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**POLICY AND PROCEDURE**

**Title: GUIDELINES FOR DEPARTMENTS’ INTERACTIONS WITH**

 **CENTER DIRECTORS**

**Policy No.: 3.3**

**Department: Academic Affairs**

**Contact: Vice President of Academic Affairs**

**Policy**

Consistency is the key to this policy: Curricular consistency across all GBC offerings no matter where the courses are offered and by whom, consistency in outcomes, and consistency in hiring procedures. Each department, through the chair, monitors these efforts. The intent is not to limit the directors’ or adjuncts’ creativity or initiative, but rather oversee programs covering a very large geographic area.

**Procedures**

**1.0 Course Curriculum**

**1.1 Curriculum and Instruction**

The department follows the GBC process for course creation. The department maintains control over the content of all department courses.

**1.2 Syllabi.** The department will send adjunct faculty their course syllabi and curriculum. With the approval of the department chair, the syllabi may be modified within limits. All syllabi follow the required format approved by Great Basin College Faculty Senate. New adjuncts are advised to contact the department chair prior to teaching their courses

All faculty and adjuncts send their syllabi in electronic format to the department support staff during the first week of classes each semester.

**1.3 Text books, Supplies and Book Orders.** Full-time faculty will order their own books for all classes, delivered by any modality. Adjunct instructors will use textbooks and course materials pre-approved by the department with oversight of the course. If an adjunct instructor is teaching a course without an assigned text or wishes to use an alternate text, the adjunct instructor and the department will select books and supplies together. This process allows for course consistency throughout the service area. Adjunct faculty books for all courses are ordered through the support staff of the department overseeing the course or respective Center (if located away from the main campus). Department support staff may order for a Center adjunct instructor in special circumstances and in mutual agreement with Center director.

**2.0 Course Scheduling**

**2.1 General Procedures.** The department will follow the committed schedule published by the vice-president of academic affairs.

Branch campus and satellite center directors should contact the department prior to each semester’s schedule deadline to coordinate and confirm the classes that will be offered “live” at the campus. Dates and times must conform to the GBC schedule, but otherwise may be selected by the campus director so that the needs of the students are best served. Directors can request prior approval for a live course by requesting this by telephone or through email.

If a course overseen by the departments is sent out from one site to other sites by Interactive Video, the scheduling of the transmitting site is done by the department and the course instructor, in conjunction with directors and the IAV coordinator. Unless determined otherwise, any campus may choose to “pick up” a transmission as a receiving site – subject to approval by the department chair or the faculty teaching the course.

Department chairs have the final authority to approve course offerings, instructors, and course times.

**2.2 Course Enrollment Caps for IAV Courses.** The course cap at each site is determined by the campus director and department chair, based on the safe room capacity, the needs of the students, and the anticipated enrollment at that site.

The class instructor must give his/her consent in order to set or change enrollment caps. If a section “fills up,” the instructor is empowered to decide whether to raise the cap for that section.

**3.0 Hiring and Oversight of Adjuncts**

Although directors and the department chair will collaborate on the hiring of adjuncts, final recommendation for hiring rests with the department chair. Any instructor teaching at GBC must have the appropriate qualifications as determined by the department chair. The department chair will oversee the evaluation of adjuncts according to the adjunct evaluation policy.A complete résumé, official transcripts, and the GBC application must be on file with human resources in Elko. The employee file in the Elko human resources office is the official file for all GBC employees.

**Approved by President’s Council: December 12, 2006, November 26, 2013**

**Contact the assistant to the president for any questions, corrections, or additions.**