

Baltimore City Community College



Changing Lives...Building Communities

Date: October 18, 2010

Title of Proposed Procedures: Attendance and Academic Regalia at College Events

Procedures (check one): New Revised

Applies to (check all that apply):

Faculty Staff Students

Division/Department: _____ **College** _____

Topic/Issue:

Attendance and academic regalia at College Convocation and Graduation events.

Background to Issue/Rationale for Procedure:

Baltimore City Community College hosts and conducts events which are important and critical to the mission of the College. Staff and faculty as contributing members of the College community, are required to attend various events in support of the College and student success.,

State/Federal Regulatory Requirements (cite if applicable):

N/A

Proposed Procedural Language:

Baltimore City Community College requires attendance for faculty and staff at specified events, such as Convocation, Commencement. Academic regalia are required for specified events, based upon position.

A. Attendance Requirements at College Events

The following table specifies events at which attendance is critical and expected at College events. Exempt employees do not receive additional compensation; attendance is part of sanctioned College activities and is part of the regular work week. The College may adjust hours for non-exempt employees as to not incur overtime premium.

College Event	Convocation	Commencement
Position		
all Staff	XX	
Adjunct Faculty		
Faculty	XX-AR	XX-AR
President's Staff	XX-AR	XX-AR
President's Staff direct reports	XX-AR	XX-AR
Key		
AR- Academic Regalia		
XX- Required Attendance		

B. Divisional Events

Each College Division may have special or critical events which support the College's mission. The event is specified in advance and attendance is specified, by written announcement. The Division may adjust hours for non-exempt employees as to not incur overtime premium.

C. Failure to Attend

Attendance to the aforementioned events is expected. Individuals who fail to attend may be subject to disciplinary action including but not limited to a Counseling Memorandum for the first offence and a Letter of Reprimand for the second offence. All absences shall be reviewed for action on a case-by-case basis by the appropriate President's Staff member.

D. Academic Regalia Rules and Parameters

The College follows the Council on Education for rules and parameters of Academic Regalia regarding hood parameters including chevron, field orientation, official hood colors and related matters. It is expected that each faculty and staff member who dons Academic Regalia wear the appropriate regalia. Individuals who violate the Council on Education's rules and parameters will be educated on proper attire and protocols.

E. Cost of Academic Regalia

The College is not responsible for rentals, fees or purchase of Academic Regalia; however, the College will make rental available.

Proposed Implementation Date: Upon Board Approval

Proposed by: Tony Warner- Executive Director- Human Resources
Vice President/Senior Staff Member

Approved by the Board of Trustees: October 26, 2010

Originator/Division: Human Resources