

FACULTY HANDBOOK



Cochise
College

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Welcome Message

Dear Faculty Members,

Welcome to Cochise College. Your decision to join our academic community marks the beginning of what we hope will be a rewarding journey of teaching, innovation, discovery, and meaningful impact.

At Cochise College, we believe that faculty members are the cornerstone of academic excellence. Your expertise and dedication will:

1. Guide students in their intellectual growth and career aspirations
2. Advance the frontiers of knowledge through scholarship and teaching innovation
3. Foster vital connections between our college and the broader community
4. Shape the future of our institution through your unique contributions to the mission and vision of the college.

This handbook provides essential information about policies, procedures, and expectations. It serves as a guide to help you navigate your roles and responsibilities and the resources available to you at Cochise College. Within these pages, you'll find:

- Policies and procedures that support our academic mission
- Explanations of faculty roles and responsibilities
- Information about available resources and support systems
- Guidelines for professional development and advancement
- Important contacts and departmental information

We recognize that transitioning into a new academic environment can raise many questions. Your division dean will provide guidance specific to your academic area, while our administrative offices offer support for operational matters. We encourage you to reach out whenever you need assistance.

This handbook reflects our commitment to transparency, excellence, and the success of our faculty. We invite you to explore it thoroughly and keep it as a reference throughout your tenure with us.

We look forward to your contributions in advancing our shared mission of academic excellence and student success.

Sincerely,
Dr. Sheena Brown
Interim Vice President of Academics
Cochise College

Institutional Overview

Cochise College, founded in 1964, is an institution committed to academic excellence and fostering a diverse, inclusive community. Our history is rooted in a strong tradition of collaboration, encouragement, respect, innovation, and service. We continually strive to uphold these principles through innovative teaching, supporting student success, and fully engaging with the Cochise County community to meet educational and workforce needs. Cochise College is accredited by the Higher Learning Commission (HLC). Specialized accreditations are held with the Arizona State Board of Nursing (AZBN), the Accreditation Commission for Education in Nursing (ACEN), and the Federal Aviation Administration.

The governance of our institution is supported by a collaborative structure involving faculty, administration, and an active Governing Board. This shared governance ensures transparency and inclusiveness in the campus community's decision-making processes.

Faculty members are encouraged to familiarize themselves with the leadership structure, which includes administrative offices such as the President's Office, the Office of the Executive Vice President for Academics (EVPA), and various academic and non-academic divisions. These all play an essential role in supporting faculty initiatives and guiding the institution's strategic vision.

Administrative Offices and Contacts

- **President's Office:** Crystal Wheeler, Executive Assistant: wheelerc@cochise.edu
- **IVPA's Office:** Serena Westbrook, Executive Assistant: westbrooks@cochise.edu
- **Student Services:** Arian Lee, Executive Assistant: leea@cochise.edu
- **Tech Services:** Yolanda Paez, Administrative Asst, paezy@cochise.edu
- **Outreach & Community Engagement** Dr. Jennifer Wantz, Executive Dean: wantzj@cochise.edu
- **Human Resources:** Wick Lewis, Executive Director HR: lewisw@cochise.edu
- **Academic Affairs:** Janelle Simpson, Acting Dean: simpsonj@cochise.edu

Institutional Resources

[College Website](#)

[Academic Calendar](#)

[College Catalog](#)

[Student Handbook](#)

[Academic Advising & Career Services](#)

[Faculty Forms and Resources](#)

[Faculty Services](#)

Cochise College Guiding Statements

[Policy Area 100 College Purpose - Policy 101 Guiding Statements](#)

- **WHY** (Why we do what we do)
 - To inspire passion and purpose through the education of individuals so that we enhance our community.
- **VISION** (Our focus is on our stakeholders' futures and aspirations)
 - Cochise College is a leading and responsive college that transforms and empowers our community by fostering collaborative relationships and providing innovative educational pathways.
- **MISSION** (What we do to accomplish the vision)
 - Cochise College provides inclusive and accessible educational opportunities that support social responsibility, community engagement, meaningful careers, and lifelong learning.
- **HOW** (Our beliefs, convictions, behaviors, and actions)

In all we do, we exhibit collaboration, encouragement, respect, innovation, and service.

 - **Collaboration:** We actively connect with our students and community by providing accessible learning opportunities and resources to overcome barriers, build relationships, and cultivate economic, social, and cultural growth.
 - **Encouragement:** We provide personal support to students and staff, faculty, and community members through active engagement and compassion.
 - **Respect:** We are a community of acceptance that engages our diverse population (diversity), provides resources appropriate to the needs of individuals (equity), and extends opportunity to all (inclusion).
 - **Innovation:** We create new learning experiences to respond and adapt to the needs of our community.
 - **Service:** We engage our community through service-learning projects, volunteerism, and civic participation.

Faculty Employment Policies

Compensation and Salary Advancement

Policy 619 Compensation – Salary/Wage Placement

[Policy 647 Faculty Salary Advancement](#)

Corrective Action

[Policy 640 Corrective Action](#)

Cochise College recognizes its responsibility to communicate expectations of appropriate job-related behavior and work performance to employees. Corrective Action is an approach to solving discipline and/or performance problems that focuses on correcting the behavior and/or performance.

Employment Contracts

[Policy 623 Faculty Workload](#)

[Policy 637 Contract Renewal](#)

[Policy 638 Non-Renewal of Contracts](#)

[Policy 643 Suspension/Demotion/Termination](#)

[Policy 644 Performance Evaluations](#)

Faculty contracts are renewed annually, with clear processes for performance reviews and contract renewals. In cases where contracts are not renewed or when employment is terminated, faculty are entitled to due process, ensuring transparency and fairness in decision-making.

Faculty Classifications

[Policy 661 Position Classifications and Categories](#)

Faculty are classified as full-time or associate (part-time). Specific expectations and responsibilities are detailed in employment contracts. Full-time faculty have greater teaching loads, service expectations, and required office hours. Associate faculty focus on teaching specific courses.

Recruitment and Hiring Process

[Policy 617 Recruitment and Selection](#)

[Policy 642 Probationary Employees](#)

The hiring process for faculty follows standardized procedures designed to ensure fairness and equal opportunity. All candidates are selected based on merit, qualifications, and alignment with the institution's academic goals. Once hired, faculty receive detailed employment contracts outlining their roles, responsibilities, compensation, and duration of employment.

Full-time faculty members are subject to a two-year probationary period during which their performance is assessed. This evaluation focuses on teaching effectiveness, contributions to the department, and alignment with institutional goals. Associate faculty will participate in one teaching observation during their first semester of employment and annually thereafter.

Termination and Non-Renewal Procedures

[Policy 638 Non-Renewal of Contracts](#)

[Policy 643 Suspension/Demotion/Termination](#)

Employment may be terminated for reasons including unsatisfactory performance, misconduct, or financial exigency. Procedures follow due process, including notifications and opportunities for appeal.

Faculty Rights and Responsibilities

Academic Freedom

[Policy 3001 Academic Freedom](#)

Academic freedom is the right of faculty to explore, discuss, research, and teach freely in their disciplines without fear of institutional censorship or reprisal. This principle allows faculty to develop and share knowledge, challenge prevailing ideas, and engage students in critical inquiry. At the same time, academic freedom carries the responsibility to present information accurately, foster an environment of respectful discourse, and align with the mission and values of the institution. This definition is based on principles articulated in the *1940 Statement of Principles on Academic Freedom and Tenure* by the American Association of University Professors ([AAUP](#)).

Conflict of Interest Policies

[Policy Area 600 Employee Policies](#)

[Policy 646 Conflict of Interest](#)

Faculty must disclose any potential conflicts of interest that may arise in their professional activities, particularly outside employment, consulting work, or financial relationships that may interfere with their duties. Additionally, guidelines are in place to manage outside employment to ensure it does not conflict with institutional responsibilities.

Intellectual Property Rights

[Policy 3024 Intellectual Property, Course Ownership, and Copyright](#)

Faculty retain intellectual property rights over their work, though some projects and materials produced with institutional support may be subject to specific agreements regarding ownership.

Outside Employment Guidelines

[Policy 607 Outside Employment](#)

[Policy 3022 Private Tutoring](#)

Additional full-time employment is not allowed for full-time faculty. For other scenarios, approval must be obtained from Human Resources and the appropriate academic dean.

Professional Ethics

[Policy 605 Ethical/Professional Standards](#)

[Policy 604 Personal Appearance](#)

Faculty members are also expected to adhere to the highest standards of professional ethics, which include respecting students, colleagues, and the broader academic community. Upholding academic integrity, fairness, and responsibility is essential to maintaining the trust and respect of the institution.

Teaching and Instructional Policies

Teaching is central to the mission of Cochise College, and its faculty are expected to deliver high-quality instruction. Faculty are responsible for designing courses that align with the program's mission, have clearly defined learning outcomes, and meet institutional goals. Additionally, they must ensure that classes are well-structured, current with relevant content, and designed to actively engage students in the learning process. All faculty at Cochise College are referred to as *instructors*. This terminology reflects our commitment to fostering a unified and inclusive teaching community. By using the title “instructor”, regardless of full-time or part-time status, we emphasize our collective focus on teaching excellence and student success. This practice also aligns with the mission of Cochise College as a teaching-centered institution, where the primary role of faculty is to engage students in meaningful learning experiences.

Academic integrity

[Policy 3010 Academic Dishonesty](#)

Academic integrity is a priority at Cochise College. Faculty are responsible for upholding standards related to plagiarism and academic dishonesty. Should issues arise, faculty should follow institutional procedures to address them in a way that is fair to the student and upholds the integrity of the academic process.

Attendance Policies

Attendance policies should be clearly communicated to students at the start of each course, and faculty should monitor student participation and engagement. Courses offered in an online modality must include (and document) regular and substantive interactions with students.

Census Data Collection

Students are required to participate in classes by the course census date to avoid being dropped from the course. For institutional reporting requirements, it is **essential** that all census data are accurate and complete before the specified due date and time. To determine when the census date occurs, refer to the [Academic Calendar](#) and consult with your dean.

Go to My Cochise > Faculty Services > Faculty Resources for more information on the Census.

Course Accessibility

To comply with Department of Education regulations, all online course documents, visual materials, and audio-visual materials must be accessible to all students. Refer to the Course Accessibility Checklist and supporting training modules available in Moodle. Contact the LMS

Support Team at (520) 417-4039 or cochiseonline@cochise.edu for access to the checklist and training modules.

Course Evaluations and Feedback

Students are asked to complete course evaluations at the end of each term. Faculty should review this feedback and use it to inform their teaching practices.

Course Preparation Guidelines

[Policy 3003 Curriculum Development](#)

[Policy 3004 Academic Standards](#)

Each course must have a clearly defined syllabus outlining learning outcomes, grading policies, attendance expectations, and other required materials, as per the syllabus template checklist ([Employee Forms](#)). The syllabus serves as a contract between the instructor and students, ensuring all understand the course structure, content, policies, and requirements.

All courses are housed in the Learning Management System (LMS) and must be open to students by 4 PM on the Friday before the class starts. At a minimum, a welcome statement and syllabus must be available in the LMS by this date. The grade book, attendance, first week's assignment, and census activity must be available to students on the first day of class.

Grading Policies

[Policy 3005 Grade Record](#)

Grading Policies should be fair, consistent, and transparent. Faculty must maintain accurate records of student performance and provide timely feedback. All grades are to be recorded in the LMS (Moodle), and final grades must be submitted by the date and times designated in the official [college calendar](#). All instructors must use the LMS to record grades and attendance regardless of class modality.

Office Hours Expectations and Accountability

[Policy 623 Faculty Workload](#)

The college requires faculty to be accountable for duties in addition to those involving direct teaching during the contract year. Refer to Policy 623(3). Full-time faculty are expected to be accessible to students by meeting with them as needed and maintaining regular in-person, on-campus office hours to support their academic success. Office hours meetings must accommodate drop-in and scheduled appointments (scheduled appointments cannot be required) and should start no earlier than 8:00 AM. The day(s) and time(s) of office hours must be clearly communicated to students at the beginning of the course and comprise a minimum of 5 hours per week.

Student Accommodations

[Policy 4005 Americans with Disabilities Act](#)

Faculty are required to provide reasonable accommodations for students with disabilities in compliance with ADA regulations. Students requesting accommodations must meet with the

Office of Accessibility Services, who will determine any necessary accommodations to ensure all students can participate fully in academic programs. The Office of Accessibility Services will contact you regarding student accommodations in your class(es), and you may also proactively meet with them to discuss what is considered reasonable accommodations for the class.

Student Support Resources

a. Academic Alerts

An Academic Alert is intended to inform the Academic Advising Team that a student may be in need of academic support. Concerns can be self-reported or reported by faculty or staff members. As soon as an alert is received, a team member will connect with the student to provide the student with the necessary support and guidance.

Example situations when you should submit an academic alert include a change in attendance, and/or a change in academic performance. Submit an alert via the [Faculty Services portal page](#).

b. C.A.R.E.S Alerts

The purpose of C.A.R.E.S. is to ensure that students who need non-academic help and support during their educational journey have access to available resources. C.A.R.E.S. will assess the type of support students might need and respond with respect, care, and compassion. A C.A.R.E.S report can be submitted for a student: [C.A.R.E.S Report](#).

Questions can be emailed to: cares@cochise.edu email or call (520) 515-5300.

Research and Scholarly Activities

[Policy 1014 Conducting Surveys/Research at the College](#)

Faculty at Cochise College are not required to engage in research or publish research findings. Faculty who choose to engage in research, scholarly activities, or externally funded grant projects must first have these activities approved by their dean. Once approved, they must adhere to all applicable guidelines when conducting research, especially when involving human subjects. Research involving human participants is subject to an Institutional Review Board (IRB) review to ensure ethical standards and data security are upheld. Contact [Institutional Research](#) for further information on IRB processes and requirements.

Before conducting student, employee, and/or community surveys, contact Institutional Research for survey development and data collection guidelines.

Professional Development

The institution is committed to the professional development of its faculty, and faculty are encouraged to pursue opportunities such as attending conferences, workshops, and continuing education to enhance their teaching and service skills. Faculty may apply for travel funding

through their departments and academic dean; funding availability is based on department budgets and approval processes.

Faculty Mentoring Programs

New faculty are paired with experienced mentors to help them navigate their teaching and service responsibilities. Mentors provide valuable guidance on navigating academic life, managing work-life balance, and advancing in one's career.

Sabbatical Leave

[Policy 630 Sabbatical Leave](#)

Eligible faculty members may apply for sabbatical leave to focus on research, scholarly activities, or professional development. Applications must follow institutional procedures and be approved by the academic dean and senior administration.

Faculty Benefits and Compensation

[Policy 619 Compensation – Salary and Wage](#)

[Policy 635 Employee Benefit Plan](#)

Salaries are determined by rank, qualifications, and experience and are outlined in each faculty member's employment contract. Regular reviews ensure that salaries remain competitive and fair.

Health and Wellness Benefits

[Policy 619 Compensation – Salary/Wage Placement](#)

[Policy 635 Employee Benefit Plan](#)

A comprehensive health insurance plan is offered to all full-time employees, including medical, dental, and vision coverage, as well as wellness programs.

Paid Time Off

[Policy 625 Absence from Duty](#)

[Policy 627 Holidays](#)

[Policy 628 Sick Leave – Benefitted Employees](#)

[Policy 629 Personal Leave](#)

[Policy 632 Family and Medical Leave](#)

[Policy 654 Bereavement Leave](#)

[Policy 657 Military Leave](#)

[Policy 658 Religious Observations](#)

[Policy 659 Voting Leave](#)

Retirement Plans

[Policy 651 Retiree Benefits](#)

The institution provides retirement plans. Faculty may contribute to these plans based on their preferences.

Campus Resources and Support Services

Faculty Support Center

The Faculty Support Center provides workshops, resources, and personalized support to faculty members looking to enhance and develop their teaching practices. This center serves as a hub for professional development related to pedagogy, instructional design, program assessment, program review, curriculum development, and advanced use of the Learning Management System (Moodle).

LMS Support Team: (520) 417-4039, cochiseonline@cochise.edu

Instructional Design: ashbyw@cochise.edu

Curriculum Development: fagliem@cochise.edu

Program Assessment & Program Review: rzepeckij@cochise.edu

IT Support and Technology Services

[Policy 6015 Acceptable Use of Technology](#)

[6016 Data Retention](#)

[6052 Cloud Storage Policy](#)

[6053 Mobile Device Policy](#)

[6054 Remote Access](#)

[6055 Computer Account Use and Management](#)

[6056 Physical & Environmental Security Policy](#)

[6060 Third Party Management Policy](#)

[6061 Change Management](#)

[6063 Data Classification](#)

[6066 Computer & Server Security Standards](#)

[6068 Backup and Retention](#)

[6070 Disaster Recovery Plan](#)

[6071 Incident Response](#)

[6073 Security and Awareness Program](#)

Tech Services offers computer hardware support and classroom technology support.

Library and Research Support

[Policy 3017 Library Materials](#)

The campus library is equipped with collections of academic journals, books, online databases, and interlibrary loans.

Conduct and Disciplinary Procedures

Code of Conduct

[Policy 604 Personal Appearance](#)

[Policy 605 Ethical/Professional Standards](#)

Faculty are expected to maintain the highest standards of professional conduct. The institution's code of conduct outlines the responsibilities faculty have in their interactions with students, colleagues, and the broader community. Faculty must act with integrity, respect, and professionalism in all aspects of their work.

Disciplinary Actions and Due Process

[Policy 638 Non-Renewal of Contracts](#)

[Policy 643 Suspension/Demotion/Termination](#)

In cases where faculty behavior does not meet institutional standards, disciplinary actions may be taken. The institution follows a structured process to investigate misconduct and ensure that faculty are given the opportunity to respond to any allegations. Disciplinary actions may range from warnings to more severe measures, depending on the nature of the violation.

Harassment and Discrimination Policies

[Policy 1029 Title IX and Sexual Harassment Compliance](#)

[Policy 610 EEO/Affirmative Action](#)

[Policy 611 Sexual Harassment](#)

The institution takes seriously its commitment to creating a safe and inclusive environment. Faculty are required to follow policies regarding harassment and discrimination and must report any incidents or violations in a timely manner. Title IX regulations apply to all faculty, ensuring gender equity and the prevention of sexual harassment and discrimination.

Safety and Emergency Procedures

[Policy 5001 College Community Health and Safety](#)

[Policy 5003 Drug and Alcohol-Free Environment](#)

[Policy 5005 Campus Security](#)

[Policy 5007 Possession of Dangerous Objects or Weapons](#)

[Policy 5010 Communicable Diseases](#)

[Policy 5012 Animals on Campus](#)

Faculty are expected to be familiar with campus safety policies and procedures to ensure the well-being of students and staff. Faculty should take part in safety drills and be aware of emergency contacts for campus security and local law enforcement.

In the event of an emergency, faculty should follow established evacuation procedures to ensure the safe and orderly exit of students from classrooms and other facilities. Emergency contacts and building evacuation routes are posted in all classrooms and office spaces.

Reporting Safety Hazards

Faculty should report any safety hazards or potential risks to the facilities department for immediate attention. Keeping the campus safe is a shared responsibility, and faculty play an important role in identifying and addressing safety concerns.

Evaluation and Assessment

Academic Program Review and Program Assessment

Faculty are expected to participate in program review and program assessment, which ensure that academic programs remain rigorous and relevant. Participation in program assessment and program review demonstrates a commitment to the continuous improvement of educational offerings at Cochise College.

Faculty Performance Reviews

[Policy 644 Performance Evaluations](#)

Annual performance reviews are conducted to assess teaching effectiveness and contributions to service. Faculty performance reviews are conducted by department chairs (for associate faculty) and deans (full-time faculty) and may include self-assessments, peer evaluations, and student feedback.

Peer Reviews

Peer reviews focus on teaching effectiveness and professional development. These evaluations provide constructive feedback and support faculty in enhancing their instructional methods.

Student Evaluations

Student evaluations offer valuable insights into how students perceive their learning experience, and faculty are encouraged to reflect on this feedback for continuous improvement.

Institutional and Legal Compliance

Faculty must comply with all institutional policies and legal regulations, including those related to student privacy and accessibility. Faculty must ensure that their online teaching materials, activities, and resources are accessible and comply with federal regulations (refer to the Teaching & Instructional Policies section). Institutional and legal safety standards must be adhered to in laboratories, and institutional protocols for handling sensitive information must be followed.

Americans with Disabilities Act

[Policy 4005 Americans with Disabilities Act](#)

Cochise College is committed to providing equal access to education for students with disabilities in compliance with the Americans with Disabilities Act (ADA). Faculty should work

closely with the Office of Accessibility Services to ensure that all students receive the accommodations they need to succeed in their academic endeavors.

The Family Educational Rights and Privacy Act (FERPA)

[Policy 4009 Release of Student information](#) ensures that student records and academic performance remain confidential, and faculty must protect the privacy of their students by adhering to these guidelines.

Governance and Faculty Participation

[Policy 1001 Internal Governance and Committees](#)

Faculty members participate in decision-making through committees and the Senate, where they contribute to policies affecting academic programs, student success, and campus life.

Faculty participation is essential in program review, program assessment, accreditation processes, and curriculum development. Through these activities, faculty contribute to the institution's continuous improvement and ensure that its academic offerings remain aligned with industry standards and student learning needs.

Faculty are encouraged to engage in leadership roles within their departments and across the institution to help shape its future direction. A full list of [Cochise College Committees](#) can be reviewed after logging in to my.cochise.edu.