



சென்னை மாநகராட்சி நிர்வாக இயக்குநர் அலுவலகம்

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ACADEMIC FREEDOM

The college is committed to the freedom of professional employees to investigate, to discuss, to publish, or to teach content in their discipline without censorship or restraint except for the restraint implied by the standards of professional ethics of the discipline involved. With this freedom, professional employees assume the responsibility to keep in mind that the public may judge the teaching profession and Colby Community College by what the professional employee says on or off campus. For this reason, professional employees should strive to be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that he/she is not an institutional spokesperson.

[Reviewed Nov. 2022]

APPOINTMENT OF PROFESSIONAL EMPLOYEES

The Board of Trustees reserves the right to accept or reject recommendations by the President for the appointment or reappointment of persons to the professional staff.

[Reviewed Nov. 2022]

EMPLOYEE PROBATION AND EVALUATION OF PROFESSIONAL EMPLOYEES

All Professional Employees who are employed during their first three consecutive years at Colby Community College or during their first two consecutive years of employment at Colby Community College after prior Professional Employment in Kansas higher education shall be deemed to be in a probationary status. Any contract with any such employee may or may not be renewed during this probationary period, as the Board shall determine without further liability to either party. The reasons for the non-renewal shall be left to the discretion of the Board and shall not be subject to challenge,



FACULTY CREDENTIALS FILE

Each full-time professional employee has one personnel, one payroll, and one medical benefits file (includes medical, KPERs, and marriage license).

According to the Kansas Open Records Act, any professional employee's payroll and personnel files shall be open to inspect the employee during normal business hours. At the professional employee's written request, a Faculty Alliance representative may inspect the employee's file. The professional employee shall have the right to respond to all materials contained in said file. Such response shall become part of the file. The files are located in the Human Resources office.

[Updated May 2023]

MASTER AGREEMENT

Negotiations is subject to the Professional Negotiation Act (KSA 72-2218 *et seq*).

The Professional Negotiation Act provides " existing contract must be filed on or before March 31 in any school year by either party; such notices to be in writing and delivered to the chief administrative officer of the Board of Education or to the representative of the bargaining unit and containing in reasonable and understandable detail the purpose of the items desire

For more details regarding faculty rights and limitations, please see the [Master Agreement](#).

[Updated March 2020]

NEW PROFESSIONAL EMPLOYEES

discrimination. The Director of Human Resources will appoint a hiring committee consisting of the Division Chair and at least one faculty and one staff member upon approval of the President. Recommendations are given to the President, who submits a recommendation to the Board of Trustees for final appointment.

[Updated March 2019]



PROCTORING

1. The Colby Community College faculty has the right to select an exam, quiz, or other assessment to be proctored in each course.
2. The student will be responsible for arranging a proctor according to the following guidelines:

Acceptable Proctor Sites:	List of Potential Proctors:
HF Davis Memorial Library, Student Support Services Colby Community College	Comprehensive Learning Center personnel (proctoring available on-campus or online)

College or university

Accredited college or university administrator, designated testing administrator, faculty and/or instructors



STUDENT TRAVEL AND FIELD TRIPS

A field trip is an educational off-campus excursion that is part of a credit-bearing academic course or program. Colby Community College recognizes two types of field trips: mandatory and optional. A mandatory field trip is linked to course learning objectives, noted in the syllabus and/or course catalog



