

Western Kentucky University Owensboro Regional Campus

FACULTY AND STAFF HANDBOOK



Located at Owensboro Community/Technical College
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4800 New Hartford Road
Owensboro, KY 42303



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The Spirit Makes the Master

I. PREFACE

Welcome to the Western Kentucky University Owensboro Regional Campus. We are glad you are a member of the WKU-O faculty/staff, as we work together to provide high quality instruction and service for the students at this campus.

This Handbook has been developed to assist you with important information as a member of the WKU-Owensboro team. It is issued as a supplement to the WKU Catalogs and website. If you have any questions, please let me know.

Marilyn Brookman, Ph.D.
DELO Associate Dean/Executive Director
WKU-Owensboro Regional Campus



Accreditations and Memberships

Western Kentucky University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, GA 30033-4097; telephone (404) 679-4501) to award associate, baccalaureate, master's and specialist degrees.

Certain programs of the University are accredited by the:

- AACSB: International Association of Management Education
- American Bar Association
- American Chemical Society
- Accrediting Council on Education in Journalism and Mass Communications
- American Dental Association Commission on Dental Accreditation
- American Dietetic Association
- American Medical Association
- American Healthcare Information Management Association
- American Speech and Hearing Association
- Association of University Programs in Health Care Administration
- Commission on Collegiate Nursing Education/American Association of Colleges of Nursing
- Computing Accreditation Commission/Accreditation Board for Engineering and Technology (CAC/ABET)
- Council for Accreditation of Counseling and Related Educational Programs
- Council on Social Work Education
- Department of Army
- Kentucky State Board of Nursing
- National Association of Industrial Technology
- National Association of Schools of Art and Design
- National Association of Schools of Music
- National Council for Accreditation of Teacher Education
- National League for Nursing
- Related Accreditation Commission/ Accreditation Board for Engineering and Technology (RAC/ABET)
- Society of Public Health Educators and Association for the Advancement of Health Education
- Technology Accreditation Commission/ Accreditation Board for Engineering and Technology (TAC/ABET)

The University is a member of:

- American Association of Colleges for Teacher Education
- Association of Schools of Journalism and Mass Communication
- American Council on Education
- American Association of State Colleges and Universities
- Institute of International Education

The Western Creed

*Western Kentucky University is a community dedicated to learning, where ideas are offered, examined, and discussed.
As a member of this community, I have both a personal and shared responsibility to participate actively in university life By practicing personal and academic integrity;
Seeking unity by respecting the dignity of all persons;
Celebrating and embracing diversity;
Encouraging freedom of expression;
Acting in accordance with basic principles of citizenship;
Preserving and appreciating the natural beauty of the campus;
Enriching all aspects of life through the educational process; and by
Embracing all aspects of life through the educational process; and by
"Life More Life" and "The Spirit Makes The Master, by pursuing personal growth and a life of excellence*

WKU Mission Statement

Western Kentucky University prepares students to be productive, engaged leaders in a global society. It provides service and lifelong learning opportunities for its constituents. WKU is responsible for stewarding a high quality of life throughout its region.

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II. INTRODUCTION

This Handbook for Faculty and Staff of the Western Kentucky University Owensboro Regional Campus is intended to assist faculty and staff, by highlighting information relevant to responsibilities and opportunities.

III. HISTORY OF WESTERN

On March 21, 1906 the Kentucky General Assembly approved legislation to establish two teacher training institutions, or "normal schools," in the state. A locating commission chose Bowling Green to be the site of one, and the Western Kentucky State Normal School was created.

The new state-supported school took over the building and student body of the privately owned Southern Normal School. The owner of the Southern Normal School, Henry Hardin Cherry, had been actively involved in the campaign to establish teacher training schools and became Western's first president. Classes began on January 22, 1907.

On February 4, 1911 the school moved to its present site on "the Hill," approximately 125 feet above downtown Bowling Green and formerly the site of The Pleasant J. Potter College. Over the next decade, the curriculum focused on teacher training and certification. Students received practical experience at the Training School, and a model one-room Rural School was opened on campus in 1924. In 1922 the state renamed the institution Western Kentucky State Normal School and Teachers College and authorized it to grant four-year degrees. The first such degrees were awarded in 1924.

Western's campus expanded in 1927, when it merged with Ogden College, a private young men's school located on the east side of the Hill. Western's name was shortened to Western Kentucky State Teachers College in 1930, and the following year the Master of Arts degree was first offered. President Cherry died in 1937 and was succeeded by Dr. Paul Garrett.

As Western's mission broadened, its name was shortened in 1948 to Western Kentucky State College. Dr. Garrett died in 1955, and Kelly Thompson became Western's third president.

Under Thompson, both Western's curriculum and its campus underwent major reorganization and expansion. In June 1963, Western merged with the Bowling Green College of Commerce, formerly the Bowling Green Business University. Along with the Graduate School, the Bowling Green College of Commerce became a separate college within Western's structure. In 1965, the Board of Regents approved the formation of three more colleges: the Potter College of Liberal Arts, the College of Education, and the Ogden College of Science and Technology. On June 16, 1966, Western Kentucky State College became Western Kentucky University.

The University's six colleges now are: College of Education and Behavioral Sciences, Gordon Ford College of Business, Ogden College of Science and Engineering, Potter College of Arts, Humanities and Social Sciences, College of Health and Human Services, Bowling Green Community College of Western Kentucky University.

Through the years the school has striven constantly to provide its students with varied educational opportunities within an academic climate intended to promote the legitimate objectives of liberal education, democratic citizenship, character development, and the pursuit of excellence.

Western has offered classes in Owensboro since 1968. WKU has been located at various locations in Owensboro.

V. VISION

Western Kentucky University aspires to be the best comprehensive public institution in Kentucky and among the best in the nation.

Western Kentucky University provides rigorous academic programs in the liberal arts and sciences and traditional and emerging professional programs, at a reasonable cost.

Western's commitment is to ensure value in a holistic learning experience through high standards for student achievement and conduct, strong faculty, technological innovation, personalized attention, broad access, and public accountability for actions and outcomes. Western's success is reflected in the success of its graduates who are known for their loyalty, leadership, and adaptability.

Western Kentucky University recognizes that its mission continues to evolve in response to regional, national, and global changes, and needs for lifelong learning.

VI. MAIN OFFICE/CLASSROOMS/ETC.

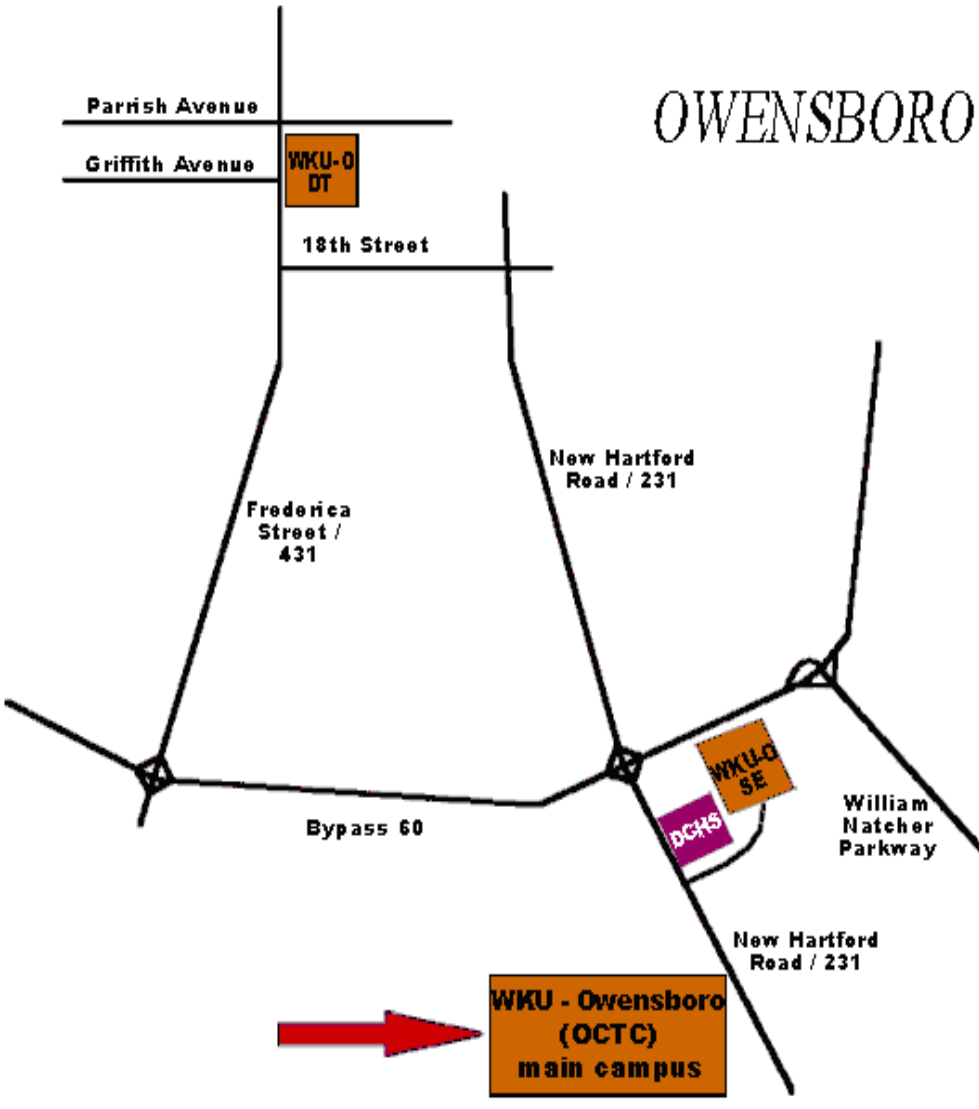
The main office for the WKU-Owensboro Regional Campus is located in the Learning Resource Center at Owensboro Community and Technical College, 4800 New Hartford Road, Owensboro, KY 42303, telephone 270-684-9797.

Classes are located at the Owensboro Community/Technical College main campus, 4800 New Hartford Road, Owensboro, on the Downtown Campus at 1501 Frederica Street, and the Southeast Campus behind Daviess County High School at Southeastern Parkway. Office hours are:

Fall and Spring semesters: 8:00 a.m. - 5:00 p.m. Monday through Thursday and 8:00 a.m. - 4:00 p.m. on Friday.

Summer Terms: 8:00 a.m. - 4:30 p.m. Monday through Thursday and 8:00 a.m. - 4:00 p.m. on Friday.

VII. MAPS (see next page)

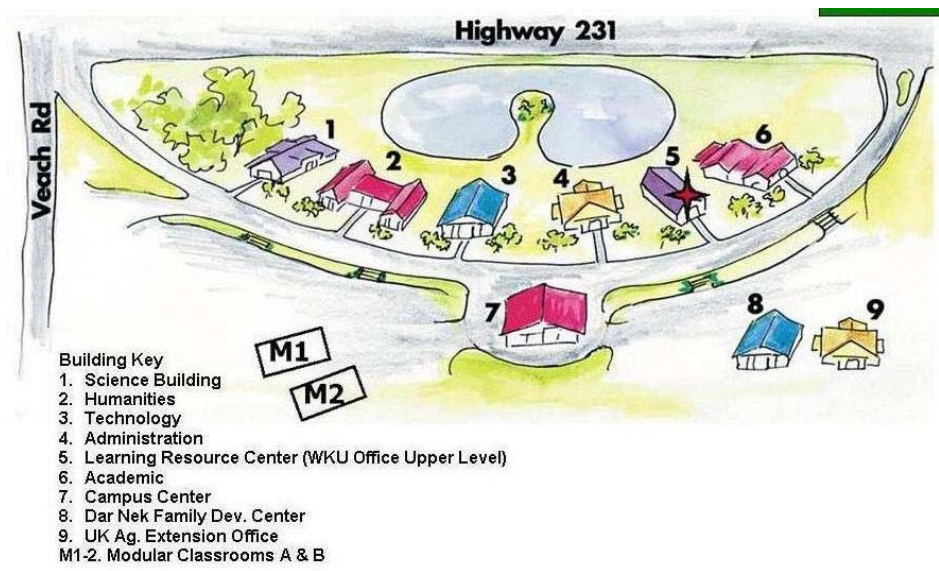


Location Map

Class Locations:

- Main Campus=WKU-Owensboro, 4800 New Hartford Road.
- SE = WKU-Owensboro (OCTC-Southeastern Campus), 1901 Southeastern Parkway (behind Daviess County High School)
- DT = WKU-Owensboro (OCTC-Downtown Campus), 1501 Frederica Street

Main Campus Close-up View – 4800 New Hartford Road (Highway 231)



VIII. STATEMENTS OF COMPLIANCE

- A. Western Kentucky University is committed to equal opportunity in its educational programs and employment. It is an equal opportunity – affirmative action employer and does not discriminate on the basis of age, race, color, religion, sex, sexual orientation, national origin, or disability. On request, the University will provide reasonable accommodations, including auxiliary aids and services, necessary to afford an individual with a disability an equal opportunity to participate in all services, programs, activities and employment.

The University has published policies and procedures for investigating and/or addressing discrimination or harassment in its educational programs and/or employment. If you believe you have experienced discrimination or harassment in such programs, activities or employment, the University policies and procedures are published in Hilltopics: A Handbook for University Life; the Western Kentucky University Personnel Policies and Procedures Manual; and the Catalog. These publications, including information about University procedures, are available in the following locations:

Office of Human Resources
Room 42, Wetherby Administration Bldg.
Western Kentucky University
(270) 745-5360

Equal Opportunity/504/ADA Compliance
Wetherby Administration Bldg.
Western Kentucky University

B. STUDENT RIGHT-TO-KNOW ACT DISCLOSURE STATEMENT

In compliance with the federal Student Right-to-Know and Campus Security Act of 1990, the University's graduation rate is to be made available, upon request, to potential and currently enrolled students. The Act requires public disclosure beginning July 1, 1993 of this information by institutions of higher education receiving federal financial assistance.

IX. GENERAL INFORMATION

A. Bookstore

Teachers may order books from the WKU Bookstore in Bowling Green and/or OCTC Bookstore in Owensboro.

Teachers: For WKU Bowling Green Bookstore: go to www.wku.edu/info/bookstore/ Select Textbook Adoption (in blue lettering) on the left hand side of the screen. Follow directions on screen. For more information, or other questions, call Jennifer Whipple at 270-745-5801.

Students: For WKU Bowling Green Bookstore: Have the course numbers ready and call 1-800-444-5155 or go to www.wku.edu Click on bookstore and follow the directions for ordering books. You will need the course number for each class. Books may be ordered online by students and delivered directly to Owensboro for free when ordered by the deadline posted for each semester on the WKU Bookstore website.

Teachers: For OCTC Bookstore: Email Sonya Southard at sonya.southard@kctcs.edu or call her at 270-686-4523.

Students: For OCTC Bookstore: Have the course numbers for each class you are taking and call 686-4523 and ask if the book for your class has been ordered through them. If not, go through the WKU Bookstore in Bowling Green (directions above.)

B. Calendar

The current calendar for the semester can be found on WKU's website, in the Registration Bulletin, in the Owensboro Campus class schedule, and in the first issue of the Big Red Review.

C. Communications

The Big Red Review is our communication link with our faculty and students. It is a newsletter that is distributed periodically throughout the semester. Please let us know what should be included to help you.

D. Computer Lab

Computers are available for the use of teachers and students in the Learning Resource Center, Room 216, near the WKU-O offices. Hours are posted on the door or you can check with the WKU-O office for hours.

WKU students can use the OCTC computer labs in the following buildings: Technical 103 and Library 105. WKU students will need a student identification number, and this can be acquired by identifying themselves as WKU students, and the OCTC Computer Lab Assistant will help them get temporary accounts.

E. Western Kentucky University Center on Economic Education

The WKU Center on Economic Education has curricula designed to help teachers educate students in the concepts of economics at each grade level. There are over 100 teacher designed units that can be checked out and used in the classroom. About 60 are for primary, 25 are for middle grades, and 18 are for high school. Also, there are over 150 videos covering a wide range of economic concepts. To check out materials go to the OCTC Library or call for information at 684-9797. Dr. Wayne Rickard is the Center Director.

F. Identification

1. Identification Cards

Pictures for ID cards can be made in the WKU-Owensboro Office at Owensboro Community/Technical College, Learning Resource Center Room 206, Monday through Thursday from 9:00 to 4:00.

According to the WKU Catalog, student ID cards can be used on main campus for general university services. The student ID is required for entry into the WKU-Owensboro computer lab.

2. WKU Identification Number

WKU uses identification numbers instead of Social Security numbers. To get your WKU identification number:

- a. Open Internet Explorer
- b. Enter in address line: Topnet.wku.edu or go to www.wku.edu (home page) and click on TopNet
- c. On right side of screen click on "WKU ID lookup" and follow directions on the screen.
- e. Your new ID # will appear. Write it down quickly or print it out. This screen only stays on for 30 seconds.
- f. Go back to TopNet login screen and enter your WKU ID number. For the pin number put in the last six digits of your social security number. Follow the directions for creating a pin number and you are in!

G. Student Guidelines for Interactive Video Classes

1. Please arrive for class and be in the classroom a few minutes before class begins.
2. Please do not take **food, drink, tobacco, or children** in the classroom.
3. Please do not handle the microphones.
4. Please be quiet when class starts and during class time.
5. If you are having trouble seeing or hearing, please say something to your facilitator.
6. Please write down questions to fax to your professor, if you do not ask the questions.
7. Please turn off cell phones.

H. **Library Services**

The main function of the Regional Campus Library Services is to provide timely and effective access to library materials and to provide service for teachers and students who are enrolled in regular classes and in distance education courses at Western Kentucky University Owensboro Regional Campus.

The Regional Campus Library Assistant at WKU-O provides research assistance as well providing Research Instruction (teaching of bibliographic databases) for instructors who request it. The ECL at WKU-O also organizes and maintains the Owensboro Reserves and Periodical collections, acts as Library Liaison for Owensboro instructors and students, and creates/updates handouts as needed. If you need assistance with library services, please see the WKU-O Library Assistant in the OCTC Library.

I. **Parking**

Owensboro Community/Technical College (New Hartford Road) has two large parking lots. The OCTC campus by Daviess County High School has a parking lot in front, and the OCTC campus at 1501 Frederica has parking behind the building.

J. **Sexual Harassment**

Western Kentucky University is committed to providing a working and learning environment that is free from sexual harassment. It is the policy of WKU that sexual harassment of any form will not be tolerated. For additional information, please access: <http://www.wku.edu/Dept/Support/Legal/EOO/main.htm>

K. **Student Career Services**

The WKU Career Services Center has developed extensive reference material, information and links to career related topics and resources. Students may register with the Center online, view current job vacancy announcements, learn how to prepare a resume, ask counselors questions, and find helpful career advice. The web address is: <http://www.wku.edu/CareerServ/> A monthly career and employment e-newsletter is distributed to all individuals who are registered with the Center. Copies of the e-newsletter can be found online at: <http://www.wku.edu/CareerServ/welcome/students/enews/e-index.pdf>

Services provided include career counseling, free materials, job vacancy information, online chats, online credentials, etc.

Beginning fall 2006, a representative from the Career Center will be on the Owensboro Campus on a regular basis to assist students.

WKU-O students are welcome to use OCTC Resource and Placement Center.

Can't decide upon a major? Need information on careers but don't know where to start?

Come to OCTC's Career Resource & Placement Center (CRPC) and we will help you find the answers!

Some of the services provided are:

- Personal and group career exploration and counseling.
- Assessments that include: interest testing, personality preferences, job values (what you want your job to provide for you).
- Access to EDiscover, an online Career Exploration website developed by ACT. This website has information on hundreds of careers and occupations, and several different ways to research jobs based upon what you are looking for. These job descriptions will contain everything from job duties, training requirements, and job demand, as well as salary information for any state in the U.S.
- Information on colleges anywhere in the U.S. via EDiscover and online resources. You can also search EDiscover to find out what colleges offer what majors and degrees anywhere in the country.

Job placement assistance includes:

- How to find job openings and how to research potential employers,

- How to complete a resume, job application, cover letters, etc,
- How to successfully interview with a potential employer

Whether 17 or 70, we all need more information on the current job market and what would be a good “fit” for us. Katie Ballard, the CRPC Coordinator, has ten years of experience in career counseling and 20 years of experience working with college students from all different backgrounds.

The Career Resource & Placement Center is located on the **upper level of the Campus Center** near Subway. Walk-ins are welcome to the Career Center; however, for in depth assistance, please call **686-4529** to schedule an appointment. ***Monday:** 8am to 6pm; **Tuesday through Friday:** 8am till 5pm (hours are subject to change with little notice).

L. **University Closings**

Notices of official closings and holidays are presented in the University Registration Bulletin or provided through official channels. Only in the most unusual circumstances will the University cancel activities due to weather conditions. In those cases when inclement weather or other events should delay or cancel classes, official word is channeled from the Vice President for Academic Affairs to the WKU-Owensboro Regional Campus. At that time, news media is notified.

1. If WKU’s main campus is closed, WKU Owensboro classes are automatically cancelled.
2. If OCTC’s campus is closed, WKU-Owensboro classes are automatically cancelled.
3. The closing of Owensboro City Schools or Daviess County Schools is **not** related to the closing of WKU-Owensboro classes.
4. Because our faculty and students travel from such a diverse area, students and faculty are expected to use good judgment as to their individual safety.
5. Area television and radio stations carrying the announcements are listed below:

Television in Evansville:

- NBC-WFIE (14)
- CBS-WEVV (44)
- ABC-WEHT (25)
- FOX-WTVW (7)
- OCTC-Cable 51
- WBIO-Cable 8 & 75

Radio:

- | | |
|--------------|------------|
| WBKR-92.5 FM | Owensboro |
| WSTO-96.1 FM | Evansville |
| WBIO-94.7 FM | Owensboro |

The notice will also be posted on the WKU website (<http://www.wku.edu>) and on the WKU Radio station 88.5/89.5 FM.

X. **ADJUNCT FACULTY**

A. **Appointment**

Adjunct faculty are valued members of the university community. This Handbook provides information about the appointment of qualified individuals who are employed on a part-time basis to teach university classes.

B. **Qualifications**

The Southern Association of Colleges and Schools, which is the regional accreditation agency for Western, requires the University to certify that all adjunct faculty meet minimum requirements for educational preparation.

Adjunct faculty teaching courses for regular credit at the associate and baccalaureate degree levels must have completed at least 18 graduate hours in their teaching fields and hold the Master's Degree. The employment of any faculty who do not meet these criteria must be justified, in writing, by the department head. In professional and technical fields, where job experience may be more valuable than academic preparation, and in various fields of the visual and performing arts, where training and experience other than graduate study may provide excellent preparation for college teaching, departments may employ instructors who do not hold the terminal degree. Nevertheless, the minimum academic preparation for adjunct faculty must be at the degree level being taught. The department head must keep on file documentation of academic preparation. All personnel records are on file in the Office of Academic Affairs.

Adjunct faculty teaching at the graduate level should hold the highest earned degree in their discipline, although in exceptional cases extensive professional experience or scholarly or creative activity may substitute for the highest earned degree. The department head should justify, in writing, the employment of experience, certifications, and other qualifications if these are to substitute for or supplement formal academic preparation. In such cases, the faculty teaching graduate or professional level courses must at a minimum have earned a Master's Degree and completed at least 18 graduate semester hours in their teaching field. In addition, instructors who teach graduate courses approved by and under the authority of the graduate faculty must be approved by the Dean of Graduate Studies.

C. Employee Benefits

1. The University provides identification cards for all employees, including part-time faculty. Pictures for ID cards may be taken in the WKU-O Office on Monday through Thursday. The card can be used on main campus for checking out books from the University Libraries, cashing checks at the Cashier's Office, University Bookstore discounts, and entry to certain recreational facilities. Part-time faculty members may purchase campus parking permits at the Public Safety Office on Main Campus.
2. Part-time faculty may join Service One Credit Union with offices on the WKU main campus. The Credit Union provides high-yield savings and low-cost loan services for faculty and staff. Faculty may invest in share certificates, money market certificates, and holiday club accounts. Direct deposit of net paychecks is an optional service as well.
3. Part-time faculty members can take one WKU class tuition-free during the semester they are teaching. If the teacher does not take the class during the semester he/she is teaching, the course(s) can be accumulated for up to one year. The form on the following page must be completed and sent to Dr. Marilyn Brookman, Executive Director, WKU-Owensboro Regional Campus, for approval.
4. There is no formal sick leave, annual leave policy, or tenure in effect for part-time faculty.
5. Tuition Waiver
As a part of the 2006/2007 University Operating Budget, tuition waivers for part-time employees have been reinstated, effective Fall 2006. The specific policy language is as follows:

"Currently active part-time employees are eligible to have tuition and mandatory fees remitted for up to three (3) credit hours per semester (fall and spring) and up to three (3) *total* credit hours during the Winter and Summer terms (May included) for a total of nine (9) credit hours per calendar year. Part-time staff must have been employed for a period of six (6) months prior to becoming eligible for benefits under this policy. Part-time faculty must have been employed for one (1) full semester (fall or spring) in order to be eligible for benefits under this policy. (Note: please contact Academic Affairs for special rules applicable to part-time faculty) No part-time employee may exercise this benefit by attending or participating in course work during scheduled work hours." The complete policy may be accessed at [Tuition Waiver for Employees](#)"

D. Compensation

Adjunct faculty will be appointed and paid in accordance with the following qualifications:

The Council of Academic Deans has approved increasing part-time faculty rates by approximately 3 percent beginning fall 2006. The current pay structure and the new fall 2006 pay rates for part-time faculty members teaching a three hour course are as follows:

PT Faculty Pay Grade	Current Pay Rates	Fall 2006 Pay Rates
1 BS and exp	\$1434	\$1476
2 MS	\$1557	\$1605
3 MS and exp	\$1809	\$1863
4 PhD/Ed.D	\$1935	\$1992

Regular part-time faculty budgets received a 3 percent increase in funds for FY 07. Part-time faculty expenses historically exceed part-time faculty budgeted funds. Additional part-time faculty salary and benefit costs will need to come from lapse salary sources for FY 07.

The new part-time rates represent 46.5 to 49.1 percent increases in the pay grade rates since fall 1998. Comparisons of fall 1998 to fall 2006 rates are as follows:

PT Faculty Pay Grade	Fall 1998 Pay Rates	Fall 2006 Pay Rates
1 BS and exp	\$990	\$1476
2 MS	\$1080	\$1605
3 MS and exp	\$1270	\$1863
4 PhD/Ed.D	\$1360	\$1992

E. Payroll and Paychecks

Tax/employment forms must be completed to receive a paycheck. Office staff will provide forms and answer any questions concerning payroll. Anyone teaching for WKU for the first time should contact the WKU-O Office immediately to complete the appropriate forms. For direct deposit, go to the Human Resources link on the WKU website or come to the WKU office with a voided check and fill out the form.

F. Evaluations

Adjunct instructors will be evaluated by their department heads, who may use combinations of any of these sources: student evaluations, personal interviews with the instructor and/or students, and examination of course syllabus, tests, handouts, and student work. Evaluations should be conducted each semester and used in determining future appointment recommendations. Any such evaluations will be shared with the part-time faculty member.

Faculty Evaluations (Student Input to Teaching Evaluation – S.I.T.E.)

Students evaluate faculty each Fall and Spring term, typically one or two weeks prior to Finals Week.

The system of administering the evaluations has been developed to provide the least amount of disruption to classroom time. It is a particular challenge to do this as a number of course sections has grown so large in comparison to the staff available. Instructional staff has been key to this system in efficiency and effectiveness.

The facilitator will:

1. Read and follow the instructions carefully.
2. Go to the classroom where the evaluations are to be administered at the very beginning of class time.

3. Have students place evaluations directly into the envelope, with the class information visible in the envelope's window. DO NOT look at the evaluations.
4. Return the envelope to the Owensboro Office immediately.

The teacher should not be in the room during student evaluations.

G. Absence from Work

All faculty members are expected to meet their classes regularly and promptly at the scheduled time. The WKU-Owensboro office should be notified immediately of illness, death in the family, or other emergencies necessitating absence of the faculty member from class or a staff member from assigned responsibilities.

H. Canceling Classes

If you need to cancel class due to illness, death in the family, or other emergency, please notify the WKU-O Office as soon as you know you need to cancel class. Many of our students drive long distances to class and the office personnel will attempt to notify students when there will be no class.

I. Academic Dishonesty

The maintenance of academic integrity is of fundamental importance to the University. Thus it should be clearly understood that acts of plagiarism or any other form of cheating will not be tolerated, and that anyone committing such acts risks punishment of a serious nature. Should questions arise, Dr. Brookman, WKU-O Executive Director, should be notified immediately.

Faculty and students need to be aware of what constitutes academic dishonesty and possible consequences if it occurs. WKU's policy may be found in the following locations:

1. WKU Catalog (online)
2. WKU Student Handbook
3. On the web at: <http://www.wku.edu/Dept/Support/StuAffairs/StuLife/handbook/toc.htm>

Dr. Rick Keaster and Dr. Dick Kirchmeyer have offered the following suggestions for teachers to determine if students are cheating via the Internet or other means:

1. Have students rewrite 2 paragraphs of the paper in own words
2. Ask what 10 words in the paper mean, define them
3. Cut apart paper and have student reassemble
4. Have policy written into syllabus about consequences for cheating
5. Collect writing sample in student's own words early on
6. Require early outline/drafts
7. Discuss plagiarism and online cheating and what they are
8. Assign narrower topics
9. Have papers transmitted electronically and then cut and paste into Google for search
10. Google search for academic integrity information: <http://www.plagiarism.org/>
(30% of all searches have revealed cheating)
11. Reference WKU policy catalog about cheating (catalog online)

J. Attendance of Students

All faculty members have responsibility for recording the attendance and absence of their students. Faculty may be requested periodically to give information concerning attendance or verification of the last date of attendance. Therefore, faculty are advised to check the roll at each class meeting. Attendance policies vary from department to department and, occasionally, from course to course. Faculty should present the policy on attendance to the students in writing as part of the course syllabus.

K. Audio-Visual

Contact the WKU-O office for AV equipment reservations, training, and trouble-shooting or Mike Gilmore, Building Facilitator.

1. **Reserve equipment at least 24 hours in advance.** Please do not assume equipment will always be available on a given day.
2. Instructors may reserve equipment for a student's use during class activities. However, the instructor must make all arrangements.
3. AV equipment
 - a. Camcorder (tape is not supplied)
 - b. VCR and or DVD
 - c. TV
 - d. Overhead projector
 - e. Laptop and Proxima

L. Campus Mail

The courier goes to main campus regularly. This service is provided for exchange of letters, packages, etc. among main campus, South Campus, and the campuses in Glasgow, Elizabethtown and Fort Knox.

1. Items may be sent by contacting the WKU-Owensboro Office.
2. Materials from main campus should be taken to the Regional Campus Office on main campus in Garrett 102 to be delivered to Owensboro.

All faculty members have a mailbox in LRE 205E, adjacent to the WKU-O main office.

M. Class Rolls

1. Teachers will be issued a copy of the class roll for each section. These are printed the afternoon immediately preceding the first day of class. Please remember registration may still be taking place after the first day.
2. Ensuring everyone attending your class is actually registered in that specific course and section is essential. Verify every student's enrollment and take appropriate action immediately if there are any questions.
3. Any student in attendance, but not on your class roll, should contact the WKU-Owensboro office as soon as possible.
 - a. Watch for students designated as "dropped for failure to pay." These students are not officially registered and may not be aware this has happened.
 - b. Registration continues for a short period after the first official class meeting. Please do not assume additions are officially added. Verification can be done through the WKU-Owensboro office or by checking your class roll on TopNet.

N. Class Meeting/Instructional Times

All classes are expected to meet for the complete, scheduled class time on a regular basis. There are prescribed contact hours which must be adhered to for accreditation purposes. Departments expect that the appropriate number of hours with the students will occur. Please help us ensure that WKU-Owensboro maintains high standards and provides our students appropriate amounts of instructional time. A three-semester hour class should meet for 40 hours or 2400 minutes.

O. Classrooms

Consideration of other classes and instructors:

1. Furniture arrangements may be adjusted to fit individual class needs but should be returned to its original placement before you leave.
2. Adhering to scheduled room assignments is a must. If there is a need to change, the instructor must coordinate this with the WKU-O office and Mike Gilmore, Building Facilitator.
3. Boards should be erased prior to exiting the classroom.

P. E-mail

All WKU faculty and staff have access to an e-mail account, and WKU-O faculty are urged to be in this mainstream of communication. This provides access to information from main campus, a quick way to contact other faculty or staff (here and on main campus), and student-to-faculty or faculty-to-student messages.

If you do not have a WKU e-mail account:

1. The secretaries in the WKU-O Office will assist you.

2. You may contact Microcomputing at 57000 on the campus line.
Once you have a WKU e-mail address, off-campus access is also available. You may do this by contacting Microcomputing or doing it yourself. The steps are:
 - a. Go to Microcomputing's main page at <http://ncweb1.wab.wku.edu/ncc/microcomputing>
 - b. On the left side column, click SUPPORT and then INSTRUCTIONS
 - c. Choose "setting up e-mail access from off campus."

Q. FERPA- Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act of 1974, also known as the Buckley Amendment, affords certain rights to students concerning their education records. FERPA provides for the right to inspect and review educational records, the right to seek to amend those records, and the right to limit disclosure of information from the records. FERPA applies to all institutions which receive federal funds under any program administered by the Secretary of Education. Additional information can be found at www.ed.gov/policy/gen/guid/fpco/ferpa

1. What are some everyday examples of FERPA compliance?
 - a. Never post student grades by using students' names, social security number, or other personal identifier.
 - b. Never discuss students' academic performance, class schedule or class attendance with someone other than the student or someone with a legitimate educational interest.
 - c. Never use students' social security numbers in a public domain.
 - d. Never release a students' class schedule to a third party.
 - e. Never release directory information for a student who has requested that this information be withheld. An information box will appear on Banner alerting the viewer of the student's request for confidentiality.
 - f. Never access students' educational records without a legitimate educational purpose.
 - g. Never send personally identifiable information or student record information through e-mail, and never leave protected information on students' voice-mail, which may be accessible by others in the household.
 - h. Always keep students' personally identifiable information and grade information in a secure location. This includes data in the form of paper, electronic files or some other medium.
 - i. Always provide FERPA training for all employees.
 - j. When in doubt, always err on the side of caution and do not release student educational information. Contact the Registrar or the University's General Counsel for guidance.

R. Grades

Each faculty member has an obligation to evaluate the academic achievements of students in a manner consistent with the statements of the purpose and principles of WKU. Testing and examination procedures are left largely to the individual faculty member. However, University policy requires that, at the beginning of each course, the faculty members inform each student in writing regarding factors to be considered in determining grades and the specific weight to be assigned to each of the factors. Final exam schedules are printed in each University schedule. Examinations are expected to be held at the time and place scheduled for each semester.

1. Reporting Final Grades

- Instructors record grades directly into the Banner system via TOPNET. You may access this via the computers in the WKU-Owensboro computer lab, if you do not have a computer. Please contact the WKU-Owensboro office if you have questions or need assistance in using this system.
- a. Dates, times, etc. are strictly enforced. Failure to meet any deadlines published in the instructions will result in a grade report of "NR" (No Report).
 - b. The following example was sent from the Office of the Registrar for all instructors teaching a course during the summer "A" term.

- (1). Due Date.....Posted on Academic Calendar.
- (2). Grade Access.....8 a.m., through noon of due date
- (3). Record a grade for each student on the worksheet.
- (4). If there are discrepancies on this worksheet, please e-mail marleen.murphy@wku.edu by the the roster freeze date. The information will be reviewed and appropriate adjustments made. Be sure to include the student's name, student's ID, CRN and action.
- (5). The attached roll is a final grade worksheet and is not to be returned to the Office of the Registrar.

2. Instructions for Submitting Final Grades

- a. Go to Western's Home Page, Click on *TopNet*.
- b. Go to "Login for" and click on the drop down box.
- c. Click on "Faculty/Advisor Services."
- d. Click on "Continue" at the bottom of bulletin board.
- e. Enter your user ID, which is your WKU ID number.
- f. Enter your PIN. **First-time TopNet users:** Your initial PIN is the last 6 digits of your social security number. You will then be asked to re-enter the last 6 digits of you social security number, then a new 6-digit PIN that you can remember. Re-enter the new PIN, then click "Login."
- g. Click on "Faculty Services," then click on "Final Grades."
- h. Select term Submit Term.
- i. Your course(s) will be listed in the drop down box- select CRN.
- j. Submit the CRN. Final Grade Roll will appear.
- k. Go to "Grade" Column - Click on drop down box for each student. Click on appropriate grade. After entering a grade for all students on this roll, click on "Submit Grades."
- l. You should review the grades entered. If a change needs to be made, you may make the change through noon on July 9. Enter the correct grade and click on "Submit Grades."
- m. It is recommended that you print a copy of the grades you entered for your files.
Use the print display button at the bottom of your rolls. This will also ensure your grades are officially recorded. Be sure to submit the grades before printing.
- n. If you are teaching a correspondence course, do not use the above method for submission of grades. You should submit final grades for correspondence courses to Correspondence Studies, Garrett 105.

3. Additional Grade Information

- a. The final class roll reflected on *TopNet* contains names of all students who have officially registered and paid for their enrollment.
- b. A grade of "W" or "F" appears next to the name of a student who has officially withdrawn from your class.
- c. A mark of "AU" appears for those students who requested to audit the course. In the event such students have ceased attending, the instructor has the authority to withdraw the student. If this action is deemed necessary, you should submit a change-of-grade card to the Office of the Registrar. The Department Head's signature is not required on this type of grade change.
- d. Record a grade for each student listed on your roll.
- e. The following designation will be preprinted on the final grade roster if applicable.
 - AU** – Audit
 - W** - Withdrawal
 - NG** (no grade) restricted use for specific courses
 - FN-** Effective with the Fall 2006 semester, a new grade of "FN" has been created to identify those students who did not officially withdraw from a course, but who failed to participate in course activities beyond the 60% point of the semester. The "FN" grade will be punitive and treated the same as a grade of "F" for the purpose of grade point average. With the implementation of the "FN" grade, a grade of "F" should be used exclusively for those students who completed the required coursework but failed to achieve the course objectives satisfactorily.

The primary reason for this new grade distinction is in response to expectations from the Federal government regarding students who receive Federal financial aid, but stop attending class. If a student received Federal financial aid and stopped attending class (or received all failing grades) a return of funds to the Federal program(s) is required. This in turn, results in a liability to the University if not repaid by the student. Although the Federal government would prefer that attendance be taken on a regular basis to determine the exact last date of attendance, that approach is not practical. But if some benchmark is available (e.g. quizzes, tests, presentations) that would provide some reasonable sense of whether, and when, a student stopped attending class, an estimation of last date of attendance could be made. Basically, if a student stops attending class prior to the 60% point of the semester, a grade of "FN" should be submitted on the final grade roster. If a student stops attending class after the 60% point, a regular failing grade of "F" should be reported.

- f. The letters **A, B, C, D, F, P, X** and **IP** are used by the University to indicate the student's proficiency. These letters have the following significance:

A – Excellent	P – Pass (restricted use)
B – Good	X - Incomplete
C – Average	IP – In progress (restricted use)
D – Poor	F – Failure

- g. Incomplete (**X**) is given only under special circumstance but is at the instructor's discretion.
 (1). This is not to be used because a student "disappears" during the term.
 (2). Refer to the WKU catalog: Academic Requirement and Regulations.

4. **Change of Grades**

Change of Grade forms are available in the WKU-Owensboro office.

- Only instructors may obtain these.
- Completed forms may be returned to the WKU-O office or send them directly to your Department Head.

S. Drop/Adds

Scheduling changes may be desired or even necessary after a student's initial registration. These are ultimately the student's responsibility and should be done by the student in conjunction with an Academic Advisor.

1. Adds to Closed Sections

Classes are closed on *TopNet* when the preset maximum number of students have registered. Requests for adds to closed courses should be referred to the Academic Advisors. If there is a real need, the Advisor will contact you. Many of our students have or develop special needs, and we appreciate instructor cooperation when these arise, but requests are not always based upon need. Often, further investigation reveals convenience rather than need which may result in some classes severely over enrolled when other sections remain open.

- The Owensboro Campus maintains waiting lists for "closed classes." Adding any class is the student's responsibility, but you may become involved if your class is closed.
- Certain departments have a "cap" that is not to be exceeded. No student may be added to these without specific Department Head permission. Exceptions are rarely granted and must be coordinated through one of the Academic Advisors.

2. Adding on the First Day of Class

Be aware that students may Add any course section not closed using *TopNet* until the published last date to add. The only reason a student needs your permission is if the class is closed or the deadline has passed. If the deadline has passed, this becomes a special consideration and must be done through the Academic Advisor.

3. Drop for Failure to Attend

Instructors may drop students after missing the first 2 classes.

T. Withdrawals

There are published withdrawal dates. Students who need to change their enrollment status may file a Student Schedule Exemption Appeal Form. To do this, the student must:

1. Pick up the form from the WKU-Owensboro office.
2. Fill out the form completely, including an explanation of the circumstances necessitating the request.
3. Obtain the instructor's signature, and
4. Submit the form to the Department Head for review.
5. This is not an automatic process and you are not obligated to signify your approval by signing.
Be aware that:
 - a. Failure to meet the requirements to pass a class or achieve the desired grade are not acceptable reasons,
 - b. Departmental policies vary, and
 - c. The Department Head will make the decision as to accept or reject the appeal.

Do not sign an appeal form until the student has filled out the form completely, including explanation. If a student has extenuating circumstances which arise after the "Last day to Drop," they should see an Academic Advisor immediately. Although there is a published withdrawal deadline date, the student may, under extreme situations, be allowed to withdraw after the published date.

U. Lost and Found

All "found" items should be taken to the WKU-Owensboro office in the Learning Resource Center Room 206. Unclaimed items are discarded at the end of each semester.

V. Make-Up Tests

As a courtesy for our adjunct faculty and as a service to our commuting students, we do proctor make-up tests. However, our resources for this are limited. We urgently need your assistance in ensuring that this is reserved for those times when it is a necessity.

1. Instructors are expected to proctor make-up tests to be taken by their students if at all possible.
2. Tests should not be submitted for proctoring until the instructor has spoken with the student.
You will need to determine if a makeup is warranted and, if so, set the date for the make-up.
3. Make-up tests are proctored in the WKU-O Conference Room in the Learning Resource Center.
4. You are to instruct the student to report to the WKU-Owensboro office at the scheduled time.
5. Tests are returned to the instructor per instructions you provide.

W. Scheduling of Classes

Many classes taught by part-time faculty will be offered through the evening, weekend and Regional campus programs of the University. Classes in these programs may be scheduled on the basis of one meeting per week. A three-semester hour class should meet for 40 hours or 2400 minutes.

X. Support Services

Adjunct faculty members receive as much of the same support for instruction as full-time faculty as is possible. These support services included classroom supplies and equipment, which are available through departmental offices. Some professional secretarial help is also available for typing, duplicating, and printing of teaching and/or professional materials in the WKU-O office.

Y. Travel Reimbursement

1. WKU's Travel Expense and Reimbursement Policy requires that full-time faculty and staff submit travel vouchers within 90 days of the travel claimed for reimbursement. Adjunct faculty members' travel is included in the salaries.
 - a. Vouchers are to be filled out using the online form accessed at <http://www.wku.edu/Dept/Support/FinAdmin/Travel.htm> and hit "Travel Expense Voucher."

- b. Accessing the form for completion and printing may be done at any computer that has Internet access and the Microsoft Excel program.
 - c. Print the completed voucher, sign and date it using **BLUE INK**, and submit it to Dr. Marilyn Brookman, WKU-O Executive Director.
2. All travel is paid through the Owensboro budget and requires Dr. Brookman's signature. Sending vouchers to the Department Heads only delays payment, because they must be returned to Owensboro.
 3. Owensboro Adjunct faculty who qualify for travel allowance will be compensated in salary checks. The WKU-O office will submit the travel allowance allotment on the Terms of Employment contract at the beginning of each semester.

Z. Syllabus

Part-time faculty should develop a complete course syllabus consisting of the following elements.

1. Department, Course Number, Course Title and Credit Hours
2. Text(s): required and supplemental readings and references
3. Course Objectives
4. Course Outline
5. Course Requirements: including required activities, papers, quizzes, exams, oral reports, projects, field assignments, or laboratory experiences.
6. Additional requirements for graduate students in classes taught concurrently with undergraduate students (400 and 400G classes)
7. Evaluation methods
8. Attendance policy
9. **REQUIREMENT:** This statement must be included in every syllabus:

Student Disability Services: In compliance with university policy, students with disabilities who require accommodations (academic adjustments and/or auxiliary aids or services) for this course must contact the Owensboro Student Services Coordinator (684-9797) who will contact the Office for Student Disability Services in DUC A-200 of the Student Success Center in Downing University Center on main campus.

DEPARTMENT HEADS WILL BE ABLE TO SUPPLY RELEVANT INFORMATION AND SAMPLE SYLLABI. THE SYLLABUS SHOULD BE PLACED ON-LINE, ON FILE IN THE WKU-OFFICE, AND BE DISTRIBUTED TO THE STUDENTS AT THE FIRST MEETING OF THE COURSE.

AA. Center for Teaching and Learning

The purpose of the Center for Teaching and Learning is to provide activities and opportunities which support and enhance teacher excellence in classroom instruction. The Center's programs are available to all faculty members. Resources offered include workshops, seminars, self-assessment tools, fliers, booklets, books, and video on instruction, and assistance in the design and production of instructional materials. For additional information, please contact <http://www.wku.edu/Dept/Support/AcadAffairs/CTL/aboutussub.htm> or telephone 270-745-6508.

1. Classroom Resources

Some web resources you might find helpful...

Internet Archive:

If you sometimes wish you had a little video or audio clip to share with your class, here is a source of many free or educational use videos, etc available for viewing over the Internet or download.

<http://www.archive.org/index.php>

They have a huge collection of the black and white "educational" films from the 1950s and various corporate ads that might serve as examples of historical changes in your field. (and other sources). They ones I viewed typically had a fairly obvious "purpose" and might serve as a stage in developing critical thinking of media messages. You could show them in class or have

students visit the site. (Or have students visit the site to find a video to critique. Visitors can (and do) provide reviews of the materials.

Making of America:

<http://www.hti.umich.edu/m/moagrp/> "a digital library of primary sources in American social history from the antebellum period through reconstruction. The collection is particularly strong in the subject areas of education, psychology, American history, sociology, religion, and science and technology." Use quotation marks for phrases. It searches all the text.

Government Printing Office

<http://www.gpoaccess.gov/index.html> Government documents from legislation to regulations to the report on Katrina response (actually at a different website: <http://www.whitehouse.gov/reports/katrina-lessons-learned/>)

Free Audio books

<http://literalsystems.org/abooks/index.php> such as The Articles of Confederation, The Declaration of Independence, The United States Constitution, and The Gettysburg Address, plus some Shakespeare sonnets and some others, mostly emphasis on children's books.

Logos

http://www.logoslibrary.eu/pls/wordtc/new_wordtheque.main?lang=en&source=search has a collection of books in various languages.

NASA

Resources for College Educators

<http://www.nasa.gov/audience/foreducators/postsecondary/features/index.html>
(Mathematics piece, article for hard of hearing, videos)

Tufvesson Sheet Music collection

<http://www.lysator.liu.se/~tuben/scores> (I had trouble getting it to open, but you can view some of the resources at this website until Aug 11:
http://worldebookfair.com/Tufvesson_Collection.htm)

2. Technology and Teaching

Are you interested in discussing technology issues in instruction with WKU instructors and hearing the latest news and ideas on a regular basis?

If so, you are invited to subscribe to the Digital-Discourse e-mail list. To subscribe, visit

<http://lists.wku.edu/mailman/listinfo/digital-discourse>

You will receive a short note on teaching with technology every, or every other, week during the academic year along with occasional posts of relevant resources that come to my attention.

Group members are also able to post questions to the list concerning technology issues and instruction. Have you wondered how others grade discussion posts? Do you want ideas for using blogs? Concerns about cheating with technology?

Here is a sample of the sorts of things that will be posted by me (usually not all at once):

News/Announcements:

WKU says farewell to Allan Heaps who has moved to Boise State to serve as their Blackboard administrator. He is making the move to be closer to family.

There is a current search for a technology person to oversee technology in support of our QEP, such as online portfolio creation.

Resources:

I realized how complex the Blackboard Assessment tool is as various choices interact with one another.

I have designed some tables that show what happens as you make various combinations of choices. You can download my first drafts at:

<http://www.wku.edu/teaching/online/BBtests.html>

I welcome feedback.

Short essays:

No essay today. Topics may range from intellectual property to everyday hassles.

Digital-Discourse List Background

This list has been in existence and managed by John White since May 2001 as a place for discussion about issues concerning technology and instruction. It has played an important role in giving voice to faculty concerns and needs as well as disseminating ideas and issues. As technology spread, there were many more opportunities for exploring technology and the listserv has not been as active in recent years. However, the community of WKU instructors interested in technology issues has grown so large that communication has become more challenging. Thus I feel using this listserv as a "magazine" will fulfill a need.

BB. Background Investigations (Effective July 12, 2006)**General**

As a condition of employment, Western Kentucky University requires a criminal records investigation applicable to all initial hires to determine suitability for employment. Applicants are required to disclose criminal history information as a part of the application process. No candidate for a position shall be employed until a satisfactory background investigation has been completed and authorization is provided to the hiring department/unit. Only "conditional" offers can be extended until a background investigation has been completed. In cases where employment may have been initiated prior to a criminal records check, the University reserves the right to determine the employee's suitability for continued employment. For individuals who are proposed for rehire (i.e., part-time faculty, temporary employees, students) following an interrupted period of employment, a background check will be required if there is a break of 24 months or more from the end of the most recent period of employment.

Background Investigations Other than Criminal

The University may require a background investigation, other than criminal, for individuals who are candidates for positions such as senior management, auditors, accounting personnel, cashiers, information technology, drivers and others. Non-criminal background investigations may include: identity verification, education verification, moving violation record, credit report and professional licenses. The appropriateness of such investigations, based on job-related factors, will be determined by the hiring department/unit in consultation with the Department of Human Resources and the Office of Academic Affairs, as applicable.

The following positions are generally subject to such investigations:

1. Administrative positions reporting directly to the president or to a senior administrative officer having responsibilities for planning, leading, controlling and evaluating the activities of department/unit of the University
2. Positions that have unsupervised contact with minors who are not enrolled as students of Western Kentucky University
3. Positions having responsibilities related to health care services
4. Positions with unrestricted access to residence halls.

5. Positions with authority to sign contracts on behalf of the University requiring the expenditure of funds
6. Positions with oversight of institutional systems and/or access to information that poses a significant risk to the University as determined on a case by case basis
7. Individuals who indicate a prior criminal felony offense or other criminal conviction that may indicate unsuitability for University employment

Special Rule Applicable to Internal Hires

Individuals who transfer or who are promoted to any position as described above (prior section) are subject to a criminal and non-criminal background investigation. The suitability of an individual for the proposed transfer or promotion will be assessed using the same guidelines as those used to evaluate initial hires.

Methodology of Investigation

The University utilizes a third party administrator for conducting background and criminal records investigations. All investigations and records will be obtained and handled in a confidential manner and in compliance with applicable federal and state laws, including the Fair Credit Reporting Act (FCRA). The following procedures will be used in this regard:

1. Application materials will provide written notice that a background and/or criminal investigation is required prior to employment.
2. Written and authorized permission will be obtained from all final candidates prior to initiating a background and/or criminal investigation.
3. Candidates will be notified in writing in cases where the University is considering taking adverse action based in whole or in part on the information contained in the investigation pre-adverse action disclosure).
4. If the University decides to take adverse action, the candidate will be provided an adverse action notice, including further information pertaining to the candidate's rights under FCRA.

Special Provisions Pertaining to Sex Crimes

With respect to a sex crime, if the results of a criminal records check reveals a conviction, plea of guilty, Alford plea, or adjudication of guilt of a sexual offense, the University reserves the right to categorically disqualify from employment all such individuals. The right to terminate from employment also applies to individuals who are (then) current employees and who later are determined to be guilty of a sex crime (as defined above). Termination may be made as of the date of conviction, as authorized under KRS 164, as amended by HB 3, Section 19. All employees are required to report sex crimes (as defined above) which occur while in an active employment status with Western Kentucky University.

Suitability for Employment

In determining suitability for employment where there is a record of criminal conviction, consideration shall be given to such factors as the specific duties of the position, the number of offenses and circumstances of each, recentness of the conviction, whether the conviction arose out of an employment situation, the accuracy of the explanation of the nature and circumstances of the conviction as stated by the applicant on the University's employment application documents and any evidence of rehabilitation.

Evaluation of Adverse Criminal Information

Decisions as to the consequences of adverse criminal background information disclosed by an applicant, not disclosed by an applicant and/or discovered through a criminal background check shall be made by the Department of Human Resources and/or Office of Academic Affairs in consultation with the Office of General Counsel.

Evaluation of Adverse Non-Criminal Information

The University will utilize the same general administrative guidelines to evaluate adverse non-criminal background information as those used to evaluate adverse criminal information.

Access to Background Investigation Results

Individuals who are not offered employment as a result of a background investigation, or who are terminated, or who are denied a promotion/transfer are notified of such and informed of rights to dispute inaccurate information in accordance with applicable law. An applicant may view his/her investigation report whether or not any adverse information is found by contacting the Department of Human Resources or Office of Academic Affairs.

Use of Background Investigation Results

Information obtained by the University through a background investigation will be treated as confidential and will only be shared with University officials on a need to know basis, except where required to be revealed.

CC. Consensual Relations Between Faculty and Students

Sexual relations between students and faculty members with whom they also have an academic or evaluative relationship are fraught with the potential for exploitation. The respect and trust accorded a professor by a student as well as the power exercised by the professor in an academic or evaluative role, make voluntary consent by the student suspect. Even when both parties initially have consented, the development of a sexual relationship renders both the faculty member and the institution vulnerable to possible later allegations of sexual harassment in light of the significant power differential that exists between faculty members and students.

In their relationships with students, members of the faculty are expected to be aware of their professional responsibilities and to avoid apparent or actual conflict of interest, favoritism, or bias. When a sexual relationship exists or has existed, effective steps should be taken to ensure unbiased evaluation or supervision of the student. [Red Book; Policy Documents and Reports, American Association of University Professors, 9th edition, page 211. The words *or has existed* in para.2, line 3, added by WKU.]

If a consensual relationship has existed or develops between a faculty member and a student whom the faculty member evaluates, advises or supervises, the evaluative advisory, or supervisory relationship must end. The instructor should not thereafter have undirected responsibility for the advising, supervision, evaluation, or grading of the consensual relationship partner's performance.

In order for these changes to be made and ratified appropriately, the faculty member must disclose the consensual relationship to his or her immediate superior, WKU–O Executive Director, Department Head, or College Dean, and make arrangements to end advising, supervisory, evaluative, or grading responsibilities for the consensual partner. Confidentiality regarding relationship will be maintained in so far as possible.

Non-consensual relationship between faculty members and students are addressed in the university's sexual harassment policy.

DD. Emergency Procedures

1. If an emergency arises at one of the WKU Owensboro Campus locations, the emergency procedures are posted in every classroom. Please be familiar with the procedures.
2. American Red Cross General Directions
The American National Red Cross lists the following general directions to be observed at the scene of an accident:

CALL 911:

- a. Send someone to call the physician or an ambulance. Give this information: Location of the injured person and the type and extent of injuries.
- b. Keep the injured person lying down in a comfortable position, his/her head level with his/her body, until you know whether the injury is serious. If face is flushed, raise the victim's head. Turn head to the side if he/she vomits.
- c. Look for hemorrhage, stoppage of breathing, poisoning, wounds, burns, fractures, and dislocations. Be sure you find all the injuries. Treat them in the order listed.
Avoid removing clothing unnecessarily. Note the victim's color if you are unable to find a pulse. In case of severe bleeding, suspected internal bleeding or head injury, do not give stimulants.
- d. Keep the injured person warm. It is very important that something, newspapers may be utilized, be placed under the patient as well as over him/her in cool weather.
- e. Keep calm and do not be hurried into moving the injured person, unless it is absolutely necessary. (Necessary example: staying put further endangers victim).
- f. Never give water or other liquids to an unconscious person.
- g. Keep onlookers away from the injured (Give them something to do -- act as messenger, find needed supplies, and other duties.)
- h. Make the patient comfortable and keep cheerful if possible.
- i. Don't let the patient see own injuries.
- j. Notify the WKU-Owensboro office and Dr. Brookman.

3. Emergency Contacts

Contact the person(s) listed below:

Dr. Marilyn Brookman, Executive Director	684-9797	LRC at OCTC
Dr. Wayne Rickard, Grad. Adv./Asst. Prof.	684-9797	LRC at OCTC
Mr. Neil Bradley, Student Services Coord/Undergraduate Adv.	681-9797	LRC at OCTC
Pam Janoski, EEd Coordinator	684-9797	LRC at OCTC
Patty Betke, EEd Teacher	684-9797	LRC at OCTC
Charlotte Dixon, Undergrad Advisor	684-9797	LRC at OCTC
Rebekah Phillips, Office Manager	684-9797	LRC at OCTC
Judy Rouse, Office Secretary	684-9797	LRC at OCTC
Karen Morris, Office Secretary	684-9797	LRC at OCTC
Lee Underwood, Facilitator/Recruiter/Advisor	684-9797	LRC at OCTC
Mike Gilmore, Campus Facilitator	314-0055	LRC at OCTC
Jerry Cartwright, OCTC Security	316-3111	
	686-4592	
OWENSBORO POLICE DEPARTMENT	911	
AMBULANCE	911	

Western Kentucky University does not discriminate on the basis of race, sex, religion, color, national or ethnic origin, age, disability, sexual orientation, or military service. Inquiries or comments regarding these issues should be directed to the director of Equal Opportunity/504/ADA Compliance, (270) 745-5121, TTY (270) 745-3030.