

## TABLE OF CONTENTS

<b>COLLEGE OF MICRONESIA-FSM</b> .....	1
<b>OVERVIEW OF THE COLLEGE OF MICRONESIA-FSM</b> .....	1
<b>MISSION</b>	
Vision Statement .....	2
Mission .....	2
College's Values.....	2
Strategic Goals .....	3
Philosophy and Objectives.....	4
<b>ORGANIZATION AND ADMINISTRATION</b>	
Board of Regents.....	5
President.....	5
President's Cabinet.....	5
Department of Instructional Affairs.....	6
<b>INSTRUCTIONAL AFFAIRS</b>	
Office of the Vice President for Instructional Affairs .....	7
Director of Academic Programs .....	8
Director of Vocational, Community Based & Continuing Education Programs .....	9
Director of Learning Resources Center .....	10
Academic Divisions .....	11
Vocational Divisions .....	11
Instructional Coordinators.....	11
Division Chairpersons .....	12
Faculty .....	12
<b>GETTING STARTED</b>	
Keys .....	14
Office Hours .....	14
Mail .....	14
E-mail .....	14
Textbooks.....	15
Course Outlines and Syllabi.....	15
Duplicating .....	16
Procurement of Instructional Materials.....	16
Audio-Visual Material.....	16
Library and Learning Resources.....	16
Help .....	17
<b>POLICIES AND PROCEDURES</b>	
Channels and Communication .....	18
Budgetary Process.....	18
Curriculum Changes.....	18
Appointments .....	19
Faculty Work Calendar .....	19
Faculty Workload.....	19
Standing Committees .....	21
Meetings.....	21
Reports .....	21
Academic Advising .....	23
Attendance at School Functions .....	23
Trips.....	23
Personnel Information .....	24
Outside Activity .....	24
Outside Employment .....	24
Incompatible Activities .....	25
<b>CLASSIFICATION AND COMPENSATION</b>	
Full-time Instructor .....	26
Compensation .....	27

Part-time Faculty .....	28
Approval of Part-time Faculty .....	28
Appointment Procedures.....	28
Term of Employment.....	28
Compensation Rates/Benefits for Part-time Faculty .....	28
Part-time Teaching Load .....	29
<b>PART-TIME and FULL-TIME FACULTY RESPONSIBILITIES &amp; PROCEDURES</b>	
Absences .....	29
Responsibilities .....	29
Evaluation .....	30
Code of Ethics .....	30
Academic Freedom and Responsibility .....	33
Leave Time .....	34
Maternity Leave .....	34
Administrative Leave .....	34
Staff Development Leave .....	35
Educational Leave .....	35
Sabbatical Leave .....	35
Employee Benefits .....	35
Employment of Relatives .....	36
Staff Senate.....	36
Staff Incentive Awards .....	36
<b>APPENDICES</b>	
Appendix A, Part-time Instructor Application .....	38
Appendix B, Facility Certification Report .....	40
Appendix C, Qualifications Guidelines for Part-time Instructors.....	41
Appendix D, Faculty Workload Report .....	43
Appendix E, Course Level Assessment Report.....	45
Appendix F, Field Trip Request .....	47