

**APPENDIX 1**  
**POLICIES/SERVICES FOR**  
**DISABLED STUDENTS**

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DISABLED STUDENTS**

Cleveland Chiropractic College prides itself in the nurturing and support of each individual student throughout his/her educational experience. Accommodations are met for disabled students while insuring program requirements.

The College has adopted the following definition in determining whether a particular student does, in fact, have a disability that may need accommodation. A disability is defined as:

“a physical or mental impairment that substantially limits one or more of the major life activities of an individual, such as: caring for one’s self, learning, working, performing manual tasks, walking, seeing, hearing, speaking, and breathing.” Impairment may be “any physiological disorder or condition, cosmetic disfigurement, anatomical loss, or psychological disorder such as retardation, organic brain syndromes, emotional or mental illness, and specific learning disabilities.” (Section 504 of the 1973 Rehabilitation Act.)

Inquiries concerning federal guidelines about who is covered and who is not covered under Section 504 of the 1973 Rehabilitation Act can be made to the Office of Student Services, or his/her designee, at the Kansas City Campus or the Dean or Director of the degree program, or his/her designee, at the Los Angeles Campus.

**Disability Documentation:**

In order for the College to offer and implement appropriate accommodations for students with a condition classified as a disability, official documentation must be submitted to the Dean or Director of the degree program, or his/her designee, for review (in conjunction with the completion of the form “Disability Accommodation Request Form”). This documentation should be submitted as early as possible.

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This documentation should consist of a comprehensive and detailed written individualized assessment submitted on official letterhead from a licensed or certified professional that explains in detail the following:

- Evidence of a recent assessment (no more than three years old) documenting the nature of the disability (i.e. specific diagnosis);
- Recommendation for a range of specific accommodations, with detailed explanation of why these are needed and how they will enable the student to perform at satisfactory academic levels;
- If the nature of the disability is psychological or emotional, proof of evaluation from a psychiatrist or licensed psychologist who gives an appropriate classification from the standard *Diagnostic and Statistical Manual of Mental Disorders*; and/or,
- Documentation, if available, of similar accommodations that may have been made for the student in the past in other educational or testing settings, or on the job; if no accommodations have been made in the past, there must be an explanation of why none was given in the past and why accommodations are needed now.

The College retains the right to request further verification of the professional's credentials and expertise in relation to the recommendation, and also retains the right to have an outside consultant (independent expert) evaluate the student's documentation of disability, as well as the request and explanation for the accommodation(s).

It is the student's responsibility to provide required documentation. Accommodations will not be provided until documentation has been received. Accommodations will begin on the date documentation is discussed with the student. It is imperative that the student initiates a request in a timely manner. Students interested in receiving a comprehensive assessment should seek a credentialed testing center for learning disability assessment. Each campus will devise and implement its procedures for documentation of disability.

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Students may expect a response to their request within ten (10) working days of submission of all documentation indicated above.

Accommodations:

After documentation has been completed, it is the student's responsibility to meet with the Dean of Instruction, or his/her designee, to discuss appropriate accommodations. Possible accommodations are as follows:

- Changes/accommodations necessary to allow for physical facility access to programs and services of the College;
- Alterations in academic policies or procedures (i.e. course scheduling);
- Extended time for testing in courses (i.e. 15 minutes beyond usual testing time).
- Special testing locations and proctors;
- Special testing arrangements (i.e., double or triple spacing on exams, excused from having to fill in Scantron forms);
- Tape-recorded lectures, taped textbooks
- Auxiliary aids (i.e., availability and access to Braille readers or audiotape playback machines);
- Tutoring and supplemental instruction services;
- Note-taking services or scribes;
- Extended time to complete program or decelerated course load;
- Readers, interpreters;
- Lab and library aids, access to computers;
- Study skills instruction, workshops, courses, small group study sessions;\_and/or;
- Other suggestions from the students.

**APPENDIX 2**

**FACULTY ASSEMBLY  
BY-LAWS**

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### BY-LAWS OF THE FACULTY COUNCIL

The purposes of the Faculty Council are to contribute to the internal governance of the College and to provide a forum for all College faculty to discuss issues of mutual interest and concern. Through the Faculty Council, members of the faculty participate in the development of recommendations to the Board of Trustees and the President of the College concerning policies and procedures regarding the academic program of the College, faculty status, academic rank and other faculty rights, curriculum, research and those aspects of student life that relate directly to the educational process.

The Faculty Council shall also advise the College administrators through liaison with the Academic Deans on questions dealing with the mission of the College as they pertain to educational outcomes, research and educational and clinical services.

#### MEMBERSHIP

The membership of the Faculty Council shall be those individuals who are full or part time faculty of the College, including Residents and Postdoctoral fellows. The two Faculty Councils shall make up the Faculty Assembly.

#### OFFICERS

The elected officers of each Faculty Council shall be: President, Vice-President, Secretary and a Representative from each of the four academic departments of the College. The President, Vice President, Secretary, and the Representatives shall form the Executive Committee of the Faculty Council on each campus.

1. The President

The President shall act as the Chief Executive Officer of the Faculty Council and shall be responsible for all formal communications between the Faculty Council and the College

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administration and the Board of Trustees. The President shall call all meetings and set the meeting agenda. The President shall give the meeting agenda to the Secretary for distribution one week prior to the scheduled meeting.

### 2. The Vice President

The Vice President shall assist the President and assume the President's responsibilities in his/her absence.

### 3. The Secretary

The Secretary shall take minutes at meetings and provide copies of those minutes to all faculty, the Dean and the Executive Vice President no later than one week prior to the next meeting. The Secretary shall also perform administrative duties as requested by the President such as distributing announcements of meetings and the meeting agenda one week prior to the meeting, providing additional copies of the minutes and making additions or corrections to the minutes.

## ELECTIONS

The election of officers shall be at the first general meeting of the Faculty Council of the fall trimester, in September. Therefore, each department will meet in June to elect their Representatives. At the July general meeting, the President will call for nominations from the general Faculty Council. During this meeting, the nominees must agree to accept the position to which they were nominated. All nominations must be seconded and voted on to be accepted during this meeting. A final slate of nominees will be presented at the August meeting. During the month of September, a secret ballot will be constructed and distributed to all faculty of the College. The Vice President will collect and count the ballots and report the outcome at the September meeting. Term limits of Faculty Council Officers will be two consecutive terms.

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### VOTING OF ISSUES

Issues brought to a vote in a general meeting of the Faculty Council shall be passed by a simple majority of those members present. In matters deemed important by the President, a vote of the faculty may be taken by mail. In this case, the ballots shall be distributed to all Faculty Council members by the Secretary at least one week before the scheduled vote. The Secretary will then report the results of that vote to the next general Faculty Council meeting. Any issues requiring voting within the Executive Committee of the Faculty Council shall also be passed by a simple majority.

### AMENDING THE BY-LAWS

Amendments to the Faculty Council by-laws shall be approved by a 2/3 majority of those members casting ballots. Proposed amendments to the by-laws shall be submitted to the Executive Committee of the Faculty Council before being presented to the Faculty Assembly. Proposed amendments shall be distributed by the Secretary to all members at least four weeks prior to the scheduled vote. The Presidents may request the distribution of ballots to all members at least one week prior to the scheduled vote on an amendment.

### MEETINGS

The meetings of the Faculty Councils shall take place no less frequently than once a month. The time and place of each regular meeting shall be determined by the Presidents. Faculty Council meetings are open to all College faculty. Other employees of the College or other guests may be invited to attend by the Faculty Council President. Special meetings may be called by the President or in his/her absence, the Vice President. Special meetings shall be limited to the consideration of the specific items of business designated in the call of the

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meeting. Meetings of the Faculty Council shall be governed by the current edition of Robert's Rules of Order.

The Executive Committee of the Faculty Council shall meet at least once a trimester and the President shall call that meeting. During this time, issues shall be discussed that need to be brought before the general Faculty Council. The President may call more meetings during a trimester as needed. The Secretary of the Faculty Council shall keep the minutes of the Executive Committee meetings. Faculty electing groups whose Representative is unable to attend a meeting may send an elected alternate to substitute for that representative. This substitute has the right to participate and vote at the Executive Committee meeting.

### COMMITTEES

The standing committees of the Faculty Council are: Executive Committee, Faculty Affairs, Academic Affairs and Faculty Handbook. The President of the Faculty Council shall appoint members of the general Council to serve on the committees that he/she deems necessary for the governance of the Council. The President may or may not appoint members to all the committees listed above. Standing committees shall consider propositions referred to them by members of the Faculty or Institutional Committees, as well as actively develop and prepare for Council consideration such policies and propositions as may seem beneficial for the College. In doing so, they may draw on the resources of the College and its Administration. Each committee shall have the right to create and constitute subcommittees of individuals whom it designates.

Recommendations of the committees are forwarded for consideration by the general Council. All recommendations of the Council for changes in College policy are subject to approval by the President of the College and its Board of Trustees before implementation.

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The functions and membership of the standing committees shall be as follows:

1. Committee on Faculty Affairs – The committee shall consist of four faculty members and one Representative who will serve as chairperson. The duties of this committee include all activities that relate to the faculty such as faculty morale, faculty development, faculty grievance, etc.
2. Committee on Academic Affairs – The committee shall consist of four faculty members and one Representative that will service as the chairperson. This committee’s duties are to review proposals regarding curriculum that are generated by the Faculty Council. Such activity may be regarding new courses, or changes in course sequence, etc.
3. Faculty Handbook Committee – This committee is appointed by the President of the Faculty Council and its make up and numbers may vary. This committee shall address issues relating to the revision of the Faculty Handbook.

**APPENDIX 3**

**PROMOTION IN FACULTY RANK**

**PROMOTION IN FACULTY RANK**

Upon employment at Cleveland Chiropractic College, a faculty member will be awarded a specific faculty rank. The following process is initiated annually (Spring Trimester) and a promotion, if granted, becomes effective September 1. Faculty members who feel that the accumulation of their achievements since their appointment or last promotion have made them eligible for promotion should start the promotion procedure by:

1. Informing the Evaluation Committee Chairperson that they wish to start the process for possible promotion in faculty rank. The Evaluation Committee Chairperson will discuss the faculty member's current rank and the requirements for promotion with the applicant.
2. Compiling documentation/portfolio to verify that the requirements for advancement in rank have been completed.
3. Submitting to the Chairperson of the Evaluation Committee the documentation/portfolio along with a letter requesting consideration for promotion in rank.

The Evaluation Committee will review the documentation/portfolio and forward a recommendation to the Vice President for Academic Services, who will make a recommendation to the Executive Vice President. The System Executive Vice President approves those who receive promotions in faculty rank.

**APPENDIX 4**

**FACULTY EVALUATION**

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## FACULTY EVALUATION

### DEFINING FACULTY WORK:

Teaching, scholarship and service may include, but are not limited to the following:

#### TEACHING

1. Teaching - engaging in classroom instructional methods that encourages the use of critical thinking skills.
2. Teaching students the diagnosis and treatment of patients in the clinical setting.
3. Instructing - effective instruction of students in lectures, laboratories, seminars; managing a course, grading papers, maintaining student records, etc.
4. Advising, supervising, mentoring students, and providing other instructional services as assigned
5. Integrating learning activities to promote intellectual understanding by developing, reviewing, and redesigning courses; revising curricula; developing manuals, software, teaching materials, etc.
6. Developing as a teacher - evaluating teaching of colleagues; conducting classroom and instructional research; attending professional development seminars.
7. Participating in partnerships with other institutions – community development activities, collaborating with another institution on policy development.

#### SCHOLARSHIP

1. Pursuit of original work - participating in research, writing or editing books; writing chapters; papers in refereed journals; presenting papers at professional meetings; writing other types of papers, reports, reviews, abstracts, translations, etc.

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2. Engaging in intellectual activities that would bring new insights into the classroom such as; participating in a journal club, maintaining a current awareness of new developments within the discipline, and contributing to exchange of knowledge among faculty colleagues.
3. Producing creative work, for example, essays; exhibits; commissioned works; television or radio production, or developing new products, practices, or procedures.
4. Editing/managing creative work, for example, editing journals or other learned publications; managing or serving as consultant for displays or exhibits.
5. Leading/managing funded research, for example, leading a task force; writing proposals to funding agencies; managing budgets of grants or contracts; selecting and supervising staff; preparing required reports.

### SERVICE

#### Institutional Service

1. Contributing to local campus, for example; administering or managing campus unit; serving as a member or chair of a campus committee; mentoring faculty or staff; participating in campus governance, serving as active/participant advisor to student clubs and organizations.
2. Contributing to the overall well-being of the patients in the College Health Center.
3. Participating in partnerships with other institutions – community development activities, collaborating with other institutions on policy development.

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### Professional Service

1. Conducting applied research and evaluation - applied, directed or contracted research; voluntarily conducting program, policy or personnel evaluation for other institutions.
2. Participating in professional/discipline associations, for example, holding leadership position in association; serving on accrediting body; serving on exam board, organizing meetings/workshops for professional organizations; serving on task forces or governing boards.

### Public Service

1. Contributing to other communities, for example, civic, political, religious organization activities; holding public office; providing free health care to community.
2. Disseminating knowledge, for example, consulting or providing technical assistance to public or private agencies; expert witness or expert testimony; editing newsletters; providing technical information to general audience.

## **EVIDENCE USED TO EVALUATE FACULTY WORK**

### Evidence for Teaching

- Descriptions of teaching activity (narrative summary; sample of work; videotapes; analysis of student learning; participating in improvement activities)
- Outcomes (student learning and achievement; student development)
- Eminence measures (honors and awards from campus and professional organizations; invited presentations).

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- Judgments about teaching (rating from students, peers, supervisors; written appraisals from students and colleagues)
- Self appraisal

### Evidence for Scholarship, Research and Creative Activity

- Descriptions of scholarly activity (narrative; summary of problems addressed; samples of work, participation in improvement activities)
- Outcomes (publications, papers presented; editor/author of chapters or books; grants; unpublished papers or reports)
- Judgments about research (evaluation from peers and/or department chair; evaluation from experts)
- Eminence measures (journal editor or referee; honors/awards from profession; officer of national professional group; invited presented; number of citations of published work)
- Self appraisal

### Evidence for Practice

- Description of practice activity (narrative; video; samples of work)
- Outcomes (patient feedback, patient outcomes, influence on research and teaching within the institution; improved clinical practice or procedure)
- Judgments about practice (evaluation from patients and interns; letters of appreciation from recipients of services; evaluation from colleagues)
- Eminence measures (honors and awards from profession; officer of national professional organization)
- Self appraisal

## **TOOLS USED TO COLLECT EVIDENCE FOR EVALUATION**

- Written Appraisal – solicited letter of recommendation from peers and unsolicited comments from students, open-ended questions about teaching or practice.
- Rating scales and checklists - omnibus form, goal based form, form based on a cafeteria system
- Interviews - classroom group interviews, exit interviews, quality control circles.
- Observations or videotaping
- Indicators of Eminence, quality, impact - prizes, awards, honors, status of publications, citation rates of publications.
- Achievement and outcome measures - achievement tests, performance assessment, student portfolio and journals
- Records - documentation from faculty member in form of descriptive statement, documentation from faculty member in portfolio form.

## **PROCESS**

The Evaluation Committee for the Doctor of Chiropractic program is composed of the following members: the Academic Dean or the Associate Dean (to be determined by the Dean), the Department Chair of the faculty member being evaluated, a faculty member from that department (trained) and the Faculty Council President who will serve as chairperson of the committee. The Evaluation Committee for the Undergraduate Program is composed of the Director of Undergraduate Studies, the Department Chairperson, a faculty member from that department (trained) and the Faculty Council President. For Department Chairpersons, the committee is composed of the Academic Dean or the Associate Dean or Director of the degree

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program (to be determined by the Dean), another Department Chair, the Faculty Council President, and a faculty member from that department (trained) (to be determined by the Faculty Council).

Early in January the committee will begin the evaluation process by collecting materials derived from student, peer, and supervisor evaluation with additional material from the faculty member.

In the process of determining the level of a merit increase or promotion in rank, the Faculty Evaluation Committee will consider a distribution of 100 points and forward their recommendation to the Vice President for Academic Services. Promotion recommendations are forwarded to the System Executive Vice-President:

Student Evaluations	25 points
Peer/Supervisor Evaluations	25 points
Administrative Criteria	10 points
Faculty Self-Appraisal/Portfolio	40 points

For chairpersons the distribution of 100 points will be:

Student Evaluations	15 points
Peer Evaluation	10 points
Peer or Supervisor Evaluation (appointed by Dean)	25 points
Administrative Criteria	10 points
Faculty Self-Appraisal /Portfolio	40 points

The self-appraisal for Chairpersons will include both faculty and Chairpersons self-appraisal forms in one document.

The goal of the Evaluation Committee is to implement a portfolio-based evaluation system in the near future. With that goal in mind, the College Administration and the Faculty

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Evaluation Committee are committed to providing instruction in organizing and developing a portfolio. In the interim, faculty members are encouraged to submit documentation of their efforts, or self-appraisal, in a format that best reflects their achievements.

**A performance evaluation or fulfillment of the criteria for evaluation is not a contract or a commitment to provide a compensation adjustment, bonus, advancement, or continued employment. Performance evaluations are only one of several factors that the College uses in connection with compensation, promotion, and retention decisions.**

**APPENDIX 5**

**FACULTY GRIEVANCE PROCESS**

FACULTY GRIEVANCE PROCEDURE

A grievance is a complaint a faculty member might have about his/her hours of work, rights under personnel policies, wages, unfair or inequitable treatment, or an action that has been taken that had an adverse effect on his/her individual rights, benefits, working conditions, or professional status, including appointment, reappointment, promotion, and reassignment. Grievances regarding dismissal are handled through the Appeal Process as described on page 60 of the Faculty Handbook.

PROCEDURE

1. The faculty member should first attempt to resolve the grievance by informal discussion with the party(ies) against whom the complaint is directed.
2. If the problem is not resolved, an informal discussion should take place with the person at the lowest administrative level where authority exists to take corrective action, In most cases, this is the level of the department chair. The person against whom the grievance is filed will be excused from participating in any part of the formal or informal deliberations.
3. Should the issues still not be resolved satisfactorily, the faculty member may submit a formal, written grievance. This statement should include the specific time, place, and nature of the complaint, and the remedy or correction requested. It should also include any resolutions suggested in the informal discussions. This statement should be submitted to the Academic Dean, the party(ies) against whom the complaint is directed, and the President of the Faculty Council, within 30 working days of the act or incident which is being grieved. The grievance will be reviewed by the President of the Faculty Council (or a Faculty Council officer designated by the Faculty Council President) to

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determine if the grievance meets the above definition and that it has met the filing deadline. If no grievable offence exists, all parties shall be notified. If a grievable offence does exist, the President of the Faculty Council (or the designated officer) shall attempt to resolve the complaint through an informal meeting and discussion with all parties. This informal process shall also include any levels of administration concerned with the problem. During this process, the Faculty Council President (or the designated officer) is to remain a neutral facilitator. This process shall take place within 10 working days of the grievance being submitted.

4. If the informal meeting and discussion fails to resolve the grievance, the President of the Faculty Council shall notify all parties within 2 working days. At that point, the faculty member may request a formal hearing. This request should be made, in writing, to the Faculty Council President, within 2 working days following notification of failure to resolve the grievance. The Faculty Council President shall appoint two faculty members to a Faculty Affairs Committee, and the Academic Dean will appoint one administrator. The Committee will select a chairperson, who will notify all parties, in writing, of the date, time, and nature of the hearing.

The proceedings of the Faculty Affairs Committee are not to be construed as a judicial trial and legal rules of evidence need not be followed. Neither the College nor the faculty member may have legal counsel present at the hearing. The hearing is closed to the campus community. Written or audio records of the hearing will be kept in a confidential file for 5 years by the Academic Dean. A copy of the records will be made available to any of the parties, at their request and at their expense. The preliminary and deliberative meetings of the committee are not part of the hearing.

All parties may present personal statements, evidence, testimony, or witnesses. Any party may question any testimony or evidence or statements presented against him/her.

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The Faculty Affairs Committee may question witnesses or receive written statements from witnesses who cannot attend the hearing; they may call additional witnesses or request further investigation; and they may dismiss any person who is obstructing or disrupting the hearing.

At the conclusion of the hearing, the Faculty Affairs Committee will make its decision in a closed session, without the presence of the parties involved. The majority opinion will rule. In all cases, the decision of the committee is final and binding and is effective the date of the committee's filing.

The Faculty Affairs Committee must determine an appropriate response to the grievance. This response shall be communicated, in writing, to all parties involved and to the Academic Dean, within 2 working days of the completion of the committee's deliberations.

**APPENDIX 6**  
**INFORMATION TECHNOLOGY**

## 1.0 Overview

The intentions of the Information Technology Department for publishing an *Acceptable Use Policy* are not to impose restrictions that are contrary to Cleveland Chiropractic College's established culture of openness, trust and integrity. Information Technology is committed to protecting the College community from illegal or damaging actions by individuals, either knowingly or unknowingly.

*Access systems* (such as computer access via the Internet, Intranet, Extranet, modems, RAS servers, peer-to-peer networks, LAN, WAN, wireless or other related systems), including but not limited to computer equipment, software, operating systems, storage media, network accounts providing electronic mail, WWW browsing, and FTP, are the property of Cleveland Chiropractic College. These systems are to be used for business purposes in serving the interests of the company, and of our clients and customers in the course of normal operations.

Effective security is a team effort involving the participation and support of every College staff, faculty, student, alumni and affiliate who deals with information and/or information systems. It is the responsibility of every computer user to know these guidelines, and to conduct their activities accordingly.

## 2.0 Purpose

The purpose of this policy is to outline the *acceptable use* of computer equipment at Cleveland Chiropractic College. These rules are in place to protect all users and affiliates of the College. Inappropriate use exposes the College to risks including virus attacks, compromise of network systems and services, and legal issues.

## 3.0 Scope

This policy applies to all *Users* (staff, faculty, students, alumni, contractors, consultants, temporaries, and other workers) at Cleveland Chiropractic College, including all personnel affiliated with third parties. This policy applies to all equipment that is owned or leased by the College.

#### **4.0 Acknowledgement**

Implementation and electronic acknowledgement of this policy is accepted by the user upon logging into any computer connected to the network. This acknowledgement is similar to common EULA (End User License Agreement) or a TOS (Terms of Service) agreement. The College reserves the right to revoke or prevent access to its systems based upon the user's failure to acknowledge acceptance of this policy.

#### **5.0 Dissemination**

As policies will be modified from time to time to address the needs of the College Community, the most current policies of this Acceptable Use Policy will be maintained in its most current form on the College's web site at: [www.cleveland.edu/IT/Security/CCC-AUP.htm](http://www.cleveland.edu/IT/Security/CCC-AUP.htm).

#### **6.0 Policy**

##### **6.1 General Use and Ownership**

1. While the College's network administration desires to provide a reasonable level of privacy, users should be aware that the data they create on the corporate systems remains the property of the College. Because of the need to protect the College's network, management cannot guarantee the confidentiality of information stored on any network device belonging to the College.
2. Users are responsible for exercising good judgment regarding the reasonableness of personal use. Individual departments are responsible for creating guidelines concerning personal use of access systems. In the absence of such policies, users should be guided by departmental policies on personal use, and if there is any uncertainty, they should consult the office of the IT Department.
3. Information Technology recommends that any information that users consider sensitive or vulnerable be encrypted. For guidelines on information classification, see Information Technology's Information Sensitivity Policy. (To be announced in future publication) For guidelines on encrypting email and documents, go to Information Technology's Awareness Initiative. (To be announced in future publication)
4. For security and network maintenance purposes, authorized individuals within the College may monitor equipment, systems and network traffic at any time, per Information Technology's Audit Policy. (To be announced in future publication)

5. The College reserves the right to audit networks and systems on a periodic basis to ensure compliance with this policy.

## **6.2 Security and Proprietary Information**

1. The user interface for information contained within our various systems should be considered classified and confidential in nature, unless posted within public access areas such as the [www.cleveland.edu](http://www.cleveland.edu) web site or other common areas of public exposure. Examples of confidential information include but are not limited to: company private, corporate strategies, competitor sensitive, trade secrets, specifications, customer lists, and research data. Users should take all necessary steps to prevent unauthorized access to this information.
2. Keep passwords secure and do not share accounts. Authorized users are responsible for the security of their passwords and accounts. System level passwords should be changed quarterly; user level passwords should be changed every six months. Should a user suspect their password may be compromised, they should immediately contact the IT Department to reset and issue another password that will be known to that end user only.
3. All PCs, laptops and workstations should be secured with a password-protected screensaver with the automatic activation feature set at 10 minutes or less, or by logging-off (control-alt-delete for Win2K users) when the host will be unattended.
4. Use encryption of information in compliance with Information Technology's Acceptable Encryption Use Policy. (To be announced in future publication).
5. Because information contained on portable computers is especially vulnerable, special care should be exercised. Protect laptops in accordance with the "Laptop Security Tips". (To be announced in future publication).
6. Postings by users from a College email address to newsgroups should contain a disclaimer stating that the opinions expressed are strictly their own and not necessarily those of the College, unless posting is in the course of business duties.
7. All *hosts* (computers, PDAs, laptops, etc.) that are connected to any of the College access systems, whether owned by an individual, third-party or the College, shall be continually executing approved virus-scanning software with a current virus database, unless overridden by departmental or group policy.

8. Users must use extreme caution when opening e-mail *attachments* (files appended to an email) received from unknown senders, which may contain viruses, worms, e-mail bombs, Trojan horse code or other types of destructive or malicious payloads.

### **6.3 Unacceptable Use**

The following activities are some general guidelines, which are considered unacceptable use. Users may be exempted from these restrictions during the course of their legitimate job responsibilities (e.g., systems administration staff may have a need to disable the network access of a host if that host is disrupting production services). Under no circumstances is a user authorized to engage in any activity that is illegal under local, state, federal or international law while utilizing College-owned resources.

The lists below are by no means exhaustive, but attempt to provide a framework for activities that fall into the category of unacceptable use.

#### **System and Network Activities**

The following activities are strictly prohibited, with no exceptions:

1. Violations of the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of "*pirated*" (illegal copies of software) or other software products that are not appropriately licensed for use by the College.
2. Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music, and the installation of any copyrighted software for which the College or the end user does not have an active license is strictly prohibited.
3. Exporting software, technical information, encryption software or technology, in violation of international or regional export control laws, is illegal. The Office of the Chief Information Officer should be consulted prior to export of any material that is in question.

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4. Introduction of malicious programs into the network or server (e.g., viruses, worms, Trojan horses, e-mail bombs, etc.).
5. Revealing your account password to others or allowing use of your account by others. This includes family and other household members when work is being done at home.
6. Using College computing asset to actively engage in procuring or transmitting material that is in violation of sexual harassment or hostile workplace laws in the user's local jurisdiction.
7. Making fraudulent offers of products, items, or services originating from any College account.
8. Making statements about warranty, expressly or implied, unless it is a part of normal job duties.
9. Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the user is not an intended recipient or logging into a server or account in which the user is not expressly authorized to access, unless these duties are within the scope of regular duties. For purposes of this section, "disruption" includes, but is not limited to, network sniffing, smurfing, spamming, spoofing, denial of service, and forged routing information for malicious purposes. (See 8.0 Definitions for more information)
10. Port scanning or security scanning is expressly prohibited unless prior notification to Information Technology is made.
11. Executing any form of network monitoring which will intercept data not intended for the user's host, unless this activity is a part of the user's normal job duties or course study.
12. Circumventing user authentication or security of any host, network or account.
13. Interfering with or denying service to any user other than the college's host (for example, denial of service attack).
14. Using any program/script/command, or sending messages of any kind, with the intent to interfere with, or disable, a user's terminal session, via any means, locally or via the Internet/Intranet/Extranet.
15. Providing information about, or lists of, the College staff, faculty, students or alumni to parties outside the College.

### **Email and Communications Activities**

1. Sending unsolicited email messages, including the sending of "junk mail" or other advertising material to individuals who did not specifically request such material (email spam).
2. Any form of harassment via email, telephone or paging, whether through language, frequency, or size of messages.
3. Unauthorized use, or forging, of email header information.
4. Solicitation of email for any other email address, other than that of the poster's account, with the intent to harass or to collect replies.
5. Creating or forwarding "chain letters" or other "pyramid" schemes of any type.
6. Use of unsolicited email originating from within the College's networks of other Internet/Intranet/Extranet service providers on behalf of, or to advertise, any service hosted by the College or connected via the College's network.
7. Posting the same or similar non-business-related messages to large numbers of Usenet newsgroups (newsgroup spam).

### **7.0 Enforcement**

Any user found to have violated this policy may be subject to disciplinary action, up to and including termination of employment or dismissal.

### **8.0 Definitions**

AUP - Acceptable Use Policy: Short for *acceptable use policy*. Also known as TOS (Terms of Service). A contract or agreement specifying what a subscriber can and cannot do while using an ISP's service. Contains items such as liability disclaimers, lists of actions or behavior that will result in the termination of a customer's account, definition of terms such as "unlimited use," billing policies, SPAM clauses, etc.

Access Systems: An electronic means to access system network equipment, such as: computer access via the Internet, Intranet, Extranet, modems, RAS servers, peer-to-peer networks, LAN, WAN, wireless or other related systems.

Attachment: A file attached to an e-mail message. Many e-mail systems only support sending text files as e-mail. If the attachment is a binary file or formatted text file (such as an MS-Word

## Faculty Handbook Appendices

document), it must be encoded before it is sent and decoded once it is received. There are a number of encoding schemes, the two most prevalent being Uuencode and MIME.

The College: Includes staff, faculty, students, alumni, contractors, consultants, temporaries, and other workers at Cleveland Chiropractic College, including all personnel affiliated with third parties

Denial Of Service (DoS) Short for *denial-of-service attack*, a type of attack on a network that is designed to bring the network to its knees by flooding it with useless traffic. Many DoS attacks, such as the *Ping of Death* and *Teardrop* attacks, exploit limitations in the TCP/IP protocols. For all known DoS attacks, there are software fixes that system administrators can install to limit the damage caused by the attacks. But, like viruses, new DoS attacks are constantly being dreamed up by hackers.

Forged Routing: In internetworking, the process of moving a packet of data from source to destination. Routing is usually performed by a dedicated device called a router. Routing is a key feature of the Internet because it enables messages to pass from one computer to another and eventually reach the target machine. Each intermediary computer performs routing by passing along the message to the next computer. Part of this process involves analyzing a *routing table* to determine the best path.

Host: A computer system that is accessed by a user working at a remote location. Typically, the term is used when there are two computer systems connected by modems and telephone lines. The system that contains the data is called the host, while the computer at which the user sits is called the remote terminal.

Pinged Floods: Short for *Packet Internet Groper*, a utility to determine whether a specific IP address is accessible. It works by sending a packet to the specified address and waiting for a reply. PING is used primarily to troubleshoot Internet connections. There are many freeware and shareware PING utilities available for personal computers. The act of flooding, or extensive use of pinging, creates a DoS state within the network.

Piracy: The unauthorized copying of software. Most retail programs are licensed for use at just one computer site or for use by only one user at any time. By buying the software, you become a

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*licensed user* rather than an owner. You are allowed to make copies of the program for backup purposes, but it is against the law to give copies to friends and colleagues.

Smurfing: A type of network security breach in which a network connected to the Internet is swamped with replies to ICMP echo (PING) requests. A smurf attacker sends PING requests to an Internet broadcast address. These are special addresses that broadcast all received messages to the hosts connected to the subnet. Each broadcast address can support up to 255 hosts, so a single PING request can be multiplied 255 times. The return address of the request itself is spoofed to be the address of the attacker's victim. All the hosts receiving the PING request reply to this victim's address instead of the real sender's address. A single attacker sending hundreds or thousands of these PING messages per second can fill the victim's T-1 (or even T-3) line with ping replies, bring the entire Internet service to its knees. Smurfing falls under the general category of Denial of Service attacks -- security attacks that don't try to steal information, but instead attempt to disable a computer or network.

Sniffer: A program and/or device that monitors data traveling over a network. Sniffers can be used both for legitimate network management functions and for stealing information off a network. Unauthorized sniffers can be extremely dangerous to a network's security because they are virtually impossible to detect and can be inserted almost anywhere. This makes them a favorite weapon in the hacker's arsenal. On TCP/IP networks, where they sniff packets, they're often called *packet sniffers*.

Spam: Electronic junk mail or junk newsgroup postings. Some people define spam even more generally as any unsolicited e-mail. However, if a long-lost brother finds your e-mail address and sends you a message, this could hardly be called spam, even though it's unsolicited. Real spam is generally e-mail advertising for some product sent to a mailing list or newsgroup.

Spoofing: A technique used to gain unauthorized access to computers, whereby the intruder sends messages to a computer with an IP address indicating that the message is coming from a trusted host. To engage in IP spoofing, a hacker must first use a variety of techniques to find an IP address of a trusted host and then modify the packet headers so that it appears that the packets are coming from that host. Newer routers and firewall arrangements can offer protection against IP spoofing.

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User: An individual who uses a computer. This includes expert programmers as well as novices. An end user is any individual who runs an application program.

### **Acceptable Encryption Policy**

The use of proprietary encryption algorithms is not allowed for any purpose, unless reviewed by qualified experts outside of the developer of the algorithm in question and approved by the IT department. Be aware that the U.S. Government restricts the export of encryption technologies. Residents of countries other than the United States should make themselves aware of the encryption technology laws of the country in which they reside.

### **Enforcement**

Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

### **Definitions**

Proprietary Encryption: An algorithm that has not been made public and/or has not withstood public scrutiny. The developer of the algorithm could be a vendor, an individual, or the government.

Symmetric Cryptosystem: A method of encryption in which the same key is used for both encryption and decryption of the data.

Asymmetric Cryptosystem: A method of encryption in which two different keys are used: one for encrypting and one for decrypting the data (e.g., public key/private key encryption).

### **Audit Policy**

Audits of systems owned and operated by the College may be conducted to ensure the security of our equipments, information, and their legal applications. Audits:

- Ensure integrity, confidentiality and availability of information and resources
- Investigate possible security incidents ensure conformance to the College's security policies
- Monitor user or system activity where appropriate.
- Maintaining inventory of devices, hardware and software on campus.

### **Scope**

This policy covers all computer and communication devices owned or operated by the College.

### Enforcement

Audits will be performed by the IT department or representatives designated by the College for that purpose.

### **Guidelines on Anti-Virus Process**

Recommended processes to prevent virus problems:

- Always run the College standard, supported anti-virus software.
- NEVER open any files or macros attached to an email from an unknown, suspicious or untrustworthy source. Delete these attachments immediately, then "double delete" them by emptying your Trash.
- Delete spam, chain, and other junk email without forwarding.
- Never download files from unknown or suspicious sources.
- Avoid direct disk sharing with read/write access unless there is absolutely a business requirement to do so.
- Always scan a floppy diskette from an unknown source for viruses before using it.
- New viruses are discovered almost every day. If you have reason to believe your computer has contracted a virus, contact the IT department immediately.

### **Remote Access Policy**

#### Purpose

The purpose of this policy is to protect the College's electronic information from being inadvertently compromised by authorized personnel using a remote connection.

#### Scope

The scope of this policy is to define appropriate remote access and its use by authorized personnel.

#### Policy

Only College employees and third parties (customers, vendors, etc.), with prior written authorization, may use remote connections to gain access to the College network. Remote access should be strictly controlled, using password authentication.

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Employees authorized for remote access privileges are responsible for ensuring that those who are unauthorized do not use a remote connection to the College. The employee and/or authorized third party individual must take every reasonable measure to protect the College.

Note: Remote accounts are considered 'as needed' accounts. Account activity is monitored, and if a remote account is not used for a period of six months the account will expire and no longer function. If remote access is subsequently required, the individual must request a new account as described above.

### Enforcement

Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

## **APPENDIX 7**

**ALCOHOL AND DRUG ABUSE POLICY**

ALCOHOL AND DRUG ABUSE POLICY

Cleveland Chiropractic College is seriously concerned about the adverse effects of alcohol and drug abuse on the health and safety of our employees, students, and the community and about maintaining standards of high performance in our environment and treatment of patients. Dependence on alcohol and/or drugs can interfere with an employee's health and job performance and may pose serious safety, health or security risks not only to the user but to those who work with the user and patients of the user. The possession, use, sale, or presence of an illegal drug or alcohol in the work place poses unacceptable risks for safe, healthful and efficient operations. As a result, the College has adopted the following alcohol and drug abuse policy with the following objectives: (1) to establish and maintain a safe, healthy working environment for all personnel; (2) to reduce the incidents of accidental injury to persons or property; and (3) to reduce absenteeism, tardiness and indifferent job performance.

**Definitions**

“Alcohol” or “alcoholic beverages” means any beverage that may be legally sold and consumed and that has an alcoholic content. “Legal drugs” means prescribed drugs and over-the-counter drugs that have been legally obtained and are being used for the purpose for which they were prescribed or manufactured and pursuant to and in accordance with a valid prescription or according to manufacturer's instructions. “Illegal drug” means any drug that is (a) not legally obtainable or (b) not legally obtained by the user or (c) an otherwise legal drug or other substance that is used inappropriately. This term includes prescribed drugs not being used for prescribed purposes, or not being used at prescribed dosages, or not being used by the person to whom the drugs were prescribed. It also includes, but is not limited to, controlled substances as defined herein. “Controlled substance” as used in this policy means any narcotic drug, hallucinogenic

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drug, amphetamine, marijuana or any other controlled substance, as defined in Schedules I through V of Section 202 of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation at 21 CFR 1308.11 through 1308.15. The term does not include the use of a controlled substance pursuant to a valid prescription or other use authorized by law.

### **Prescription Drugs**

Use of prescription or legally obtained drugs, including over-the-counter drugs, by an employee while performing business on behalf of the College or while in a College facility is permitted only when used in accordance with directions or prescription, and then only to the extent that such use will not pose a direct to the safety of the employee, co-workers or members of the public, including the security and safe operation of College property and facilities. Any personnel whose use of prescription drugs or over-the-counter drugs may affect his/her capacity to properly perform job duties or may create a danger to himself/herself or to others in the workplace is required to report such use to his/her supervisor. No prescription drugs may be brought onto College premises by any person other than the person for whom the drug has been prescribed by a licensed medical practitioner, and will be used only in the manner, combination and quantity prescribed.

### **Illegal Drugs**

The use, possession, manufacture, distribution or sale of illegal drugs on College property, as well as the presence of an illegal drug in an employee in any detectable amount while on College premises or performing College business is strictly prohibited. An employee need not be affected by usage or “under the influence” of an illegal drug to be subject to discipline under this policy. Any employee reporting to work with the presence of an illegal drug in the employee

in any detectable amount will be asked to leave the property in a taxi or will be escorted by another not under the influence.

### **Alcoholic Beverages**

No alcoholic beverages may be brought on to or consumed on the College premises or adjacent parking areas absent prior written approval by the Executive Vice President.

Being “under the influence” of alcohol while on duty is prohibited. “Under the influence” means that the employee is affected by alcohol in any detectable manner. The symptoms of influence are not confined to those consistent with misbehavior, nor of the obvious impairment of physical or mental abilities such as slurred speech or difficulty in maintaining balance. The determination of being under the influence can be established by a professional opinion, a scientifically valid test, and in some instances, by a layperson’s opinion. Drinking or having alcoholic beverages on your breath on College premises or while engaging in College activities is prohibited. Disciplinary Action

Violation of any portion of this policy can result in disciplinary action, up to and including discharge, even for the first offense. An employee’s consent to submit to drug and/or alcohol tests as described below is required as a condition of employment or continued employment, and an employee’s refusal to consent to such testing may result in disciplinary action up to and including termination for a first refusal or any subsequent refusal.

### **Impact of Illegal Drug or Alcohol Use on Employment**

**A person presently using illegal drugs will not knowingly be employed or allowed to perform work for the College. A person who, because of a history of illegal drug use, or present alcohol abuse or history of alcohol abuse may pose a direct threat (i.e., a significant risk of substantial harm) to the safety or health of the**

**person, co-employees, or members of the public will not be hired or retained without evidence of rehabilitation to the satisfaction of the College and then only with the provision for such measures as periodic drug/alcohol testing and/or increased circumstances: (1) upon reasonable suspicion of College management that the individual may be violating the prohibition against alcohol or illegal drug use; (2) post-treatment or post-rehabilitation testing; and (3) following a workplace accident or injury.**

**APPENDIX 8**

**SYLLABUS**

COURSE SYLLABUS

Course Number: \_\_\_\_\_

Course Title: \_\_\_\_\_

Trimester: \_\_\_\_\_

Lecture Hours Per Week: \_\_\_\_\_

Lecture Hours Per Trimester: \_\_\_\_\_

Laboratory Hours Per Week: \_\_\_\_\_

Laboratory Hours Per Trimester: \_\_\_\_\_

Trimester Credit Hours: \_\_\_\_\_

Trimester Contact Hours: \_\_\_\_\_

Course Instructor: \_\_\_\_\_

Office Location: \_\_\_\_\_

Office Telephone: \_\_\_\_\_

Office Hours: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

and by appointment

Course Prerequisites: Successful completion of (list Cleveland Chiropractic College of Kansas City prerequisite courses, as set forth in the catalog)

Course Description: (This should be the same as the course description contained in the catalog).

CCE Competencies: (Note the CCE competencies that are applicable to the content of this course.)

Texts, Required: (List all required texts by title, edition, author/editor, publisher, year).

Texts, Reference: (List texts by title, edition, author/editor, publisher, and year that you believe would be good reference sources for the students, not only for this course but for subsequent ones as well).

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Attendance: (You may use the following statement – or simply state “See Student Handbook”). Attendance is required at all times, attendance is taken at every class session, and students are responsible for all assignments and requirements whether or not they are in attendance. *Course credit will be given only if the student is present at least ninety percent (90%) of the time and completes the course with a passing grade. Should absences exceed ten percent (10%) of scheduled class time, the student will be dismissed from the course with a grade of “X”. When excessive absences have occurred due to certain extenuating circumstances beyond the student’s control, the student may contact the course instructor for a make-up assignment. Such assignments are within the sole discretion of the course instructor and the instructor may refuse to make such an assignment if he/she believes that the student has missed so many classes that making up the course material is not possible. If the student is not satisfied with the instructor’s decision, he/she may submit a written appeal to the Department Chairperson requesting reinstatement in the course. Such an appeal must include all documentation that verifies the reasons for the excessive absence. Upon review of this material, the Chair will consult with the course instructor and they will mutually arrive at a decision regarding the disposition of the matter. The student may make one last appeal to the Dean of Instruction should he/she not be satisfied with the Chairperson’s decision. This appeal must be in writing with all previous documentation attached. The Dean will consult with the Chairperson and the course instructor during deliberations. The decision of the Dean of Instruction is final.*

(Make sure that you remove from your syllabus any reference to lowering of grades due to absenteeism or a random attendance-taking policy. These activities are not applicable under the new policies).

Tardiness: (Instructors are authorized to use their discretion regarding the tardiness policy. However, be aware of the fact that a stringent policy, if it results in a student being counted as absent, will penalize the student in terms of the 10% attendance policy. Also you should take into consideration the distance between class buildings, crowded parking situations and the possibility of other instructors holding students over in their courses. A reasonable policy that discourages extremes in tardiness is encouraged.)

Evaluation: (As long as you are explicit with your report of the evaluation methods used in your course, feel free to complete this section as you please. Following is an example of this section for your information.)

Example: Your final course grade will be determined by your performance in both lecture and laboratory as follows:

Number (optional)		
___	Quizzes	_____ % or points
___	Term papers	_____ % or points
___	Lecture examinations	_____ % or points
___	Laboratory examinations	_____ % or points
___	Lecture final examination	_____ % or points
___	Laboratory final examination	_____ % or points
	Total	100% or points

(State here the anticipated number of each evaluation instrument if it is not indicated in the above summary).

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(State here if both the lecture and laboratory final examinations must be passed in order to pass the course).

Make-up Examinations:

(State here your policy on late term papers, make-up examinations, etc.--things that will impact evaluation. *By prior agreement the faculty have determined that each will state that no early examinations will be given and that make-up examinations, if offered, will be different and more rigorous examination than the original).*

Grading Scale: (Please use the grading scale indicated below.)

Example: The College grading scale will apply to individual examinations and final course grades:

90-100 -	A
80- 89 -	B
70- 79 -	C
60- 69 -	D
0- 59 -	F

Academic Policies: (Use this wording). The College policies regarding course withdrawals, course incompletes, etc. will be followed.

Special Accommodations: (Use this wording) If you have a documented disability, or think you may have a disability, that you believe entitles you to some type of special accommodation in this course, please contact the office of Student Services during the first week of the trimester. No accommodations will be made for you until the Office of Student Services has given the instructor official approval to do so.

Standards of Conduct: (Use this wording) As a future Doctor of Chiropractic, you are expected to adhere to the highest professional, ethical, and personal standards of conduct. Any activities that violate the standards of student conduct specified in the College Catalog, Student Handbook, or Clinic Manual will form the basis of disciplinary action towards those involved.

Course Objectives: (Use this wording) The objectives of this course are:

1. (Here list the major course objectives in terms of student outcomes. Course objectives must be related to department objectives, which in turn must be related to institutional objectives. In time you should develop unit and lecture objectives that support the major course objectives. In all appropriately related areas, course objectives should also be tied to the CCE Clinical Competency Document).

General Course Outline: (The following schedule is intended to be a guide for students so that they may anticipate upcoming lecture topics and examinations. A separate, companion laboratory schedule may be passed out at the first laboratory session. The schedule is not absolutely rigid and may be altered as deemed appropriate).

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Example: Below is a sample format. Dates are optional, but course outline must be shown. If course outline is included with notes sold in the College Bookstore, state that here.

<u>Week</u>	<u>Session</u>	<u>Date</u>	<u>Topic</u>	<u>Reading</u>
1	1	Sept. 10	_____	Pages _____
	2	Sept. 12	_____	Pages _____
	3	Sept. 14	_____	Pages _____
2	4	Sept. 17	_____	Pages _____
	5	Sept. 19	_____	Pages _____

**APPENDIX 9**

**EMERGENCY PROCEDURES**

**APPENDIX 10**

**LIBRARY POLICIES AND SERVICES**

## **LIBRARY POLICIES AND SERVICES**

The Ruth R. Cleveland Memorial Library, established in 1976, is located on the first floor of the Rockhill Campus building. The Library houses a specialized health science collection of books, journals, documents and audiovisual materials that support the College's degree and residency programs, independent study, student and faculty research, and the information needs of the College alumni, area practitioners, and the community at large.

A wide range of library services is available, with special emphasis on reference service, reader's service, document delivery, mediated searches and bibliographic instruction. Of special interest to College faculty are the Library's inter-library loan and current awareness services. The Library is a member of the Kansas City Library Network and thereby has access to the holdings of more than three dozen area libraries, including the University of Kansas Medical School, the University of Missouri-Kansas City School of Medicine, the Linda Hall Library of Science and Technology, and every other health science or college library in the metropolitan area. Books, journals, or audiovisuals borrowed from these libraries are delivered within two days via the Network's courier service. Of course, the Library also participates in regional, national, and international consortia, extending the resources for inter-library loans. Inter-library loans are provided at no cost, but there is a monthly limit of twenty requests per faculty member. For additional details on this service, including the new e-loan service from the National Library of Medicine, please contact anyone on the Library staff.

The Library provides a "table of contents" current awareness service to all College faculty. A list of the Library's journals holdings is distributed to all faculty at the beginning of the fall term and faculty are encouraged to select up to six titles of interest. Photocopies of the tables of contents of those journals are distributed in faculty mailboxes as each new issue is received. Photocopies of articles of interest are provided on request, within the Federal

## **Carl S. Cleveland Jr. Memorial Library**

### **Library Policies and Services**

**The Carl S. Cleveland Jr. Memorial Library and Media Resource Center are housed in two locations: the Library is in the corner of the parking lot and the Media Resource Center is in the main building on Campus in room 364. The Library houses a specialized health science collection of books, journal, documents and media resource materials that support College's degree and Physical Life science program, student and faculty research, and the information needs of the alumni and the Doctors of Chiropractic.**

**The Media Resource Center houses DVDs, videos, audiocassettes, interactive multimedia software programs, CD-ROM discs, laser disc, and players; data projectors, computers and instructional software.**

**A wide range of library services are available, with special emphasis on reference service, reserves, interlibrary loan, faculty current awareness service, interlibrary-loans, bibliographic, On-line retrieval, and software instruction.**

**Interlibrary loan services supports the instructional and research needs of the faculty. This service is a big hit for the faculty. The Library is a participating member of the Pacific Southwest Network, which includes having access to health sciences libraries in Arizona, California, Hawaii, Nevada and the Pacific Basin. The Library also participates in DOCLINE, an electronic network of hospital and medical libraries locally and nationally and is a member of CLIBCON, chiropractic Library consortium. Through this network the Library may obtain interlibrary loan materials and participate in resource sharing. Interlibrary loans and resource sharing are provided at no cost. Requests are filled within three to five days.**

**The Library provides a "table of contents" current awareness service for the faculty. A list of the Library's journal holdings is distributed to all faculty members. The faculty member selects up to five titles. Photocopies of the table of contents of those journals are distributed as each new journal is received.**

**Faculty may request that certain materials be placed on reserve. The Library maintains two copies of all Reserve Books in the collection and is available to Faculty members. The faculty is**

encouraged to submit book titles for purchase, which supports the curriculum, or the faculty member's research needs.

Borrowing privileges are extended to all faculty members and the loan period varies based upon the type of material borrowed. Faculty members are allowed to check the books out for two weeks with two renewals. Videos and audiotapes are circulated overnight.

Faculty may reserve in advance audiovisual equipment that is not located in the classrooms for lectures. The Media Center staff provides instructions on how to use the equipment before it is checked out.

Computers for word processing and instructional programs are available in the Media Resource Center and the Library. Computers for the Internet, database searching (CD-ROM stations) are available in both locations.

Media Center staff assist the faculty with the preparation of slides, overhead transparencies and videotaping.

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Copyright Guidelines. Faculty may sign up for this service or change their journal selections at any time during the year.

Faculty may request that certain materials be placed on Reserve Reading and these requests should be made as early in the term as possible. The Library will also give preference to faculty requests for the purchase of books, particularly titles that support the curriculum or the faculty member's research interests.

Most of the College faculty have direct access to a computer and do their own searching. However, the Library will provide mediated searching for faculty as well as provide instruction on how to conduct searches using Internet Grateful\_Med. Please contact the Library Director if you are interested in additional information.

All faculty have full borrowing privilege. However, all books must be returned by the end of each trimester in order to facilitate the Library's inventory procedures. Journals and reference books must be used in the Library, however, audiovisuals may be signed out for classroom use or for review.

**APPENDIX 11**  
**ORGANIZATIONAL CHART**

# Faculty Handbook Appendices

