

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

ACADEMIC AFFAIRS

LEARNING OUTCOME ASSESSMENT

POLICY 6010
ADOPTED 07/17/12
AMENDED 08/22/23

Triton College is committed to a collaborative, ongoing process of student learning outcome assessment. The process emphasizes the responsibility that all members of the institution have for our students' success. At the college, assessment includes the establishment of student learning outcomes at the general education, program, and course levels; a cyclical identification of measures, gathered data and analysis of the results at each level; and the design and implementation of action plans based on student performance outcomes serving to improve learning.

Assessment is a crucial activity that guides institutional effectiveness, provides a means for faculty collaboration and professional development, demonstrates accountability, enhances public relations, and justifies public confidence.

Learning outcomes assessment is defined as the ongoing monitoring of the extent to which students are developing the knowledge, skills, beliefs, and attitudes that are appropriate for graduates of the respective academic program(s). Assessment of student learning assists the college in defining program goals and outcomes and course outcomes.

Assessment data provides information to inform the development of robust programs by the faculty, effective curricula, and innovative teaching. Student learning outcomes assessment also assists programs, departments and the college in accreditation by providing evidence of quality teaching and student learning.

Triton College assesses student learning at the general education, program, and course levels to improve the teaching and learning process. This policy affirms the central role of faculty in the assessment process and allows academic programs the flexibility to choose assessment methods that are most useful and appropriate for all learners.

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ACADEMIC AFFAIRS

ACADEMIC CALENDAR

POLICY 6013
ADOPTED: 10/17/17

Per the requirements of the Illinois Community College Board (ICCB), the college shall operate on an academic calendar which provides at least two academic terms consisting of at least 15 weeks (at least 75 days of instruction each). Days of instruction shall include all days when there is a full schedule of classes and support services, but will exclude holidays, Saturdays, Sundays, and days scheduled exclusively for registration, orientation, college-wide placement or assessment testing, faculty workshops, and final examinations.

In addition to the terms described above, the college may also include terms during the summer or any other time during the year.

Courses/classes may be scheduled between academic terms, spanning academic terms, for a shorter time frame than the academic term, or for a longer time frame than the academic term, if the schedule provides sufficient duration and contact hours to meet ICCB requirements.

If an emergency makes it necessary for the college to shorten one of its academic terms, the college will ensure that all courses continue to meet the contact hours required and will seek the appropriate approvals from ICCB to shorten the term.

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CREDIT HOURS

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POLICY 6015

ADOPTED 08/20/13

AMENDED 08/22/23

Triton College credit-bearing courses, including online courses and hybrid courses requiring both in-person and online participation, and all lab and clinical experiences, are scheduled and conducted in compliance with federal regulation defining the credit hour. A credit hour is an amount of work, represented by course-specific learning outcomes and evidence of student achievement, corresponding to one hour of classroom or direct faculty instruction requiring a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester.

PROCEDURES

1. Scheduling of credit-bearing classroom courses in all formats - weekday, weekend, accelerated, etc. - reflects the credit hour definition established by federal regulation.
2. Credit-bearing online courses require student participation in instructor-led asynchronous or synchronous online learning activities equivalent to a minimum of one hour per week and out-of-class student work equivalent to a minimum of two hours per week for approximately fifteen weeks for each credit hour in compliance with Illinois Community College Board standards. The course must provide opportunity for regular and substantive interaction between students and instructors on a predictable and scheduled basis commensurate with the length of time and the amount of content in the course or competency in compliance with the U.S. Department of Education.
3. Credit-bearing hybrid courses require a combination of in-person faculty instruction and online, instructor led, asynchronous or synchronous learning activities equivalent to a minimum of one hour per week and out-of-class student work equivalent to a minimum of two hours per week for approximately fifteen weeks for each credit hour in compliance with Illinois Community College Board standards. The course must provide opportunity for regular and substantive interaction between students and instructors on a predictable and scheduled basis commensurate with the length of time and the amount of content in the course or competency in compliance with the U.S. Department of Education.
4. Laboratories, clinical laboratories, studio work, internships, practice, and other academic work require at least the equivalent amount of classroom and/or direct faculty instruction and student work as defined in policy above, and out of class student work equivalent to a minimum of one hour per each two hours of labor clinical conducted in class for approximately fifteen weeks per credit hour in compliance with Illinois Community College Board standards.

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POLICY 6015
ADOPTED 08/20/13
AMENDED 08/22/23

5. In the case of Independent Study (an instructor-approved course of study for a single student based on academic work which reflects a reasonable and moderate extension of courses already approved for community college programs) or Individualized Instruction (an instructor-approved method of instruction which provides the means whereby a student may complete a college course at a rate that is determined primarily by the student's ability, motivation, and interest), courses are scheduled and conducted in accordance with the current Faculty Negotiated Agreement and conform to the above established credit hour definition.

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ACADEMIC AFFAIRS

ACADEMIC ATTENDANCE RECORDS

POLICY 6020
ADOPTED: 06/25/91
AMENDED: 08/19/14
AMENDED: 03/19/19
AMENDED: 08/22/23

Triton College believes it is essential that all faculty maintain accurate attendance records for all students enrolled in every course at the college.

The following will apply to all faculty:

1. Attendance must be consistently reported on class rosters and/or attendance sheets.
2. Students who fail to begin attendance by the census date of the course must be withdrawn within 48 hours and the attendance records, marked to reflect that the students never attended.
3. Mid-term verification of attendance must be recorded and submitted on the course roster located in the portal by the mid-term date.
4. At the end of each semester, following the due dates listed in the academic calendar, class attendance records must be submitted electronically to the Records Office.

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ACADEMIC AFFAIRS

ACADEMIC SENATE

POLICY 6030
ADOPTED: 06/25/91
AMENDED: 11/20/01
AMENDED: 12/20/16
AMENDED: 08/22/23

An Academic Senate will be established and maintained at Triton College. The senate will function as an advisory body to the President of the College. The focus of the senate is limited to academic issues.

The following senate committees are established:

1. Professional Development
2. College Curriculum
3. Academic & Scholastic Standards
4. Student Development
5. Campus Quality
6. Academic Support
7. Academic Assessment
8. Online Education and Technology

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

ACADEMIC AFFAIRS

ACADEMIC COMMITTEES

POLICY 6040
ADOPTED: 06/25/91
AMENDED: 03/16/93
AMENDED: 11/20/01
AMENDED: 12/20/16
AMENDED: 08/22/23

The President of Triton College will authorize, establish, and discharge all academic committees. All committees will act only in an advisory capacity.

The following committees provide input to the President on a broad range of issues:

1. Academic Senate and the following committees of the Senate
 - a. Professional Development
 - b. College Curriculum
 - c. Academic and Scholastic Standards
 - d. Student Development
 - e. Campus Quality
 - f. Academic Support
 - g. Academic Assessment
 - h. Online Education and Technology
2. President's Cabinet/Administrative Committees
3. Programmatic Advisory Committees

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

ACADEMIC AFFAIRS

ACADEMIC FREEDOM

POLICY 6050
ADOPTED: 06/25/91
AMENDED: 08/22/23

Triton College supports the concept of academic freedom for the full-time and adjunct teachers of the college.

Faculty members shall be free to present instructional materials which are pertinent to the subject and level taught and shall be expected to present all facets of controversial issues in an unbiased manner.

As individuals of learning and a representative of the college, faculty members shall remember that the public may judge the teaching profession and the college by their utterances. Hence, they shall exercise appropriate restraint, show respect for the opinions of others, and make every effort to indicate that they are not an institutional spokesperson.

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

ACADEMIC AFFAIRS

MASTER SYLLABUS

POLICY 6060
ADOPTED: 06/25/91
AMENDED: 11/20/01
AMENDED: 04/28/09
AMENDED: 08/22/23

Triton College assures that each course offered has an approved master syllabus (formerly known as course outline). Each credit-bearing and developmental education master syllabus will be approved by the College Curriculum Committee, the Academic Senate, and the President and Board of Trustees, and reviewed annually by the department. The most recently approved master syllabus will be kept on file by the respective Dean's office and the Office of Curriculum and Assessment.

The purposes of master syllabus are as follows:

1. Enhance consistency of instruction among the faculty teaching the course.
2. Document specific course content for transferability to other educational institutions.
3. Provide an overview of course content, including contact hours, course, general education, and topical learning outcomes, for guiding and advising students.
4. Meet the requirements of special approving and accrediting agencies and associations.

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

ACADEMIC AFFAIRS

**RECORDING AND SUBMISSION
OF GRADES**

**POLICY 6070
ADOPTED: 06/25/91
AMENDED: 10/15/13**

All faculty at Triton College are required to give final grades to all students enrolled in each class.

Final grades will be recorded in the student's record and on the attendance roster. Both the final grades and attendance roster must be submitted electronically to the Records Department and within two working days after final examination week.

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COURSE SYLLABI

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POLICY 6080

ADOPTED: 06/25/91

AMENDED: 05/18/93

AMENDED: 08/17/99

AMENDED: 04/28/09

AMENDED: 07/16/19

AMENDED: 08/22/23

Triton College requires that an up-to-date instructor-developed syllabus based on the college-approved master syllabus be required for each course.

The syllabus is to include:

1. General Course Information
 - a. Course title, catalog number, section
 - b. Semester, year
 - c. Credit Hours (total, plus breakdown of lecture/lab/clinical hours as appropriate)
 - d. Class dates, meeting times, location
 - e. Last day to withdraw with a “W”
2. Instructor Information
 - a. Name
 - b. Contact information: phone, email, preferred method of communication
 - c. Office location
 - d. Conference availability: hours and location
3. Course Description
 - a. Course description from catalog
 - b. IAI designation (as indicated)
 - c. Course learning outcomes
4. Instructional and Technological Information
 - a. Required materials
 - b. Prerequisites
5. Course Assignments and Assessments
 - a. Grading policy
 - b. Missing/Late assignment Policy
 - c. Assessments, and the final exam date
 - d. A weekly schedule with assignments, activities, and/or readings

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COURSE SYLLABI

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POLICY 6080

ADOPTED: 06/25/91

AMENDED: 05/18/93

AMENDED: 08/17/99

AMENDED: 04/28/09

AMENDED: 07/16/19

AMENDED: 08/22/23

6. Course Expectations

a. Attendance requirements

Since topics below are subject to change, all syllabi should be updated each semester with the most current information, which can be found here:

[\[www.triton.edu/CourseExpectations\]](http://www.triton.edu/CourseExpectations)

b. Academic Honesty statement

c. Disability and Academic Accommodations Statement

d. Graduation Petition Deadline

e. Academic Support Services

7. Graduation Petition Deadline

Instructors must provide the course syllabus to each student enrolled in the class and an electronic copy to their appropriate supervisor as determined by the Vice President of Academic Affairs.

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**NEW COURSE DEVELOPMENT
AND REVISIONS**

POLICY 6090
ADOPTED: 06/25/91
AMENDED: 11/20/01
AMENDED: 08/23/05

All Triton College courses receiving state funding must be approved by the Illinois Community College Board.

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PROGRAM DEVELOPMENT

POLICY 6100
ADOPTED: 06/25/91
AMENDED: 11/20/01
AMENDED: 08/22/23

Triton College realizes that program development is an integral part of a dynamic organization. The Board of Trustees approves all programs. The President and their staff will develop the program and submit it in writing to the Board of Trustees.

Submission of a program to the Board of Trustees will include purpose, who will be served, costs, staffing, and other pertinent information necessary as required by the Illinois Community College Board. All approved programs will be submitted to the Illinois Community College Board for approval.

TRITON COLLEGE BOARD POLICY

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ACADEMIC AFFAIRS

POLICIES FOR THE FIFTH AVENUE JOURNAL Page 1 of 2

POLICY 6110
ADOPTED: 02/26/91
AMENDED: 05/18/93
AMENDED: 11/20/01
AMENDED: 08/23/05
AMENDED: 08/22/23

I. Newspaper Policy

The *Fifth Avenue Journal* is a student-run publication established by Triton College. It is published regularly during the Fall and Spring semesters and during the Summer session as resources and staffing allow, as approved by the Vice President of Enrollment Management and Student Affairs. The *Journal* is an educational laboratory used by Triton College students to gain journalistic experience. It also serves the entire college community by reporting the news, including college events and activities; providing a forum for comment, criticism, and creative writing; and encouraging free expression as guaranteed in the First Amendment to the Constitution of the United States.

The Triton College community recognizes that the college's newspaper is a valuable aid in establishing and maintaining an atmosphere of free and responsible discussion. The *Journal* staff shall exercise editorial freedom and be solely responsible for its editorial and advertising content. The *Journal* shall be free of any vested interest in order to maintain its integrity as a vehicle for free inquiry and free expression.

At the same time, the editorial freedom of the *Journal* entails corollary responsibilities expected of a newspaper in a democratic society. The *Journal* staff at all times will show respect for the dignity, privacy, rights, and well-being of all individuals within the community it serves. The staff must guard against invasion of privacy, libel, and defamation of character. It is the duty of the *Journal* staff to make prompt and complete correction of its errors and to be accountable to the public it serves.

The *Journal* shall operate under the guidance of a written policy, a code of ethics published by the Society of Professional Journalists, and a faculty sponsor. The sponsor of the *Fifth Avenue Journal* should be a full- or part-time faculty member of Triton College.

II. Ethics and Responsibilities of the Sponsor

They are responsible to the Dean of the School of Arts and Sciences. The sponsor instructs and supervises student editors and staff on the rights, responsibilities,

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**POLICIES FOR
THE FIFTH AVENUE JOURNAL**

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POLICY 6110
ADOPTED: 02/26/91
AMENDED: 05/18/93
AMENDED: 11/20/01
AMENDED: 08/23/05
AMENDED: 08/22/23

policies, and procedures on all aspects of producing, writing, editing, and fiscal management of the college newspaper.

A college newspaper, such as the *Journal*, is protected under the First Amendment of the United States Constitution and is not subject to Supreme Court decisions regarding high school publications which list the advisor's role as that of an arm of the administration which is the publisher. The sponsor of the *Journal* promotes, initiates, and sustains institutional policies which enable Triton students to publish their newspaper free of censorship or of faculty or administrative determination of content or editorial policy.

The *Journal* sponsor also fulfills the role of publications manager, responsible for both the fiscal stability of the publication and for its production capabilities. The sponsor works with the staff to ensure strong business and advertising policies and firm accounting practices.

III. Editorial Board of the *Fifth Avenue Journal*

The editorial board of the *Journal* shall ultimately determine the contents of the newspaper. All board members must be registered students (either full-time or part-time) in good standing at Triton College.

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**TEACHERS' FINAL EXAMINATIONS/
EVALUATIONS**

POLICY 6120
ADOPTED: 06/25/91
AMENDED: 11/20/01
AMENDED: 08/22/23

Triton College requires that all teachers administer a final examination/evaluation in each class.

A final examination schedule will be published each semester. Teachers are required to follow the examination schedule. Non-written final examinations must have prior approval by the appropriate dean.

The following are acceptable reasons for allowing a student to take a final examination on a date other than the published date.

1. Illness of the student
2. Accidents
3. Death in the immediate family
4. Military obligations
5. Other adverse events

The student is required to submit their request through written documentation. The teacher will determine a different time and date when a student may take a final examination.

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**JOINT AGREEMENTS WITH
OTHER AGENCIES OR INSTITUTIONS**

**POLICY 6130
ADOPTED: 06/25/91
AMENDED: 08/22/23**

Triton College encourages the development of cooperative educational agreements with other agencies or institutions that optimize services to students, members of the community, and use of college resources. These may include, but not limited to, intergovernmental agreements, articulation agreements, memorandum of understanding, joint agreements with other community colleges, and clinical agreements with hospitals, clinics, long-term care facilities, physician practices, fire stations, and ambulance services.

The College President or their designee will be authorized to establish joint agreements on behalf of the College.

All agreements must conform with the Illinois Community College Board and Triton College guidelines.

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INDEPENDENT STUDY

POLICY 6150
ADOPTED: 06/25/91
AMENDED: 08/22/23

Triton College encourages student-initiated independent study projects with faculty involvement. This provides the opportunity to pursue an educational topic or project of special interest.

All independent study projects will be initiated by students only after consultation with a full-time instructor who approves and agrees to supervise the independent study. The student must submit an Independent Study Proposal and approval is required from the department chairperson or coordinator, dean, and Vice President of Academic Affairs. The proposed independent study must be comparable to existing academic requirements. The Independent Study Proposal must include a statement of objectives, activities, evaluation criteria, and completion date.

Independent study projects also allow students to fulfill an immediate need due to circumstances beyond their control as determined by the Vice President of Academic Affairs or designee, to meet a requirement for their degree, certificate, major, or for transfer.

The tuition rate for independent study is the same as that for regularly scheduled college courses.

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**CONDUCT AND DISCIPLINE
IN THE CLASSROOM**

POLICY 6170
ADOPTED: 06/25/91
AMENDED: 11/20/01
AMENDED: 08/22/23

Triton College recognizes that students are expected to follow conduct as responsible members of the academic community and conduct which interferes with the purpose and operation of instructional activities and courses is not acceptable. The College strives to foster a safe and positive environment promoting students' academic success. The College expects the instructional staff to exercise with restraint and judgment its power to regulate student behavior. Any member of the faculty may initiate disciplinary action for an infraction of the rules and regulations of Triton College, and their enforcement shall be fair and consistent and follow progressive discipline to effectively maintain classroom decorum.

The student will assume accountability for their own conduct while on the Triton College campus and affiliated sites as outlined in the Student Handbook, Policy #5105: Student Code of Conduct/The Triton Trust and Policy, and Policy #5207: Classroom Behavior.

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**HARASSMENT, DISCRIMINATION
AND MISCONDUCT**

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POLICY 6175
ADOPTED: 03/16/93
AMENDED: 06/20/00
AMENDED: 12/20/16
AMENDED: 02/18/20
AMENDED: 11/17/20
AMENDED: 12/17/24

I. Introduction

Triton College is committed to sustaining a learning environment that is free unlawful harassment, discrimination, threats, intimidation, or bullying. Conduct of this type by students, employees, and other individuals and entities who interact with our students and employees is prohibited. This prohibition applies in any context which has a reasonable relationship to Triton’s educational programs and activities, regardless of whether the conduct takes place on or off campus. A reasonable relationship includes enrolled students or active employees of Triton College.

Triton College requires its employees who observe or become aware of prohibited conduct to report such conduct to the Title IX Coordinator, identified below, in support of efforts to maintain a safe and productive environment for all members of the College community. We strongly encourage students and other individuals who experience or observe prohibited conduct to do the same. Triton College has Confidential Advisors on campus with whom college students can discuss incidents of sexual harassment without automatically triggering a report to the Title IX office.

This policy is intended to be consistent with federal law, including Title IX of the Education Amendments of 1972 (“Title IX”) and the Violence Against Women Act (VAWA), as well as the Illinois Preventing Sexual Violence in Higher Education Act and the Illinois Human Rights Act (IHRA).

II. Title IX

Title IX applies to federally-funded schools at all levels. Title IX protects students, employees, applicants for admission and employment, and other persons from discrimination, on the basis of sex in Triton’s education programs and activities. This includes discrimination or harassment based on gender identity, sexual orientation, sex stereotypes, sex characteristics, pregnancy or pregnancy related conditions.

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**HARASSMENT, DISCRIMINATION
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POLICY 6175
ADOPTED: 03/16/93
AMENDED: 06/20/00
AMENDED: 12/20/16
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AMENDED: 12/17/24

III. Prohibited Conduct

Examples of behaviors that could constitute prohibited conduct under Title IX include quid pro quo harassment, dating violence, domestic violence, sexual assault, forcible fondling, incest, rape, sexual assault with an object, forcible sodomy, stalking, and other unwelcome sex-based conduct that creates a hostile environment under Title IX.

Further information and definitions of each of the above prohibited acts can be found in Triton’s Harassment, Discrimination, and Sexual Misconduct Guidelines, available online.

Triton also prohibits retaliation against any person opposing discrimination or harassment or participating in any internal or external investigation or complaint process related to allegations of sex-based discrimination.

IV. Reporting a Complaint

The following people have a right to make a complaint of sex discrimination and will be considered the “Complainant”:

- a. A student or employee of Triton College who is alleged to have been subjected to conduct that could constitute sex discrimination, including harassment, or
- b. A person other than a student or employee of Triton College who is alleged to have been subjected to conduct that could constitute sex discrimination, including harassment, when that individual was participating or attempting to participate in Triton College’s education program or activity.

These additional individuals shall have the right to file a complaint on behalf of a Complainant:

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**HARASSMENT, DISCRIMINATION
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POLICY 6175
ADOPTED: 03/16/93
AMENDED: 06/20/00
AMENDED: 12/20/16
AMENDED: 02/18/20
AMENDED: 11/17/20
AMENDED: 12/17/24

- a. A parent, guardian, or other authorized legal representative with the legal right to act on behalf of a Complainant; or
- b. Triton College’s Title IX Coordinator or Deputy Title IX Coordinator.

To file a complaint alleging a violation of this policy, including Title IX, contact the Title IX Coordinator at:

Associate Vice President of Human Resources/Title IX Coordinator
Triton College
2000 Fifth Ave.
River Grove, IL 60171
Room P-105
(708) 456-0300

Students, Faculty and Staff have the option to file a complaint online at:
www.triton.edu/titleixreport

V. Processing Complaints

Triton College shall respond promptly and effectively to sexual harassment prohibited by Title IX. Notice to a Title IX Coordinator or Official with Authority of conduct that reasonably may constitute sex discrimination in an education program or activity charges a school with knowledge of potential Title IX misconduct and triggers the College’s response obligations.

Triton College must respond when sexual harassment prohibited by Title IX occurs in the school’s educational program or activity against a person in the United States. Conduct that occurs under Triton College’s education programs or activities includes, but is not limited to, conduct that occurs in a building owned or controlled by Triton College or a student organization that is officially recognized by Triton College and conduct that is subject to Triton College’s disciplinary authority. Title IX applies to all of Triton College’s education programs or activities, whether such programs or activities occur on-campus or off-campus. Title IX affirms that a Complainant’s wishes with respect to whether the school

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investigates should be respected unless the Title IX Coordinator or Deputy determines to initiate a complaint and an investigation over the wishes of the Complainant is appropriate after considering the relevant factors set forth under the Title IX regulations.

Triton's Harassment, Discrimination, and Sexual Misconduct Guidelines (available online) define sexual harassment prohibited by Title IX and explain the process for making, investigating, and resolving complaints of prohibited conduct, including outcomes, rights, responsibilities, and resources. Processing a report or complaint under the Title IX Sexual Harassment Grievance Procedures does not preclude processing some or all allegations of a report or complaint under other policies and procedures to the extent allowed by Title IX or other laws.

This Policy may include a broader definition of prohibited conduct than that found in the Title IX, because Triton is responsible for complying with other Illinois and Federal laws that include a broader definition of prohibited conduct than Title IX.

For all reports or complaints of discrimination or harassment on the basis of sex other than Title IX Sexual Harassment, the General Grievance Procedures in the Harassment, Discrimination, and Sexual Misconduct Guidelines (online) will be used to process the report or complaint.

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CONFIDENTIALITY

POLICY 6180
ADOPTED: 06/25/91
AMENDED: 08/22/23

Triton College holds that the teacher-student relationship should be kept confidential and follow the Family Education Rights and Privacy Act (FERPA) and other applicable federal and state laws. The student may expect that personal identifiable information and statements made in the classroom, discussions with the teacher or written views will be respected and not reported outside the academic community.

No information is to be released concerning a student to any person, group, organization, or agency without the student's written consent except as properly authorized by an appropriate college employee.

TRITON COLLEGE BOARD POLICY

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ACADEMIC AFFAIRS

FACULTY MINIMUM QUALIFICATIONS

POLICY 6185
ADOPTED: 06/20/17
AMENDED: 08/22/23

To teach Triton College credit and developmental courses, faculty members, full-time or adjunct, must meet the following minimum qualifications, which comport with state regulatory and institutional accreditation requirements and conform to generally recognized professional standards within the programs and disciplines. All educational credentials referenced herein are expected to be awarded from an institution accredited by a U.S. Department of Education and/or Council for Higher Education Accreditation recognized accrediting body or a degree from another country evaluated for U.S. equivalency in the discipline they will teach or for which they will develop curricula at least one level above that of the courses being taught or developed.

Faculty teaching courses that are classified by the Illinois Community College Board (ICCB) as Program Classification System (PCS) 1.1 and/or are general education transfer courses that may be used as college credit towards a four-year degree must have a Master's degree or higher in the discipline taught or a Master's degree or higher and 18 graduate credit hours in the discipline taught.

Faculty teaching courses that are classified by the ICCB as PCS 1.2 career and technical education courses should possess at a minimum at least 2000 hours of work experience and the appropriate recognized credential depending on the specific field.

For all remaining coursework, qualified faculty members are identified primarily by credentials, other factors, including but not limited to equivalent experience, may be considered by the institution in determining whether a faculty member is qualified.

Instructors must possess an academic degree relevant to what they are teaching and at least one level of education above the level at which they teach, except in programs for terminal degrees or when equivalent experience is established. In terminal degree programs, faculty members must possess the same level of degree as the terminal degree and relevant industry experience as determined by the program. When faculty members are employed based on equivalent experience, the institution utilizes its established tested experience qualifications as its minimum threshold of experience. Tested experience includes, but is not limited to, breadth and depth of experience outside of the classroom in real-world situations relevant to the specific field, discipline or subfield to be taught; certifications or licensure in the field, discipline or subfield; and compliance with legal, governmental, and professional requirements, if applicable. Tested experience qualifications for specific disciplines and programs are established and maintained by the relevant academic area (Arts and Sciences, Business and Technology, Health Careers and Public Service Programs, and Continuing Education).

Dual credit high school faculty's credentials are required to align with the Dual Credit Quality Act.

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NEW FACULTY WORKSHOPS

POLICY 6190
ADOPTED: 06/25/91
AMENDED: 08/22/23

Triton College expects all new faculty to participate in workshops during the first year of employment as scheduled.

The workshops will be designed to serve a variety of purposes:

1. Provide an opportunity for faculty from various disciplines to meet and share experiences, ideas, and concerns.
2. Provide formal in-service programs on educationally related topics.
3. Provide an opportunity for faculty to become acquainted with Triton College's many support programs.
4. Provide updates on initiatives and issues affecting the campus community.

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

ACADEMIC AFFAIRS

FACULTY EXCHANGE PROGRAMS

POLICY 6200

ADOPTED: 06/25/91

AMENDED: 08/22/23

Triton College supports faculty exchange programs. Triton College cooperates with various community colleges in faculty exchange programs.

The following guidelines will be applied to all faculty exchange programs:

1. Only full-time tenured faculty are eligible.
2. Exchange may not exceed one year. One semester exchanges may be approved by the mutual consent of both institutions.
3. The visiting faculty member remains under contract to the home college.
4. The visiting faculty member will abide by the policies and regulations of the host college.
5. The visiting faculty member will receive a 20 percent reduction in load during the exchange period.

Additional conditions will be considered on an individual request basis and approved by the College President.

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

ACADEMIC AFFAIRS

RESEARCH AND DEVELOPMENT

POLICY 6210
ADOPTED: 06/25/91
AMENDED: 08/22/23

Triton College encourages faculty research and development projects. The President of the college will recommend financial limits for all projects. A Research and Development Committee is established to solicit, screen, and recommend proposed projects to the President. The President will make a recommendation to the Board of Trustees for their final approval.

The Faculty R&D Committee will develop and publish criteria for the submission of projects.

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

ACADEMIC AFFAIRS

PROFESSIONAL GROWTH UNITS (PGUs)

PAGE 1 of 2

POLICY 6230

ADOPTED: 06/25/91

AMENDED: 11/20/01

AMENDED: 08/23/05

The Triton College professional growth unit (PGU) was established to promote faculty participation in a wide variety of professional development activities by providing monetary incentives, namely reimbursement of necessary fees and/or salary schedule advancement, for such participation.

PGU credit may be awarded for the following activities:

1. Summer work experience that is directly related to the faculty member's instructional assignments. One (1) PGU will be awarded for each 100 hours of work with a three (3) PGU maximum per summer. Unless unusual circumstances warrant, PGU credit will be approved for alternate summers only.
2. Seminar and/or workshop participation which relates to the faculty member's instructional assignments and which requires significant effort, such as the development of materials or the presentation of a paper. Such PGU credit is available only during faculty non-academic-work year periods.
3. Special in-service programs developed by Triton and offered to staff on a voluntary basis. The amount of PGU credit will be determined by the dean based upon the specifics of the program, such as its length, the amount of outside effort required for its development, the day(s) it is scheduled, etc.
4. Credit courses at the graduate or undergraduate level from accredited or non-accredited institutions if the course has direct application to the faculty member's instructional assignments. The PGU credit award will equal the actual number of semester hours earned.
5. Non-credit course which are directly applicable to the faculty member's instructional assignments. One (1) to three (3) PGUs may be awarded upon the dean's determination of the length of the course and the amount of outside effort required. Fifteen (15) hours of class time will equal one (1) PGU.
6. Special projects, other than college-supported R & D projects, which go beyond the scope of regular faculty duties, such as special research projects or the development of unusually time-consuming instructional aids. PGU credit will be tentatively assessed by the dean when the proposal is made and reviewed when the project is half-completed. One (1) to three (3) PGUs will be awarded based upon the complexity of the activity and its time requirements.

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

ACADEMIC AFFAIRS

PROFESSIONAL GROWTH UNITS (PGUs)

POLICY 6230

PAGE 2 of 2

ADOPTED: 06/25/91

AMENDED: 11/20/01

AMENDED: 08/23/05

7. Requests for PGU credit other than the above must be accompanied by a written rationale and approved by the department chairperson/coordinator before being submitted to the dean.

Reimbursement for necessary fees related to earning PGU credit may be made at the faculty member's request utilizing unexpended reimbursable tuition money. PGU value will be deducted from the maximum eligible reimbursable amount of 12 semester hours per year with a maximum of 30 semester hours since 1971. For this purpose, one (1) PGU will equal one (1) semester hour.

A maximum of ten (10) PGUs may be used for each column movement.

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

ACADEMIC AFFAIRS

PROFESSIONAL REVIEW PROGRAM

POLICY 6240

ADOPTED: 06/25/91

AMENDED: 08/22/23

Triton College believes that effective teaching is the professional responsibility of every faculty member and that periodic review is essential for maintaining a high level of teaching effectiveness. The review process must fulfill Triton College's responsibility to accrediting and/or approving agencies.

The professional review for full-time faculty members will consist of a comprehensive evaluation of the faculty member's total job performance. Specifically, it will include the following:

1. The faculty member's self-evaluation
2. Student evaluations
3. The department chairperson/coordinator's classroom evaluation
4. The department chairperson/coordinator's evaluation of related duties.
5. An administrative evaluation

The comprehensive nature of the program is based on the belief that several components used together are preferable to the use of a single component in evaluating a faculty member's total performance. Evaluation of adjunct faculty may include all of the above components or may be modified based upon departmental policy with the approval of the appropriate dean.

The data that are produced by the evaluation process will provide the basis for an individual professional development plan for each faculty member. The professional development plan will be designed jointly by the faculty member and the department chairperson/coordinator after reviewing the evaluation data; the plan must be approved by the appropriate dean.

The faculty member will be evaluated during the first year under contract; the professional development plan will be developed during the second year for implementation thereafter. A schedule of evaluative professional review for continuing faculty members will be determined by the President or his/her designee. This policy is not designed to supersede the faculty negotiated agreement.