

Bellevue College CE Faculty Handbook Review

Bellevue College was cited in the last accreditation visit for not having a documented, consistent and comprehensive instructor orientation program. In response, the President of Bellevue College mandated that we develop a new faculty handbook and a documented method to ensure that all instructors have understood and accepted Bellevue College policy and procedures. To that end, please sign at the bottom of this form. Thank you for your cooperation.

Please review the following key points from the Bellevue College CE Faculty Handbook:

- 1) Washington State ethics rules prohibit Bellevue College instructors from promoting personal business interests, including routinely distributing business cards in their classes.
- 2) Bellevue College CE instructors are responsible for administering evaluations for every class.
- 3) If students in your class ask if you'd be available to teach the same course for their employer, contact Dennis Phillips of the Bellevue College Business Training Institute at dphillip@bellevuecollege.edu.
- 4) Request audio-visual equipment for your class at least one week in advance through your program staff.
- 5) While teaching Bellevue College courses, all CE instructors must abide by Washington State employee ethics policies.
- 6) Submit class material copy/print requests to your Program Staff in advance in order to keep reduce costs and eliminate bottlenecks at the copy machine.
- 7) Please ask participants not listed on your class roster to register before class or during your first break (if your class is at the North Campus).
- 8) We greatly appreciate and encourage instructors' help in promoting Bellevue College classes.
- 9) While we appreciate your help in marketing classes, the college has specific policies guiding its publications. Any promotional material must be approved by the college prior to distribution.

I have read the Bellevue College CE Faculty Handbook and the statements above. I understand the information and agree to accept and follow the policies outlined therein.

Signature _____ Date _____

Name (please print) _____