

Faculty Handbook Review/Assessment

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

Please answer the following questions based on information found in the BC CE Faculty Handbook.

- 1) Washington State ethics rules prohibit BC instructors from routinely distributing business cards in classes they teach.
a. True b. False
- 2) BC Continuing Education administers course evaluations for every CE class.
a. True b. False
- 3) If students come to you in class and ask if you'd be willing to teach the same class for their company, you can feel free to make those arrangements directly with the students.
a. True b. False
- 4) If instructors require audio-visual equipment for their class, they can make those arrangements directly with the person on duty at the front desk.
a. True b. False
- 5) While teaching BC courses, all CE instructors must abide by Washington State employee ethics policies.
a. True b. False
- 6) We send all class materials to the Print Center for duplication. What is the minimal lead time required?
a. 2 weeks b. 3 days c. 4 weeks d. 5 days
- 7) Signed rosters are created for each class and are a vital piece of our state audit trail. What is the procedure at North Campus for attendees who are not listed on the roster?
a. Ask them to leave class b. Request that they register during break
- 8) While promotion of personal business is not permitted, instructors are encouraged to promote BC classes.
a. True b. False
- 9) Instructors need to obtain approval before producing/distributing marketing materials they've created.
a. True b. False

I have read the BC CE Faculty Handbook. I understand the information and agree to accept and follow the policies outlined therein.

Signature _____ Date _____

Name (please print) _____