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Living The Legacy



GENERATIONS COLLEGE
FACULTY
MANUAL



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1. Introduction

Welcome Message

A LETTER FROM THE CHANCELLOR

Dear Colleague:

I wish to extend a personal welcome to you, and to encourage you to embrace this opportunity to become a part of Generations College, a staple in the City of Chicago's academic community and an institution with a legendary reputation for trailblazing in academia.

From the first day that you become a part of the Generations community you will be amidst faculty and staff that are dedicated in unrivaled ways to the success of each and every one of our students.

We honor our shared values:

- A dedication to student success
- A commitment to academic excellence
- The practice of community service and volunteerism
- The promotion of leadership and collaboration
- A respect for diversity

These core values are integrated into the work that we do, for and with our students, alumni, faculty, and community members. Each of you plays a vital role in helping Generations to achieve its mission.

Our campus is one of significantly wide-ranging experiences, cultures, and opportunities. You are encouraged to participate in the life of the College through meetings, committees, and events as much as is feasible. I am confident that as a new and current employee of the College you will realize your full work potential and continually raise the bar of excellence both within your role and with your colleagues.

I hope that your time at Generations is a period of personal and professional development, of profound success and opportunity, and of innovation and accomplishment. I am pleased that you have chosen to join the Generations family, and I look forward to our work together to move the College and its students forward to achieve even greater heights.

Regards,

Dr. Grace Alexis

Mission, Vision, and Values

Mission

Generations College is a private, nonprofit institution whose mission is to provide a transformative educational experience to its diverse student body in an environment that promotes learning and encourages, empowers, and nurtures the well-being of the whole person. Our comprehensive academic programs challenge students to excel in their academic and career pursuits, prepare students to be lifelong learners and responsible citizens in a global society, and equip students to make a contribution to future generations.

Vision

Affirming and building upon its century-old heritage, Generations College will be nationally recognized for its faithful commitment to student success, an emphasis on building economic and social mobility pathways for students, and empowering students to reach their full potential through its specialized academic programs and innovative support systems. Generations College will emerge as a leader in the two-year private college sector by:

- Recruiting, retaining, and graduating students who desire a higher quality of life through the pursuit of exceptional academic, professional, and personal development training designed to prepare students for today's ever-changing world.
- Amending programs and expanding course offerings to address changes in the job market and to ensure that students are provided with cutting-edge educational methodologies.
- Sustaining an active, engaged, and socially aware student body that shows empathy and concern for the welfare of others and continuously gives back to their community thereby impacting society in a transformative way.
- Building a highly qualified faculty and administration committed to academic excellence and a student-centered approach to education.

Values

We honor our shared values by holding ourselves and each other accountable to:

- A dedication to student success
- A commitment to academic excellence
- The practice of community service and volunteerism
- The promotion of leadership and collaboration
- A respect for diversity

Overview of Generations College

Generations College is an independent, not-for-profit, private two-year community college. Generations has a long history of preparing students for the workplace and for further education, first opening its doors in 1904. Since that time, Generations has helped students meet their goals by delivering quality instruction in a personalized and student-centered environment.

Generations has a rich history, with classes offered over the years in our original location in Hyde Park, several downtown Chicago locations (including the financial district, the Loop, and the South Loop), and the western suburbs.

Generations is regionally accredited by The Higher Learning Commission, a commission of the North Central Association of Colleges and Schools. Generations offers programs that lead to associate degrees and certificates. Our current programs include Business Administration, Entrepreneurship, Court Reporting, Paralegal Studies, and Criminal Justice.

2. Employment Policies

Equal Employment Opportunity

Generations strives to achieve and maintain a diverse workforce that meets the needs of our students and prospective students. Accordingly, Generations upholds a strong policy of equal employment opportunity for all employees and applicants. We are committed to maintaining a work atmosphere in which people of diverse backgrounds and lifestyles may grow personally and professionally. We follow this policy not just because it is the law, but also because we firmly believe it is the right thing to do.

Our equal employment opportunity philosophy applies to all aspects of employment with Generations, including, but not limited to, recruitment, selection, work assignments, training, promotion, demotion, transfer, compensation, job benefits, termination, retirement, and social activities. All employment-related decisions are made without regard to race/ethnicity, color, religion, sex, sexual orientation, gender identity, pregnancy, genetic information, marital status, age, national origin, mental or physical disability, status as a recently separated veteran, disabled veteran, armed forces service medal veteran, active wartime or campaign badge veteran, or other legally protected status, as required by law. It is also our policy to provide an environment free from harassment.

Generations will reasonably accommodate qualified employees with disabilities, and pregnant employees, to allow them to perform the essential functions of their jobs unless the accommodation would impose an undue hardship. The College also will reasonably accommodate employees' sincere religious beliefs and practices unless the accommodation

would impose an undue hardship. All requests for reasonable accommodation should be made to Human Resources.

If you have any concerns about discrimination, harassment or retaliation in our workplace, you must report them immediately to your supervisor, any Dean, or Human Resources. You may report these concerns at any time. We will make sure that you are free to raise your concerns without any fear of retaliation. If you have any questions regarding discrimination, or this policy, please contact Human Resources

Faculty Appointments

Faculty appointments are based on qualifications, experience, and institutional needs. Full-time, part-time, and adjunct faculty roles are clearly defined in appointment letters.

Performance Evaluation

Faculty will receive a performance review once a year from the Academic Dean or President, or as otherwise decided by Generations' HR policy. Generations may adjust the instructor's pay within 30 days after the review, if they choose to do so.

Termination of Employment

Events of Termination. The instructor's employment shall terminate as follows:

- (a). Upon Instructor's death.
- (b). As of the end of the academic semester in which Instructor gives to Generations written notice of resignation, provided that said resignation is given to Generations no less than sixty (60) days prior to the end of the same academic semester.
- (c). Upon Generations giving Instructor notice of termination of employment for Cause.

Termination for Cause:

Generations can terminate this Agreement for the following reasons:

1. Committing a crime, fraud, or dishonest act related to Generations or its students.
2. Showing up to work under the influence of alcohol or drugs or engaging in behavior that harms Generations' reputation or finances.
3. Failing to perform job duties after being given a chance to correct the issue.
4. Violating fiduciary responsibilities or acting with serious negligence.

5. Any other significant breach of this Agreement or Generations' policies.
6. Low student enrollment or lack of funding.
7. Behavior deemed inappropriate by Generations' leadership.

If terminated, the instructor will only receive payment for what has been earned up to the termination date, unless otherwise required by law.

Code of Ethics and Professional Conduct

Faculty members are expected to uphold the highest ethical standards in their professional conduct. Instructors must consistently maintain the ethical standards expected of professional educators within the academic community. Instructors are prohibited from distributing any business cards other than those issued by Generations to students, staff, or stakeholders. They must not engage in any business activities on campus unrelated to their teaching duties at Generations. Additionally, instructors should not use Generations' resources, such as photocopiers, fax machines, or telephones, for non-college-related activities. Photocopying textbooks or parts of textbooks as a substitute for student purchases is also prohibited. Instructors must comply with all Generations' rules and regulations and adhere to legal requirements regarding student confidentiality.

3. Teaching and Instructional Guidelines

Academic Freedom

Academic freedom is an integral part of the College's scholarly heritage. The College attempts to create an environment in which persons engaged in learning and research exercise this freedom and respect it in others as contributing to the dignity of individual persons and enhancing the academic process. College precepts and traditions protect this freedom from infringement. In addition to faculty, students and other members of the College community enjoy this freedom when they participate in the various forms of open inquiry and debate such as classroom presentation and discussion, research and publication, public statements made as a citizen in one's own name, and other forms of creative expression. Generations is guided by the 1940 Statement for Principles of Academic Freedom and Tenure of the American Association of University Professors, together with the Interpretive Comments, which is found in the AAUP Policy Documents and Reports, 1990.

Curriculum Development

Syllabi templates are developed and distributed by the Program Directors and Dean of Academic Affairs two weeks prior to the start of the semester to ensure continuity across all courses; and should be posted in canvas by the instructor prior to the start of the semester.

Syllabi, curriculum, and other teaching materials including but not limited to tests developed for Generations are the intellectual property of Generations, and Instructor hereby sells and assigns all such content to Generations and further acknowledges and agrees that any such content is a work made for hire pursuant to the United States Copyright Act of 1976. Syllabi must be improved, updated, and enriched annually.

Syllabus Requirements

Every course must have a syllabus that includes the following: faculty contact information, course objectives, student learning outcomes, prerequisites, class format, participation requirements, CAPPE overview, Plagiarism and Academic Dishonesty policy, program goals, semester schedule of activities, required materials, grading criteria, and relevant policies.

Classroom Management

Effective classroom management is essential for creating a positive learning environment. Faculty are expected to establish clear expectations and maintain order.

Grading Policies

Grading must be fair, transparent, and aligned with course objectives, following the grading scale and deadlines established by the college. Instructors are required to meet with all students receiving a D or F at the mid-term of the current academic semester to provide guidance for grade improvement. Instructors must include student assessments in all courses and submit any required forms for classroom speakers or field trips to the President and/or Academic Dean at least one week in advance.

Attendance Policies

Instructors must arrive on time for each class session and be fully prepared to teach. If an instructor is unavoidably late or absent, they must inform all students in the affected course, the Registrar, Generations' switchboard, and the Academic Dean and/or President. Failure to make up missed class sessions will lead to a proportional reduction in compensation.

Academic Integrity

Academic integrity is paramount. Faculty are responsible for promoting honesty and addressing violations such as plagiarism and cheating.

Student Responsibilities:

- Students must complete their own work. Cheating or plagiarism can result in an "F" for the assignment or the entire class. Students can appeal decisions through the Student Grievance Procedure in the College e-catalog.

Plagiarism Defined:

- Plagiarism is using someone else's work or ideas as your own without proper acknowledgment. This includes copying text, ideas, or allowing someone else to write or significantly alter your work.

AI and Academic Honesty:

- Using AI chatbots like ChatGPT for assignments is considered academic dishonesty. Instructors will use tools to check for plagiarism and AI use. Suspected cases will require students to redo the assignment under supervision and may lead to academic dishonesty reports.

Types of Plagiarism:

1. **Fraud:** Purchasing or copying an entire paper, possibly with minor changes.
2. **Substantial Plagiarism:** Extensive copying without proper citation.
3. **Incidental Plagiarism:** Minor copying without proper citation.
4. **Too Much Help:** Over-reliance on someone else's assistance in writing or altering your work.

Code of Conduct:

Students must follow the Student Code of Conduct and adhere to discussion board policies as outlined in the College e-catalog.

All cases of cheating or plagiarism must be submitted immediately in writing by the faculty member to the Dean of Academic Affairs. The written report of the incident must include all evidence necessary to substantiate the claim. If additional information is requested, the faculty member is expected to comply. The faculty member also is required to inform the student when a report has been made to the Dean of Academic Affairs.

Technology in the Classroom

Faculty should utilize available technology to enhance learning. Training and support are available through the college's IT department.

4. Faculty Responsibilities and Workload

Teaching Load

Teaching assignments are based on departmental needs and faculty expertise. The standard teaching load is outlined in the faculty contract.

Instructors are required to teach in the rooms and facilities assigned by Generations. Additionally, instructors are expected to fulfil their duties and meet the expectations outlined in their Position Descriptions, which is incorporated into their agreements. Generations reserves the right to amend, shorten, revise, modify, or otherwise adjust the Position Descriptions and the instructor's responsibilities, with reasonable notice provided.

Office Hours

Faculty must maintain regular office hours to provide students with access to support and advising.

Advising and Mentorship

Instructors should be familiar with Generations' program majors and course offerings and assist students in planning and completing their academic programs in a timely manner. Instructors should guide students to the appropriate resources for additional counseling and provide support during the transfer process.

Committee Participation

Active participation in college committees is essential for shared governance and institutional development. Instructors are expected to regularly participate in HLC/NCA workshops, faculty meetings, academic advising, registration, Phi Theta Kappa, graduation, and other activities as assigned. Instructors shall also actively serve on at least one Generations committee focused on academic improvement and student success, providing reports when requested by the committee chair. Instructors are required to attend and actively participate in all faculty or special meetings called by the Academic Dean or President.

Community Service

Faculty are expected to contribute to the college and local community through service activities, with a particular focus on participating in our annual fundraiser and graduation.

5. Student Support and Interaction

Academic Advising

Upon acceptance into the College, students can receive academic advising and assistance on course selection from their Program Directors and/or our CAPPE Director. Throughout their tenure at the college, students will continually receive advice on academic decisions, and course decisions through the Center for Academic, Personal and Professional Excellence [CAPPE] in addition to their individual Program Directors and are encouraged to meet with the Registrar regarding degree completion and academic planning.

Accessibility and Accommodations

The college is committed to providing equal access to education for all students. Faculty must work with the accessibility office to accommodate students with disabilities.

In accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, the College provides support services for students with documented disabilities. Students wishing to request services or desiring more information should contact the Dean of Academic Affairs at (312) 922-1884. Verification of disability and request for service must be received at least two weeks prior to the beginning of the term so that services may be arranged. Complaints regarding services for disabled students should be addressed through a formal grievance procedure.

Counseling Services

Generations has partnered with Uwill Mental Health & Wellness to offer confidential, free counseling services to the Generations student body. Through this partnership, each student is entitled to eight free counseling sessions per calendar year. Uwill's services are designed to be accessible and flexible, offering same-day sessions with the option to filter providers based on ethnicity, language, gender, focus area, and more. Additionally, students can add notes regarding their reasons for seeking services, which can help tailor their counseling experience.

Generations College realizes the pressure that its students are under, and the counselors from Uwill are available to help identify areas of stress, relieve academic frustration, and promote a healthy student environment.

Career Services

Generations College's Center for Academic, Personal and Professional Excellence (CAPPE) fosters a student-focused success center that offers innovative, holistic programming and services, enriching the student experience and empowering students to graduate and excel in the workforce. The programs throughout the academic year provide assistance to all students by offering various seminars, activities, programs, and individual advising to meet student needs. CAPPE has several departments that include: Tutoring, Professional and Career Development, Online Courses, Wellness and Counseling, Mentoring, and Continuing Education.

Generations has also partnered with Handshake, an online platform that helps college students find jobs and internships.

Student Complaints and Grievances

A. Policy and Purpose

Generations College expects all employees involved in a complaint or dispute to seek amicable resolution of their differences in a civil and professional manner. Employees are encouraged to resolve their differences, whenever possible, without relying on the formal grievance process. It is recognized that some complaints may arise in the workplace that require review by the

College. For that reason, the College provides this grievance procedure as a vehicle by which to promote a prompt, efficient, and fair investigation and resolution of employee concerns. With the approval of the Board of Trustees, this procedure may be modified or adapted as needed to effectuate the overall intent of the College or other circumstances are present that warrant an adjustment to fulfill the purpose of this procedure.

B. Definitions

The following terms are defined for purposes of this procedure:

1. “Grievance” - The term “grievance” is be defined as a claim by an employee (“the grievant”) that he or she has suffered a harm in violation of the College policy, or has suffered adverse consequences as the result of an unfair action taken or decision made by another employee, including but not limited to, employees in a supervisory, administrative, or managerial position. Complaints related to dismissal or termination of employment are specifically excluded from the definition of “grievance” under this procedure.
2. “Grievant” - The term “grievant” means an employee who has a grievance.
3. “Grievance Officer” - The term “Grievance Officer” is defined as follows:
 - a. If the grievant is a member of the faculty, regardless of rank or status, the Grievance Officer is the Dean for Academic and Student Affairs or such other individual as appointed by the President of the College.
 - b. If the grievant is not a member of the faculty, the Grievance Officer is the Human Resources Director or such other individual as appointed by the President of the College.
 - c. If the grievance is against the Grievance Officer named above, or if the circumstances warrant a different appointment, the President will appoint another person to serve as Grievance Officer for that particular grievance.
4. “Member of the Faculty” - The term “member of the faculty” means any full-time faculty, adjunct faculty, lecturers, or any other person assigned to regular classroom, lab, or other academic teaching responsibilities in the College’s academic programs.

C. Grievance Procedure

All grievances should be processed in good faith in accordance with the following mandatory procedure.

1. Informal Discussion

An employee who believes he or she may have a grievance should first meet with his or her immediate supervisor for an Informal Discussion of the matter within fifteen (15) calendar days of the date the employee knew or reasonably should have known of the adverse action or decision upon which the grievance is based. For purposes of the Informal Discussion Step, the Dean of Academic and Student Affairs will be considered the supervisor for any grievances brought by members of the faculty. Both parties will make a good faith effort to resolve the matter informally. The supervisor seeking to resolve the grievance may consult with others as appropriate. If the matter is not resolved by Informal Discussion, the grievant may pursue the matter through a Formal Grievance. The grievant may also bypass the Informal Discussion if the nature of the issue renders informal resolution inappropriate or when the grievant has a reasonable basis for believing the informal step would be futile.

2. Formal Grievance Step

If the grievant is not satisfied with the result of the Informal Discussion, or the Informal Step is bypassed for reasons stated in section C (1), he or she may file a formal grievance. The formal grievance may be a simple written statement, but should include the following minimum information:

- a. A full description of the problem and any relevant facts, including but not limited to, the specific acts at issue, the individuals involved, and the harm suffered by the grievant;
- b. A summary of the steps, if any, the grievant has already taken in attempt to resolve the problem, including the names of persons involved;
- c. A statement of the requested resolution and the grievant's rationale for the requested resolution for each perceived violation.
- d. Any supporting documentation; and
- e. The name, contact information, and signature of the person initiating the grievance.

The written grievance should be filed with the appropriate Grievance Officer within 15 calendar days of the conclusion of attempts to resolve the matter through the Informal Grievance, or within 15 days of the action(s) complained of, if the Informal Step is bypassed.

Once the grievance has been properly filed, the Grievance Officer should conduct a thorough review of the allegations and collect information necessary to determine the merits of the grievance. This review can include, without limitation, convening a meeting during which the grievant, the individual(s) against whom the grievance has been brought, and witnesses can supply factual information about what occurred. The Grievance Officer may interview those involved and any witnesses to determine the facts and resolve any factual disputes. The Grievance Officer can also consult with others as appropriate and review any records, documents, and emails relevant to the issues presented.

When a meeting of those involved is convened, persons present at the hearing will typically include the grievant and the individual who made the decision or took the action upon which the grievance is based. The hearing will also include any other person against whom the grievance is directed. Witnesses may be called as appropriate, and all employees are expected to cooperate fully in providing or producing information. Only the Grievance Officer will question witnesses, but any party to the grievance may suggest areas of inquiry to be explored. Because this is an internal matter, no legal counsel is permitted at grievance meetings. *All anti-retaliation and whistleblower rules under Generations' Harassment, Discrimination and Retaliation Policy apply.*

Once the matter has been fully examined, the Grievance Officer will determine whether the actions complained of occurred. The Grievance Officer will develop a documented report of findings and submit a written recommendation to the President of the College. The Grievance Officer's review and preparation of the report and recommendation normally should take no longer than thirty days unless the College is closed or not in session, or in extraordinary circumstances. While the report and recommendations are confidential, the Grievance Officer will also prepare and provide the grievant and the individuals against whom the allegations were made a summary of the recommendations for resolving the grievance.

When the Grievance Officer recommends that remedial or disciplinary action should be taken against the individual against whom the grievance was filed, those recommendations will be provided separately with a copy provided only to the individual against whom the recommendation is made and Human Resources.

D. Final Disposition and Appeals to the President

If either the grievant or the individual(s) against whom the allegations were made are dissatisfied with the recommended resolution of the grievance, he or she has fifteen calendar days from receipt of the Grievance Officer's findings and recommendations to appeal to the President. Any appeal should be in writing and should specifically describe the point(s) on which the appeal is based. The President also has the independent authority to accept or reject the Grievance Officer's findings and recommendations in whole or part regardless of whether an appeal is filed, or may conduct additional fact-gathering activities for the purpose of obtaining additional information or clarifying the facts as reported.

The President will make the final decision and determine any appropriate remedies or sanctions in all cases upon receipt of the Grievance Officer's report and after the time for appeals has passed. The President should notify all affected parties of his or her decision within a reasonable period of time—typically fifteen days after receipt of the Grievance Officer's report or any appeal is filed (whichever is later) unless the College is closed or other extraordinary circumstances exist—and initiate whatever action he or she deems necessary.

The President may, in his or her discretion, appoint a designee to issue the final disposition for the College. The President may consult with College's Counsel or others in making his or her decision.

E. Expedited Time Frames

In the context of issues that may be time sensitive due to upcoming events or activities for which a decision must be made quickly, the Grievance Officer and the President or his or her designee can expedite all time frames under this policy to facilitate a prompt resolution.

F. Confidentiality

The grievant's confidentiality should be maintained by each person involved in the informal or formal investigation or resolution of a grievance under this policy. Any disclosures regarding the employee or the investigation will be limited to the minimum necessary to accomplish the investigation

6. Institutional Policies

Title IX Compliance

Faculty must comply with Title IX regulations to prevent and address sexual harassment and discrimination.

Title IX is a federal civil rights law in the United States that was passed as part of the Education Amendments of 1972. The law states:

"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

In essence, Title IX prohibits sex-based discrimination in any educational institution or program that receives federal funding. This includes schools, colleges, and universities. While Title IX is often associated with gender equity in sports, its scope is much broader, covering various aspects of education, including admissions, recruitment, financial aid, academic programs, and employment.

Key aspects of Title IX include:

1. **Gender Equity in Athletics:** Title IX requires that male and female students have equal opportunities to participate in sports. It also addresses issues such as scholarships, equipment, and facilities.
2. **Protection Against Sexual Harassment and Assault:** Title IX mandates that schools take action to prevent and address sexual harassment and sexual violence. Schools must have procedures in place to handle complaints of sexual misconduct.

3. **Equal Access to Educational Opportunities:** Title IX ensures that students of all genders have equal access to courses, programs, and activities, and are not discriminated against in admissions, recruitment, or financial aid.
4. **Pregnancy and Parental Status:** Title IX protects students from discrimination based on pregnancy, childbirth, or related conditions, ensuring they have equal access to educational programs.

Title IX is enforced by the Office for Civil Rights (OCR) within the U.S. Department of Education. Schools that violate Title IX can lose their federal funding, though this is rare.

Anti-Harassment and Discrimination

No form of discrimination or harassment based on a legally protected status will be tolerated in the Generations College workplace. Neither discrimination nor harassment, of any nature, has any place at Generations.

Generations College is committed to providing a work environment free of all forms of discrimination and harassment—including *sexual harassment*—based on an individual’s race, color, sex, sexual orientation, gender identity, pregnancy, national origin, ancestry, religion, age, marital status, physical or mental disability, or any other quality or characteristic protected by applicable federal, state or local law.

This policy establishes the College’s position on the subject of discrimination and harassment, as well as guidelines for handling violations of the policy and complaint-handling procedures. This policy applies to all Generations employees, regardless of classification status. Furthermore, the College will establish appropriate procedures to ensure that non-employees (vendors, contractors, students, tenants, guests, etc.) on our premises are also made aware of the intent of this policy.

Harassment Defined

Harassment means any verbal, physical, or visual conduct that tends to belittle or provoke, and includes jokes, gestures, and derogatory remarks. Sexual harassment, in particular, means any unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- submission to such conduct is made either an express or implied term or condition of employment; or
- submission to or rejection of such conduct is used as the basis for an employment decision; or
- the conduct has the purpose or effect of unreasonably interfering with an employee’s work performance or creating an intimidating, hostile, or offensive work environment.

Other examples of sexual harassment may include, without limitation, unwelcome sexual flirtations; sexual innuendos; suggestive or insulting comments or sounds; whistling; sexual propositions or threats; advances or propositions; verbal abuse of a sexual nature; subtle pressure or requests for sexual activities; inappropriate touching or intimacy; graphic or verbal commentaries about an individual's body; sexually degrading words used to describe an individual; a display in the workplace, or display to any employee of sexually suggestive objects or pictures; posters, drawings, cartoons, letters, leering, or negative stereotyping based upon gender; sexually explicit or offensive jokes; sexual remarks; epithets or slurs; physical assault; unwanted physical contact, including unwanted touching, pinching, and brushing the body; impeding or blocking movement; sexual intercourse; and continuing to express personal interest after being informed the interest is unwelcome.

Remember, an individual need not be propositioned, touched offensively, or directly subject to sexual innuendo to be harassed. Furthermore, the harassment need not occur exclusively at Generations College's facility, but in certain cases can result from conduct away from the workplace.

Every employee must avoid any conduct that reasonably could be interpreted as harassment under this policy, even if such conduct was not intended as offensive. Conversely, employees are expected and encouraged to inform others in the workplace whenever conduct is unwelcome, offensive, or in poor taste. Only through such open communication can we maintain the type of workplace where everyone has an equal opportunity to flourish.

Reporting Requirements

Any employee who feels that he or she is a victim of discrimination, harassment (sexual or otherwise), or retaliation, including (without limitation) any of the conduct listed above, by any supervisor, manager, other employee, client or any other person in connection with employment at the College, should bring the matter to the immediate attention of a manager, supervisor or faculty member at the College that he or she feels comfortable reporting to, which may include:

- an immediate supervisor.
- Human Resources.
- the Dean of Academic and Student Affairs.
- the Title IX Coordinator; or
- the President.

This policy, including the reporting requirement, also applies to discrimination, harassment, or retaliation that occurs offsite. Employees are not required to endure discrimination, harassment or retaliation while on the job regardless of whether their work duties take them away from a Generations facility.

Complaints may be made orally or in writing, but should be made in a timely manner following the incident so that a prompt investigation can occur. All complaints of discrimination, harassment, and retaliation are taken seriously. Every complaint or report taken by any member of the faculty or faculty shall immediately be reported to Human Resources.

Generations will endeavor to investigate all allegations of discrimination, harassment, and retaliation as promptly as possible. Information regarding a complaint will be held in confidence to the extent possible and will be disclosed only on a need-to-know basis in order to effectively investigate and resolve the matter. Under no circumstances will an investigation be conducted by the person(s) accused.

A non-employee or visitor to Generations' campus who discriminates against, harasses, or retaliates against an employee will be informed of this policy and appropriate action will be taken. Generations will make follow-up inquiries to ensure that such conduct does not resume.

Retaliation Prohibited

Generations will not tolerate retaliation against any employee who, acting in good faith, complains of discrimination, harassment, or retaliation of any kind. This includes employees who notify a government or law enforcement agency when they have reason to believe that there has been a violation of a state or federal law, or instances of unsafe working conditions. This prohibition also includes employees who cooperate with Generations (or any federal, state or local government agency) in its investigation of any such complaint, or testifies in any proceeding regarding discrimination, harassment, retaliation or a violation of state or federal law. Any individual who engages in such retaliation will be subject to disciplinary action, up to and including immediate termination. As stated above, any employee who believes that he or she has been or is being retaliated against in violation of this policy should immediately advise Human Resources, a supervisor, a manager, or a faculty member at the College.

Disciplinary Action

Any employee who Generations determines, after an investigation, engaged in unlawful discrimination, harassment, or retaliation will be subject to appropriate disciplinary action, up to and including termination. Supervisory personnel who are aware of discrimination, harassment, or retaliation, but fail to promptly report it, may be subject to appropriate disciplinary action, up to and including termination.

If the investigation results in a finding that an individual falsely accused another of harassment, discrimination, or retaliation in a knowing or malicious manner or otherwise knowingly or maliciously provided false information during the course of the investigation, that individual will also be subject to appropriate discipline, up to and including termination.

Conflict of Interest

Faculty must disclose any potential conflicts of interest related to their teaching, research, or service.

Privacy and Confidentiality

Generations College recognizes the importance of maintaining consistent and responsible student records and acts in compliance with the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. 12.32g) which stipulates that “a school may not generally disclose personally identifiable information from an eligible student’s education records to a third party unless the eligible student has provided written consent.” This means that a student must give written consent if he/she wishes Generations to share educational information even if it is with a parent or spouse. For more information, please contact Human Resources or consult the following: <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/students.html>.

The official Records Custodian charged with maintaining student records is Mariza Silva, Registrar. The Records Custodian is responsible for the security, integrity and confidentiality of student records. Generations define student records as any record that can identify the student and includes, without limitation, the student’s name, social security number, address, phone number and educational history. Some examples include:

- Course history
- Transcripts
- Financial status
- Grade holds due to o Probation
- Financial restraints

The College ensures the security, integrity and confidentiality of student records by maintaining strict procedures for dissemination of records to both internal and external publics. The Records Custodian complies with the regulations of FERPA and does not disclose confidential information unless requested through approved channels. Paper student records are archived in file cabinets in a secure area for legally required time, and the College utilizes an electronic database to gather student records. This database, Ellucian, has been reviewed for accuracy and confidentiality and meets the College’s criteria for an academic database as well as standards applicable under FERPA. Ellucian also maintains an off-site backup system should Generations’ servers experience an unexpected loss, ensuring records are always secure and accessible.

Current and former students of Generations College can request an academic transcript only by submitting a signed written request to the Records Custodian. No other requests will be accepted. The request should include the name under which the student was registered, the social security number, dates of attendance, and a complete mailing address where the transcript is to be sent. The request should be made two weeks in advance.

Students and/or alumni are entitled to one free transcript, which is given at graduation, and there is a fee payable in advance for each additional transcript. A request for a transcript is denied if there is any outstanding debt, or documents, equipment or materials owed to the College. Official

transcripts are sent directly to the college, employer, or agency indicated on the student's request. Students may request a transcript, which is labeled "Issued to Student."

Emergency Procedures

In an emergency, Generations College provides mass notification to its employees and students through Google apps. Faculty and staff are reminded to check their Generations College emails on a regular basis. Classes are canceled only for severe weather or circumstances that render the facilities inoperable. Day class cancellations may be announced as early as 5:00 a.m.

7. Faculty Resources

Library and Research Resources

The college library offers a wide range of resources to support faculty research and teaching.

Professional Development Opportunities

The college provides workshops, seminars, and funding for faculty to attend conferences and pursue further education. Part-time faculty will have access to a variety of professional development opportunities during each semester's faculty orientation. Program Directors and full-time faculty are eligible for reimbursement of up to \$500.00 for expenses directly related to professional development activities, including attending seminars, workshops, and conferences, as well as reasonable travel and lodging costs associated with these activities. The amount of annual reimbursement and any limitations on eligible expenses may be adjusted according to Generations' current policies.

8. Administrative Procedures

Course Scheduling and Room Assignments

Faculty must coordinate with the registrar's office for course scheduling and room assignments.

Academic Calendar

The academic calendar outlines important dates, including start and end dates for semesters, holidays, and exam periods.

Faculty Meetings

Regular faculty meetings are held to discuss academic and administrative matters. Attendance is expected unless excused.

Reporting and Documentation

Faculty must maintain accurate records of grades, attendance, and other academic activities.

Budget and Expense Reporting

Program Directors are responsible for managing any budgets associated with their courses, research, or other activities, and must follow college procedures for expense reporting.

9. Appendices

Contact Information

- Key administrative offices
- Program Directors
- IT support
- HR department

Forms and Templates

- Syllabus template
-

Appendix A: Contact Information

A. Academic Affairs

Dean of Academic Affairs

- Name: Dr. Sharvin Maisuria
- Email: smaisuria@generations.edu
- Phone: 3129221884

B. Student Services

Assistant Dean of Student Affairs

- Name: Dr. Sheri Rufai
- Email: sruffai@generations.edu
- Phone: 3129221884

CAPPE Director

- Name: Michele Underwood
- Email: munderwood@generations.edu
- Phone: 3129221884

Student Success and Retention Advisor

- Name: Diane Brown
- Email: dbrown@generations.edu
- Phone: 3129221884

C. Administrative Offices

Registrar's Office

- Name: Mariza Silva
- Email: msilva@generations.edu
- Phone: 3129221884

Financial Aid Office

- Email: fa@generations.edu
- Phone: 3129221884

E. IT Support

IT Help Desk

- Name: Dominik Szarek
- Email: dszarek@generations.edu
- Phone: 3129221884
- Hours: 9am-5pm

F. Department Contacts

Business Administration and Entrepreneurship

- Program Director: Dr. Irene Abrons
- Email: iabrons@generations.edu
- Phone: 3129221884

Criminal Justice

- Program Director: Dr. Jennifer Matthews
- Email: jmatthews@generations.edu
- Phone: 3129221884

Paralegal Studies

- Program Director: Dave Grassi
- Email: dgrassi@generations.edu
- Phone: 3129221884

Court Reporting

- Program Director: Jason Allen
- Email: jallen@generations.edu
- Phone: 3129221884

Appendix B: Syllabus Template

29 East Madison Street
Chicago, Illinois 60602
www.generations.edu
312.922.1884

COURSE**COURSE NUMBER**

PROFESSOR:	
E-MAIL:	
CREDIT HOURS:	
TIME:	
TERM:	
OFFICE HOURS:	

Catalog Description:

Find and insert course description (starts on page 69 of the pdf):

<https://generations.edu/sites/default/files/GC%20Academic%20Catalog%202023-2024%20-%20Updated%20-%202011-6-23.pdf>

Course Objectives:

(Relate to Program Goals) Upon successful completion of the program or course, students will be able to:

1. i.e. Change a car battery
- 2.
- 3.
- 4.
- 5.

Student Learning Outcomes:

Students will be able to: (apply the SLO to the course objectives)

1. i.e. Identify the types of batteries and advantages/disadvantages
- 2.
- 3.
- 4.
- 5.

Prerequisites: (Will be found with course description from above)

Textbook: An e-book will be loaded onto your course

(Textbook Image)

Title:

Author(s):

ISBN:

Publisher:

Publication Date/Edition:

Required Materials: the above textbook, a notebook/computer for notes and to prepare written assignments, and reliable internet access is required.

Class Format: Lecture and discussion. Students are to read assigned chapters prior to class and be ready to discuss them in classroom discussion.

Grading: The final grade for the course will be calculated as follows:

Your grade will be calculated based on the grade articulation in the Generations College E-Catalog. The College grading scale is as follows:

Generations College Grade Scale		
Grade	Grade Point	Percentage Equivalent
A	4.00	92-100
A-	3.67	88-91
B+	3.33	84-87
B	3.00	80-83
B-	2.67	76-79
C+	2.33	72-75
C	2.00	68-71
C-	1.67	64-67
D	1.00	60-63
F	0.00	0-59

Exams: Will be given periodically and subject to change by the instructor without notice.

Assignments submitted late: After the assigned time, the assignment will no longer be accepted for credit and you will receive a failing grade for that assignment. No material will be accepted through email to the instructor. All material must be uploaded in the Learning Management System.

Participation: Generations College's philosophy is that participation is an essential ingredient of academic success. Therefore:

1. Timely arrival and active participation are required;
2. A student who comes to class more than ten (10) minutes after the start of a class or leaves class before it is over, may be considered not meeting participation/academic activity requirements;
3. All Generations College professors are required to report the names of students who have missed more than two consecutive classes to the Registrar;
4. A student not participating in more than one-third of the classes in a particular course will receive a failing grade upon submission of his/her name to the Registrar.
5. In case of illness or other mitigating circumstances that prolongs an absence, students need to notify the Registrar's Office. In such cases, a physician's statement is required and may or may not be excused. Failure to participate in classes may jeopardize financial

aid awards.

Instructor's Assumptions:

Students will-

1. Check their email daily and participate meaningfully in their courses.
2. Do their own work, be diligent, respectful, and courteous to me and other students. Be hardworking, honest, and participate in the learning experience.
3. Gain knowledge, learn, and comprehend the subject matter in depth upon completion of this course.
4. Contact the instructor when problems arise.
5. Adhere to the Student Code of Conduct found in our College e-catalog and discussion board policies.

Students with Disabilities

In accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, the College provides support services for students with documented disabilities. Students wishing to request services or desiring more information should contact the Dean of Academic Affairs at 312-922-1884. Verification of disability and request for service must be received at least two weeks prior to the beginning of the term so that services may be arranged. Complaints regarding services for disabled students should be addressed through a formal appeals procedure. Formal complaint forms are available from the Dean of Academic Affairs. The case will be handled promptly.

CAPPE

Generations College's Center for Academic, Personal and Professional Excellence (CAPPE) fosters a student-focused success center that offers innovative, holistic programming and services, enriching the student experience and empowering students to graduate and excel in the workforce. The programs throughout the academic year provide assistance to all students by offering various seminars, activities, programs, and individual advising to meet student needs.

CAPPE has several departments that include: Tutoring and Mentoring; Career, Personal and Professional Development; Health and Wellness; Civic Engagement; and Student Engagement. CAPPE services include but are not limited to:

- One-on-one tutoring, drop-in tutoring sessions, and one-on-one peer tutoring.

- Academic workshops – writing, grammar, math, study and test-taking skills, etc.
- Mental, physical, emotional and spiritual, financial guidance and counseling.
- Career services – resume and cover letter building, mock interviews, advising, career research, job search, etiquette workshops, seminars and networking opportunities.

Plagiarism and Academic Dishonesty Policy

Students are responsible for completing their own work. Any student found cheating or plagiarizing work may receive an “F” for the assignment or an “F” for the class. Students may appeal decisions through the Student Grievance Procedure found in the College e-catalog.

Plagiarism occurs when a student misrepresents the work of another as his or her own. Plagiarism may consist of using the ideas, sentences, paragraphs, or the whole text of another without appropriate acknowledgment. It also includes employing or allowing another person to write or substantially alter work that a student submits as his or her own.

Using ChatGPT or any Artificial Intelligence (AI) chatbot in this course for any assignments will constitute a violation of academic dishonesty. Your instructor will be checking with online tools for both plagiarism and the use of chatbots throughout the semester. If we suspect a student used a chat bot, the student will be required to re-do their assignment under an instructor's supervision and may be reported for academic dishonesty.

Heywood Ehrlich of Rutgers University defines the following types of plagiarism:

Fraud: outright purchase or copying of an entire paper, perhaps with a new introduction or conclusion added. In some cases, such copying may entail copyright infringement.

Substantial Plagiarism: widespread or considerable borrowing of material, passing off borrowed passages as original, failure to indicate quoted evidence or give bibliographical sources or other appropriate credit.

Incidental Plagiarism: small-scale borrowing, copying, downloading, or insertion without appropriate quotation, credit, or acknowledgment.

Too much help: misusing the assistance of a tutor. Employing or allowing someone else to alter substantially or write an assignment.

[<http://www.andromeda.rutgers.edu/~ehrich/plagiarism598.html>]

College Core Competencies

Generations College upholds a high standard of education by teaching its students the core competencies of:

- i. Communication Skills
- ii. Interpersonal Skills
- iii. Critical Thinking Skills

Program Goals

Find and insert relevant program goals (starts on page 54 of the pdf):

<https://generations.edu/sites/default/files/GC%20Academic%20Catalog%202023-2024%20-%20Updated%20-%202011-6-23.pdf>

Semester Schedule of Activities

Week	Date	Chapter	Activity	Due By	Points	Program Goal	Student Learning Outcome (1,2,3, etc)	Core Competency (i,ii,iii)
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								

****Syllabus is subject to change by the instructor without notice. ****