions applying to all multiple copying:

- a) Each copy **must** include a notice of copyright.
- b) No charge shall be made to the student beyond the actual cost of the photocopying.
- c) Copying shall not be used to create or to replace or substitute for a textbook authorized for use in class, and no copying shall be made from works intended to be "consumable" in the course of study or teaching such as workbooks, exercises, standardized tests, test booklets, and answer sheets.

3. *Obtaining Permission to Photocopy Copyrighted Material*

If you wish to copy material either for your own use or for classroom use in a manner that does not qualify under the guidelines above, then you must obtain permission for such copying from the copyright owner.

4. *Copying of Computer Software*

Copying of software without the permission of the developer of that software is theft of intellectual property, and American Samoa Community College does not condone it. In addition to being in violation of the code of the academic community, copying of software that is protected by copyright or trade secret law is illegal and may be punishable under the law. It also may be in violation of the Federal Copyright Act and the purchaser's sales agreement. Violations of federal laws may be prosecuted by local, state, or federal law enforcement agencies. In light of the above, American Samoa Community College does not condone and takes the strongest stand against the unauthorized duplication of copyrighted software.

5. *Photo-duplication at the Library and Placement of Photo-duplicated Items on Library Reserve*

It is the responsibility of faculty members to provide any photocopies that they wish to place on reserve, regardless of whether the originals are owned by the library or the faculty member. The library staff will make photocopies only under special circumstances (such as from microfilms and some materials from the Special Collections Library).

The library reserves the right to refuse to accept photocopies of copyrighted materials if there is a question of copyright compliance.

The current copyright law does not provide clear and specific guidelines covering the making of copies to be placed on reserve in the library. Rules for interlibrary loan copying and copying for classroom use have emerged, and to some extent the limits on library copying are understood. It remains unclear whether copying for reserve purposes is to be considered more closely related to "library copying" or copying "for classroom purposes." The following opinions are relevant however: In accepting a copy or copies, the library **must** have a clear record of the source of those copies, so as not to be made liable for an infringement merely because of possession of unauthorized copies. Furthermore, libraries cannot, under the current law, make multiple copies for reserve use, and should ask faculty members to inform them well in advance of the need for multiple copies so that they have sufficient time to get the required permission or acquire additional copies.

For the protection of all parties, including the College, therefore, the library policy with respect to the making and placing of copies on reserve for courses shall be this:

- a) The library will make only one copy of any journal article or brief segment of a book for any purpose, be it reserve, interlibrary borrower, or individual student or faculty member.
- b) Any copies of copyrighted materials made elsewhere and deposited with the library for reserve use *must* bear the name of the person making or causing to be made the copy, and the date when the copy was made, *or* be accompanied by evidence of permission to copy given by the copyright owner.

The “buy back” process will take place at the end of each semester. Flyers or notification of the “buy back” will be posted throughout the college before the end of each semester.

- a) If the textbook qualifies as a “buy back” item the Book Store staff will purchase the book at the current specified value; and
- b) A payout voucher will be issued by the Book Store staff to redeem the value of the book within the same day.

XIV. ACADEMIC POLICIES AND PROCEDURES

A. Grading System

The instructor, based on the student’s assignments, examinations, class attendance and other criteria outlined in the course syllabus, evaluates the student’s scholastic achievement and awards a letter grade. The Grade Point Average (GPA) is computed based upon rules associated with the letter grade as listed in the chart below. The letter grade rules determine whether credits attempted and credits earned are counted in the GPA and the value of the points per credit.

Letter Grade	Description Quality	Points
A	Exceptional Achievement	4.0
A-		3.7
B+		3.3
B	Above Average Quality	3.0
B-		2.7
C+		2.3
C	Acceptable Work	2.0
C-		1.7
D+		1.3
D	Not Fully Satisfactory	1.0
D-		0.7
F	Fail (No Credit)	0.0
W/F	Withdrawal/Fail (No Credit)	0.0
UW	Unofficial Withdrawal	0.0

The following grades have no point value; the credits attempted are not counted in the GPA calculation.

LETTER GRADE	DESCRIPTION QUALITY	COMMENTS
W GPA	Withdraw	Does not affect
W/NP	Withdraw/No Pass	Does not affect GPA
P GPA	Pass	Does not affect
NP GPA	Not Pass	Does not affect
E GPA,	Credit by Exam	Does not affect
		But the credits are counted towards credit earned
I affect GPA	Incomplete	Does not affect GPA until Instructor submits a final grade for the course
X GPA	No Show	Does not affect
R affect GPA	Repeat	Does not affect GPA
AU GPA	Audit	Does not affect
AR	Academic Renewal	Does not affect GPA

B. Grade Point Average (GPA)

The semester GPA is calculated as follows:

- Find the points per credit value for each letter grade.
- Multiply the points per credit value by the Credits Attempted (CA) for each class to equal Quality Points.
- Total all the Quality Points (QP)
- Total all the Credits Attempted (CA)
- Divide the total Quantity points (QA) by the total Credits Attempted (CA) to equal the GPA.

Example:

Letter Grade	Points Credits	X	Credits Attempted	=	Quality Points
A	4.0	X	3	=	12.0
B+	3.3	X	4	=	13.0
B	3.0	X	3	=	9.0
W/F	0.0	X	3	=	0.0

1. Total QP = $12.0 + 13.0 + 9.0 + 0.0 = 34.2$
2. Total CA = $3 + 4 + 3 + 3 = 13.0$
3. QP / CA = $34.2 / 13 = 2.63$
4. GPA = 2.63

The Cumulative Grade Point Average (CGPA) is calculated the same way, taking ALL letter grades and ALL Credits Attempted (CA) from the first semester through the last semester and calculating as above.

C. Incomplete (*Policy #5318,*)

An incomplete grade may be reported only if the student is unable to successfully complete all course requirements by the end of the semester. An “I” grade is given when extenuating circumstances beyond the student’s control make it impossible to complete the required work within the prescribed time. Arrangements must be made between the instructor and the student before the end of the semester.

When submitting an “I” for a student, the instructor must obtain a “Report of Incomplete” form from the Admissions and Records Office. This form must be signed by the instructor AND the student and submitted by the instructor along with the student’s other grades by the end of the semester. It is the student’s responsibility to submit the make up work with enough time for the instructor to grade the work before the agreed deadline date.

The Instructor must submit the Change of Grade Form before the deadline (please see Change of Grade policy).

D. Course Withdrawal (*Policy #5309*)

There are three (3) types of withdrawals:

1. Class Withdrawal

Student must obtain the instructor(s) and advisor’s signatures and submit the completed withdrawal form to the Admissions and Records Office for posting. In order to withdraw officially from a class, a student must first pay the appropriate withdrawal fee to the Business and Finance Office and then pick up the form from the Admissions and Records office (please refer to the current Academic Calendar located in the general catalog for approved withdrawal period).

Students may withdraw from a class without academic penalty during the first 60% of that course’s term and receive a grade of “W”. After this date, the student who withdraws will receive a grade of “W/F” or “W/NP for developmental course(s).

2. Complete Withdrawal

Students who wish to withdraw completely from ASCC should obtain the appropriate form from the Admissions and Records Office and follow official

procedures. The procedures for complete withdrawal follow the same as a class withdrawal.

3. *Unofficial Withdrawal*

It is the responsibility of the student to complete the process of withdrawing from class or to completely withdraw from ASCC. If a student fails to file the withdrawal form with the Admissions and Records Office, a “UW” Unofficial Withdrawal will be recorded. The “UW” will be calculated in the GPA in the same way as an “F”/”NP”.

E. *Course Audit (Policy #5312,)*

Auditors must complete all admission and registration requirements and procedures, including payment of tuition and fees. Students are permitted to audit classes with the written approval of the instructor. Students who audit a course may attend classes, take part in class discussion and activities, and take quizzes examinations on a voluntary bases. An “AU” grade will be entered on the transcript with no credit given. Audited courses cannot be changed to a credit course without the approval of the instructor. Schedule changes to audit a course or to receive credit for a course cannot be made after six weeks of instructions.

F. *Add and Drop (not in governance manual, but exist in catalog 2008-2010)*

A student must first pay the required fee to the Business and Finance Office and then pick up the form from the Admission and Records Office. The student must obtain the advisor’s signature and then submit the completed Add/Drop Form to the Admissions and Records Office for posting. Classes dropped during the Add/Drop period are not reflected in the student’s transcript or permanent record. Following the Add/Drop Period is the Drop only period. Students may only drop classes at this time. At the end of priority registration period for continuing students there is a scheduled Early Add and Drop Period. There is no fee for Early Add and Drop (please refer to the current ASCC general catalog for add/drop dates).

If an ‘added’ course exceeds its maximum seats allowed an approval from the course instructor is required. If the course exceeds 5 seats of over enrollment an approval from the appropriate Dean is required.

G. *Administrative Drop (Policy #5308,)*

An administrative drop is a drop from a class that is not initiated by the student and is not reflected in the student’s transcript or permanent record. An administrative drop is initiated for one of the following conditions:

- a. Students with excessive absences during the first two weeks of instructions.
- b. Initiated by the Admissions & Records Office in consultation with and approval of the instructor.

If a student fails to follow attendance, pre-requisite, or textbook policies the instructor may initiate an administrative drop (please refer to attendance and textbook policies). Instructors should refer to the current ASCC general catalog for administrative drop period.

H. Attendance (*Policy #5302,*)

All students attending ASCC are expected to attend all of their scheduled classes. Students with excessive absences during the first two weeks of instruction will be administratively dropped. Instructors are required to include in their course syllabi the College's attendance policy and have it distributed to students during the first week of instruction. A student cannot exceed six (6) absences for Monday, Wednesday, and Friday classes, four (4) absences for Tuesday and Thursday classes; and three (3) absences for summer sessions. Please refer to the current ASCC general catalog for more information.

Students can be excused from classes at the discretion or upon verification by the instructor, for the following reasons: medical reasons, family emergency, special curricular activities, military obligations, jury duty, and related official College sponsored activities. Students are responsible to make arrangements with the instructor for work to be made up for absences due to legitimate reasons.

Instructors are required to maintain record of student attendance.

I. Course Prerequisites (*Policy#5311*)

Prerequisites are required courses to be taken before entry into more advanced courses. Course prerequisites are specifically identified in the course description section of the catalog. If a student enrolls in a class and does not meet the course prerequisite, they will be administratively dropped from the class (refer to administrative drop policy).

When advising, students being advised must complete prerequisite requirements before enrolling into courses where applicable. Please refer to current general catalog for prerequisites when advising.

J. Course Substitution (*Policy #5313,*)

Courses may be substituted with another course that is similar in scope and content with general education course requirements for degree or program requirements (please see memo in appendix). All program course requirements needed for a certificate or degree may not be substituted. All course substitution must be approved by the Dean of Academic Affairs. A limit of two courses may be substituted. A course substitution form is available from the Admissions and Records Office.

K. Course Repetition (*Policy #5314,*)

Students may repeat a course(s) with an earned grade of “C-“, “D”, “F”, or “W/F” (Nursing courses may be repeated with an earned grade of “C”) twice. All grades will be retained on record after all attempts made to repeat a course. The highest earned grade will be used to compute semester and cumulative grade point averages.

L. Course Expiration (exist in catalog 2008-2010)

The normal duration of time to complete coursework for an approved degree or certificate program of study is ten years. Students may be asked to repeat courses taken more than ten years before graduation, due to the change and currency of subject matter specific to a program of study. Evaluation and approval of coursework will be conducted by each Academic department and signed by the Department Chairperson.

A student whose enrollment is interrupted for two consecutive semesters (excluding summer sessions) must complete the requirements in effect at the time the student is readmitted or the requirements in effect at the time of his/her graduation. Any exceptions must be petitioned to the Dean of Academic Affairs.

M. Credit for Transfer Courses (Policy #5316)

A request to accept credits earned at other colleges or universities, or military or life experience credits must be made to the Admissions and Records Office. The transfer of credit process takes approximately six weeks. An official transcript must be submitted directly from the institution to the Admissions and Records office. Military transfer requests must include the ACE evaluation. Transfer credit is awarded on a course by course basis, based on the following conditions:

1. The transcript used is an official copy received directly by ASCC from the institution where the credit was earned.
2. The transferred courses must be similar in scope, content, and institutional format to an ASCC course.
3. The transfer credits must be a “C” grade or better.
4. The transfer credits must be approved by the instructional Department Chairperson and the Dean of Academic Affairs and when appropriate the Dean of Institute of Trades & Technology (ITT).

N. Academic Standards (Policy #5301,)

Academic standing is based upon the students’ cumulative grade point average (CGPA). The academic standing designations are:

1. **Good Standing:** A student is in good academic standing when his or her CGPA is 2.00 or above.

2. **Academic Probation:** A student whose CGPA is less than 2.00 will be placed on academic probation. A student on academic probation can only enroll in up to 6 credits or up to 9 credits with the recommendation of his/her advisor and the approval of the Dean of Academic Affairs and when appropriate the Dean of Institute of Trades & Technology (ITT). Students on academic probation can enroll in only one course for summer session. A student who achieves at least a semester GPA of 2.00 while on academic probation may continue to enroll at the college. A student is removed from academic probation when a CGPA of 2.00 or higher is reached. Students who are placed on probation are often advised from the Student Services counselor until probation status is removed.
3. **1st Suspension:** A student will be placed on 1st suspension if, while on probation, he/she fails to maintain a semester GPA of at least 2.00. This is equivalent to two consecutive probationary semesters. The student may not be suspended as a result of academic performance during the summer session. The student may re-enroll after one semester, not including the summer session.
4. **2nd Suspension:** A student, who re-enrolls at the college after returning from 1st suspension, can enroll up to 6 credits (or up to 9 credits with the Dean of Academic Affairs and when appropriate the Dean of Institution of Trades & Technology (ITT) approval), must achieve at least a 2.00 semester GPA, and must meet the quantitative requirements for Satisfactory Academic Progress (SAP). Otherwise, the student will be placed on 2nd suspension. The 2nd suspension is for at least one calendar year. After this period of time the student may apply for readmission under the same provision as those required of a suspended student.

O. Student Load

1. **Semester Enrollment Status:** Students may carry a maximum of 16 credits per semester. A student who wishes to enroll in 17 credits or more must have a CGPA of 3.00 or higher and the approval of the Dean of Academic Affairs and/or Dean of Institute of Trades & Technology.
2. **Summer Session Enrollment Status:** A student who wishes to enroll in seven (7) or more credits must have a CGPA of 3.00 or higher and the approval of the Dean of Academic Affairs and/or the Dean of Institute of Trades & Technology when appropriate.

P. Course Classification System

Course numbered below 100 are developmental or preparatory in nature, and are not counted toward a degree program of study. However, due to the unique content structure of some degree programs, specific courses in English and Math numbered below 100 will be required. Students are advised to check with their advisors about these degree programs. The following numbering system is used to classify course:

1. Developmental/Preparatory Courses	001-099	
2. Freshman Level Courses		100-199
3. Sophomore Level Courses	200-299	

Q. New or Revised Course Proposals

When proposing a new or revised course the initiator must provide a proposal that consist of the following information:

1. *New or revised course:*

- **Department:** Name of department requesting the new/revised course
- **Instructor:** Instructor who will teach the course
- **Course Alpha Number:** The alpha and course number of the proposed course (please refer to the Course Classification System for assistance in numbering).
- **Course Title:** Course title of the proposed course. This title will be used when advertising the class schedules.
- **Course Status:** Identify if the proposal is New or Revised course.
- **Textbooks:** The originator must identify textbook to support the course. In cases where the course use supplemental readings, the originator must provide a binded copy of the supplemental readings to submit to the Curriculum Committee with the proposal.
- **Credits:** Identify credits for the course.
- **Prerequisites:** Identify courses that students must complete before taking the proposed course.
- **Class Size:** Maximum seat capacity for enrollment.
- **Catalog Description:** Provide a brief detail description of what the course is about. This will be used in the course description section of the general catalog.
- **Course Rationale:** Provide detail information on the importance of the new/revised course.
- **Student Learning Outcome:** Please refer to the institutional Student Learning Outcome in this handbook. The course proposal must be in alignment with its department and institutional learning outcome.
- **Teaching Methodology:** Identify all teaching methods used when delivering the proposed course.
- **Evaluation:** Grading system when evaluating students.
- **Topical Course Outline:** Provide information of what topics and/or activities will be covered weekly/daily.

When notified by the curriculum chairperson of scheduled date to present to curriculum committee, a copy of proposals must be provided from the initiator to each member of the curriculum. An electronic copy must be provided to the Dean of Academic Affairs Administrative Assistant. It is recommended, but not required, for the initiator to do a powerpoint presentation so any necessary recommendations from the curriculum committee can be modified during the discussion.

R. New or Revised Academic Certificate/Degree Program

When proposing a new or revised course, academic degree or certificate the originator must provide a proposal that consist of the following information:

1. *New or revised degree/certificate program*

- **Background/History:** Provide relevant historical information, if any that supports the need statement.
- **Need Statement:** Indicate the need this course or program will address.
- **Goal Statement:** State the major purpose of the course or program.
- **Objectives:** Given the purpose, state the specific objectives of the course or program.
- **Description:** Describe how the course or program will function, list the pre-requisite courses, required textbooks, and course descriptions and outlines.
- **Degree/Certificate outline:** Please see current catalog on minimum requirements for Associate of Arts, Associate of Science, and Certificate programs.
- **Department Learning Outcomes:** The proposed/revised certificate or degree program must be in aligned with the department learning outcome.
- **Evaluation:** State how the effectiveness of the course will be evaluated.
- **Budget.** If appropriate, indicate additional professional staff, clerical, and resources that will be required for the course or program.

2. *Signature Approval Of New Degree And Certificate Programs.*

It is recommended that all proposals are submitted 2 weeks before presenting to the curriculum committee for final approval. A Routing Signature Form is used as the cover sheet you can obtain this form at the Dean of Academic Affairs office (Appendices). The following procedures need to be followed for signature approval *before* the proposal is submitted for approval from curriculum committee:

- **Initiator:** Signature of the individual who is initiating the request.
- **Department Chair:** The Department Chairperson signs after reviewing that the proposal meets all the requirements.
- **Dean:** The Dean of Academic Affairs or ITT when appropriate, review and signs before forwarding the proposal to the curriculum chairperson. The curriculum chairperson will schedule a date of presentation to the curriculum committee.
- **Curriculum Chairperson:** The curriculum chairperson signs upon recommendation and/or approval from curriculum committee.
- **Dean:** The Dean of Academic Affairs or ITT signs followed by the Vice President of Academic & Student Affairs signature.

When notified by the curriculum chairperson of scheduled date to present to curriculum committee, a copy of proposals must be provided from the initiator to each member of the curriculum. An electronic copy must be provided to the Dean of

Academic Affairs Administrative Assistant. It is recommended, but not required, for the initiator to do a powerpoint presentation so any necessary recommendations from the curriculum committee can be modified during the discussion.

S. New or Revised Lab Fees (*Policy #5306*)

In cases where additional fees are necessary to cover additional costs of materials/resources for instruction a laboratory fee may be requested. The fees shall not exceed \$100 per course and shall be announced and published by the College prior to enrollment. The fees are calculated into the student's final costs.

The initiator must provide a written justification to the Department Chairperson before it is forward for approval to the Curriculum Committee before it is forward the Vice President of Academic & Student Affairs and then the President.

T. Credit by Examination (*Policy #5318*)

All requests to challenge courses by examination must be approved by the Instructional Department Chairperson. Developmental courses numbered below 100, student must register for the class prior to challenging the courses. If the student succeeds in passing the examination with a "C" grade or better, the student will be allowed to add the next level class and drop the challenged class. The challenged class will not appear on the student's transcript. An add/drop extension will be granted through the first week of classes.

Courses numbered 100 or above, the student must register for the class prior to challenging the class. If student succeeds in passing the examination with a "C" or better, the student will be awarded an "E" grade.

If the student fails the examination, no grade is entered and the student may continue with course. Examinations for course credit may be taken only once. An "E" grade for Credit by Examination will not be counted toward overall GPA and CGPA. Additionally credits earned by examination are not covered under federal financial aid. Please check with the Financial Aid Office for the information.

XV. PROFESSIONAL & EDUCATION BENEFITS

The American Samoa Community College Board of Higher Education is committed to providing quality instruction and services to the community. To this end the Board recognizes the importance of an on-going professional development program for instructional and administrative personnel. The purpose of such professional development is to enhance faculty and staff's ability to serve the clients of the College as it strives to meet its Mission. The American Samoa Community College will provide financial assistance for professional

development and training upon availability of funds (*Appendices: BHE Memo, October 28, 1999*).

The following guidelines and procedures have been developed to ensure a successful attainment of training and development.

A. Professional Development Leave (*Policy #4504*)

Professional development priority will be to assist career service faculty who have served the American Samoa Community College for over five years and have not been able to attain certification and/or the minimum of a Master's degree.

“Leave for Professional Development” may be granted upon review and recommendation of a Professional Development Leave committee appointed by the President. The committee will consist of the Dean of Instruction, a Department Chairperson, a Faculty Senate member and the Human Resource Office Manager. For formal education or other activities of professional merit, only the President can grant PDL. The following are requirements pertaining to leave for professional development.

1. Leave for professional development is recommended for approval by the President.
2. Preference will be given to faculty members who have not yet obtained a terminal or other graduate degree.
3. An awardee must normally have been a member of the faculty or administrative staff of the College for at least five (5) years.
4. Anyone previously granted a sabbatical or professional development leave must complete at least four (4) additional years of service at the College before again becoming eligible.
5. Leave for professional development shall normally be granted for a period not to exceed 2 full semesters.
6. Compensation for professional development leave shall normally be 100% of salary without increment or only tuition.
7. No more than 2 FTE faculty will be awarded PDL in any given year so a shortage in the teaching staff will not be created.

Awardees of professional development leave may, with prior approval of the President, accept fellowships, grants-in-aid, or other income for the purpose of accomplishing the objective of the leave. In such cases, the President may adjust the leave compensation to reflect such income to ensure that the awardees total income

does not exceed the person's normal salary for that period of time. For every year of professional development leave granted, the recipient must work for the College one academic year after completing the leave.

An individual on professional development leave must maintain at least a 3.0 GPA in each semester.

During the course of a semester an individual on professional development leave will not receive any compensation until an official transcript has been received by American Samoa Community College showing the required GPA. If an individual fails to receive the necessary GPA, the individual may submit a written explanation to the President and request payment; the President's decision shall be final.

B. Sabbatical Leave (needs to be approved first)

The purpose of a sabbatical leave is to provide an occasion for scholarship, research, or creative activity which contributes to the professional competence and teaching ability of the recipient. The sabbatical leave policy provides 'leave without pay' of one full academic year.

Any person desiring a sabbatical leave should discuss the matter with their department chairperson. After proper arrangements have been made within the department, an application for such leave should be submitted to the appropriate Dean and Vice President of Academic & Student Affairs for review a semester in advance. The Deans and Directors under the Vice President of Academic and Student Affairs shall constitute the committee to review any submission for sabbatical leave. This committee must also receive a letter from the chairperson of the applicant's department expressing their analysis and opinion on the proposed request for sabbatical leave. The application should include detailed plans for the use of the time during the leave and indicate when the leave is desired. The Committee makes its recommendations to the President who grants the sabbatical leave.

1. Procedures for Granting Sabbatical Leaves

The granting of a sabbatical leave is not automatic. A leave is not granted primarily as a reward for past services or for purposes of health or rest. The granting of a sabbatical leave is based on the merit of a proposed project. Leave time should not be used for travel unless such travel serves the purpose of the sabbatical.

Members of the faculty who have completed six years of service to the College are eligible for a first sabbatical leave. They are eligible for subsequent leaves after the completion of six years of service following a sabbatical year. A sabbatical leave is not often granted to a faculty member within three years of retirement.

The number of faculty members who may be on sabbatical leave in any one year is 5 percent of the full-time faculty, rounded upward to the nearest unit. For example, based on a faculty of 56, was 1 who could be on sabbatical leave.

Within three months after his or her return from a sabbatical leave, the recipient should submit to the Committee a report of progress toward the objectives for which the sabbatical was granted.

The Department Chairs and the Committee may use the following Guidelines and Criterion to assist faculty in applying for a sabbatical leave.

2. *Guidelines*

The application should describe the proposed project in detail in such a way as to reveal the *focus* of the project. There should be a clear indication of the relationship between the project and the likely benefits to the applicant and to the institution. Should there be a history of preparation for the project and progress made toward its goal, these should be summarized in the application. Finally, the Committee may find it useful to have a summary of those activities that in recent years have contributed to the applicant's professional growth.

3. *Criterion for Evaluating*

In considering proposals, the Committee feels that of paramount importance will be the answer to the question, "What is the promise of professional growth?" Involved in answering this question are the merits of the project for the individual and for the institution, the recent history of professional growth, the record of the success of previous sabbaticals, and recommendations of department chairpersons.

C. Contract or Part Time Employees

Contract workers or part-time temporary employees are not eligible for the staff professional development benefits. This benefit is aimed in developing knowledge and skills for employees who will continue to work for the American Samoa Community College and serve its purpose. Applicants must be US Nationals, US Citizens or Permanent Residents of American Samoa.

D. Employees on One-Year Probation

Employees (support staff) who complete one year probationary period are eligible to take one three (3) credit course per semester. This is good for only one semester. It cannot be accumulated over a period of time.

E. Educational Benefits

Faculty and staff at the ASCC are encouraged to improve their professional competence by taking course work on campus during work hours, provided:

1. It is taken at the convenience of the College – i.e. it does not interfere with the performance of the tasks for which the individual is hired for by the college, and assignments missed or incomplete, the time must be made up by the person taking a course.
2. It has the approval of the immediate supervisor is a must. Professional development and training approval forms can be picked up at the Human Resource Office (HRO).
3. It has the professional development form for registration. The HRO will be responsible in providing information on the years of service rendered and monitor academic performance.
4. ASCC pays for one (1) three (3) credit course per semester. If the course is not successfully completed with at least a final grade of “C” the employee will be asked to cover the cost of the (waiver) one three (3) credit course and future use of the professional development training policy may not be approved.
5. A course taken must be job related and not more than one (1) course per semester during working hours (other courses can be taken after working hours).
6. This is not an entitlement but a benefit to meet a need of ASCC as approved by the supervisor.

It is NOT allowable to use the one (1) waiver course credits when applying for Financial Aid (Pell Grant) it is in violation of Federal Laws.

F. Educational Benefits for Dependents of Employees

Dependents of those employees of American Samoa Community College who have met the eligibility rules listed below, shall have a percentage deducted from tuition as calculated by the Business Office. Eligibility for these benefits is as follows:

1. Dependent status.
A legal spouse or dependent children must be either naturally born or legally adopted children in order to qualify for tuition benefits.
2. Employee classification.
To receive this benefit, the employee must be a full-time faculty member.

G. Travel for Presenting Papers at Professional Meetings

Each department has a budget account to defray the expenses of attending professional meetings or other meetings closely related to the work of the department. Requests for travel advances and reimbursements should be made to the Finance Department

through the department chairperson. It is understood that over a period of time funding is shared by all members of the department who wish to attend such meetings.

Faculty members who are presenting papers at professional meetings, acting as discussants on panels of professional meetings, or chairing such panels should contact the appropriate Dean if funds are unavailable to them through the departmental budget to attend. The Dean shall attempt to provide, when possible, additional support in such instances.

The faculty member requesting for financial assistance must provide the following information to the department chairperson when making a request for financial assistance for official travel authorization:

1. Letter of acceptance of presentation paper
2. Abstract of presentation
3. Conference detail information brochure

XVI. COLLEGE COMMITTEES AND COUNCILS

Committees' assignments are part of the professional responsibilities of the College faculty. Committee membership may be determined by position, appointment, or election, and becomes effective, usually, at the beginning of each academic year.

A. Curriculum Committee

The Curriculum Committee reviews, advises, and recommends course offerings in the College certificate and degree programs; new credit courses for certificates and degrees; and conducts periodic reviews of ongoing courses and programs for quality and relevancy. The committee consists of all Department Chairperson, the Dean of Instruction, ex-officio member; and a third College representative who is recommended by committee members. The procedures for curriculum recommendations are the Department chairperson sends curriculum recommendations to the Dean of Instruction, the Dean of Instruction refers the recommendations to the Curriculum Committee, and the Curriculum Committee forwards them to the President for final review. The procedures include provisions for open meetings and making minutes available.

The Curriculum Committee meets every non-payweek Tuesdays or on special announced meetings.

B. Faculty Senate

The Faculty Senate is established to give the Faculty a formal and effective procedure in academic and professional policies, participating in governance that promotes

diversity of ideas, shared responsibility, collaboration, collegiality, and institutional excellence. It is encouraged for all faculty members to participate in governance without fear of retaliation in subsequent decisions on promotion, salary, and conditions of employment.

As selected representatives of the Faculty Senate, members make recommendations to the administration or through the administration to the Board of Higher Education.

The Senate is composed of nine full time faculty members who serve staggered terms for two years. The procedures of the Senate allow it to call general and specific faculty meetings during the semester to inform, discuss concerns or to assist the administration in meeting with the faculty. The Faculty Senate meetings are open to the faculty and minutes are available upon request.

The President of the Senate is a member of the ASCC Presidents Advisory Council.

C. President’s Advisory Council

Under the leadership of the President, the President’s Advisory Council responds to policy issues on all phases of College operations. Members include representatives from the administration, the Faculty Senate, and the community.

D. Department Advisory Council

Each academic department are required to establish an Advisory Council that would include representatives from the government, private sector, and community that can advise the department on the needs of the workforce and community. The Advisory Council may also make recommendations on course content and certificate/degree programs. *Please refer to the section on Advisory Council for more detailed information.*

E. Faculty Grievance Committee

The Faculty Grievance Committee shall be composed of administrators and faculty designated by the President of the College:

It shall be the duty of the Grievance Committed: (1) to serve as a reviewing body for all faculty grievances (2) to ensure grievance procedures are established and followed accordingly; (3) to prepare and hold grievance hearings (4) to make recommendations to the President of their findings; (5) to recommend policies and changes to policies and procedures pertaining to existing “Appeal and Grievances” of the college.

XVII. COMMUNITY ADVISORY COUNCIL

A. Advisory Councils at ASCC

1. What is an Advisory Council?

Advisory councils are an essential component to the continued success of the College's educational programs. Seeking the advice and cooperation of the community in working toward common goals will provide the best results in meeting the educational needs of the College's community interest.

The student learning outcome of the College's educational programs and needs of its students can be best met by the inclusion of individual members from the community.

2. What do Advisory Council members do?

Advisory council members have three major roles: to advise, to assist, and to provide support and advocacy for quality education and services. The department or program advisory councils an advice-giving body assisting he program in meeting the needs of the community in a manner consistent with the College mission.

B. Advisory Council Members

1. Who should serve as Advisory Council members?

An advisory council should consist of community members, an ASCC Student, and full-time faculty members (adjunct when appropriate) in the department or program. The committee should be small enough for each member to speak freely and have the opportunity to make contributions, yet large enough for representation of the College constituency in its area.

Generally, the program advisory council consists of a representative group of citizens selected for their knowledge, expertise, and ability to advise the College on the future direction of academic programming.

2. Who selects Advisory Council members?

Advisory council members are composed mainly of private and public sector members, and a College student who have volunteered their time, talents, and knowledge to help strengthen College programs. Community members and the College student are appointed by recommendations from the full-time faculty members and the department chairperson in the department or program.

In making appointments of members to the council, the department chairperson should seek a balanced representation of citizens in the public and private sectors of the council.

3. How long is the term for an Advisory Council member?

Membership is generally for two (2) years according to the new ASCC catalog cycle with reappointment by mutual agreement of the department/program. Systemic replacement due to lack of attendance and resignation will serve until the two (2) year catalog cycle is completed. The benefit of having some of the members change is that it provides for new ideas and smooth operation of the committee.

4. How might Advisory Council members be replaced?

Membership can be replaced on the council based on the lack of attendance at regularly scheduled meetings, and resignation.

5. What roles and responsibilities do Advisory Council members have?

The Program Advisory Council is strictly an advice-giving body assisting the department or program in meeting the needs of the community in a manner consistent with the College mission. No Advisory Council shall serve in an administrative or policy-making capacity. Since each Advisory Council member serves in a voluntary capacity, there is neither stipend nor monetary reward provided for serving on the council.

6. General responsibilities of Advisory Council members

- Attend and participate in all meetings
- Suggest and develop agenda items prior to meetings
- Help to determine council goals and objectives and ways to achieve them
- Become familiar with the College's educational system and how it fits into the overall educational structure
- Respect the rights and opinions of other Advisory Council members
- Accept Advisory Council responsibilities
- Decline participation when a conflict of interest is possible
- Assist with educational reform activities, including career pathways

The Advisory Council is directed by an annual written work-activity report, which reflects a consensus of the council members on the needs of the department or program and the community.

The Advisory Council work-activity plan can focus on activities that will improve the quality of the educational process and services.

The following focus areas can be used in planning department or program activities for improvement and effectiveness.

a) Curriculum Activities

- Identify new technologies to include in the program
- Compare content of the program with learning outcomes required for entry into

- the job market, transferability, and cultural relevancy
- Review and assist in obtaining instructional materials
- Recommend basic skills curriculum content
- Recommend safety policies and procedures

b) Program Review Activities

- Review program learning outcomes
- Participate on program evaluation teams
- Compare program accomplishments with program learning outcomes
- Compare student performance standards to educational performance indicators
- Make recommendations for program improvement

c) Job Placement Activities

- Organize student/employer opportunities
- Notify instructors of job openings for students
- Provide students with cooperative work experiences
- Promote potential cooperative work experience sites with other employers
- Conduct occupational surveys
- Hire graduates

d) Legislative Activities

- Talk to legislators (local/national) regarding educational needs
- Arrange tours of programs for legislators
- Promote legislative support
- Involve legislators in College recognition events

e) Staff Development Activities

- Provide in-service activities on current methods and processes for instructors
- Provide instructors with retraining opportunities
- Recommend professional development actions

f) Community Relations Activities

- Increase community awareness of ASCC educational programs through media
- Present programs to civic and service groups
- Establish awards programs to recognize outstanding students, faculty and community leaders
- Obtain contributions to promote activities
- Obtain media coverage for special events
- Participate in and promote special College events

g) *Community Resource Activities*

- Identify community resource people
- Provide tours, field trip experiences, job shadow and internships experiences
- Provide or be a speaker

h) *Recruitment Activities*

- Assist in recruiting new staff
- Assist in recruiting potential students

i) *Student Organization Activities*

- Assist in developing competitive skill events
- Judge competitive skill events
- Sponsor student organization activities
- Arrange for display space to promote student organizations and special events

j) *System Advocacy Activities*

- Networking services from public and private sectors
- Developing collaborative partnerships with community agencies

C. Advisory Council Meetings

1. How often do Advisory Councils meet

Each Advisory Council meets at least two (2) times a year. The actual number of meetings is determined by the scope of the council's program of work.

Advisory Councils normally should have their initial meeting during the Fall semester of the academic year. The Fall meeting provides the opportunity to establish priorities for the academic year. The number of meetings held each year will vary with the type of council. However, the general pattern includes a minimum to two formal meetings each year. The Advisory Council may meet more often if necessary. The chairperson should receive consensus from the members on frequency and the schedule of meetings to be held during the academic year.

2. What process should be followed to conduct council meetings?

a) *Guidelines for the Initial Council Meeting*

In planning the initial meeting, it is important for the department chairperson to give careful attention to the following points:

- i. All members should receive notification of the first meeting including the time

- and place of the meeting, length of the meeting.
- ii. Arrangements for a suitable meeting place should be made.
- iii. All members of the council are welcomed and introduced.
- iv. The department chairperson will serve as council chairperson, the vice chairperson, and recorder should be elected from the membership.
- v. The members should be oriented to the functions and objectives of the Advisory Council by reviewing the Community Advisory Council Handbook.
- vi. The members should be oriented to the mission and student learning outcomes of the department or program, by reviewing the catalog.
- vii. Goals and activities for the academic year should be determined.

D. Minutes of Meetings

It is the responsibility of the department chairperson to make certain the recorder keeps a written record of all council actions and an attendance (sign-in) form indicating date and time and length of each meeting. The recorder of the department or program Advisory Council should keep written minutes of meetings that document all suggestions of the members along with actions taken.

Minutes should be prepared and distributed in a timely manner to the Vice President and the Dean of Academic Affairs.

XVIII. STUDENT SERVICES PROGRAMS and SERVICES

The mission of the Student Services Division is to support the educational pursuit of all students attending ASCC characterized by a concern for high quality services, student access, learning, progress, and success. The following programs and services are provided by the Student Services Division in helping students meet their educational and personal goals:

- A. Counseling Services:** Assist students with career, educational, personal and social concerns that may interfere with their academic progress.
- B. Career Placement Counseling:** Through the interactive career exploration guide and job search on the Internet, career counseling provide ASCC students (including those in the Adult Education Literacy and Extended Learning (AELEL), and Upward Bound) with essential information to guide them in the development of career choices and educational goals.
- C. College Life Planning (CLP) Courses:** Provide students with the opportunity to cultivate the skills necessary to become confident, successful students in their academic and personal goals.

- D. Drug and Alcohol Awareness Program:** An on-campus Drug and Alcohol program available to assist students through counseling and education to overcome the usage of drug or alcohol, and to assist students who have friends or relatives who are dependent upon drugs and/or alcohol.
- E. Diversity and Tutorial Services:** Students who need assistance with their studies are encouraged to visit the Counseling Office and sign up for consultation, scheduling, and tutorial services.
- F. Disability Access and Accommodation Services:** Provides academic access services to students with certified disability. Services include academic advising, disability counseling, tutoring, technology access, etc.
- G. You Are Not Alone (YANA) Program:** A support program to reach out to youth who are experiencing personal problems. Mentors are available to assist students who are not comfortable talking to an adult.
- H. Student Employment and Training Center:** Provide temporary employment to students while pursuing their academic career at ASCC.
- I. Veteran Educational Assistance:** Students who are eligible to receive educational financial assistance from the U.S. Department of Veterans Affairs (VA) under Chapter 30, 31, 35 and 106 are advised to contact the ASCC Veterans Students Counselor for clarification and explanation of awards before registering with their assigned faculty advisor.
- J. Student Government Association (SGA):** Advances the democratic process of student government. SGA encourages professionalism and improved quality of activity and service at all levels of student government for the benefit of the total student population. It contributes to the analysis, understanding, and resolution of student issues by providing academic and social activities. Faculty should not schedule any instructional time on Tuesdays and Thursdays from 12:30 – 2:00 p.m. due to designated time for student activities.
- K. Club Sponsorship:** Student clubs are considered an integral part of every student's college career and joining a club is an excellent way to make new friends. Students are encouraged to participate in clubs that interests them. If a student cannot find a club that suits their interest, students may apply to start one of their own. All campus clubs and organizations must have a faculty or staff advisor and meet the requirements established by the SGA.
- L. Student Intramural Sports Program:** The intramural sports program are planned and conducted by SGA and technical assistance from the Chairperson for Physical Education department.

Please refer to the most recent ASCC general catalog or student handbook.

XIX. RESOURCES

A. Library/Learning Resources Center

ASCC Library has a collection of approximately 35,000 volumes, along with subscribed periodicals and computer database for student and faculty research. It is designated as a federal depository library, and houses federal government publications. The library owns DVDs, CDs and audios, and videotapes for instructional purposes.

B. Testing Center

The Institute of Trades & Technology (ITT) is an authorized testing center for:

1. *Pearson Vue*

- Academic
- Accuplacer
- American Board for Certification of Teacher Excellence
- Association of Professionals in Bus. Mangement
- California Basic Educational Skills Test
- Ecelsio College Military Funded Program
- GMAT
- Kaplan's Ultimate Practice Test
- National Board for Professional Teaching Standards
- UEXCEL
- Virginia Communication & Literacy Assessment
- Employment, HR, Management & Safety
- American Board for Occupational Health Nurses
- AT&T
- Board of Certified Safety Professionals
- Council on Certification of Health, Environmental & Safety Technologists
- CWEA
- Institute for Supply Management
- Lead & Environmental Hazard Association
- WorldatWork
- Health, Medicine, Pharmacy & Nurse Aides
- NCLEX Examination
- Nurse Entrance Exam
- Various National Boards

2. *American College Testing (ACT)*

- Association of Social Work Boards
- Commission on Dietetic Registration

- American Board of Vascular Medicine
- National Institute for Automobile Service Excellence (ASE)
- National Conference of Bar Examiners
- U.S. Department of State and its Foreign Service Written Exam
- Commission on Graduates for Foreign Nursing Schools
- Society of Actuaries
- APICS—The Educational Society for Resource Management

3. *Internet Testing Solution*

- Autodesk

For more information on the testing center, please contact the ITT Administrative Assistant at 699-9155 ext. #325.

C. Computer Labs

There are three (3) computer labs designated for students on campus. Two (2) are located in the garden area room 15 and 16. The other located within the ITT building next to the Fale Samoa.

D. Teacher Resource Center

(need to get input from the Education department)

E. Student Health Center

The Nursing department is located above the library (old dispensary) that provides basic health services such as vital signs readings and etc. (need more input from Nursing)

F. Faculty Lounge

The faculty lounge is located above TED 2 next to the Social Science Department. The faculty lounge is equipped with a TV, conference table, lounge sofa, refrigerator, reading materials, and coffee percolator.

Department Chairperson who wishes to use the lounge for department meetings would need to fill in the calendar placed on the wall behind the entrance door. The scheduling is based on a first come first serve basis. Faculty members are welcome to use the lounge to its availability.

G. Conference and Training Rooms

There are two conference rooms available on campus.

- The Vice President's conference room is available for departmental meetings. Prior arrangements must be made with the Administrative Assistant. The

conference room can seat approximately 12 people.

- Community and Natural Resources located at the Land Grant compound has a conference room that can seat approximately 30 people. There is no eating or drinking in the conference room. A facility request must be completed from the Director of CNR Office at 699-1575.
- The training room located at the CNR building can seat approximately 25 people. Eating and drinking is allowed when in use. A facility request must be completed from the Director of CNR Office at 699-1575.

H. Lecture Hall

The Lecture Hall located in the main garden area can seat approximately 110 individuals. The facility is equipped with a PA system, projection screen, and video projector. There is absolutely no eating or drinking in this facility. Arrangements must be made with the President's Administrative Assistant. You can obtain a facility request form at the Physical Facilities Management office.

XX. SAFETY & SECURITY

In the event of emergency conditions (i.e., storm, utility failure, fire, etc.), which seriously hamper the functioning of the College, the President may declare an emergency and announce an immediate or anticipated cancellation of classes and other scheduled events, the closing of College offices, and the discontinuance of normal maintenance operations. For reasons that are apparent or may arise, the services of some employees may be required during emergency situations. These persons will be notified as quickly as possible.

In the event of an emergency closing of the College, normal pay of all regular and full-time, temporary employees will be continued.

A. Emergency Preparedness Program

The College's Emergency Operation Plan is currently being reviewed.

B. Inclement Weather Policy

American Samoa Community College will try to remain open and encourage its faculty and staff to report to work even during periods of inclement weather. However, there may be times when weather conditions cause the College to delay the opening of College activities, to cancel classes and normal business hours, and/or to close the College early.

C. Inclement Weather Notification

When adverse weather conditions lead to a delayed opening and/or cancellation of classes and office hours at American Samoa Community College, information will be provided through a variety of sources.

Information regarding a delay or cancellation will be distributed via e-mail to everyone.

Commercial broadcast outlets will also be used in the case of delay or cancellation of all campus operations. Campus representatives will contact the following commercial media outlets immediately after the decision to delay or cancel has been made.

- Television Stations
- Radio Stations

D. Classes and Other Academic Programming

If the College is closed, classes are not held. If the College delays opening, those classes affected are not held. If the College remains open during inclement weather, the decision to cancel classes is made by the Vice President of Academic and Student Affairs upon approval by the President. It is the responsibility of the faculty member to arrange for the notification of students. Individual faculty will also determine whether and when to reschedule cancelled classes and to so notify students.

E. Emergencies in the Classroom

If a student has an accident or becomes seriously ill in the classroom, the faculty member should first determine whether or not an ambulance is needed. If yes, call 911. Then call the Safety and Security Office at extension 699-9155. If no ambulance is required but help is needed, call Campus Security at 699-9155.

F. Safety

The Occupational Safety and Health Act requires that the College maintain a safe place to work. The College believes this law is designed to protect our employees and is committed to carrying it out.

Employees are urged to assist by observing and reporting any unsafe conditions wherever they exist to your supervisor and/or the Safety and Security Office. It must be understood that any employee who fails to follow safety rules may be subject to disciplinary action, up to and including termination.

G. Fire Prevention

The elimination of fire hazards protects, among other things, the personal safety of all employees, College property, and valuable records. Extreme caution must be exercised at all times to avoid causing a fire. To assist in fire prevention, each

employee should become familiar with the location and operation of the fire extinguishers that are provided in his/her work areas. Fire hazards should be reported and eliminated at once.

H. First Aid

In spite of precautions, accidents do happen. Emergency first-aid supplies and assistance are available in the College's Health Center or through the Department of Physical and Facilities Management.

I. Security

The College permits selected employees to have keys to the buildings and to offices. College keys may be obtained from the Department of Physical Facilities and Management with written approval. All keys must be returned to the Dean/Director of the appropriate Department upon termination of employment, .

It is the responsibility of all employees to ensure doors are locked when they leave their building at the end of the working day. Under no circumstances is it permissible to duplicate an access key or transfer a key to another person. A violation of this rule can be cause for dismissal. Loss of any key should be reported at once to the Director of Physical Facilities and Management, and the Dean/Director of appropriate department.

XXI. ADDITIONAL INFORMATION

A. Use of College Equipment

The use of College equipment is restricted to authorized personnel. Use is further restricted to the premises during regular working hours or periods of authorized overtime. Any removal of equipment from the premises must be with prior authorization.

B. Borrowing Privileges of College-Owned and Rented Motor Vehicles

There will be times when members of the campus community will request the use of a college-owned or rented motor vehicle to complete their employment, curricular or extra-curricular activities. Use of such vehicles will be granted when the college has established an acceptable driving record for the driver.

C. Parking

On-premises parking is available to employees. In compliance with the College's parking regulations, all vehicles must be registered and must display a College

identification sticker or hangtag obtained from the Department of Physical Facilities and Management, Security Services. Employees are asked to use the parking areas assigned to them. The College assumes no liability for personal property left in vehicles.

Special parking permits for employees with permanent or temporary disabilities shall be presented to the Department of Physical Facilities and Management, Security Services. Employees possessing these valid permits may park in any authorized space on campus except loading docks, fire lanes, designated spaces, and service vehicle spaces.

D. Animals on Campus and in Buildings

For rental properties, this issue will be addressed on a case-by-case basis. Dogs and other animals are permitted on campus roads, walks, and grounds, as they are in the local community, when they are on a leash and controlled by the owner. It is the owner's responsibility to clean up after the animal.

E. Authorized Fund Raising

The College's status as a non-profit, charitable organization is, therefore, crucially important to its health and security. Accordingly, the College must exercise this privileged status with care and restraint. The College seeks to identify and obtain charitable support that advances the College's mission through the current operating budget, its endowed funds, and improvements in the physical plant. Such support must reflect needs that are identified as institutional priorities. The identification of these priorities is one of the responsibilities of the President and his senior administrative staff, who consult with the faculty and other college staff in arriving at such priorities on a regular basis. The Board of Higher Education approves these priorities as part of its budget approval responsibilities each year. The institutional priorities thus identified guide the College's on-going fund-raising programs.

All fund-raising programs of the College will be conducted or at least coordinated by appropriate members of the staff in the ASCC Research Foundation or others whom they will recruit, train and supervise. All fund-raising efforts conducted in the name of American Samoa Community College must have the explicit approval of the President. All gifts to the College must be booked through the Office of the President and forwarded to the Finance Office for deposition.

F. Acceptance of Gifts and Favors by Employees

No employee of the College or member of an employee's immediate family may accept any gift, services, special accommodations or other favors from any supplier or from any other party with which the College does business.

G. Campus Communications

The “Apprentice”, otherwise known as the ITT newsletter, is intended to provide interesting and worthwhile information about some of the people and programs on campus. The newsletter is also designed to provide a way to share information about the ITT program.

“411” Newsletter provides campus information and news to students. Information of the latest updates on club activities, SGA, and upcoming events are disseminated not just to students but the general faculty and administration as well.

H. Bulletin Boards

Bulletin boards are maintained throughout the campus to bring to the attention of employees matters of importance. Bulletin boards are for the posting of College information only, and only designated employees are authorized to place materials on the board. All employees are urged to check the bulletin boards periodically.

Notes:

Need to include:

1. Intellectual property
2. Administrators as part-time faculty
 - Maximum teaching load
3. Faculty Course overload
4. Political activity
5. Creditable Service Years

**DEPARTMENT OF FINANCE
STANDARD OPERATING PROCEDURES (SOP)
BIDDING PROCESS**

RESPONSIBLE EMPLOYEE:

Procurement Staff

TURN AROUND TIME:

Minimum of 45 Work Days

OBJECTIVE:

To ensure that the bidding process for any goods and/or services provided for ASCC is conducted in a systematic way that promotes transparency, accountability, quality, impartiality and integrity as mandated by the ASCC Procurement Rules and Regulations and the Federal OMB Circular A-110.

Construction, goods or services exceeding \$10,000.00 must be put out for bid.

All major construction projects involve bidding process.

There are 2 types of bidding process; (1) advertisements in the local newspapers; (2) media; (3) formal bid sent out via electronic mail to local and off-island suppliers/contractors.

Bids must occur when more than one supplier can provide services or goods needed.

REFERENCE:

ASCC Procurement Rules and Regulations, Federal OMB Circular A-110.

CAUTION:

There will be requests exceeding \$10,000.00 that have obtained quotes and justification for a specific selection that may not be required a bidding process. These requests will be reviewed on a case-by-case basis by the Procurement Officer and CFO.

Specialized items ordered in bulk for one-source of funding can be “sole sourced” with proper documentation. This process will be approved by the CFO.

The lowest bidders may not necessarily be the winning bidder.

Step 1	Procurement Officer recognizes or identifies an order or project exceeding \$10,000.000 needing to go thru the bid process.
Step 2	Procurement Officer will organize a Source Evaluation Board (SEB) Committee to review and analyze the identified construction, goods or services order exceeding \$10,000.00.

Step 3	Once the SEB Committee is formed, a Chairman is selected.
Step 4	The Chairman will work with the Procurement Officer to prepare a bid package.
Step 5	When the bid package is ready, the Procurement Officer will send out the bid notice to the local newspaper, email, fax, etc., depending on the magnitude of the order/project. Note: The ad can run up to 1 month.
Step 6	On the day that the bid deadline is due, the SEB Committee Chairman and Procurement Officer will be set up and ready to receive and date all sealed bids as it/they are received.
Step 7	Once all bids have been received, the Procurement Officer will announce that the bid is officially closed and state the time and date of the closing process.
Step 8	Now that the bid is closed, the other SEB Committee Members will join the Chairman and Procurement Officer. (the committee members can already be present)
Step 9	The SEB Committee, Chairman and Procurement Officer will begin the bid opening process by opening each bid and review its contents/offer.
Step 10	Procurement Officer or Committee Chairman will advise the bidders that bids will be reviewed further and the winner of the bid will be notified within a certain time frame.
Step 11	After all bidders leave the gathering, the SEB Committee and Procurement Officer will take a closer look at the details of all the submitted bids and make their recommendations.
Step 12	The SEB Committee and Procurement Officer will make a final decision/selection.
Step 13	Procurement Officer to prepare a Letter of Recommendation for the committee's selection and reason for selection for submittal to the President for his review and approval or non approval. If the President approves the committee's recommendations, than continue to step 14. But if President does not approve the recommendations, than the SEB Committee and Procurement Officer will meet to discuss further action(s).
Step 14	The Procurement Officer will prepare a Letter of Bid Award to the winner/selected vendor and memos of appreciation for the other bid submitters.
Step 15	Procurement Officer will draw up a contract will be drawn up and routed for approving signatures.

DEPARTMENT OF FINANCE

STANDARD OPERATING PROCEDURES

AR CASH HANDLING

RESPONSIBLE EMPLOYEE:

AR Specialist or Manager

TURN AROUND TIME:

Daily Transactions During Hours of

Business

OBJECTIVE:

To ensure that cash is immediately endorsed upon receipt in consistency with the posted data in the Datatel System.

Daily deposits are prepared at the end of each work day. Deposits are dropped off to the banks night drop off box on a daily basis.

REFERENCE:

ASCC Policies & Procedures Manual

CAUTION:

Only the ACFO will have a key for the bank's night deposit drop off box.

Any damaged or voided bank deposit bags must be recorded as such on the sign-out log.

Procedures, Federal Domestic Per Diem Rates

OBJECTIVE:

To provide a systematic method to process travel requests in a timely and uncomplicated manner.

Travel Authorization(s) (TA) must be submitted 10 working days prior to travel date for processing and booking purposes.

TAs must be signed by the Dept Head or Dean/Director and traveler prior to submitting to the Business Office for processing.

Only the Chief Financial Officer or designated department employee is authorized to finalize travel arrangements with a travel agency, airlines, hotel, registration, etc.. These final arrangements are pending the President's approval when processing TA request.

Any airfare travel cost > \$1,000 requires additional quote(s).

Upon the return of the traveler, he/she is required to submit a Travel Expense within 30 days.

CAUTION:

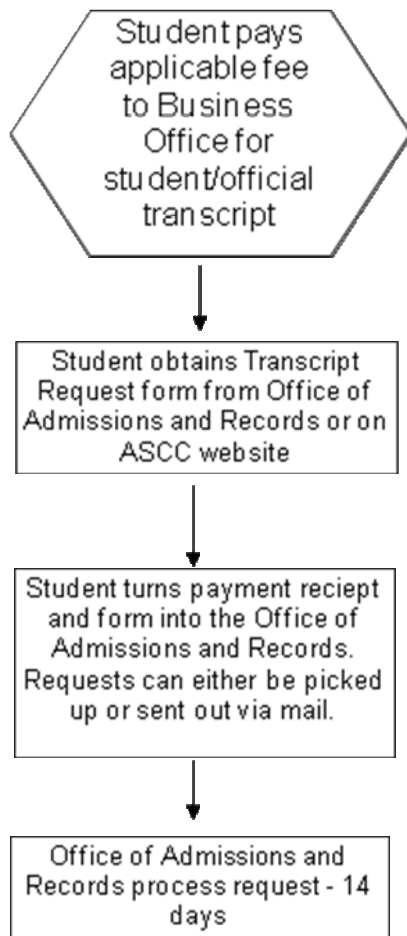
Future travels will not be allowed for those with an outstanding Travel Expense Report.

Payroll deduction will begin immediately after 30 days for those that do not submit an Expense Report as required.

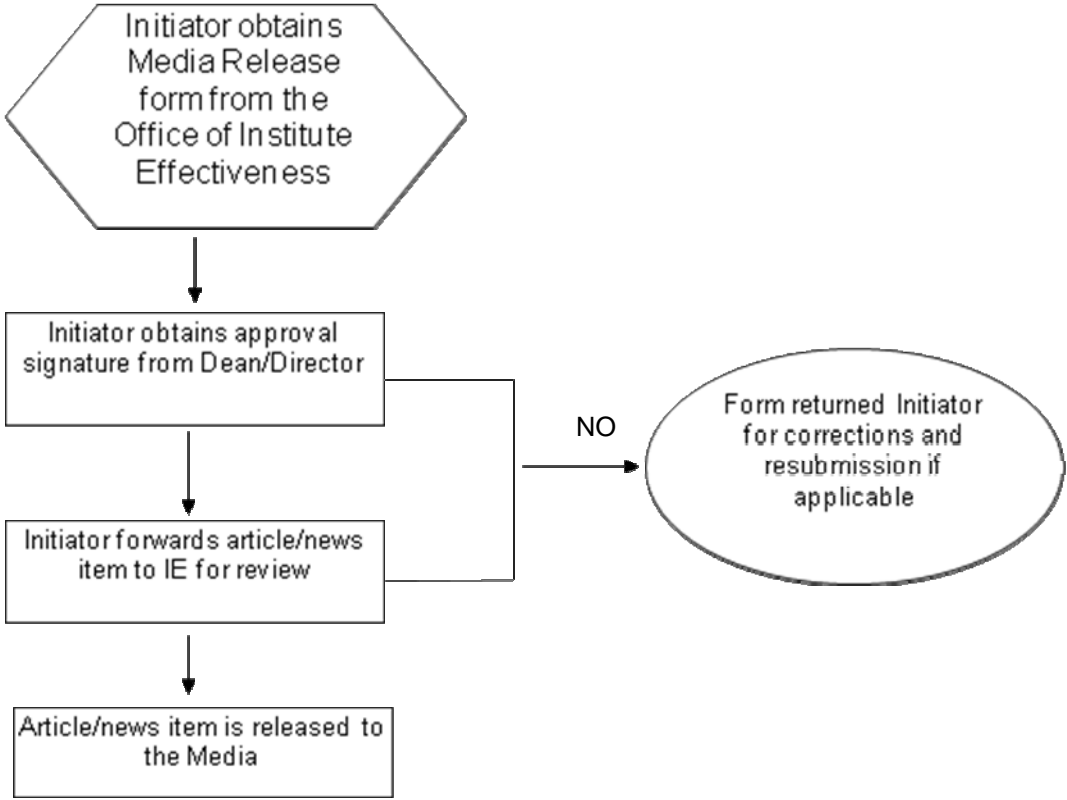
Step 1	Tracking Officer receives Travel Authorization and records for tracking purposes
Step 2	Tracking Officer reviews TA package for completion, necessary signatures and issue a tracking number
Step 3	Tracking Officer to forward TA to Accountant for budget purposes
Step 4	Accountant verifies accounts, available funds and travel accommodation as per instruction on TA or attached documents
Step 5	Accountant affix budget stamp and signs TA that all is in order and funds are available
Step 5	Accountant returns TA to Tracking Officer
Step 6	Tracking Officer will record activity for tracking purposes
Step 7	Tracking Officer forwards TA to CFO for approving signature
Step 8	CFO to return TA to Tracking Officer for tracking and routing purposes

Step 9	Tracking Officer forwards TA to Vice President for signature
Step 10	Vice President forwards TA to Tracking Officer for tracking purposes
Step 11	Tracking Officer forwards TA to President for final approval
Step 13	President returns TA to Tracking Officer for tracking purposes
Step 14	Tracking Officer forwards TA to AP to prepare check(s) for traveler
Step 15	Accountant will follow-up on an Expense Report 15 days after the return date of the traveler
Step 16	After 30 days, the Accountant will send out a notice that payroll deduction will begin immediately.
Step 17	Accountant will “release” payroll check(s) upon approval of expense report

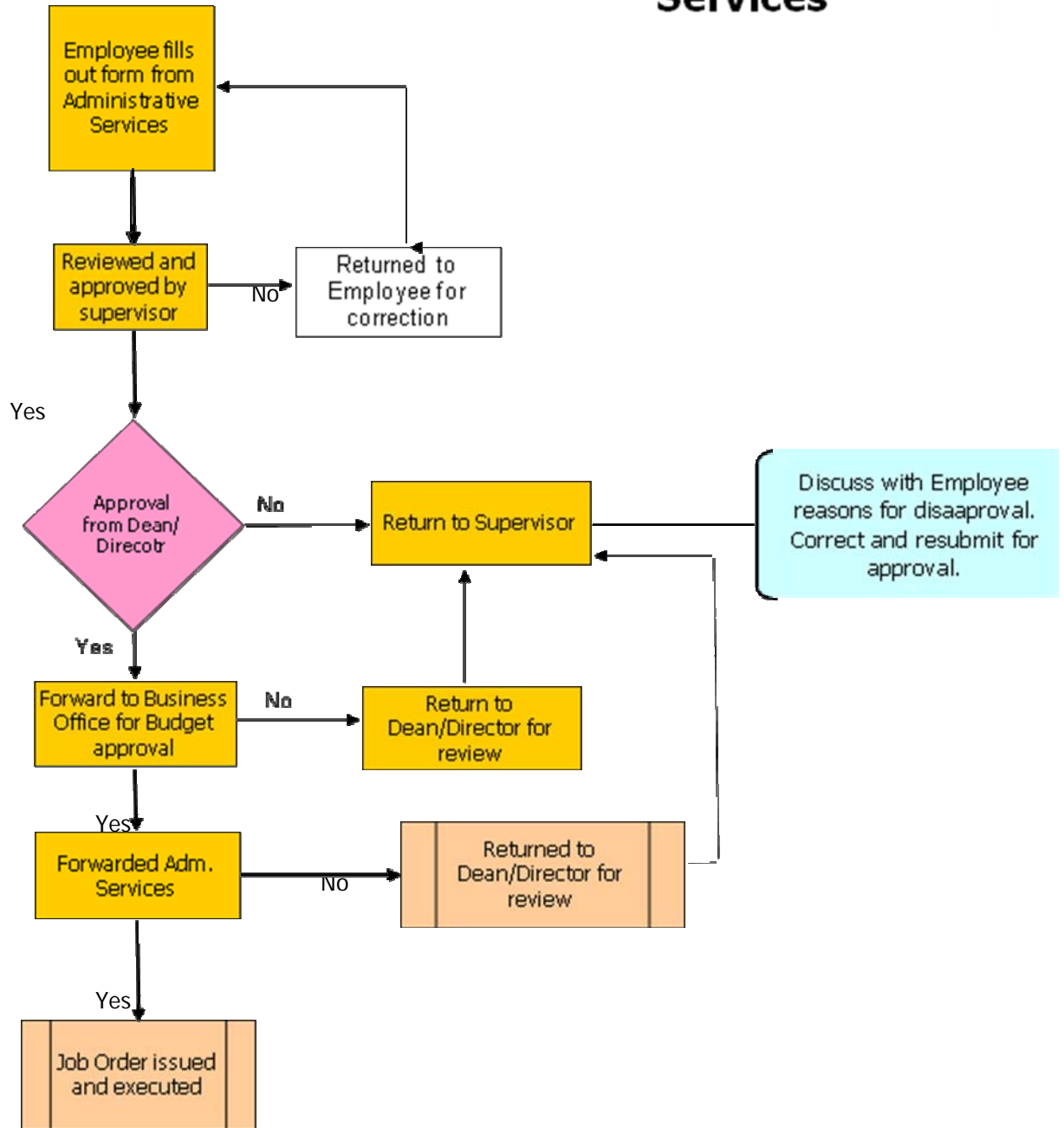
TRANSCRIPT REQUEST



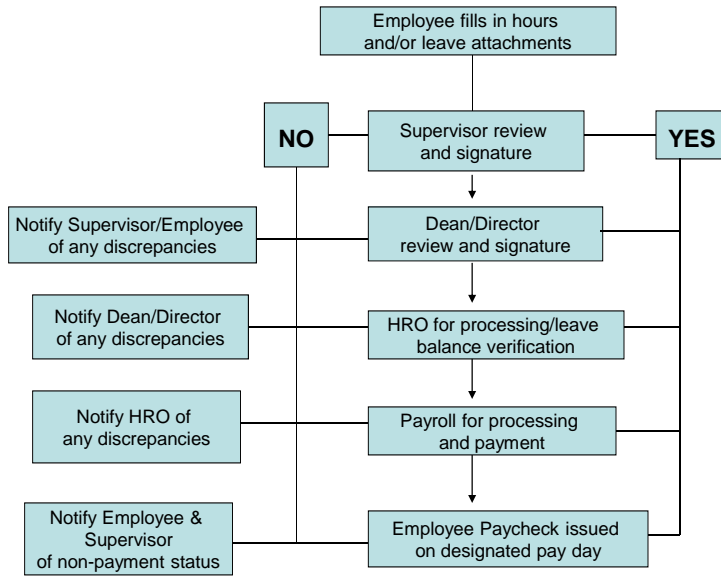
MEDIA RELEASE FORM



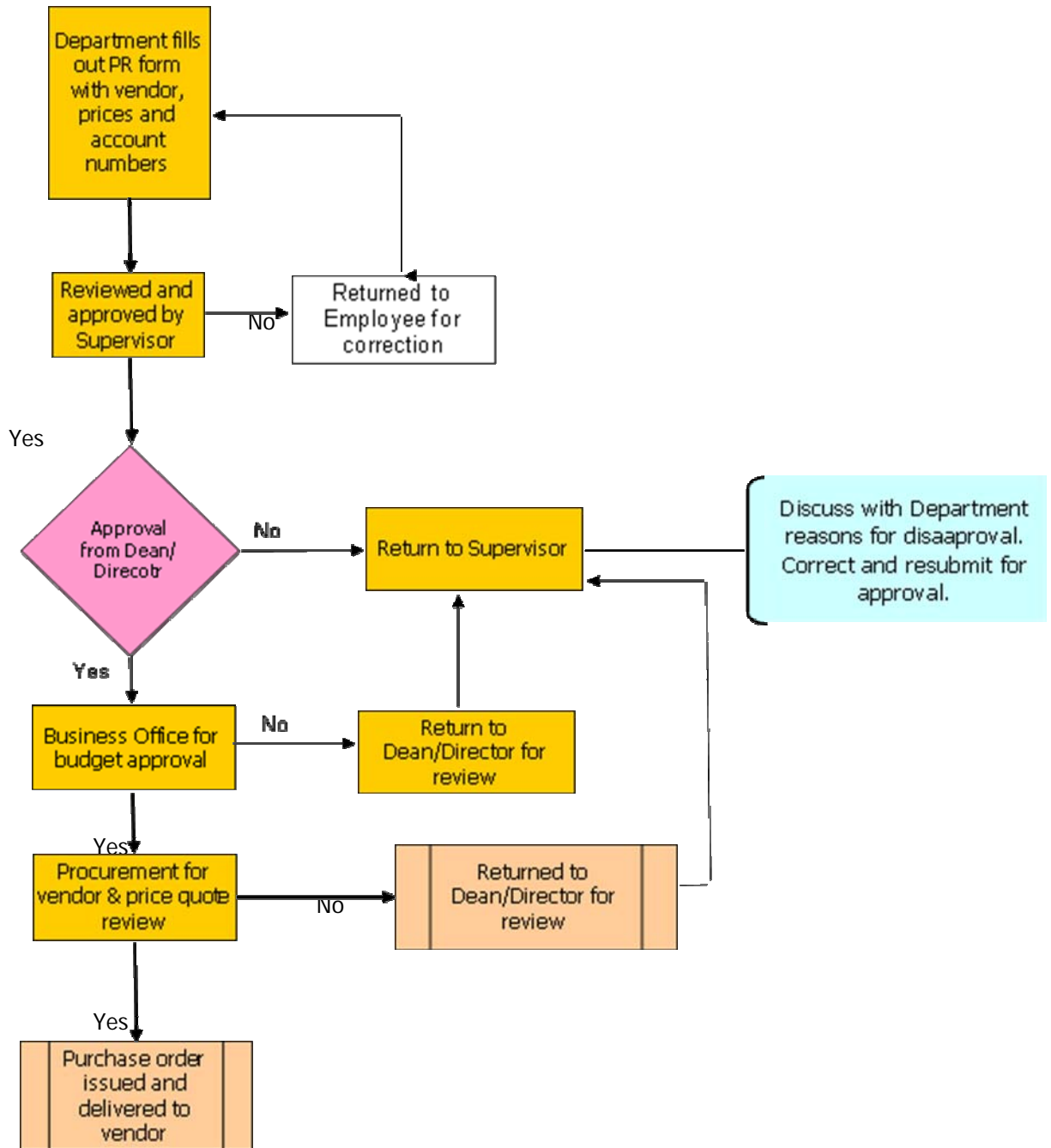
Administrative Services



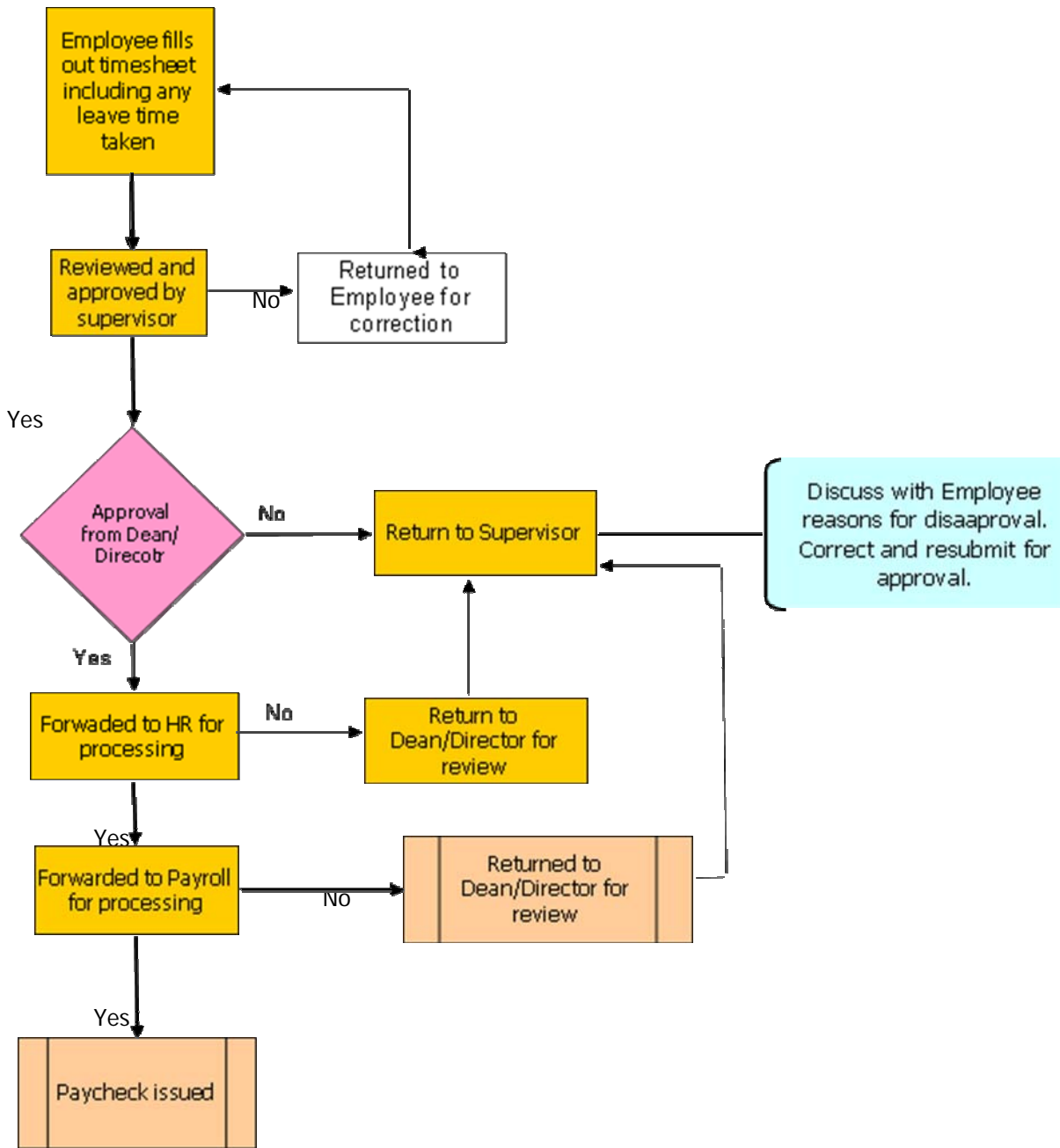
EMPLOYEE TIMESHEET



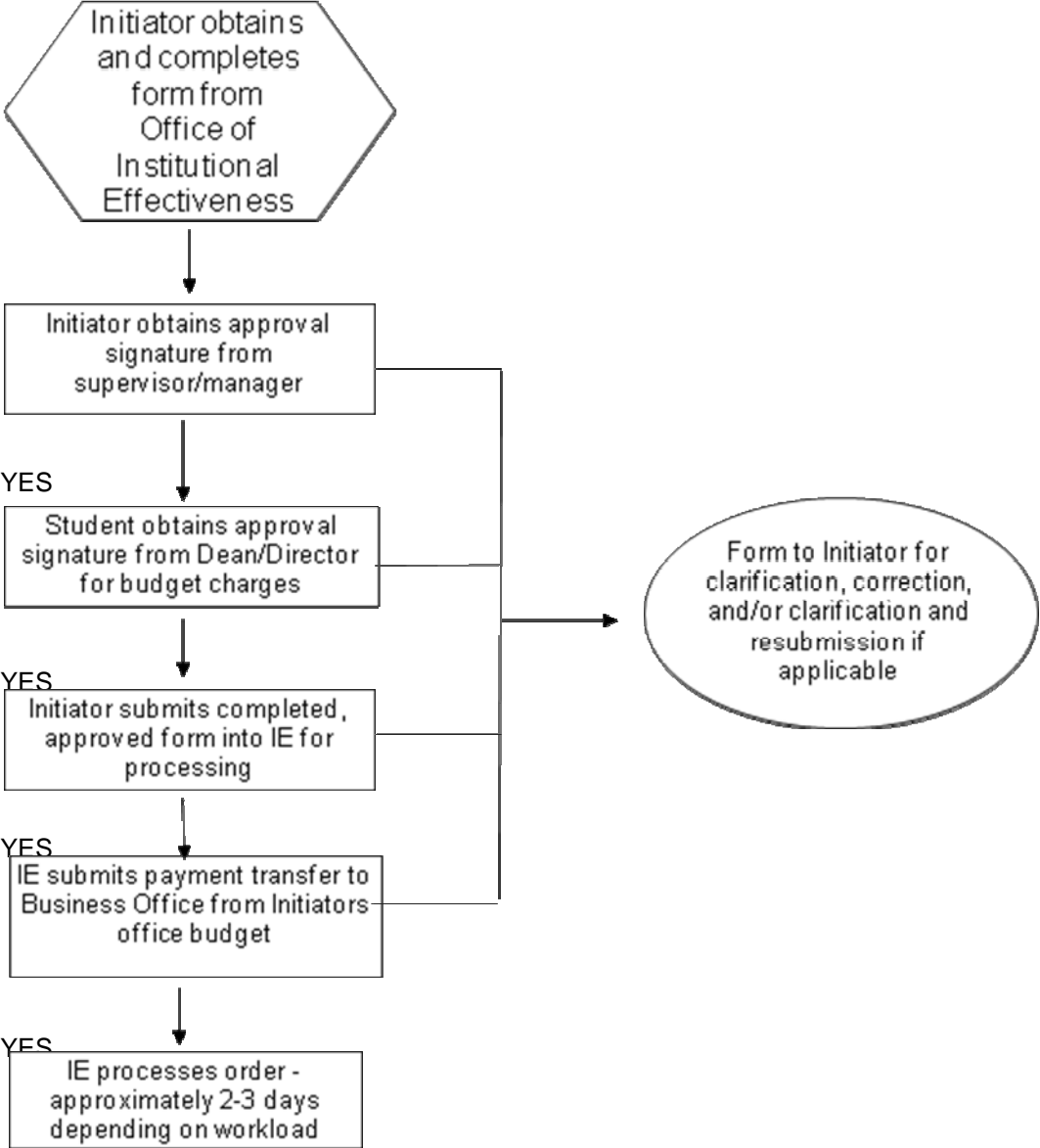
Purchase Requisition



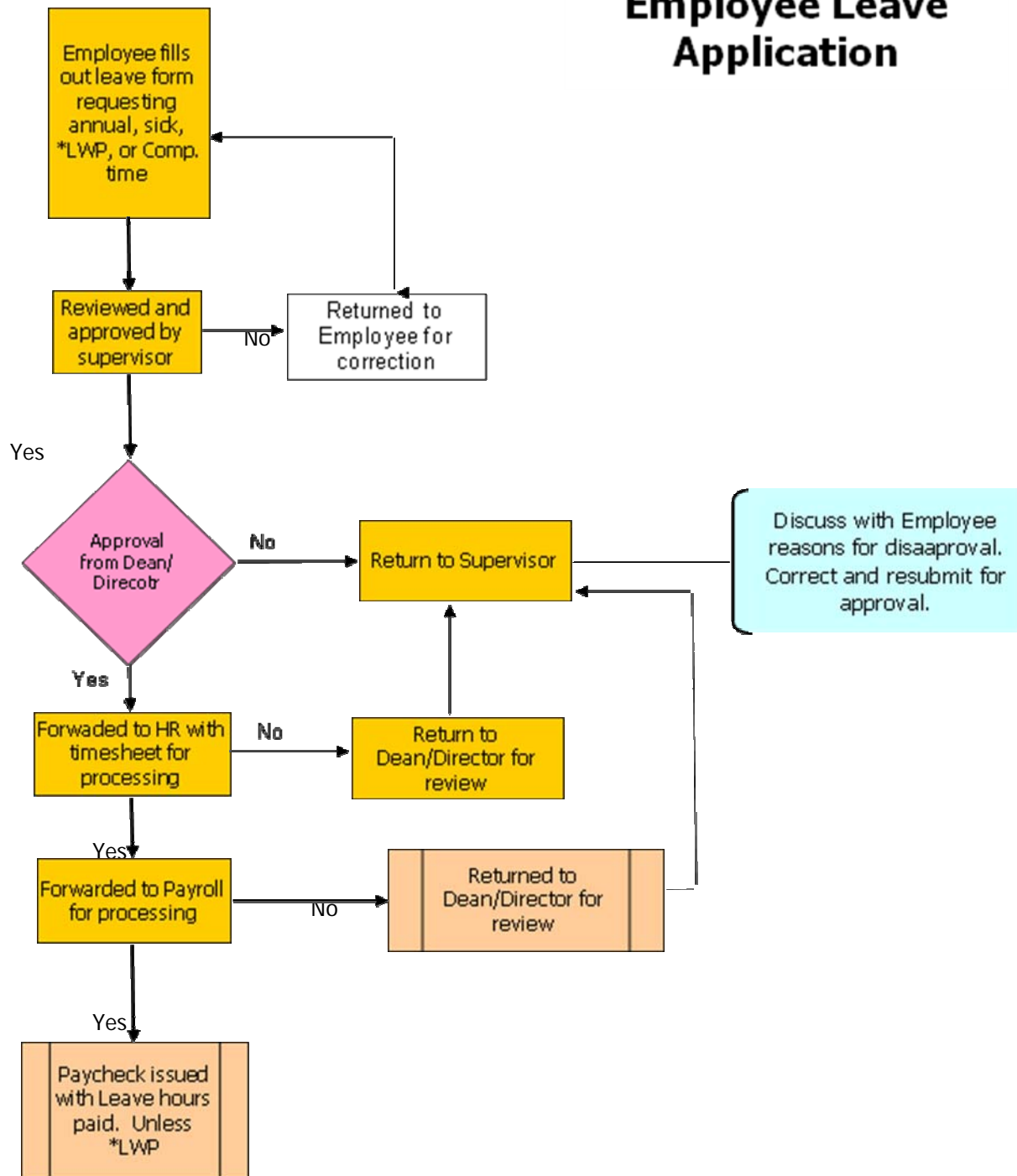
Employee Timesheet



IE PRINTING
ORDER FORM



Employee Leave Application



*LWP - Leave without pay