

## **KCTCS ADMINISTRATIVE POLICIES AND PROCEDURES**

### **SECTION 1**

#### **Governance Related Policies**

- 1.2.1** **KCTCS Mission Approval Procedures**
- 1.3.3.1.1** **Board of Directors Model Bylaws (for suggested use)**
- 1.4.2.2** **Local KCTCS College Faculty Governance**
- 1.5** **KCTCS Organizational Structure**
  - 1.5.3 System Office Administration
  - 1.5.4 The KCTCS College Administration
    - 1.5.4.1 Structure of KCTCS Colleges
    - 1.5.4.2 Faculty of KCTCS Colleges
    - 1.5.4.3 Divisional Faculties
  - 1.5.5 Students in the Kentucky Community and Technical College System
  - 1.5.6 Positions in the Colleges
    - 1.5.6.1 College President/CEO
    - 1.5.6.2 Chief Academic Officer
    - 1.5.6.3 Chief Student Services Officer
    - 1.5.6.4 Chief Business Officer
    - 1.5.6.5 Chief Community and Economic Development Officer
    - 1.5.6.6 Director of Library Services
    - 1.5.6.7 Division Chairperson
    - 1.5.6.8 Program/Area Coordinator
    - 1.5.6.9 Campus Administrator
  - 1.5.7 Search for, Review and Evaluation of Administrative Officers
    - 1.5.7.1 Procedure for Search Committees for Chief Administrative Officers of Educational Units
    - 1.5.7.2 Review of the Chief Administrative Officers of Educational Units
    - 1.5.7.3 Annual Reviews of Administrative Officers of Educational Units
    - 1.5.7.4 Performance Criteria
  - 1.5.8 Ratification of Personnel Actions
- 1.8.2** **KCTCS Systemwide Committees**
  - 1.8.2.1 KCTCS Senate Advisory Committees
    - 1.8.2.1.1 KCTCS Senate Advisory Committee on Promotion (KCTCS Senate ACP)
    - 1.8.2.1.2 KCTCS Senate Advisory Committee on Appeals (KCTCS Senate ACA)
  - 1.8.2.2 Residency Review Committee-All KCTCS Colleges
  - 1.8.2.3 KCTCS Distance Learning Committee
- 1.8.2.3.2** **KCTCS Human Subjects Research Policy**

**SECTION 2**  
**Human Resources Related Policies**

- 2.0.1.1**      **Employment Status Categories**
- 2.0.1.1.1      Faculty Tenured Employment Status
- 2.0.1.1.2      Faculty Tenure-Track Employment Status
- 2.0.1.1.3      Term Contract Employment Status
- 2.0.1.1.4      Continued Employment Status
- 2.0.1.1.5      Continuing Employment Status
- 2.0.1.1.6      "Status" Employment Status
- 2.0.1.1.7      "At Will" Employment Status
- 2.0.2.1**      **Kentucky Community and Technical College System Employment**
- 2.0.2.1.1      Employee Rights and Responsibilities
- 2.0.2.1.2      Employment under the KCTCS Personnel System
- 2.0.2.1.3      Employment of Former University of Kentucky Community College System  
Employees Transferred to KCTCS: Adoption of Personnel Rules Pursuant to KRS  
164.5807 (3) and (4)
- 2.0.2.1.4      Employment of Former KRS151B/18A Employees Transferred to KCTCS:  
Adoption of Personnel Rules Pursuant to KRS 164.5805 (1)(e)
- 2.0.2.1.5      Employment of Former University of Kentucky/Lexington Community College  
Transferred to KCTCS: Adoption of Personnel Rules Pursuant to Kentucky House  
Joint Resolution 214
- 2.0.2.2      Duration Categories and Time Worked Categories for Employees
- 2.0.2.2.1      Duration Categories
- 2.0.2.2.2      Time Worked Categories
- 2.0.2.2.3      Duration and Time Worked Categories: Benefits Eligibility
- 2.1**          **Faculty, Faculty Rank, and Faculty Titles**
- 2.1.2          Full-Time Faculty
- 2.1.2.1          Librarians (Faculty)
- 2.1.2.2          Counselors (Faculty)
- 2.1.3          General Criteria for Ranks (KCTCS Faculty Hired 2004 and Thereafter; All Other  
Full-Time Faculty Who Select This Criteria)
- 2.1.3.1          Instructor
- 2.1.3.2          Assistant Professor
- 2.1.3.3          Associate Professor
- 2.1.3.4          Professor
- 2.1.3.5          Review Periods - (All Eligible Faculty)
- 2.1.4          Types of Appointment Applicable to All Faculty
- 2.1.4.1          Visiting Professors
- 2.1.4.2          Voluntary Faculty
- 2.1.4.3          Part-Time Faculty - (Less Than Full-Time)
- 2.1.4.4          Emeritus Professors
- 2.1.5          Failure to Support Administrative Action for Promotion (All Eligible Faculty)
- Attachment A      General Criteria for Ranks (Faculty Hired in Former UK Personnel System or  
Prior to 2004 in a Community College)

Attachment B General Criteria for Ranks (Faculty Hired in Former Kentucky TECH System or Prior to 2004 in a Technical College)

**2.3 KCTCS Faculty Search / Appointment / Orientation**

2.3.1 Faculty Recruitment and Search for Faculty

2.3.1.1 Open Meetings Law

2.3.2 Faculty Appointment and Assignment Periods

2.3.3 Orientation

**2.4 KCTCS Personnel Records**

2.4.1 Responsibility for Faculty Personnel Records

**2.5 KCTCS Performance Review**

2.5.1 Performance Planning and Evaluation

2.5.1.1 Criteria for Evaluation of Faculty for Appointment and Promotion; Criteria for Evaluation of Staff

2.5.1.1.1 Position Responsibilities

2.5.1.1.2 Internal Service-Institutional Service

2.5.1.1.3 External Service-Community Service

2.5.1.1.4 Professional Development Activities

2.5.1.1.5 Educational Leadership/Leadership

2.5.1.2 Standardized Performance Planning and Evaluation Form

2.5.1.2.1 Descriptive Performance Rating Categories

2.5.1.3 Performance Planning and Evaluation Process

2.5.1.3.1 Faculty Biennial Ratings

2.5.1.4 Evaluation Appeals

2.5.1.4.1 Evaluation Appeals Schedule

2.5.1.5 Evaluation Input/Outcome

2.5.1.6 English Language Assessment

2.5.1.7 Librarian Evaluation

2.5.2 Evaluation of Significant Accomplishments

**2.6 Promotion in Rank (All Eligible Faculty)**

2.6.1 Definition of Faculty Eligible for Promotion in Rank

2.6.2 Promotion in Rank Process (All Eligible Faculty)

2.6.2.1 Promotion from Associate Professor to Professor

2.6.2.2 Promotion from Assistant Professor to Associate Professor or Professor

2.6.2.3 Promotion from Instructor to Assistant Professor

2.6.2.4 Failure to Support Administrative Action for Promotion

2.6.2.5 Promotion Committees

2.6.2.6 Promotion Timelines

**2.6.3 KCTCS Rank and Promotion Guidelines for Term Contract Faculty**

2.6.3.1 Definition

- 2.6.3.2 Process
- 2.6.3.3 Timeline
- 2.8 KCTCS Employee Separation**
- 2.8.1 Non-Renewal of Appointment
- 2.8.2 Termination Procedures
- 2.8.2.1 Considerations of Academic Freedom
- 2.8.2.2 Administrative Leave
- 2.8.3 Resignation
- 2.8.4 Retirement
- 2.10 Faculty and Staff Tuition Assistance**
- 2.10.1 Dependent/Spouse Tuition Waiver
  - Attachment A
- 2.10.1.1 KCTCS-Sponsored Employee Development**
- 2.11 Work Load**
- 2.11.1 Work Load KCTCS Colleges**
- 2.11.1.1 Teaching Duties
- 2.11.1.2 Non-Teaching Duties
- 2.11.1.3 Faculty Consulting and Other Overload Employment Outside the KCTCS Colleges
  - 2.11.1.3.1 KCTCS Colleges
  - 2.11.1.3.2 Approval Procedure
  - 2.11.1.3.3 Special Considerations Regarding Faculty Consulting and Other Overload Assignment
  - 2.11.1.3.4 Internal Faculty Overload
- 2.11.3 KCTCS Outside Employment**
- 2.11.3.1 Running for or Serving in Elective or Appointive Office**
- 2.14 Leaves of Absence**
- 2.14.1 Faculty and Staff Vacation Leave**
- 2.14.1.1 Faculty Vacation Leave
- 2.14.1.2 Staff Vacation Leave
- 2.14.1.3 Terminal Vacation Pay**
- 2.14.1.3.1 Faculty Terminal Vacation Pay
- 2.14.1.3.2 Staff Terminal Vacation Pay
- 2.14.2 Faculty and Staff Sick/Temporary Disability Leave**
- 2.14.2.1 Conversion of Staff Temporary Disability (Sick) Leave**
- 2.14.2.2 Family/Medical Leaves of Absence**
- 2.14.2.3 Unpaid Medical Leaves of Absence**
- 2.14.2.4 Sick Leave Pool**
- 2.14.2.5 Sick Leave Sharing Program**
- 2.14.3 Unauthorized Absences or Leaves**
- 2.14.4 Voting Leave**
- 2.14.5 Political Leave**
- 2.14.6 KCTCS Sabbatical Leave**
- 2.14.7 Educational Leave**
- 2.14.8 Scholarly Fellowship Leave
- 2.14.9 Holiday Leave**

- 2.14.10 Military Leave of Absence**
- 2.14.11 Special/Other Leave**
- 2.14.12 Emergency Leave**
- 2.14.13 Institutional Closings**
- 2.14.14 Bereavement Leave**
- 2.14.15 Jury Duty**
- 2.14.16 Court Appearances**
- 2.15 KCTCS Classification and Compensation Administration**
- 2.15.1 Wage and Salary Administration
  - 2.15.1.1 Pay Cycle
  - 2.15.1.2 Mandatory Deductions from Paycheck
  - 2.15.1.3 Employee Organization Dues Deduction
  - 2.15.1.4 Direct Payroll Deposit
  - 2.15.1.5 Error in Pay
  - 2.15.1.6 Wage Garnishments
  - 2.15.1.7 Computing Pay
  - 2.15.1.8 Compensation for Overtime Hours Worked; Work Performed during Holidays, Institutional Closing, and Emergency Closing
- 2.15.2 Employment Actions**
- 2.15.2.1 Initial Employment
- 2.15.2.2 Promotion
- 2.15.2.3 Reclassification
- 2.15.2.4 Reassignment
- 2.15.2.5 Salary Adjustment
- 2.15.2.6 Lateral Transfer
- 2.15.2.7 Acting Assignments
- 2.15.2.8 Conversion or Transfer from a Staff Position to a Faculty Position
- 2.15.2.9 Conversion or Transfer from a Non-Tenure Faculty Position to a Staff Position
- 2.15.2.10 Pay Band Changes/Adjustment
- 2.15.2.11 Demotion
- 2.15.2.12 Separation
  - 2.15.2.12.1 Proration of Salary for Faculty Members Separating Employment
- 2.15.2.13 Appointments and Assignment Periods
  - 2.15.2.13.1 Ten-Month and Eleven-Month Staff Assignment Periods
  - 2.15.2.13.2 Faculty Salary Conversion Related to a Change in Assignment Period
- 2.15.2.14 Reduction in Force
- 2.15.2.15 Reemployment
- 2.15.5 Shift Differential**
- 2.16.2.1 Faculty Appeals through the KCTCS Senate Advisory Committee on Appeals (KCTCS Senate ACA)**
- 2.16.2.2 KCTCS Complaint Resolution Procedure**
- 2.18 Employment Selection**
- 2.18.1 Pre-employment Background Check
- 2.18.2 Credit Investigation
- 2.18.3 Driver's License and Driving Record
- 2.18.4 Health Examinations

2.18.5 New Employee Orientation and Training

**2.19 Attendance/Hours of Work**

2.19.1 Flex-Time

2.19.2 Work Schedule

2.19.3 Work Arrival and Departure

2.19.4 Reporting to Work

2.19.5 Rest Periods

2.19.6 Meal Periods

**2.19.7 KCTCS Job Abandonment Policy**

**Appendix 1 Kentucky Administrative Regulations**

Former KRS 151B Employees Transferred to KCTCS Under KRS 164.5805(1)(e)

Former KRS 18A Employees Transferred to KCTCS Under KRS 164.5805(1)(e)

**SECTION 3**  
**Equal Opportunity, Benefits, Health**  
**and Safety Related Policies**

- 3.1.1 KCTCS Policy for Employing People With Disabilities**
- 3.1.1.1 KCTCS Procedure for Employing People With Disabilities
- 3.1.1.2 KCTCS Accommodation Procedures
- 3.3.1 Harassment Based on Race, Gender, Age, National Origin, Color, Religion, or Disability**
- 3.3.1.1 What is Harassment?
- 3.3.1.2 Responsibility
- 3.3.1.3 Reporting Harassment
- 3.3.1.4 Consensual Relationships Policy**
- 3.3.2 Nepotism**
- 3.3.3 Immigration Law Compliance**
- 3.3.4 Employment of Minors**
- 3.3.5 Intellectual Property**
- 3.3.5.1 Applicability
- 3.3.5.2 Ownership of Intellectual Property
- 3.3.5.3 Administrative Procedures
- 3.3.5.4 Process of Disclosure
- 3.3.5.5 Copyright
- 3.3.6 Kentucky Community and Technical College System Environmental Health and Safety Policy**
- 3.3.6.1 Environmental Health and Safety Programs and Responsibilities
- 3.3.7 KCTCS Reporting Accidents and Injuries**
- 3.3.8 Respect to Exposure to Bloodborne Pathogens
- 3.3.9 KCTCS Employee's Right to Know
- 3.3.10 KCTCS Serious Disease
- 3.3.12 Sales and Solicitation**
- 3.3.13 KCTCS Substance Abuse**
- 3.3.13.1 Drug Abuse
- 3.3.13.1.1 KCTCS Policy Regarding Drug Abuse
- 3.3.13.1.2 Legal Use of Prescribed Medicines
- 3.3.13.1.3 Delegation
- 3.3.13.1.4 Procedure
- 3.3.13.1.5 Student Employees
- 3.3.13.1.6 Drug Free Workplace Notification
- 3.3.13.1.7 KCTCS Policy on Alcohol Abuse
- 3.3.13.1.8 Procedure Regarding Alcohol Abuse
- 3.3.13.2 KCTCS Alcohol Policy**
- 3.3.14 KCTCS Smoking Policy**
- 3.3.15 Policy of KCTCS Governing Speakers from Off Campus
- 3.3.16 Kentucky Community and Technical College System Policy and Procedural Guidelines for the Management and Use of Facilities**

- 3.3.17 Kentucky Community and Technical College System Emergency Response/Crisis Management Policy**
  - 3.3.17.1 Purpose
  - 3.3.17.2 Emergency Response and Crisis Management Team
  - 3.3.17.2.1 Responsibilities of the Emergency Response and Crisis Management Team
  - 3.3.17.3 Emergency Response and Crisis Management Plan
- 3.3.18 KCTCS Fund-Raising Policy**
  - 3.3.19 Outside Activities– KCTCS
  - 3.3.20 KCTCS Travel Policy
- 3.3.21 KCTCS E-Mail Policy**
  - 3.3.21.1 Purpose
  - 3.3.21.2 Contacts
  - 3.3.21.3 Definitions
  - 3.3.21.4 E-Mail Provisions That Apply to the Entire KCTCS Community
    - 3.3.21.4.1 Responsibilities
    - 3.3.21.4.2 Unacceptable Uses
  - 3.3.21.5 Student E-Mail Policy
    - 3.3.21.5.1 KCTCS Colleges Use of E-Mail
    - 3.3.21.5.2 Application for Student E-Mail Accounts
    - 3.3.21.5.3 Expectations Regarding Student Use of E-Mail
    - 3.3.21.5.4 Faculty Expectations and Educational Uses of E-Mail
    - 3.3.21.5.5 Appropriate Use of Student E-Mail
    - 3.3.21.5.6 Forwarding E-Mail
  - 3.3.21.6 Responsibilities
- 3.3.22 KCTCS Motor Vehicle Policy**
  - 3.3.22.1 Safe Vehicle Operation
  - 3.3.22.2 Persons Authorized to Use Vehicles
  - 3.3.22.3 Occupancy
  - 3.3.22.4 Out-of-State Travel
  - 3.3.22.5 Vehicle Problems or Repairs
  - 3.3.22.6 Vehicle Accidents
  - 3.3.22.7 Vehicle Credit Cards
- 3.3.23 Policy on Deadly Weapons**
- 3.3.24 KCTCS Policy on Live Animals on Campus**
  - 3.3.24.1 Pets on Campus
  - 3.3.24.2 Animals Used for Assisting Campus Personnel or Students
  - 3.3.24.3 Live Animals for Laboratory Use
  - 3.3.24.4 Exceptions
- 3.3.25 KCTCS Workplace Violence Policy**
  - 3.3.25.1 Prohibitions
  - 3.3.25.2 Employee Responsibilities
  - 3.3.25.3 Supervisor Responsibilities
  - 3.3.25.4 Prevention Assessment and Response Team (PART) Responsibilities
- 3.4 Political Activity**
- 3.5 Fringe Benefits (Community College Employees Hired Prior to January 14, 1998)**

## *KCTCS ADMINISTRATIVE POLICIES AND PROCEDURES*

---

- 3.5.1 Mandatory Benefits
  - 3.5.1.1 Worker's Compensation
  - 3.5.1.2 Unemployment Compensation
  - 3.5.1.3 OASDI and Medicare (Social Security)
  - 3.5.1.4 ERISA
  - 3.5.1.5 Health Insurance Continuation (COBRA)
    - 3.5.1.5.1 Special Rule for Multiple Qualifying Events
    - 3.5.1.5.2 Special Rule for Retirees and Newly Acquired Dependents
    - 3.5.1.5.3 Independent Contractor and Other Service Performers
    - 3.5.1.5.4 Working Aged
  - 3.5.2 Carrier Benefits (Community College Employees Hired Prior to January 14, 1998)
    - 3.5.2.1 Group Term Life Insurance
    - 3.5.2.2 Group Accident Insurance
    - 3.5.2.3 Disability Income Protection
    - 3.5.2.4 Liability Insurance
    - 3.5.2.5 Health and Dental Insurance
    - 3.5.2.6 Health Insurance Credit
    - 3.5.2.7 Flexible Spending Account Program (125 Plan)
  - 3.5.3 Institutional Benefits (Retirement Plan for Community College Employees Hired Prior to January 14, 1998)
    - 3.5.3.1 Basic Retirement Program
      - 3.5.3.1.1 Contributions as a Percent of Basic Annual Salary
    - 3.5.3.2 Phased Retirement Policy and Program (3.5.3.2-3.5.3.2.4 Approved by KCTCS for All Eligible Regular Status Full-time Faculty)
      - 3.5.3.2.1 Eligibility for Phased Retirement
      - 3.5.3.2.2 Approval for Phased Retirement
      - 3.5.3.2.3 Phased Retirement Terms and Conditions
      - 3.5.3.2.4 Phased Retirement General Provisions
    - 3.5.3.3 Voluntary Tax Deferral Program
    - 3.5.3.4 Deferred Compensation Plan
    - 3.5.3.5 Credit Union
    - 3.5.3.6 University of Kentucky Faculty Club
    - 3.5.3.7 Blood Donor Program
    - 3.5.3.9 Admission to Athletic Contests
- 3.5.4 Other Benefits
  - 3.5.4.1 Activity Tickets
  - 3.5.4.2 Child Care
  - 3.5.4.3 Parking Fees
  - 3.5.4.4 Discounts
  - 3.5.4.5 Elder Care
  - 3.5.4.6 Wellness Program
  - 3.5.4.7 Identification Cards
- 3.6 Employee Benefits Policy (Technical College Employees Hired on/or after July 1, 1998; Community College and System Employees Hired on/or after January 14, 1998)**

## ***KCTCS ADMINISTRATIVE POLICIES AND PROCEDURES***

---

- 3.6.1 Employee Benefits (Technical College Employees Hired on/or after July 1, 1998; Community College and System Employees Hired on/or after January 14, 1998)
- 3.6.2 Life Insurance (Technical College Employees Hired on/or after July 1, 1998; Community College and System Employees Hired on/or after January 14, 1998)
- 3.6.3 Accidental Death and Dismemberment Insurance (Technical College Employees Hired on/or after July 1, 1998; Community College and System Employees Hired on/or after January 14, 1998)
- 3.6.4 Medical Insurance Plans (Technical College Employees Hired on/or after July 1, 1998; Community College and System Employees Hired on/or after January 14, 1998)
- 3.6.5 Insurance Premium Payment During Leaves of Absence
- 3.6.5.1 Insurance Coverage During Leave Without Pay (Technical College Employees Hired on/or after July 1, 1998; Community College and System Employees Hired on/or after January 14, 1998)
- 3.6.6 Long-Term Disability Insurance (Technical College Employees Hired on/or after July 1, 1998; Community College and System Employees Hired on/or after January 14, 1998)
- 3.6.7 Conversion of Insurance Upon Termination of Employment (Technical College Employees Hired on/or after July 1, 1998; Community College and System Employees Hired on/or after January 14, 1998)
- 3.6.8 Workers' Compensation (Technical College Employees Hired on/or after July 1, 1998; Community College and System Employees Hired on/or after January 14, 1998)
- 3.6.9 Retirement Plan Policies (Technical College Employees Hired on/or after July 1, 1998; Community College and System Employees Hired on/or after January 14, 1998)
- 3.6.10 Flexible Spending Accounts (Technical College Employees Hired on/or after July 1, 1998; Community College and System Employees Hired on/or after January 14, 1998)

### **Appendix I Drug-Free Policy Notification**

**SECTION 4**  
**Academic and Service Related Policies**

- 4.1 Policies and Procedures for KCTCS Libraries**
- 4.1.1 Mission
- 4.1.2 Administrative Structure
- 4.1.3 General Policies and Procedures
- 4.1.3.1 Services
- 4.1.3.2 Acquisitions
- 4.1.3.3 Cataloging
- 4.1.3.4 Planning
- 4.2.5 Information and Information Technology Responsible Use Policy**
- 4.2.5.1 Scope
- 4.2.5.2 Dimensions of Responsible Use of Information and Information Technology
- 4.2.5.3 Confidential and Restricted Information
- 4.2.5.4 Communication Network and its Services
- 4.2.5.5 Information and Information Technology Responsible Use Compliance Agreement
- 4.2.5.6 Roles and Responsibilities for Ensuring Responsible Use of Information and Information Technology
- 4.2.5.7 Annual Review and Test of Responsible Use of Information and Information Technology
- 4.2.5.8 Non-compliance Regarding Responsible Use of Information and Information Technology
- 4.2.5.8.1 Examples of Non-compliance Regarding Responsible Use of Information and Information Technology
- 4.2.5.8.2 Potential Implications of Non-compliance Regarding Use of Information and Information Technology
- 4.2.6 Information and Information Technology Policy for Security Breaches and Suspected Security Breaches**
- 4.2.6.1 Definitions
- 4.2.6.2 Responsibilities and Duties
- 4.2.6.3 Notification Requirements
- 4.2.6.4 Security Breach Incident Response Process
- 4.3.4 Kentucky Community and Technical College Program Advisory Committees**
- 4.4 Policy Statement on the Accounting and Measurement of Workforce and Continuing Education**
- 4.4.1 Continuing Education
- 4.4.1.1 Definition
- 4.4.1.2 Measurement and Criteria
- 4.4.1.2.1 Academic Credit
- 4.4.1.2.2 Individual Continuing Education Units (CEUs)
- 4.4.1.2.3 Institutional Continuing Education Units (CEUs)
- 4.4.1.3 Continuing Education Program Files
- 4.4.1.4 Certificates for Continuing Education
- 4.4.1.5 Continuing Education Reporting

- 4.5 Policy Statement on the Accounting and Measurement of Community Service Activities**
  - 4.5.1 Definition
  - 4.5.2 Community Service Measurement/Files/Reporting
- 4.9.1 KCTCS Strategic Planning Process and Plan**
  - 4.9.1.1 KCTCS Strategic Planning Process
  - 4.9.1.2 KCTCS Strategic Plan
  - 4.9.2 KCTCS College Strategic Planning Process and Plan
    - 4.9.2.1 KCTCS College Strategic Planning Process
    - 4.9.2.2 KCTCS College Strategic Plan
  - 4.9.3 KCTCS Institutional Effectiveness Organizational Responsibilities
- 4.10 Policy for Consortial Relationships and Contractual Agreements (Credit Courses or Programs)**
  - 4.10.1 Procedure for Credit Instruction
  - 4.10.2 Procedure for Clinical Agreements
- 4.11.1 Criteria for the Approval of a New Credit Certificate Program**
  - 4.11.1.1 Features and Characteristics of Certificate Programs
  - 4.11.1.2 Certificate Identification
  - 4.11.1.3 Program Length
  - 4.11.1.4 Program Records and Data Reporting
  - 4.11.1.5 Student Assessment and Placement
  - 4.11.1.6 Approval and Evaluation Processes
  - 4.11.1.7 KCTCS Certificate – Expedited Preliminary Approval
- 4.11.2 Kentucky Community and Technical College System Review of Certificate Programs for Academic Credit Proposed by Universities**
  - 4.11.2.1 Features and Characteristics of Certificate Programs
  - 4.11.2.2 Certificate Identification
  - 4.11.2.3 Program Length
  - 4.11.2.4 Program Records and Data Reporting
  - 4.11.2.5 Approval and Evaluation Processes
- 4.13 Kentucky Community and Technical College System Student Assessment and Placement Policy**
  - 4.13.1 General Provisions
    - 4.13.1.1 Associate Degree-Seeking Students
    - 4.13.1.2 Certificate and Diploma-Seeking Students
  - 4.13.2 Special Provisions
    - 4.13.2.1 Students with Borderline Scores
    - 4.13.2.2 Waivers
    - 4.13.2.3 High School Students
    - 4.13.2.4 English as a Second Language (ESL)
  - Attachments
- 4.14 Policies and Procedures Relating to Implementation of Distance Learning Instructional Support in Academic Affairs, Student Affairs, and Business Affairs**
  - 4.14.1 Definitions
  - 4.14.2 Policies

- 4.14.3 Responsibilities
- 4.14.3.1 KCTCS Distance Learning System Office
- 4.14.3.2 Delivering College
- 4.14.3.3 Home College
- 4.14.3.4 Kentucky Virtual Campus (KYVC)
- 4.14.3.5 *KCTCS Online*
- 4.14.3.6 Distance Learning Student
- 4.15 Kentucky Community and Technical College System Enrollment of High School and Adult Education Students Policy**
- 4.17.1 Procedure for Approval of an Honorary Degree**
- 4.18 KCTCS Student/Faculty Ratios in Nursing Clinicals**
- 4.19 KCTCS Web Services Policies**
- 4.19.1 Purpose
- 4.19.2 Mission and Role of Web Services
- 4.19.3 Definitions
- 4.19.4 Administrative Structure
- 4.19.4.1 College Responsibilities
- 4.19.4.2 System Office Responsibilities
- 4.19.4.3 Peer Team Responsibilities
- 4.19.5 General Policies
- 4.19.5.1 KCTCS Web Properties
- 4.19.5.2 System-wide Coordination
- 4.19.5.3 Standards

**SECTION 5**  
**Financial Related Policies**

- 5.4.1 Kentucky Community and Technical College System Budgetary Policies And Procedures
  - 5.4.1.1 Budgetary Policies
  - 5.4.1.2 Procedures
  - 5.4.1.3 Definitions
- 5.4.2 Kentucky Community and Technical College System Physical Facilities and Major Equipment Planning and Management Policies
  - 5.4.2.1 General Responsibilities
  - 5.4.2.2 Planning Processes
  - 5.4.2.3 Management Policies
- 5.4.3 Kentucky Community and Technical College System Refund Policy
- 5.4.4.1 Procedures for Out-of-State Tuition Waiver Policy**
- 5.4.5 Kentucky Community and Technical College System Treasury Management Policies
  - 5.4.5.1 Cash Management Program
    - 5.4.5.1.1 Authority and Responsibility
    - 5.4.5.1.2 Collection of Funds
    - 5.4.5.1.3 Transfer of Receipts to Appropriate Accounts
    - 5.4.5.1.4 Disbursement of Funds
    - 5.4.5.1.5 Central Depository Bank Account Structure
    - 5.4.5.1.6 Investment of Central Depository Bank Balances
    - 5.4.5.1.7 Cash Management Services Provided by the Central Depository
  - 5.4.5.2 Current Operating Funds
    - 5.4.5.2.1 Overview
    - 5.4.5.2.2 Authority and Responsibility
    - 5.4.5.2.3 Investment Objective
    - 5.4.5.2.4 Permissible Investments
    - 5.4.5.2.5 Investment Performance Objectives
    - 5.4.5.2.6 Current Operating Funds Investment Consultant
  - 5.4.5.3 Endowment Funds
    - 5.4.5.3.1 Authority and Responsibility
    - 5.4.5.3.2 Statement of Financial and Investment Objectives
    - 5.4.5.3.3 Long-Term Asset Allocation Policy
    - 5.4.5.3.4 Investment Manager Structure
    - 5.4.5.3.5 Endowment Spending Policy
    - 5.4.5.3.6 Investment Performance Objectives
    - 5.4.5.3.7 Endowment Master Custodian
    - 5.4.5.3.8 Endowment Investment Consultant
    - 5.4.5.3.9 Restricted Investments

**SECTION 6**  
**Student Affairs Related Policies**

- 6.2 Educational Rights and Privacy Act**
- 6.2.1 Rights of Inspection
- 6.2.2 Education Records: Definition
- 6.2.3 Request for Review
- 6.2.4 Limitations on Students Rights
- 6.2.5 Waiver of Student's Rights
- 6.2.6 Consent Provisions
- 6.2.7 Institutional Record of Disclosure
- 6.2.8 Disclosure of Education Record Information
- 6.2.9 Directory Information
- 6.2.10 Challenge of Contents of Education Records
- 6.2.11 Destruction of Records
- 6.4 Kentucky Community and Technical College System Boards of Student Publications**
- 6.5 KCTCS Policies and Procedures for Disabilities Services**
- 6.5.1 College Rights and Responsibilities
- 6.5.1.1 KCTCS Colleges Have the Right to:
- 6.5.1.2 KCTCS Colleges Have the Responsibility to:
- 6.5.2 Student Rights and Responsibilities
- 6.5.2.1 Every Student with a Documented Disability Has the Following Rights:
- 6.5.2.2 Every Student with a Disability Has the Responsibility to:
- 6.5.3 Student Disability Services Policy Guidelines
- 6.6 Student Discrimination Grievance Procedures**
- 6.7 Policy for Students Called to Active Military Duty**
- 6.8 KCTCS Student Body Co-Presidents**
- 6.9 KCTCS Criminal Background Check Policy for Allied Health and Nursing Students**

## **SECTION 7**

### **Independent Foundations, Grants, Contracts, and Related Policies**

- 7.4 Recognition of Independent Foundations**
  - 7.4.4 Legal Status
  - 7.4.5 Board of Directors Auditing and Reporting Guidelines
- 7.5.1 Process and Procedures for Privately Funded Academic Positions**
- 7.6 Policy and Procedures for Private Fund Raising**
  - 7.6.4 Coordination of Private Fund Raising
    - 7.6.4.1 Solicitation of Major Gifts
    - 7.6.4.2 Private Funds Required for State and Federal Grants
  - 7.6.5 Criteria for Acceptance of Gifts
  - 7.6.6 Forms of Gifts
    - 7.6.6.1 Contributions of Property (Gifts-In-Kind)
    - 7.6.6.2 Restricted Gifts
    - 7.6.6.3 Unrestricted Gifts
    - 7.6.6.4 Endowments
  - 7.6.7 Documentation
    - 7.6.7.1 Processing and Recording
    - 7.6.7.2 Reporting
  - 7.6.8 Gift Receipting and Acknowledgment
    - 7.6.8.1 Donor Recognition
  - 7.6.9 Donor Rights
  - 7.6.10 Ethics
- 7.7.2 Procedures for Naming Colleges**
- 7.9 KCTCS Policies and Procedures for Soliciting, Receiving, Recording, and Administering Grants and Contracts for Sponsored Projects**
  - 7.9.1 Introduction
  - 7.9.2 Definition of Grants and Contracts for Sponsored Projects
  - 7.9.3 Scope
  - 7.9.4 Office of Sponsored Projects and Contracts
  - 7.9.5 Director of the Office of Sponsored Projects and Contracts
  - 7.9.6 Solicitation of Agreements
  - 7.9.7 Acceptance
- 7.10.2 Procedures for Naming of Buildings and Facilities for Private Donors**