

**NORTHWEST IOWA  
COMMUNITY COLLEGE**

**QUALITY FACULTY PLAN**

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## A. Plan Maintenance Provisions

1. The quality faculty committee shall submit proposed plan modifications to the NCC Board of Trustees for consideration and approval during a regularly scheduled meeting.
2. Board approved plan modifications will be submitted to the Iowa Department of Education.

## B. Determination of the Employees to be Included in the Plan

Employee categories in the NCC quality faculty plan shall include:

1. Instructors teaching college credit courses
  - a. Full-time
  - b. Regular part-time working 21 hours or more per week
  - c. Adjunct and regular part-time teaching less than 21 hours per week
2. Counselors – those who are classified as counselors as defined in the college’s collective bargaining agreement or written policy.
3. Media specialists – those who are classified as media specialists as defined in the college’s collective bargaining agreement or written policy.

## C. Orientation for New Faculty

1. Hiring Criteria
  - a. Criterion for hiring instructors should be such that it will assure the following parameters are met:
    - 1) Instructors have attained knowledge and competencies in their subjects or discipline areas as documented by the attainment of the minimum hiring requirements specified in the Iowa Code 260C.48.
    - 2) All hiring is in compliance with the faculty accreditation standards of The Higher Learning Commission (HLC) of the North Central Association and with faculty standards required under specific programs offered by the community college that are accredited by other accrediting agencies.
  - b. The College’s Human Resources Office will maintain records relating to the hiring process, which exhibit hiring practices in accordance with state and federal laws. In addition, records will be maintained in the Human Resources Office confirming that an instructor is making satisfactory progress to move beyond initial status in an

overall timeframe of five years or less as determined by the QFP Professional Development Committee.

## 2. New Faculty Orientation

- a. All new full time and regular part-time instructors teaching 21 hours or more per week must complete “New Faculty Orientation.” Completion of New Faculty Orientation should occur before the instructor begins teaching. If that is not possible, it must be completed prior to the second year of teaching.

Attendance at New Faculty Orientation does not meet any of the required competencies and does not count as annual progress.

- b. All new adjunct and regular part-time instructors teaching less than 21 hours per week will complete a required orientation including the five broad areas listed in “c” below.

- c. Five broad areas will be covered in orientation.

- 1) Classroom management
- 2) “The College”
- 3) Employment information
- 4) Emergency procedures
- 5) Assessment

<sup>1</sup>Classroom management includes interfacing with students, syllabus requirements, testing, etc. <sup>2</sup>The College, <sup>3</sup>employment information, and <sup>4</sup>emergency procedures remain within the Human Resources Employee Orientation for all employees. <sup>5</sup>Assessment will be covered in the initial meeting with the Division Dean, or designee, followed by a meeting between the Assessment Chair and the new faculty member within 60 calendar days of employment date.

A checklist of issues will be covered in the orientation. Documentation of completion will be maintained in the Human Resources Office.

### d. Mentoring Program

- 1) The Division Dean will ask a full time faculty member to serve as a mentor to the new full time and regular part-time instructor working more than 21 hours per week. The mentor should preferably be from a discipline area related as closely as possible to the new instructor. The mentor will meet with the new faculty member a minimum of once a month during the first semester and a minimum of once every two months during the second semester. The length and purpose of that meeting may vary based on the new instructor’s previous experience.

- 2) The process will include continued support and frequent communication with the Division Dean.
3. Initial Professional Development for Faculty
    - a. Required Competencies – Newly hired instructors must demonstrate that they have attained the five competencies listed below. Annual progress will be documented until all competencies are attained. New instructors have up to five years from the date of their employment to attain the competencies.
      - 1) **College Instruction.** The instructor understands the individuality of each student so they can prepare instructional opportunities to meet the various needs. Creating a learning environment that encourages active, engaged learning while encouraging self-motivation and appropriate social interaction is key in a successful classroom environment. This environment will aid the student in the development of critical thinking, problem solving, and performance skills.
      - 2) **Curriculum and Assessment.** The instructor plans instruction with the end in mind based on the understanding of the main point of the course. The instructor will take into consideration the need of the student, the needs of the community, and the purpose of the content area to create a well-balanced curriculum for the course. The instructor will understand and use several forms of assessment to evaluate the student to ensure enduring learning is occurring.
      - 3) **Human Relations.** The instructor understands the importance of the development of proper attitudes toward self, others and the classroom setting. They will place emphasis on the development of self image and the relationship this has to energy levels, emotions, defensiveness, verbal and nonverbal communication. It will lead to an understanding of how diversity, communication, collaboration and ethics play a role in learning in the classroom.
      - 4) **Instructional Technology.** The instructor uses appropriate technology in the planning, delivery, and assessment of instruction.
      - 5) **Community College.** The instructor understands the mission and history of community colleges and the structure and scope of the community college that employs him or her.

## D. Continuous Professional Development for Faculty

1. Instructors must demonstrate continuous professional development by successfully completing and applying the knowledge gained in appropriate activities. The Continuous Professional Development Plan contains three development areas:
  - a. **Technical/Subject Area Development**  
This area includes effective use of technical equipment and software in the field of instruction and applying knowledge and skills in the field of instruction.
  - b. **Instructional Development**  
This area includes classroom management, working with diverse learners, and curriculum development and assessment.
  - c. **Personal Professional Development**  
This area includes personal professional goals and the various roles instructors fill at the College.
2. Development Activities
  - a. In each development area, there are competencies instructors need to meet. To meet these competencies, instructors will participate in development activities.
  - b. Examples of acceptable development activities are listed in the Continuous Professional Development Procedure.
  - c. A list of acceptable development activities will be compiled by the Professional Development Committee and reviewed as needed.
  - d. Development activities not included on the list can be brought to the Professional Development Committee for approval. Approval must be granted before participation in the activity.
3. Professional Development Hours
  - a. One professional development hour will be earned for each contact hour spent participating in a development activity.
  - b. The Continuous Professional Development Procedure contains the formula for converting credit hours and other activities into professional development hours as well as maximum hours allowable per activity.
  - c. Every five years each instructor must accumulate:

- 1) Full-Time and Regular Part-Time Instructors 21 hours or more per week –  
90 professional development hours.
  - a) A minimum of 30 hours must be earned in Technical/Subject Area Development.
  - b) A minimum of 30 hours must be earned in Instructional Development.
    - i) The college will plan and provide a minimum of 12 hours of in-service activities, of which at least 6 hours are Instructional Development, within the fall and spring semesters each fiscal year.
  - c) The remaining 30 hours can be earned in any of the three development areas.
    - i) When determining which development area to focus on for the remaining 30 hours, each instructor may want to consider his/her staff development plan, goals for each year, and Division Dean evaluations and/or comments. However, it is the right and responsibility of each instructor to choose development activities to enhance his/her effectiveness at the College.
  - d) The 90-hour requirement is contingent on the College providing adequate staff development funding. The Professional Development Committee has the authority to reassess and adjust the 90-hour requirement based on funding.
- 2) Adjunct and Regular Part-Time Instructors less than 21 hours per week –
  - a) Instructors with secondary teaching licensure must maintain their license and follow the renewal procedures for their license.
  - b) Instructors with professional licenses must maintain their license and follow the renewal procedures for their professional license or meet requirements of program accreditation agency.
  - c) All other Adjunct and Regular Part-Time Instructors less than 21 hours per week will be notified of scheduled professional development opportunities.
- d. After selecting a development activity, the instructor must follow the Continuous Professional Development Procedure.

#### 4. Five-Year Period

- a. The five-year period begins on July 1 after an instructor meets the initial professional development requirements.

### E. Professional Development for Counselors and Media Specialists

1. Orientation – Counselors and Media Specialists will complete the college’s “New Employee Orientation” procedure.

2. Continuous Professional Development
  - a. Counselors and Media Specialists with professional licenses must maintain their license and follow the renewal procedures for their professional license.
  - b. All Counselors and Media Specialists will be notified of scheduled professional development opportunities.

## F. Procedures for Accurate Recordkeeping and Documentation

1. The official NCC Board of Trustees Meeting Minutes will reflect the initial approval of the Quality Faculty Plan and all changes/modifications to the Quality Faculty Plan.
2. The Professional Development Committee shall be comprised of the Human Resources Director, Chief Academic Officer or designated representative, the two Division Deans, and four faculty members. The Professional Development Committee shall have equal representation of arts and sciences and career and technical faculty. The committee will have no more than a simple majority of the same gender. (Only faculty who have met the “initial professional development” criteria can serve on the Professional Development Committee.) Ex-officio members include two additional faculty representatives, the Dean of the Center for Teaching and Learning, and the College President. (All full-time, regular part-time, and adjunct faculty are eligible to serve as ex-officio members of the Professional Development Committee.)
  - a. Faculty Appointment – Faculty shall be appointed by the certified employee organization representing the faculty, if any exists, and will be appointed for a four (4) year term on the committee (one new faculty member every year).
  - b. Faculty Replacement – If a faculty member cannot complete a term, the certified employee organization shall appoint a faculty member to complete the term.
  - c. Administrator Appointment – College administrators shall be appointed by the College’s administration.
  - d. Duties/Responsibilities
    - 1) Monitor the College’s compliance with the plan.
    - 2) Assess effectiveness of the plan.
    - 3) Modify plan and procedures where necessary.
    - 4) Review the individual professional development plan of each new faculty member.
    - 5) Review documentation of new faculty progress toward competency attainment.
    - 6) Monitor continuous professional development.
    - 7) Communicate with faculty.
    - 8) Plan professional development activities.

- e. Ex-officio Faculty Representatives – Two additional faculty representatives, one from arts and sciences and one from career and technical education, shall be appointed by the certified employee organization representing the faculty, if any exists, and will be appointed for a one (1) year term on the committee. These representatives shall provide input for the plan and procedures and shall help plan professional development activities but shall not be involved in reviewing individual faculty progress toward the plan.
3. The Professional Development Committee will meet at least annually for plan and procedure review and updating. Annually the committee will review competencies attained and the Initial Professional Development Plan of each new faculty member until all competencies are completed. Annually the committee will review professional development logs of faculty in Continuous Professional Development for annual progress and acceptable activities. The college Human Resources Office will maintain all records related to the annual review and approval of the plan and procedure. This will include the effective dates and language of all changes to the plan and procedure.
  4. All updates and revisions to the Quality Faculty Plan and/or Procedure will be made by consensus during a meeting of the Professional Development Committee. All changes to the Plan must be approved by the NCC Board of Trustees and submitted to the Iowa Department of Education following approval.

## G. Consortium Arrangements where Appropriate, Cost-Effective, and Mutually Beneficial

1. Northwest Iowa Community College will establish consortium arrangements for the delivery of any component of the quality faculty plan where it is determined to be mutually beneficial to the participants. Variables, which will be considered, will be expanded opportunities for faculty as well as cost-effectiveness in delivery. These arrangements may include, but will not be limited to, consortiums with other community colleges, as well as other public or private educational or business entities.

## H. Activities to Ensure Faculty Attain and Demonstrate Instructional Competencies and Knowledge within Their Subject or Technical Areas

1. Hiring of all faculty will follow the Iowa law and HLC guidelines regarding faculty knowledge/training in technical and/or subject areas.
2. All faculty will be assessed to determine which of the five required competencies they have attained at the time of hiring.

3. The Professional Development Committee will review progress toward attaining initial professional development knowledge and competencies and toward continuous professional development requirements. Progress review will occur at least once each fiscal year.

**I. Procedures for Collection and Maintenance for Records Demonstrating Each Faculty Member has attained or Documented Progress toward Attaining Minimal Competencies**

1. **HIRING:** The College Human Resource Office will maintain records related to the hiring process, specifically the following:
  - a. Records documenting actions related to hiring new instructors in accordance with state and federal laws.
  - b. Records documenting an instructor is making progress toward or has met minimum hiring standards specified in Iowa Code.
2. **ORIENTATION:** Records for attendance at orientation activities will be kept by the Human Resources Office.
3. **PROGRESS TOWARD ATTAINING MINIMAL COMPETENCIES FOR NEW INSTRUCTORS:**
  - a. Records documenting initial professional development activities will be completed by the individual, reviewed by the Division Dean, and submitted to the Human Resources Office.
4. **CONTINUOUS PROFESSIONAL DEVELOPMENT:** Individual faculty records (Professional Development Log) documenting continuous professional development will be submitted annually by the faculty member to the Dean who will forward the log to the Human Resources Office where it will be maintained.
5. The college will remain in compliance with current Iowa Department of Education Management Information Systems data submission requirements.

**J. Compliance with the Faculty Accreditation Standards of The Higher Learning Commission (HLC) of the North Central Association and with Faculty Standards Required Under Specific Programs Offered by the Community Colleges that are Accredited by Other Accrediting Agencies**

1. The college will comply with the faculty accreditation standards of The Higher Learning Commission (HLC) of the North Central Association and with the faculty

standards required under specific programs offered by the community college that are accredited by other accrediting agencies.

## K. Failure to Comply

Failure to comply with the provisions of the Quality Faculty Plan will result in disciplinary action up to and including termination of employment as outlined in the Quality Faculty Plan Procedures.

There is a potential one year extension if an individual can defend to the Professional Development Committee their extenuating circumstances. If completion is still not attained at the end of the one year extension, employment may be terminated.

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