

# 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  
Provost  
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 (FAA).

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 Provost, 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:** Kia Mullins, Executive Assistant: mullinsk@cochise.edu
- **Provost's Office:** Serena Westbrook, Executive Assistant: westbrooks@cochise.edu
- **Student Services:** Arian Lee, Executive Assistant: leea@cochise.edu
- **Outreach & Community Engagement** Dr. Jennifer Wantz, Executive Dean: wantzj@cochise.edu
- **Human Resources:** Loren Gladwill, Interim Director: gladwilll@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](#)

[Faculty Support Center LibGuides](#)

# 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.

# Employment Policies

## ***Instructor Classifications***

### [Policy 661 Position Classifications and Categories](#)

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. Instructors are classified as full-time or associate (part-time). Specific expectations and responsibilities are detailed in employment contracts. Full-time instructors have greater teaching loads, service expectations, and required office hours. Associate faculty focus on teaching specific courses. Both are valued and needed contributors to student success. All faculty services are open and available to both full and part-time instructors.

## ***Recruitment and Hiring***

### [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 campus(es) roles, responsibilities, compensation, and duration of employment.

## ***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.

## ***Compensation and Salary Advancement***

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

Cochise College strives to attract and retain a well-qualified, diverse faculty to achieve our mission, vision, and goals. After a careful CV analysis, new faculty are placed on an education- and experience-based salary schedule. Compensation structures are reviewed annually based on market indicators and comparative salary/wage studies.

### [Policy 647 Faculty Salary Advancement](#)

We support and celebrate your professional growth. Advancement is awarded based on degree achievement and/or completion of recognized tiers on the faculty salary schedule.

### ***Probationary Status***

Full-time faculty members are subject to a two-year probationary period and will participate in a cohort-based New Faculty Academy designed to offer both professional and personal support. Faculty will engage in iterative development of teaching philosophies and practices over the course of four semesters and record these in a portfolio, which will be assessed by their Academic Dean and the Provost. 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. Associate faculty are invited to participate in NFA programming on a voluntary basis.

### ***Performance Reviews***

#### [Policy 644 Performance Evaluations](#)

Faculty evaluation processes vary by employment classification and support instructional quality and continuous improvement. Full-time faculty participate in formal performance reviews at least once every two years, conducted by the appropriate dean and informed by multiple measures of performance.

Newly hired associate faculty are observed or reviewed at least once during their first semester of employment by the academic dean or designated proxy using the Classroom Observation and Visitation Checklist. Returning associate faculty members are subsequently observed or reviewed at least once every two years using the same process and documentation.

### ***Peer Reviews***

Peer reviews are an integral part of the New Faculty Academy and provide a valuable perspective on teaching effectiveness and professional development. These evaluations provide constructive feedback and support faculty in enhancing their instructional methods. We hope that you will continue with this valuable practice well beyond your required time in professional development activities.

### ***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. Probationary instructors are asked to undergo additional mid-term evaluations during the first four semesters of teaching. This practice allows an early pulse check, gives time for course corrections, and generally results in better final evaluations. We hope this is a practice you will choose to continue throughout your time as an instructor at Cochise College.

## Faculty Benefits

### ***Health and Wellness Benefits***

#### [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](#)

Cochise College requires participation in the Arizona State Retirement System (ASRS) and supports contributions to other retirement vehicles. Faculty may contribute to these plans based on their preferences.

## Rights and Responsibilities

### ***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.

### ***Shared Governance***

#### [Policy 1001 Internal Governance and Committees](#)

In the second year of probation, instructors are asked to serve on at least one committee each semester. Here and through the Employee Senate, faculty can participate in decision-making and contribute to policies that affect academic programs, student success, and campus life.

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

## ***Academic Freedom***

### **[Policy 3001 Academic Freedom](#)**

Academic freedom is the foundation for faculty to explore, discuss, research, and teach freely in their discipline without fear of institutional censorship or reprisal. 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](#)). The principle of academic freedom 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.

## ***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 and publication.

## **Instructional Processes**

Teaching is central to the mission of Cochise College. Therefore, faculty are expected to make delivery of high-quality instruction their primary focus. 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 and substantively engage students in the learning process, regardless of teaching modality. Courses offered in an online modality must document regular and substantive student/student, student/materials, and student/instructor interactions.

## ***Academic Integrity***

### **[Policy 3010 Academic Dishonesty](#)**

Academic integrity is a priority at Cochise College. Faculty are responsible for creating and maintaining a learning environment couched in ethics and honorable conduct. We ask you to clearly communicate and consistently uphold standards related to academic integrity. Violations most often center around, but are not limited to: cheating, fabrication, plagiarism, or unauthorized/undisclosed use of AI. Please clearly communicate your expectations surrounding these issues and any other discipline-specific issues that could undermine the integrity of learning. Should issues arise, faculty should follow institutional policy and procedures to address them in a way that is fair to the student and upholds the integrity of the academic process. This includes conferencing with the student before any formal allegations are made and recognizing the student's right to due process. Faculty are encouraged to consult with their chair/dean in generating and enforcing policies of this nature.

## ***Attendance and Participation***

### **[Policy 3004 Academic Standards](#)**

As faculty, you have the latitude to determine your own attendance policy in each of your courses. Please think through and define terms such as “absence”, “excused”, “late”, “participation”, etc. Communicate your policy and actions to be taken regarding violations clearly to students in both the syllabus and at the beginning of the course. You should monitor and record attendance, participation, and engagement on a weekly basis. If a student has not participated in 14 days, a non-participation alert needs to be submitted to remain compliant with federal financial aid guidelines.

## ***Census Data Collection***

Cochise College conducts census on the 10<sup>th</sup> day of each semester. This is how we determine who is enrolled and actively attending, and these numbers are tied to federal funding and student financial aid. For institutional reporting requirements, it is **essential** that all census data are accurate and complete before the specified due date and time. Students are required to actively engage with/participate in the course at least once in the first ten days, as determined by a census assignment that you give them to complete. Students who do not complete the required proof-of-attendance method should be indicated through census reporting.

## ***Course Accessibility***

To comply with United States Department of Education and United States Department of Justice regulations, course documents, visual materials, and audiovisual materials posted online must be accessible to all students.

General course accessibility differs from individualized accommodations. Accessibility refers to proactive course design practices intended to support all students broadly and consistently. Accommodations, by contrast, are individualized modifications or adjustments provided in response to documented needs and are coordinated through the College’s ADA Accessibility Services Office. Faculty should not independently implement individualized accommodations outside of the established institutional process.

For more information on course accessibility checklists and training modules, contact the LMS Support Team at (520) 417-4039 or [cochiseonline@cochise.edu](mailto:cochiseonline@cochise.edu) for.

## ***Course Preparation Guidelines***

### **[Policy 3003 Curriculum Development](#)**

### **[Policy 3004 Academic Standards](#)**

Each course must use of the college’s mandatory syllabus generator. The syllabus serves as the contract between the student and the instructor. The standardized portions comply with research on fourth generation syllabi to create a student-centered, easy to read document with aligned learning outcomes from the catalog, semester-to-semester updated policies, college wide attendance expectations based on financial aid compliance, etc.

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 gradebook, attendance, first week's assignment, and census activity must be available to students on the first day of class.

The use of Moodle to supplement in-person coursework is strongly encouraged because consistent access to course materials, review resources, and embedded accessibility tools enhances student learning and accessibility for all students. Faculty are also encouraged to work with the college's instructional designer when developing or revising course content, instructional materials, and assessments, both within and outside of the learning management system.

### ***Disruptive Student Behavior***

#### **[Policy 3025 Disruptive Students](#)**

Faculty are responsible for maintaining an academic learning environment that supports effective teaching, learning, safety, and respectful participation. Disruptive student behavior is any action that interferes with teaching, learning, or the safety and respectful functioning of the learning environment. This applies to all instructional settings, including face-to-face, online, and hybrid courses.

When disruptive behavior occurs, you should address the concern as early as feasible and communicate directly with the student to clarify expectations and prevent escalation. Document the incident and any communication with the student. Consult with your dean to determine appropriate next steps. Depending on the situation, next steps may include additional communication, setting behavioral expectations, mediation, or referral to student services.

If a student's behavior significantly disrupts instruction or raises safety concerns, you may direct the student to leave the instructional setting for the remainder of the class session. If the student refuses to comply, contact Campus Security. Following any removal from class, notify your dean and document the incident as soon as possible.

Faculty may not drop a student from a course based solely on disruptive behavior, violate law or College policy, or demean or humiliate a student while addressing the behavior. The Instructor-Student Mediation Process may be used as an informal, voluntary option to support resolution and preserve the educational relationship when appropriate.

### ***Grading Policies***

#### **[Policy 3005 Grade Record](#)**

Grading Policies should be fair, consistent, and transparent. They must also remain in force for the duration of the semester and cannot be changed mid-course. Faculty must maintain accurate, regular records of student performance and provide timely and actionable feedback to their submissions. Regardless of class modality, ALL grades are to be recorded in the LMS

(Moodle) and viewable by students at all times. Final grades must be submitted by the date and times designated in the official [college calendar](#).

### ***FTSE Reporting***

Cochise College conducts Full Time Student Equivalency Reporting (FTSE) on the 45<sup>th</sup> day of each semester for all courses in the regular 16-week part of term. This is how we determine who is enrolled and actively attending, and these numbers are tied to state funding. For institutional reporting requirements, it is essential that all FTSE data are accurate and complete before the specified due date and time. Information and reminders are sent from the Registrar.

### ***Office Hours Expectations and Accountability***

#### **[Policy 623 Faculty Workload](#)**

In support of the College's mission to provide high-quality instruction and student support, faculty are accountable for professional duties beyond direct classroom instruction during the contract year. Refer to Policy 623(3).

One such requirement is maintaining accessibility to students through regular in-person, on-campus office hours to support academic success. Faculty are required to hold a minimum of five office hours per week, to accommodate both drop-in and scheduled appointments; students may not be required to schedule appointments in advance). Office hours should start no earlier than 8:00 AM and should be scheduled with consideration for student availability and course schedules. The day(s) and time(s) of office hours must be clearly communicated to students at the beginning of the course and be posted on your office door or other visible location.

### ***Responsibilities Outside of the Classroom***

Examples of additional responsibilities outside of direct classroom instruction may include, but are not limited to, the following:

- **Safety Oversight** – Supporting safe instructional environments in areas such as laboratories, studios, clinical spaces, or CTE sites and reporting safety concerns, hazards, or equipment issues to the appropriate personnel as needed.
- **Curriculum Development** – Participating in the development, revision, and continuous improvement of curriculum and course materials.
- **Instructional Development** – Assisting in the development of master courses or shared instructional materials to support consistency, rigor, and quality across sections and modalities.
- **Program Quality and Improvement** – Collaborating with peers to ensure instructional materials, teaching methods, and program practices remain current, effective, and aligned with academic and industry standards.
- **Community Outreach and Representation** – Representing the department, division, or College at community events, recruitment activities, advisory meetings, or partnership opportunities as appropriate.

- **Assessment and Program Review** – Participating in institutional assessment activities, program review processes, and continuous improvement efforts.
- **Compliance Training** – Completing required institutional trainings and certifications by established deadlines.
- **Reports and Administrative Responsibilities** – Completing required reports, documentation, and other administrative responsibilities associated with faculty duties.

### ***Student Support Resources***

#### a. Academic Alerts

An Academic Alert is intended to inform the Academic Advising Team that a student may need of additional academic support or intervention. Faculty are encouraged to submit an alert at the earliest signs of concern and to remind students that they may also self-identify if they need assistance.

Once an alert is received, a member of the Academic Advising Team will contact the student to provide appropriate support, resources, and guidance. Please note that faculty may not receive follow-up communication regarding advising outreach or subsequent interactions with the student.

Situations that may warrant an Academic Alert include changes in attendance patterns, declining academic performance, lack of engagement, or other indicators that a student may be experiencing academic difficulty. 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](mailto:cares@cochise.edu) email or call (520) 515-5300.

Note that academic and personal issues often intertwine and there is no right or wrong answer as to when and how to use which service. Either alert will result in outreach to the student and we encourage you to err on the side of referring too much rather than too little.

## **Resources and Instructional Support Services**

### ***Faculty Support Center***

The Faculty Support Center provides workshops, resources, and personalized support to instructors 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](mailto:cochiseonline@cochise.edu)

Instructional Design: [ashbyw@cochise.edu](mailto:ashbyw@cochise.edu)

Curriculum Development: [fagliem@cochise.edu](mailto:fagliem@cochise.edu)

Program Assessment & Program Review: [rzepeckij@cochise.edu](mailto:rzepeckij@cochise.edu)

### ***IT Support and Technology Services***

We provide our faculty with computer hardware, software, access and support needed to perform academic job functions. We require you to be knowledgeable of policies related to acceptable use, data protections, external access and electronic devices, system security, etc. You will be expected to complete annual training in these areas and to ensure your academic expectations, guidance, and advice to students is consistent with its parameters and intents.

[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](#)

### ***Library and Research Support***

[Policy 3017 Library Materials](#)

The campus library is equipped with collections of academic journals, books, online databases, and interlibrary loans to support your teaching and academic work. The librarians are also very adept at helping you locate a wide variety of open educational resources, obtain library licensed materials, and manage copyright considerations for course content and extra-curricular materials.

## **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 professional

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

### ***Faculty Mentoring Programs***

Cochise College is committed to providing each new instructor with vertical (supervisory) and horizontal (peer) mentoring, particularly during the first two years of employment. Your mentor can help you better navigate your teaching and service responsibilities and provide valuable guidance on academic life, work-life balance, and career advancement.

### ***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.

## **Research and Scholarly Activities**

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

Because our primary faculty function at Cochise College is high-quality instruction, faculty are not required to engage in research or publish research findings to maintain employment. 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, projects 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.

## **Program Review and Assessment**

### ***Academic Program Review and Program Assessment***

As part of the College's accreditation requirements and broader culture of assessment and continuous improvement, faculty are expected to participate in program review and program assessment processes to help ensure that academic programs remain rigorous, relevant, and responsive to student and workforce needs.

Faculty expertise and participation are essential to program review, assessment, accreditation activities, and curriculum development. These processes support reflective teaching practices, strengthen student learning outcomes, and help inform ongoing improvements in instructional quality and program effectiveness.

Through these activities, faculty contribute directly to the College's continuous improvement efforts and help ensure that academic programs remain aligned with institutional goals, industry standards, and evolving student learning needs.

## **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). In laboratories, institutional and legal safety standards must be adhered to, 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 and faculty 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 academically. Students requesting accommodations must meet with the Office of Accessibility Services, which will determine any necessary accommodations to ensure all students can participate fully in academic programs. The Office of Accessibility Services will contact you regarding any required student accommodations in your class(es). This is intended to be an iterative process for both you and the student. Therefore, you may give your input to the Office of Disability Services regarding any concerns you have about how those accommodations might affect content teaching and delivery. Please note that student accommodations are only valid for one semester. You will receive an updated notice for any subsequent semesters. The Office of Accessibility Services is also available to all employees in conjunction with HR if you need assistance with temporary or long-term accommodations to perform job duties.

### ***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. Note that all students enrolled in Cochise College courses – including those under the age of eighteen – are subject to FERPA protections and should be treated as adults, regardless of other circumstances.

## **Conduct and Disciplinary Procedures**

### ***Code of Conduct***

#### **[Policy 604 Personal Appearance](#)**

#### **[Policy 605 Ethical/Professional Standards](#)**

As a community college, we are deeply connected with and supported by our surrounding population. We expect you as instructors to maintain the highest standards of professional conduct with students, colleagues, and the broader community. This includes integrity, respect, and professionalism in all aspects of your work.

### ***Outside Employment & Conflict of Interest***

[Policy Area 600 Employee Policies](#)

[Policy 607 Outside Employment](#)

[Policy 3022 Private Tutoring](#)

[Policy 646 Conflict of Interest](#)

Cochise College requires all employees to disclose any potential conflicts of interest arising from their professional activities. This most often applies to outside employment, consulting work, or financial relationships that may interfere with instructional duties. Additional full-time employment is not allowed for full-time faculty. Additionally, guidelines are in place to manage part-time outside employment to ensure it does not conflict with institutional responsibilities. Please consult with HR and your academic dean for appropriate approval and paperwork.

### ***Disciplinary Actions and Due Process***

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

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

When 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 its commitment to creating a safe and inclusive teaching and learning environment seriously. 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 preventing sexual harassment and discrimination.

### ***Corrective Action***

[Policy 640 Corrective Action](#)

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

## ***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.

## **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. We suggest storing the direct numbers to campus security in your phone for each campus you teach on.

## ***Reporting Safety Hazards***

Faculty should help us keep campus safe by quickly reporting any hazards or potential risks to the facilities department for immediate attention. Safety and security is a shared responsibility, and faculty play an important role in identifying and addressing safety concerns.

## **Procedure for Handbook Updates**

The Faculty Handbook is updated annually by the Academic Affairs Office. Please provide any suggestions for additions or changes to Janelle Simpson, Acting Dean, at [simpsonj@cochise.edu](mailto:simpsonj@cochise.edu)