

INSPIRING GENERATIONS

KELLOGG
COMMUNITY COLLEGE

2007 | 2008 FACULTY HANDBOOK

Kellogg Community College does not discriminate on the basis of race, religion, color, national origin, gender, marital status, sexual orientation, age, or disability in its programs, services, or activities. Direct inquiries regarding the nondiscrimination policies to either the Vice President for Instruction or the Director of Human Resources, 450 North Avenue, Battle Creek, MI 49017.

2008

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KELLOGG COMMUNITY COLLEGE

All classes at Kellogg Community College are intended primarily to meet the needs of the total population in the KCC service area. This population includes traditional college students who are recent high school graduates. It also includes non-traditional and re-entry students who are older and need new life skills.

At KCC students can obtain a college degree, certificate, or education/training for job improvement, professional promotion, or personal enrichment. Many have obstacles to overcome in order to attend classes, and they should expect the College to provide them with the

best instruction and services available. All KCC faculty can meet these student needs by encouraging students to take responsibility for their classroom performance and to become an integral part of a KCC learning community.

The College offers programs to adjunct faculty that encourage professional development. These programs make adjuncts better prepared to teach the College's diverse population and also provide interaction with full-time faculty members, who are a valuable resource to adjuncts.



Welcome to Kellogg Community College

On behalf of the administration, staff, and Board of Trustees, I extend our sincere appreciation for your willingness to accept an adjunct faculty position with our college. The College recognizes that adjunct faculty play an integral role in serving the educational needs of our students. We also have every confidence that your experience and background will provide students with the very latest skills, knowledge, and appreciation for the discipline we have asked you to teach.

Kellogg Community College is committed to being a learner-centered organization, and our policies, procedures, and instructional practices reflect that commitment. To that end, this handbook provides you with valu-

able information to assist you in your efforts to further enhance our reputation of excellence in instruction and increased student learning.

Please don't hesitate to ask for assistance and/or take advantage of the many professional development resources the College has to offer, including the "open door" policy extended by our regular faculty and administrative staff.

Dennis Bona, EdD
Vice President for Instruction & Student Services

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College Mission

Kellogg Community College is a public institution of higher learning which shall provide academic, occupational, general, and life-long learning opportunities for all people in its district and contiguous service area. The College shall maintain close ties with community-based organizations, business and professional groups; exercise a leadership role in the educational advancement of the area; promote innovation and preparation for change; and provide support and assistance in economic development activities.

The institution shall provide a comprehensive range of curricula, courses, activities, and services limited only by the responsible management of its financial, personnel and physical resources.

Recognizing the variety of experiences and

needs of individuals seeking to expand their knowledge, the College shall maintain an open-door admission policy and shall not discriminate on the basis of race, religion, color, national origin, gender, marital status, sexual preference, age, or disability. To assure that admission means an opportunity for success, the College shall provide a planned program of recruitment, assessment, advising, and, if needed, basic academic skills.

Many students who are working, raising families, and meeting other commitments do not plan to complete their courses in a specific length of time. Kellogg Community College students are encouraged to pursue their objectives at the pace that works best for them, whether it be in two years as a full-time student or one course at a time.

