

General Institution  
DRAFT as of 1/23/09

**BP 3050 INSTITUTIONAL CODE OF ETHICS**

Reference:

[Accreditation Standard III.A.1.d](#)

[The District shall have and uphold a written code\(s\) of professional ethics for all of its personnel.](#)

❖ **From current Palomar Policy 1.3 titled Ethics and Expectations (94-16731)**

~~The Governing Board recognizes that the District is a model community, an agency to establish and present highly ethical and compassionate behaviors for the community to look up to and emulate.~~

~~We, therefore, shall strive to uphold three central values:~~

~~Respect: \_\_\_\_\_ for each other, the District, and its cultures.~~

~~Responsibility: \_\_\_\_\_ for ourselves, our work, and our studies.~~

~~Honesty: \_\_\_\_\_ towards all members of the District's community.~~

~~We will interpret and use these values comprehensively, and we will consistently rededicate ourselves to them and apply them at all times and in all situations.~~

[Also see BP/AP 2715 titled Code of Ethics/Standards of Practice](#)

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**NOTE:** The language in **black ink** is current Palomar College Policy 1.3 titled *Ethics and Expectations* adopted on 11-8-94. The **green ink** reflects language recommended by Institutional Research and Planning. This policy was approved by the Task Force on 1-23-09.

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**Date Adopted:**

*(Replaces current Palomar College Policy 1.3)*

General Institution  
DRAFT as of 1/23/09

**BP 3200 ACCREDITATION**

**Reference:**

Accreditation Eligibility Requirement 20; and  
Accreditation Standard IV.B.1.i

❖ **From current Palomar Policy 3200 titled Accreditation**

The Superintendent/President shall ensure that the District complies with the accreditation process and standards of the Accrediting Commission of Community and Junior Colleges and of accrediting bodies agencies of other District programs that seek special accreditation.

The Superintendent/President shall keep the Governing Board informed of the status of approved accrediting organizations accreditations and the relevant accrediting associations.

The Superintendent/President shall ensure that the Governing Board is involved in any each accreditation process in which Governing Board participation is required.

The Superintendent/President shall provide the Governing Board with a summary of any each accreditation report and any actions taken or to be taken in response to recommendations in an accreditation report.

~~Accreditation Eligibility Requirement 20, Standard IV.B.1.i~~  
GB 3-11-03

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**NOTE:** This policy is **legally required**. The information in **black ink** is current Palomar College Policy 3200 titled Accreditation adopted on 3-11-03. The current Palomar College language parallels the League recommended language. The **green ink** reflects language recommended by Institutional Research and Planning. This policy was approved by the Task Force on 1-23-09.

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**Date Adopted:**

(Replaces current Palomar College Policy  
3200)

General Institution  
DRAFT as of 1/23/09

**BP 3250 INSTITUTIONAL PLANNING**

**References:**

Title 5 Sections 51008, 51010, 51027, 53003, 54220, 55080, 55190, 55250, 55510, and 56270 et seq.;  
Accreditation Standard I.B

❖ **From current Palomar Policy 3250 titled Institutional Planning**

The Superintendent/President shall ensure that the District establishes has and implements a broad-based comprehensive, systematic and integrated system of planning that involves appropriate segments of the college District community and is supported by institutional effectiveness research.

The planning system shall include plans required by law, including, but not limited to,

- Long-range Educational or Academic Master Plan, which should be updated periodically as deemed necessary by the Governing Board
- Long-range Facilities Master Plan
- Faculty and staff diversity plan Equal Employment Opportunity Plan
- Student Equity Plan
- Matriculation Plan
- Transfer Center Plan
- Cooperative Work Experience Plan
- EOPS Project Plan

The Superintendent/President shall submit to the Governing Board those plans for which Board its approval is required by Title 5 ~~to the Board~~.

The Superintendent/President shall inform the Governing Board about the status of planning and the various plans.

The Superintendent/President shall ensure the Governing Board has an opportunity to assist in developing the general institutional mission and goals for the comprehensive plans.

~~Accreditation Standard I.B; Title 5, Sections 51008, 51010, 51027, 53003, 54220, 55250, 55400 et seq., 55510, 56270 et seq.~~

GB 3/11/03

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**NOTE:** The **red ink** signifies legally required language recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The information in black ink is current Palomar College Policy 3250 titled Institutional Planning adopted on 3-11-03. The **green ink** reflects language recommended by Institutional Research and Planning. This policy was approved by the Task Force on 1-23-09.

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**Date Adopted:**

*(Replaces current Palomar College Policy 3250)*

General Institution  
DRAFT as of 1/23/09

BP 3280 GRANTS

Reference:

Education Code Section 70902

Grants provide additional funds for academic programs, student support services, and administrative operations.

The Governing Board shall be informed about all external grant applications and external grants received by the District.

The Superintendent/President shall establish procedures to assure timely application and processing of grant applications and funds, and that the grants that are applied for directly support the mission, goals, and objectives of the District's Strategic Plan.

❖ **From current Palomar College Policy 311 titled Instructional Grants (91-15055)**

~~Instructional grants up to \$1,000 may be available to faculty and to full-time members of the instructional staff of the District for projects of significance to the improvement of the instructional program of the District. An Instructional Grant may be awarded for the project if, in the opinion of the appropriate Chairperson/Director and Division Dean or Assistant Superintendent/Vice President for Instruction for staff reporting to the Assistant Superintendent/Vice President for Instruction, the project involves substantial time and effort beyond that considered to be the normal obligation to the District. The Assistant Superintendent/Vice President for Instruction shall publish a summary of Instructional Grant activities for the year. Projects which are funded and completed under the terms of this policy do not qualify for professional development credit or other District compensation.~~

~~GB 5-26-92 Amended~~

**NOTE:** The **red ink** signifies language that is **legally advised** and recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The language in **black ink** is current Palomar College Policy 311 titled Instructional Grants adopted on 5-26-92. The **green ink** reflects revisions recommended by Institutional Research and Planning. This policy was reviewed by the Task Force on 1-23-09.

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**Date Adopted:**

*(Replaces current Palomar College Policy 311)*

General Institution  
DRAFT as of 12/12/08

## BP 3580 ANIMALS ON CAMPUS

### References:

Penal Code Sections 365.5, 365.7, and 597.7;

Civil Code Sections 54.1 et seq.;

42 U.S. Code Sections 12101 et seq.

With the exception of animals specifically exempted by this policy, animals are not permitted on campus.

The following animals are permitted on District property:

- Animals specifically trained to assist individuals with disabilities as guide, service, or signal dogs
- On-duty police dogs
- With prior campus police approval, animals used for instructional purposes, for a limited time, and under the immediate control of the instructor or handler
- On perimeter roads and sidewalks, leashed animals are permitted

One-time exceptions may be granted for events involving animals. All exceptions require advance approval with the campus police.

Animals are not allowed in unattended vehicles.

Owners of animals excepted or exempted by this policy must ensure vaccinations and licensing requirements are current, that the animals are in good health, and that the animals are registered with the County.

Owners of animals found on campus in violation of this regulation will be subject to citation and fine as provided by law and/or have their animals impounded by authorized officials.

Office of Primary Responsibility: Palomar College Police Department

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**NOTE:** The language in **green ink** is recommended by Human Resources/Police Department. This policy was approved by the Task Force on December 12, 2008.

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### **Date Adopted:**

*(This is a new policy recommended by Human Resource Services)*

Human Resources  
DRAFT as of 12/12/08

BP 7175 DISTRICT AWARDS

References:

Education Code Sections 87801 and 88160

❖ **From current Palomar Policy 7.13 titled Awards (88-13083, 91-14780)**

The Governing Board of the Palomar Community College District recognizes sStudents, employees, and other community members who perform special acts or services in the interest of public education may be recognized through by authorizing the issuance of appropriate awards.

~~EC 72233; GB 4-25-89; GB 12-10-91~~

Office of Primary Responsibility: Human Resource Services

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**NOTE:** The information in **blue ink** is additional language to consider including in this policy. The information in **black ink** is current Palomar Policy 7.13 titled Awards adopted on 4-25-89 and revised on 12-10-91. The language in **green ink** reflects revisions/additions made by Human Resource Services. This policy was approved by the Task Force on December 12, 2008.

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**Date Adopted:**

*(Replaces current Palomar Policy 7.13)*

## BP 7210 ACADEMIC EMPLOYEES

### References:

Education Code Sections 87400 et seq., 87419.1, 87482 et seq., 87600 et seq., and 87482.8;  
Title 5 Section 51025

Academic employees are all persons employed by the District in academic positions. Academic positions include every type of service, other than paraprofessional service, for which minimum qualifications have been established by the Board of Governors for the California Community Colleges.

Faculty members are those employees who are employed by the District in academic positions that are not designated as supervisory or management. Faculty employees include, but are not limited to, instructors, librarians, counselors, and professionals in the Disability Resource Center (DRC) and Extended Opportunity Programs and Services (EOPS).

Decisions regarding tenure of faculty shall be made in accordance with the procedures established for the evaluation of probationary faculty and in accordance with the requirements of the Education Code. The Governing Board reserves the right to determine whether a faculty member shall be granted tenure.

The District may employ temporary faculty from time to time as required by the interests of the District. Temporary faculty may be employed full-time or part-time. The Governing Board delegates authority to the Superintendent/President to determine the extent of the District's needs for temporary faculty. (See AP 7212 titled Temporary Faculty)

Notwithstanding this policy, the District shall endeavor to comply with its obligation under the Education Code regarding the ratio of full-time to part-time faculty to be employed by it and for making progress toward the standard of 75% of total faculty work load hours taught by full-time faculty.

❖ From current Palomar Policy 151 titled Definition

~~Academic personnel include all faculty and educational administrators. Policy exceptions to applicable groups are noted.~~

❖ **From current Palomar Policy 154 titled Faculty**

~~The Constitution of The Faculty of Palomar College and the Faculty Senate Bylaws are included in the Faculty Manual.~~

❖ **From current Palomar Policy 154.32 titled Adjunct Faculty (84-10725, 92-15740)**

**Adjunct Faculty**

~~Any person employed to teach adult or community college classes for not more than 60 percent of the hours per week considered a full-time assignment for regular employees having comparable duties shall be classified as a temporary employee, and shall not become a contract employee under the provisions of Education Code Section 87604. Community Service seminars and workshops and Worksite Education courses (which can be credit, noncredit, or not-for-credit) will not be used to determine the load status for part-time, temporary faculty.~~

~~EC 87482.5;~~

~~GB 6-11-85; GB 5-25-93~~

❖ **From current Palomar Policy 154.41 titled Regular and Contract Staff, Academic Year (84-10725, 92-15741, 96-18381)**

**Regular and Contract Staff, Academic Year**

~~The appropriate paid overload limit during the regular academic ten-month contract year shall not exceed 40 percent of the program's full-time load for the academic year. The full 40 percent shall not be assigned in one semester.~~

~~Exceptions for special circumstances must be approved by the Assistant Superintendent/Vice President for Instruction, in consultation with the Faculty Senate President and appropriate dean. Community Service seminars and workshops and Worksite Education courses (which can be credit, noncredit, or not-for-credit) and internships will not be used to determine the load status.~~

~~GB 6-11-85; GB 5-25-93; GB 6-10-97~~

❖ **From current Palomar Policy 154.5 titled Extended Day (80-8235)**

**Extended Day (80-8235)**

~~A faculty member may request an extended day teaching assignment as a part of his/her salary contract.~~

~~These requests should be approved when consistent with the needs of the department. In the event the request is not approved at the department level, the faculty member may follow the Academic Due Process.~~

~~In the event of compelling budget restraints or if any department or program is adversely affected by a decrease in day-student enrollment, the division dean, with the concurrence of the department chairperson, may recommend the reassignment of a faculty member. This reassignment may include day, extended day, and/or off-campus duties as partial or complete fulfillment of the individual's contract.~~

~~This recommendation is subject to approval by the Assistant Superintendent/Vice President for Instruction. If such reassignments cross divisional lines, they may be initiated and approved by the Assistant Superintendent/Vice President for Instruction with the concurrence of the appropriate division dean and department chairperson and conformity with the Lateral Transfer Policy. If concurrence is not possible, the division dean shall recommend the assignment change to the Assistant Superintendent/Vice President for Instruction, who will make the final decision.~~

~~GB 11-25-80~~

#### ~~❖ From current Palomar Procedure 170 titled Reduced Workload~~

##### ~~Reduced Workload~~

##### ~~**Guidelines for Eligibility Determination**~~

~~The following guidelines are used to determine member eligibility for the Reduced Workload Program:~~

~~A. Will the employee have reached the age of 55 prior to participating in the reduced workload program?~~

~~B. Has the employee been employed in a full-time academic position for at least ten years?~~

~~C. Has the employee been continuously employed in a full-time academic position for the five consecutive school years immediately preceding entering the reduced workload program?~~

~~(Sabbatical and other approved leaves do not constitute a break in service and are not used to compute the five years' full-time service requirement.)~~

~~If any of the above answers is No, the employee is not eligible to participate in the reduced workload program.~~

~~Office of Primary Responsibility: [Human Resource Services](#)~~

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**NOTE:** This policy is **legally required**. The language in **red type** is recommended by the Community College League and legal counsel (Liebert Cassidy Whitmore). The information in **blue type** is additional language to consider including in this policy. The language in **black type** is current Palomar Policies 151 titled Definition with no adoption date; 154 titled Faculty with no adoption date; 154.32 titled Adjunct

*Faculty adopted on 6-11-85 and revised on 5-25-93; 154.41 titled Regular and Contract Staff, Academic Year adopted on 6-11-85, revised 5-25-93, and revised 6-10-97; 154.5 titled Extended Day adopted on 11-25-80 and current Palomar College Procedure 170 titled Reduced Workload with no date. The language in **green ink** reflects revisions/additions made by Human Resource Services. This policy was reviewed on October 17 and December 12, 2008 by the Policy and Procedure Task Force.*

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**Date Adopted:**

*(Replaces current Palomar Policies 151, 154, 154.32, 154.41, 154.5 and current Palomar Procedure 170)*

Human Resources  
**DRAFT as of 1/23/09**

## BP 7250 EDUCATIONAL ADMINISTRATORS

### References:

Education Code Sections 72411 et seq., 87002(b), 87356, and 87457-87460;  
Government Code Sections 3540.1(g) and (m)

Educational administrator means an administrator employed in an academic position designated by the Governing Board of the District as having direct responsibility for supervising the operation of or formulating policy regarding the instructional or student services programs of the District. Educational administrators include, but are not limited to, superintendents, presidents, and other supervisory or management employees designated by the Governing Board as educational administrators.

An administrator is a person employed by the Governing Board in a supervisory or management position as defined in Government Code Sections 3540 et seq.

Office of Primary Responsibility: Human Resource Services

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**NOTE:** This policy is **legally required**. The language in **red type** is recommended by the Community College League and legal counsel (Liebert Cassidy Whitmore). The information in **blue type** is additional language to consider including in this policy. The language in **green ink** reflects revisions/additions made by Human Resource Services. This policy was reviewed on October 17 and December 12, 2008 by the Policy and Procedure Task Force. It was approved by the Task Force on January 23, 2009.

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### **Date Adopted:**

*(This is a new policy recommended by the CC League and the League's legal counsel)*