



**Antigua College International**

**FACULTY HANDBOOK**

ACI (ACI)

Effective: September 1st, 2021

*Antigua College International (ACI) does not discriminate based on age, color, handicap, national or ethnic origin, race or sex in the administration of its educational, admission, or registration policies, scholarships, loan programs, employment practices, or any College administered program.*

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This *Faculty Handbook* is presented to the Antigua College International (ACI) faculty as a guide to the policies and procedures affecting instruction, with examples of the various forms that may be useful for the instructor.

ACI has as its target the diverse South Florida population. Faculty teach and communicate in the English language, however, for clarification purposes, the faculty may address the student in their native language. ACI requires instructors to have a strong academic background and to utilize student-oriented methodologies. The instructor's theory of education is part of academic freedom and must adhere to the Mission and Vision of the College.

Before educating at ACI, all faculty must begin by learning and understanding the institution's Mission.

**The Mission of ACI is to provide superior educational opportunities through enhanced knowledge, and first-class service. ACI seeks to support and prepare graduates to meet the challenges of the career path they have chosen.**

At ACI, the instructor will provide a learning experience which shall:

1. Satisfy diverse learning styles.
2. Deliver education that will entice the student's attention to their role in the chosen academic field.
3. Uphold the professional standards of the student's chosen field.
4. Apply consistent grading styles while sharing the modalities in evaluation.
5. Positively impact the student's learning outcomes and learning experiences.

### ***Our Philosophy in Education***

ACI strives to

1. Prepare the students for personal and professional success.
2. Contribute to the creativity and diversity, which are vital parts of South Florida.

ACI adheres to a philosophy that leads the institution and its faculty and staff to seek the highest levels of academic and professional excellence. ACI is committed to continuously reviewing and assessing courses and programs to keep abreast of changes in a changing professional landscape.

### **The Faculty at ACI**

The strength and dedication of the faculty and students are pivotal for ACI as an institution of higher academic and professional education. To achieve excellence in education, ACI faculty should adhere to:

1. Dedication to their profession and area of study as exemplified by:
  - A. Active participation in their discipline and profession
  - B. Proficiency in their area of study
  - C. Maintaining current in their professional skills by staying active in research, attending professional seminars, and advancing their academic education
2. Maintaining competency in teaching methodologies by:
  - A. Being aware of the characteristics of the student body

- B. Apply the appropriate teaching techniques to facilitate the understanding of the subject matter
- C. Attending in-services, training, and seminars to gain an understanding of the latest educational techniques and to meet the student learning challenges presented in ACI.

## **Faculty Governance**

The ACI Nursing Faculty Organization (ACINFO) is the organization created by the ACI Nursing faculty. Faculty at the institution meet with the Director of Nursing (DON) monthly. Part-time faculty are encouraged to attend the meetings; however, they will not vote on pressing matters. The Organization can form committees to address issues of concern or to discuss suggestions for changes to the programs. The Nursing Faculty Organization is the decision-making body for all the nursing programs. Student representatives from the nursing student body are invited to serve on committees; however, they will not have the right to vote. Committees could meet every month or on a schedule agreed by quorum. The Director of Nursing can appoint faculty to committee assignments during the academic year.

## **ACI Nursing Faculty Organization (ACINFO)**

### **ACINFO BYLAWS**

**Article I - NAME:** The Name shall be ACI Nursing Faculty Organization (ACINFO)

**Article II – PURPOSES:** The ACINFO shall have the following purposes:

- A. Promote the standards of the nursing education programs
- B. Guide nursing programs through a process of evaluation
- C. Work with administration to establish/review policies and procedures for nursing faculty and students following the institution, state, Florida Board of Nursing, and accrediting agency standards.

**Article III- FUNCTIONS:** The functions of the ACINFO will be as follows:

- A. Review and make changes to program outcomes based on the results of the assessment process. Changes and revisions must be consistent with the Mission and vision of the institution.
- B. Systematically evaluate and coordinate all curriculum changes in the Nursing Programs consistent with the Mission of the institution and the program outcomes.
- C. Participate in activities and committees that will benefit the institution, the students, and the faculty.

**Article IV – MEMBERSHIP:** The ACINFO will be made up by all the nursing faculty members. Full-time faculty will have a full voice and vote. Part-time faculty will have a full voice but no voting privileges. The Chair of the ACINFO shall be the Director of Nursing.

**Article V- DUTIES OF THE CHAIR:**

- A. The Chair shall prepare the agenda for all meetings.
- B. The Chair will appoint a secretary to keep minutes of all meetings
- C. The Chair will ensure meetings are conducted according to Robert’s Rules of Order.
- D. The Chair will serve as the liaison between the college administration and the ACINFO.
- E. The Chair will maintain a permanent copy of the minutes and proceedings of all meetings.
- F. The Chair will have voting rights only in tie-breaking situations.

**Article VI- MEETINGS-** The ACINFO will start meeting every month or on a schedule agreed by quorum.

Minutes of the meetings will be permanently maintained in a secure space. Special arrangements can be called by the Chair or upon request by the majority of the voting members.

**Article VII – QUORUM AND VOTING REQUIREMENTS:**

Quorum constitutes of two-thirds of the full-time faculty voting members.

A decision constitutes a voting agreement by two-thirds of the majority.

Full-time faculty absent during voting will be allowed to cast a vote in person or by email to the Director of Nursing within three days of the meeting.

Only at the beginning of a meeting shall the request to suspend the rules of voting and debate be made as per Robert's Rules of Order.

**Article VIII – COMMITTEES:** The following will be standing committees:

Curriculum Revisions Program Evaluation

Representatives of the student body may serve in the Revision Committees. Student representatives will be non-voting members. Part-time faculty may serve in all the standing committees. Part-time faculty will have voice but no voting rights.

*Functions of the Committees:*

The Curriculum Revision Committee shall:

- A. Develop/Review program and course outcomes of the Nursing Program following the Mission of the Institutions and the Florida Board of Nursing Requirements.
- B. Systematically review the Nursing Program based on assessment results and make recommendations to the ACINFO.
- C. Review course student learning outcomes based on results of assessment and review students' course evaluations to recommend changes.
- D. Review textbooks and recommend changes to the ACINFO
- E. Make recommendations to the Chair so that changes can be discussed with the College's Curriculum Committee members.
- F. The Program Evaluation Committee shall:
- G. Review results of the annual evaluation process, including passing rates for licensing exams.
- H. Review course evaluations.
- I. Suggest changes to ACINFO based on the results of the annual assessment process.
- J. Suggest additional courses/requirements based on results of licensing exam to the ACINFO.
- K. Discuss suggestions for changes to the Nursing Program submitted by the Director of Nursing or College Administration.

*Academic Freedom at ACI*

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ACI recognizes its obligation to protect the academic freedom of the faculty and students. The recognition of the following rights does ensure academic freedom:

1. Right of the faculty teach material within their academic specialty and the right of the nursing student to pursue this knowledge.
2. Right of the faculty to conduct research to expand their knowledge in their academic specialty and the right of the student to conduct research to increase their knowledge base.
3. Right of the faculty member to seek to advance their knowledge and development through their field of expertise.
4. ACI must provide the facilities and resources necessary for the faculty to impart their knowledge to

the students and for the students to learn the subject matter.

**ACI expects its faculty not to use the classroom to disseminate personal religious, gender, political, racial, national, or ethnic views and biases.**

## **Academic Freedom**

ACI encourages the free communication of ideas. Individuals at ACI are expected to engage in dialogs regarding personal opinions and feel free from fear of ramifications. Faculty should engage students in discussions and open forums that promote professional thought processes by purposely utilizing critical thinking. Despite ACI's commitment to academic freedom, there will be situations in which faculty members and students may feel that the right to academic freedom was not met. The Policy below should be applied in situations where academic freedoms are called into question.

### **Policy Regarding Infringements upon Academic Freedom**

1. All allegations regarding violations of academic freedom or other grievances shall remain confidential between the person filing the grievance and those in the institution's chain of command.
2. All grievances and disputes will stay **confidential**. The chain of command must be honored unless special consultation and advice are needed. All individuals involved must uphold the rules of confidentiality to guarantee freedom from fear from retribution against the person filing the grievance or against the person being accused.
3. The **chain of command** under the Policy is as follows:
  - Faculty members will report to the Director of Nursing
  - The Director of Nursing then reports to the President of ACI
4. Initial Investigation: Alleged infringements or grievances are reported to the Director of Nursing; if the Director of Nursing is the person accused in the grievance, then the grievance is directly presented to the President. In this situation, the Director of Nursing is not part of the chain of command.
5. Appeal: If the recommendations are not satisfactory, then an Appeal is submitted to the President.
  - Parties interested in appealing the decision may present it no later than five days after the decision has been issued.
  - The appeal evaluation will review the findings of the Initial Investigation and other relevant information.
  - A decision on the Appeal will be presented within ten business days of the submission of the Appeal.

## **Copyright Policy**

ACI requires all employees and its students to respect copyright rights as stated by the 18 USC 2319, Criminal Copyright Infringement, 17 USC 101, the No Electronic Theft ("Net") Act, and the Digital Millennium Copyright Act's provisions relating to educational institutions.

A "Copyright" protects the works (text, art, graphics, sounds, and software) and expression of creative intellectual ideas. Faculty, staff, and students at ACI may "use" (e.g., copy, distribute, display, etc.) all or part of a copyrighted work only if (a) the owner's permission has been granted or (b) the individual qualifies for a legal exception. A copyright violation may occur when the copyrighted item is copied, distributed, downloaded, or uploaded on the internet. Unintentional violations remain violations of copyright law. Liability may arise when breaches of the copyright law occur in the ACI's networks or computer resources. Therefore, repeat violations will cause access privileges to be terminated by ACI.

### ***Professional Code of Ethics***

Faculty at ACI is to maintain the following Professional Code of Ethics.

#### **PROFESSIONAL ETHICS FOR FACULTY:**

1. Always maintain a robust code of ethics.
2. Have a strong background in their field and be aware of new developments to ensure the students are kept informed of the latest research.
3. Ensure that objective truth is labeled as such, and opinions are stated as “opinions”
4. Is always prepared for lecture/practice/laboratory experience.
5. Involves the students in the learning experience
6. Has cleared policies with regards to assignments, means of assessment, and grading policies.
7. Is aware of the consequences of plagiarism, cheating, and other unethical behaviors and works towards educating the students on the consequences of such actions.

#### **FACULTY NONDISCRIMINATION POLICY**

ACI provides a professional environment that affirms the rights of students and faculty. The institution does not tolerate any kind of discrimination or harassment. ACI commits to the principles of equal opportunity in employment and education. ACI does not discriminate based on race, age, color, sex, sexual orientation, ethnicity, sex, sexual orientation, veteran’s status, or against disabled persons. ACI complies with nondiscrimination regulations under Title VI and Title VII, Civil Rights Acts of 1964; Title IX, Education Amendments Act of 1972; Vietnam Era Veteran's Readjustment Assistance Act of 1974; Sections 503 and 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990; the Age Discrimination in Employment Act of 1967; and other pertinent statutes.

#### **SEXUAL HARASSMENT POLICY**

ACI requires that no college faculty, staff, or student member may sexually harass another individual. Uninvited implicit or explicit sexual advances and requests are deemed as sexual harassment when:

1. Compliance to unwanted sexual behaviors conditions the status of the individual's employment or education status.
2. The basis for employment or academic decision-making is subject to the compliance or denial of the unwanted sexual advances or requests. Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972 classify sexual harassment as illegal. Sexual harassment may be subject to prosecution under criminal sexual conduct law and subject to personal liability.

All faculty, staff, and students at ACI must wear the identification card at all times. The institution issues the identification card at the time of initial hire for faculty and during admission for students. Individuals not wearing their identification cards will not be allowed on-premises and will be removed.

ACI uses the following guidelines in the selection of full-time, part-time, and adjunct faculty:

- I. The candidate must understand, accept, and agree to participate in fulfilling ACI's Mission and Vision.
- II. The candidate must demonstrate proficient oral and written communication skills.
- III. The candidate that applies for full-time status as faculty in ACI must prioritize the institution's needs as ACI is their primary employment.
- IV. The candidate's employment must be stipulated in a full-time, part-time, or adjunct faculty service agreement.
- V. The candidate must be a professional in the academic subjects the candidate is hired to teach. The candidate must provide and maintain the valid credentials necessary to teach. The credentialing guidelines established by the accrediting agencies shall be used as guiding standards for selecting faculty.
- VI. In specific cases in which the candidate possesses documented outstanding professional experience, ACI may consider these instead of formal academic preparation in these areas.
- VII. Applicants for the teaching of the nursing programs must have a valid state or national license and meet requirements.
- VIII. A candidate seeking adjunct faculty status must adhere to the guidelines above. Adjunct staff are expected to be involved with the college and be accessible to students.
- IX. A candidate must provide official sealed transcripts or electronic transcripts from the National Student Clearinghouse or the college or university issuing the degrees obtained, whether domestic or foreign. Applicants with degrees from foreign universities must submit a formal evaluation and the appropriate translations by a nationally recognized evaluation institution. ACI always reserves the right to accept or deny the translations or evaluations submitted during the hiring process.

ACI's number of full-time faculty members is adequate to provide effective teaching, advising and scholarly activity, curriculum development, policymaking, and institutional planning and governance.

ACI can receive faculty applications and resumes at any time; however, hiring will be initiated when the appropriate faculty position is open.

The institution keeps files for each faculty member. Documents include records of professional experiences, credentials, certifications, licenses, academic transcripts, technical skills, performance competencies, records of publications, and other qualifications.

ACI follows credentialing guidelines from the Florida Board of Nursing, the Commission for Independent Education, and the institution's accrediting agency, ABHES.

### ***Procedure for Faculty Selection***

The selection process follows these steps:

1. A committee consisting of the Director of Nursing and two other members of the administration, will conduct the first interview with the candidate.
2. A final interview is conducted by the Director of Nursing. A final decision will be made by the three individuals forming the committee.
3. A candidate will submit copies of all required documentation to human resources. The official academic credentials are required to be submitted in sealed envelopes or via electronic transcripts to ACI. Presentation of official transcripts is required before the term begins.
4. The candidate's documentation is submitted to the Chief of Operations (COO), who will ascertain the candidate's eligibility to work at ACI. The COO will sign off on the documentation and will forward it to the President.
5. Once all the required employment documentation and forms are completed and submitted, the candidate is presented with the service agreement. The new faculty member will meet with the Director of Nursing to receive the syllabus, ACI Catalog, and Faculty Handbook.

### ***Policy on Assignments***

*The Director of Nursing prepares the course schedules and assigns the faculty to appropriate courses.* Assignments are based on the proper academic preparation of each faculty member as identified by the Registrar and the Chief of Operations.

ACI will consider the full-time faculty when making assignments according to the following:

- The institution reserves the right to assign faculty to any course within the specialty area of the faculty.
- If a faculty member is reassigned, the faculty with the least seniority status shall lose the assignments.

### ***Faculty Orientation***

Orientation is facilitated by the Director of Nursing. The new faculty must complete orientation after hiring is complete and before an assignment begins. This orientation will introduce the ACI's instructional policies and procedures, forms due to the Registrar, and other relevant documents. The Director of Nursing will also issue the syllabus to the new faculty.

### **The Faculty Orientation Program features:**

- I. The need to keep accurate records for the different reports submitted throughout the academic term. The Director of Nursing points out the need for a faculty member to keep records of student attendance in the LPN program. Faculty members are responsible for submitting time-sensitive documents on time.
- II. The importance of submitting all required records and forms, including progress reports and final grade books, to the Registrar in a timely fashion.
- III. An overview of ACI's grading scale and its application.
- IV. The Director of Nursing focuses on developing and maintaining a healthy learning environment for students while in the classroom and during clinical experiences.
- V. The faculty are engaged to use questioning and involvement techniques in the classroom. Faculty are

also introduced to operational procedures of the institution.

### ***Faculty Mentoring Program***

The program serves to provide support to new faculty as they begin their new assignments at ACI.

The mentoring program does not substitute the faculty orientation.

The Faculty Mentoring Program aims to help new faculty members to

- Learn more about ACI.
- Help identify and use the support and resources available.
- Adapt to their new working environment at ACI.
- Assist the new faculty in becoming an active member of the institution.
- Engage in questions, address concerns, and identify needs.

New Faculty responsibilities:

- Develop a relationship with the mentor and communicate often.
- Inform the mentor of any challenges faced during their first assignments.
- Share experiences, ideas, and concerns with the mentor.
- To identify the need for help and seek the assistance of the mentor or the administration when appropriate.

### ***Faculty Compensation***

Faculty salaries at ACI derive from an established pay scale. Salary scales account for academic education, professional experience, and years of teaching. Yearly performance evaluations will be conducted.

### ***Salary Review***

Initial salaries and increases are considered using the following:

1. Academic background
2. Prior teaching experience
3. Participation and contributions made to the development and improvement of ACI.
4. Professional behaviors and communications
5. Academic effectiveness in teaching courses at ACI, retention rates, student evaluation reports, and observations and assessments made by administration.
6. Advancements in academic education and professional licensures.
7. The number of years dedicated to providing instructional services at ACI.

Despite positive reviews on performance evaluations, **no advancements in position or annual increases in salary are guaranteed.**

### ***Performance Review***

Salary increases are subject to the annual performance review and evaluation. In addition to the sections mentioned above, the performance review will also focus on:

1. Knowledge of the didactic material and performance of skills required by the course(s)
2. Performance in the instruction of the course material
3. Productivity
4. Punctuality
5. Communication
6. Attendance

### ***Policy Concerning Teaching Loads***

1. Individual teaching loads are detailed in the contracts between each faculty member and ACI. Faculty are to refer to the Letter of Appointment or Assignment for the course load assigned. Full-time faculty are entitled to benefits; however, the eligibility is void if the faculty drops to part-time or adjunct status.
2. Academic advisement will be assigned to the Director of Nursing and faculty members as needed. Students will be notified of student advisement hours by the administration and by having the hours posted at key locations throughout the campus. The Letter of Appointment or Assignment will specify the need for faculty to be available for advising hours.
3. ACI requires all full-time faculty members to participate in at least one committee. Part-time and adjunct faculty are not required to participate in committees but are always invited to participate.
4. Faculty must attend all commencement ceremonies.
5. ACI requires all faculty to report working in other academic institutions. Full-time faculty must receive approval from the ACI administration before they are hired elsewhere.
6. All faculty must abide by ACI's Confidentiality Agreement.

### ***Provisions for Faculty during Clinical Experiences***

ACI requests for all nursing faculty to abide by the institution's procedure regarding the supervision of students during clinical experiences:

1. Based on the course's Student Learning Outcomes, the faculty is responsible for creating student assignments and allocating experiences to meet the outcomes of the course. Assignments must allow students to explore nursing concepts, employ critical thinking, practice clinical skills and complete the assigned competencies for the course.
2. Faculty must complete the clinical skills competency checklist as the students demonstrate skills.
3. Faculty must record the attendance of each student at the clinical site. Students who lack compliance in attendance or do not complete the determined number of clinical hours should immediately be identified and reported to the administration at ACI.
4. The maximum number of students per faculty that require direct supervision when providing direct care to clients should not exceed twelve.
5. The faculty is responsible for providing students with guidance and supervision during clinical learning experiences.
6. The faculty member or clinical preceptor at the clinical site must directly supervise students participating in direct patient care, invasive nursing procedures, and other complex nursing activities. Refer to the "Using a Preceptor" section for definitions and details.
7. The faculty member must always be physically present and available in the most proximate location possible to students while students provide direct care to patients. ACI faculty must be present and

available to address any issues or concerns from the clinical site staff or coordinator. If the faculty member cannot arrive or must leave during clinical hours, the faculty must immediately notify the Director of Nursing. Another faculty member must come to substitute the original faculty before leaving the clinical site, or the students must be removed and not allowed to perform direct patient care until the replacement faculty arrives.

8. If approved by the clinical site and program director, a faculty member in the hospital setting may indirectly supervise students only when a clinical preceptor is assigned to manage the nursing student. Refer to the “Using a Preceptor” section for definitions and details. The faculty member must remain at the clinical site and be available by phone.
9. For community clinical experiences that are likely to involve complex or invasive nursing activities, a faculty member may indirectly supervise students only when a clinical preceptor is assigned to manage the nursing student. The faculty member must remain at the clinical site and be available by phone. Such an arrangement must be approved by director of the site and the Director of Nursing at ACI. Refer to the “Using a Preceptor” section for definitions and details. If no invasive or complex nursing activities will be completed during the clinical hours, then a faculty can perform indirect supervision only if the faculty member can be reached via phone.
10. Faculty must be available via phone to students participating in clinical hours. The faculty is responsible for evaluating the each of the student’s clinical experience.
11. Simulation Labs are part of the students’ clinical experience. Faculty must plan and schedule clinical experience in labs in coordination with the Nursing Clinical Coordinator and Director of Nursing.

### *Using a Preceptor*

- A. Preceptors must be set up in advance and require the Director of Nursing’s approval.
- B. Preceptors for clinical experiences must be registered nurses.
- C. The student may not engage in clinical hours unless their assigned preceptor is available.
- D. The faculty member must always be available to both the student and the clinical site preceptor. The faculty is responsible for the direct or indirect supervision of the student.
- E. The assigned preceptor must work with the faculty to evaluate the student's performance and completion of clinical competencies.

### *Policy Regarding Graduation Ceremonies*

The Graduation Ceremony is a day of honor and excitement as a new class of students reaches the end of their program at ACI. As such, is important for all members of ACI to acknowledge this day. Therefore, ACI requires **all full-time faculty to attend Graduation Ceremonies in cap and gown to honor the students and the faculty’s achievements in graduating the class of students ready to become professionals in their field.**

### *Policy on Release of Student Record Information*

Written permission is required of the student before the release of any information. Therefore, all requests for information regarding a student (e.g., student progress, status, personal information, etc.) must be handled by the Registrar. Faculty nor staff at ACI are allowed to issue any student information to anyone requesting it. Only entities having legal rights to student information should receive it.

### *Policy on Relations with other Employees and Students*

All ACI administrators, faculty, staff, and students must behave and communicate professionally while interacting with others at ACI to ensure that professional relationships and the reputation of ACI are not compromised. Individuals that violate this policy and thus harm operations or the reputation of the ACI will, after an investigation, proceed to termination.

### ***Locating Employees***

The administration of ACI maintains a record of the home address and telephone number of each administrator, faculty, and staff member. It is the responsibility of the employee to notify human resources of any changes in their contact information. Confidential information about employees can only be released once the employee has submitted written authorization.

All employees of ACI must be available during working hours and must inform the administration where they can be reached. Suppose an employee must leave the ACI campus. In that case, the employee is required to notify their supervisor or administration regarding their leave and the expected time of arrival to the campus. Suppose the employee is leaving Miami on ACI-related activities. In that case, the employee must inform the administration or his/her supervisor of any changes to the location, hotel address, and date of return.

### ***Policy on Personal Phone Calls***

ACI understands that employees and students will need to use their telephone. When a personal emergency call comes into the college, the staff will try to reach the employee. However, no classes will be disrupted for non-emergency calls. Students are required not to use their phones for calls or texts during classroom instruction. Only in an emergency call shall the student quietly leave the classroom to answer the call quickly. Repeated answering of calls without notification of emergency to the faculty member will lead to a recorded absent day from the course. Employees of ACI are not to initiate or accept long-distance, international, pay-per-calls, call-collect calls that may incur costs to ACI. Violations may lead to termination of employment.

### ***Policy on Protection of Personal Property***

**ACI does not carry insurance to protect the personal property of employees. ACI does not accept responsibility for personal items, including money.**

### ***Policy on Faculty Meetings***

Full-time faculty must attend scheduled meetings at ACI since matters regarding the college, programs, courses, policies, activities, and procedures are discussed, and faculty input is needed. Part-time and adjunct faculty are invited to attend meetings, but it is not a requirement.

### ***Policy on Faculty Participation in College Activities***

The faculty is expected to participate in the institution's committees and accreditation activities. Faculty members should participate actively on an accreditation committee. Additionally, faculty members are encouraged to participate in student activities to show interest in and support the student body.

### ***Proprietary Information***

According to ACI's Confidentiality agreement, all items created and information produced by employees while working for the institution become the property of the college. All digital or printed data or information is considered property of the institution.

Modifying and sharing of any confidential, or proprietary information in printed or digital form to members outside of the ACI institution while employed, after termination, or at any time is strictly prohibited.

Any resources or equipment used while employed at ACI must be returned. Employees must turn in their usernames, passwords, access codes, and any other necessary information required for the institution to continue using resources and accounts to avoid disruptions in operations.

## ***Supplies***

### ***Policy on Issuance of Instructors' Textbooks***

All faculty have access to the textbooks required in each course available at ACI. These books and other resources are available in the education department. A faculty may take a textbook to teach a course and must return it by the end of the course. Textbooks, visuals, and other supplies must be returned upon completion of the course. Materials must be returned, or paychecks may be withheld until the return is completed.

### ***Textbook Selection***

**Instructors wishing to change textbooks are asked to follow these steps:**

1. When an instructor has selected a new textbook, they should ensure that other instructors teaching the course for which a new textbook is proposed review the new textbook.
2. Once all instructors teaching the course for which the new textbook is selected, have reviewed the new textbook, the proposed text will be brought for approval to the curriculum committee.
3. If the curriculum committee approves the proposed textbook, the Director of Nursing or administration will update the syllabus accordingly.
4. New textbook proposals must be made in advance to ensure all the steps are completed before starting the course.

### ***Duplicating Services***

All employees have access to photocopy machines throughout the campus.

### ***Security and Access to College Facilities***

The President holds the responsibility for ACI's security. The President has delegated this authority to the Chief Operating Officer (COO). The COO is to keep all records of criminal incidents and will report them to the President.

No visitors are allowed in the classrooms unless a member of administration accompanies them.

Visitors and children are not allowed in the classrooms and labs. A guest speaker that has been invited to participate in a class must be met by the faculty member in the lobby. The guest speaker must be issued and wear a guest pass and be accompanied to the classroom.

### ***Policy on Campus Crime***

According to the Crime Awareness and Campus Security Act of 1990, ACI will make available the following to all students, staff, and faculty:

1. ACI's policies regarding how employees and students are to report criminal activities occurring on campus and the response of ACI reported activities.
2. Current policies on security measures used in the institution.
3. Current policies regarding security personnel and their rapport with local police.
4. Policies and procedures regarding the timely reporting of all crimes to the police or other agencies.
5. A description of how ACI informs all individuals about security procedures and practices. The type of program and its frequency are to be noted.
6. A description of the programs targeting students and employees on how to prevent crime; including

data concerning the occurrence of crime on campus during the most recent academic year, and during the past two academic years for which data are available, of the cases of rape, robbery, murder, aggravated assault, motor vehicle theft, and burglary criminal offenses reported to campus security or local police agencies.

7. Statistical data regarding the following on-campus crimes:
  - A. liquor law violations.
  - B. drug abuse violations.
  - C. weapons possessions.
  - D. murder.
  - E. rape.
  - F. robbery.
  - G. aggravated assault.
  - H. burglary.
  - I. motor vehicle theft.
8. A policy regarding the possession, use, and sale of alcoholic beverages and illegal drugs, and application of Federal and State drug laws. ACI is to include a description of drug or alcohol abuse education programs as required under section 1213 of the Higher Education Act of 1965.

ACI is required to submit the information collected above to the Secretary of Education, upon request.

### ***Reporting of a Crime***

The following steps are used at ACI when reporting and notifying of the crime or the attempt to commit a crime:

1. The Chief Operating Officer (COO) is the first to be notified of the crime or attempted commission of a crime on the ACI campus. The COO is responsible for contacting the proper authorities and notifying the Office of the President.
2. Students who witness a crime are asked to notify the closest faculty member. The faculty member is responsible for contacting the COO.
3. If the COO is not available, or does not react accordingly, Miami-Dade police and any applicable agencies are to be notified immediately by anyone witnessing the crime or attempted commission of a crime.
4. Criminal acts are to be handled by law enforcement officers.

*The ACI Campus Security Report is published annually and is available at the U.S. Department of Education's Consumer Information website (<https://ope.ed.gov/campussafety/#/>).*

### ***Policy Regarding Drugs and Alcohol on Campus***

ACI is a drug and alcohol-free campus. The illegal use, possession, or distribution of drugs and alcohol by any individual on campus or in any campus activity violates the standards of conduct.

ACI reserves the right to take disciplinary actions up to termination of any student or employee under the influence of illicit substances while on the ACI campus or in any ACI activity.

## ***Conditions of Service***

### ***Evaluations***

Yearly evaluations will be performed on each faculty member. However, more evaluations will be conducted if necessary to:

- (a) observe the in-classroom learning
- (b) identify opportunities for improvement in instruction
- (c) confirm compliance with the course's curriculum

### ***Tenure***

ACI **does not** have tenure.

### ***Curriculum Review and The Curriculum Committee***

The course's curriculum undergoes continuous review and revision. All ACI faculty are encouraged to participate in curriculum reviews during Curriculum Committee meetings.

ACI has developed program and course outcomes assessment procedures to evaluate and or modify the curriculum.

### ***Absence of the Instructor***

The faculty must communicate with the Director of Nursing in an expected absence or unexpected absence from the institution.

Faculty must expect to fulfill the service agreements signed with ACI. As such, faculty are not to plan for vacations or other absences during an academic term. In the case of an emergency, such an absence will be accepted with proper documentation of the crisis, and arrangements will be made to cover the faculty member.

A faculty member who feels ill during a course's teaching must inform the administration before dismissing the students. ACI will determine if a substitute instructor will be assigned to continue the lecture/course material or dismiss the students. Worker's Compensation protects all employees during their working hours; therefore, administration must be notified of all accidents as soon as possible.

For all other absences and leave of absence definitions and policies refer to the employee handbook.

### ***Faculty Vacations***

Faculty members that are full-time receive PTO or vacation days as per the table below. Requested time off and vacations should be scheduled so that they do not interfere with ACI's operations and academic progress.

<b>Years of Service</b>	<b>Annual PTO Days/Hours</b>
0- 1 year	10 days/ 80 hours
2 - 3 years	10 days/ 80 hours
4 - 5 years	15 days/ 120 hours
6+ years	20 days/ 160 hours

### ***Paid Faculty Holidays***

Federal holidays are listed in the ACI catalog. Faculty and students will not attend campus on official Federal Holidays.

### ***Faculty Members' Workdays***

Faculty will be expected to attend three faculty workshops per year.

### ***ACI Employee Scholarship***

After 6-months of full-time employment, all employees at ACI are eligible to apply to the ACI Employee Scholarship. Eligible participants include the employee and their direct family (i.e., their spouse and children). Participants of the scholarship must apply and enroll through the current enrollment process at ACI. Participants must meet the admission requirements and are subject to all the policies of ACI. Participants are financially responsible for covering the costs of textbooks, fees, supplies, exam fees, and graduation fees.

Availability in enrollment is contingent on the program and course's capacity. All tuition-paying students receive priority and will be enrolled before any participants of the scholarship.

Participants of the scholarship will begin to pay full tuition fees if the employee's full-time status changes.

### ***Faculty Professional Development***

ACI supports and promotes faculty seeking professional growth, especially those that assist the faculty in attaining expertise in the field and effectiveness in teaching students at ACI.

### ***Faculty Portfolio***

Each faculty portfolio must contain the items listed below. While copies are acceptable for most documents, official transcripts must be received initially directly from the academic institution or the National Student Clearinghouse. Copies of transcripts are not permitted.

1. Evidence of all diplomas and degrees earned
2. The faculty's Curriculum Vitae or resume
3. Official transcripts (sent directly to ACI by the academic institution or National Student Clearinghouse)
4. Employee Form
5. Documents on the faculty's professional growth (workshops, publishing, certificates, etc.)
6. I-9 (Employment Eligibility Verification Form)
7. W-4 Tax With-Holding IRS Form
8. All current and valid State Board Licenses
9. All ACI's Annual faculty evaluations

### ***Collegiate Activities Participation by Faculty***

Professional Growth and Development also involves participation in:

1. College committees.
2. Annual revision of academic programs and instructional materials.
3. Textbook adoption initiatives.
4. Faculty meetings.
5. Resources and materials for the resource center.
6. Membership in professional organizations.

### ***End of Course Evaluation Surveys***

ACI students will evaluate faculty. The evaluation can be carried out using online surveys.

Evaluations completed while in the classroom setting must be done in silence. No discussions are allowed amongst students during the completion of the evaluation.

ACI will review and arrange the responses for analysis. Results will be reviewed with each faculty member, and it will be determined if remediation actions are required.

### ***Student Academic Policies and Development***

Please refer to the ACI Catalog for information regarding student progress, academic advisement, student status, readmissions, credit hour equivalency, satisfactory academic progress (SAP), student leave of absence, grading system, withdraw from the college, course retakes, transfer credits, transcripts, student complaint and grievance policies, and the Student Honor Code.

## Academic Honors and Awards

### 1. Director of Nursing Honor List

ACI celebrates the achievements of all students and honors academic excellence. Students with a GPA of 3.50 to 3.94 in a semester (3 terms of five weeks), with at least nine credit hours, will receive the Director of Nursing Honor List. This achievement will be annotated in the student's official transcripts.

### 2. President's Honor List

Students who achieve 3.95-4.0 in all semesters at ACI will be awarded President Honor List. This achievement will be annotated in the student's official transcripts. The President's List will be announced and honored at the graduation ceremony.

### 3. Graduation Honors in Baccalaureate and Associate Degree Programs

Graduating with Honors at ACI acknowledges students who have achieved a GPA of at least a 3.60. Students with this distinction will be recognized during the graduation ceremony. The honors will be annotated in the student's official transcripts as follows:

HONOR	REQUIRED GPA
<i>Summa Cum Laude</i>	3.95 – 4.00
<i>Magna Cum Laude</i>	3.80 – 3.94
<i>Cum Laude</i>	3.60 – 3.79

## *The Learning Resource Center*

The Learning Resource Center of ACI supports the curricula offered by the College. Staff at the resource center assist both faculty and students in finding resources that support the teaching and learning processes in academia. Faculty and students are welcome to use the computers located at the Learning Resource Center.

Recommendations from faculty and students are considered when making new acquisitions for the center.

## *The Classroom*

### *The syllabus*

Syllabus are made available to the faculty and each student upon enrollment of the course. The faculty will discuss the syllabus in detail on the first day of the course. Students are encouraged to always have a copy of the syllabus since it details the policies and requirements of the course.

### *First Day of Class*

This is the day to ensure students have the textbook and review the table of contents to provide information on the course. The faculty member will discuss the syllabus, assignments, activities, participation, grading, exams, and other course requirements on the first day.

### *Classroom Rules*

The students are expected to behave professionally while on campus or at any ACI activity. While engaged in any activity at ACI:

1. The student will be considered "Tardy" if a student arrives 15 or more minutes late to class. Frequent tardiness of a student may be regarded as an absence from the course and may fail.
2. Students who arrive late due to employment must bring an official letter from their manager or

supervisor. The student is responsible for the missed content.

3. All students must bring the syllabus to class.
4. All students are expected to have the course's required textbook(s).
5. Faculty may add more class assignments or activities to those detailed in the syllabus.
6. All ACI students must always wear their uniform and identification card while on campus.

### **Length of Classes**

Faculty are to start and end classes during the scheduled time.

### ***Class Cancellations***

ACI avoids the need to cancel a class day, however, the following apply if a faculty member or ACI cancels a day of class:

1. If the faculty member must cancel, the faculty must first inform the Director of Nursing with advanced notification. The Director will coordinate a substitute or may decide to proceed with the class cancellation.
2. Once the decision to cancel the class has been made by the Director of Nursing, the faculty is to notify the students of the cancellation and schedule an additional class session to cover the missed material.
3. ACI will follow other school closures as designated by Miami-Dade Public Schools when facing severe weather, disasters, and catastrophes.

### ***Policy on Student's Campus Life***

All students should maintain professionalism when interacting with others at ACI. Students are also asked to use the code of ethics while interacting and managing challenging situations.

### ***Student Code of Behavior***

1. Students are expected to wear their uniforms, identification cards and arrive on time for their course. Students are expected to stay in the classroom until the class has ended as per the faculty teaching the course.
2. Textbooks and other resource materials are to be brought to class every day.
3. All students must follow the Dress Code at ACI.
4. Classrooms will not host guests or visitors unless is a Guest Speaker accompanied by a faculty member. No children are allowed in the classrooms.
5. Smoking is not allowed on campus. Food and drink consumption is permitted in the lounge.
6. Drugs and alcohol are not allowed on campus. Failure to follow policy will cause the student to be removed from the campus and academic program.
7. Unprofessional behavior, aggression, and other disturbances on the ACI campus or during ACI activities may lead to expulsion.
8. Students and faculties are to respect personal and college property. Violations will be reviewed and may be presented to the Honor Court for adjudication.
9. While on campus, all students must abide by our city, state, and country laws.

### *Accommodations for Students with Disabilities*

The ACI campus and its classrooms are accessible to individuals with disabilities as defined by the Americans with Disability Act of 1990 (ADA).

Title III of the Americans with Disability Act of 1990 (ADA) discusses the discrimination to a student regarding the ability to access to the areas of a college campus. ACI provides reasonable accommodations to students with documented disabilities to facilitate their education at ACI. Students that need special accommodations under the ADA should contact the Director of Nursing at ACI. All information shared with ACI will remain confidential according to the law.

Any concerns regarding the disability accommodations are to be brought to the Director of Nursing. The ACI policy on students' complaints will be applied during the evaluation of the incident in question.