MOUNTAINLAND TECHNICAL COLLEGE

FACULTY HANDBOOK

2026-2027

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ABOUT MOUNTAINLAND TECHNICAL COLLEGE

MISSION STATEMENT

To enhance the employability of individuals through market-driven career and technical education.

VISION STATEMENT

To prepare the workforce in the three county service region and implement the Mission Statement of the Mountainland Technical College through the five core areas of: Program Development, Student Achievement, Faculty and Staff Support, Physical Resources, and Community Outreach.

INSTITUTIONAL ACCREDITATION

Mountainland Technical College is accredited by the Commission of the Council on Occupational Education (COE), headquartered in Atlanta, Georgia. MTECH's initial accreditation was granted in April 2006 and has continued with a reaffirmation of accreditation every six years. The next reaffirmation visit will be in fall of 2030.

The mission of the Council is to "uphold quality, integrity, and continuous improvement in occupational education, meeting the evolving needs of students, employers, and communities".

Being accredited helps MTECH achieve the following goals:

1. Quality Assurance

2. Continuous Improvement

3. Ethical Standards

4. Public Awareness

5. Validation and Achievement

The process of accreditation allows for self assessment and evaluation for continuous improvement.

STANDARDS

There are 10 Standards derived from the mission, goals, and objectives of the Council as an accrediting agency. The standards are as follows:

STANDARD 1: Institutional Mission

STANDARD 2: Educational Programs

STANDARD 3: Program and Institutional Outcomes

STANDARD 4: Strategic Planning

STANDARD 5: Educational Resources

STANDARD 6: Institutional Infrastructure

STANDARD 7: Financial Resources

STANDARD 8: Human Resources

STANDARD 9: Organizational Structure

STANDARD 10: Student Services and Activities

PROGRAMMATIC ACCREDITATION

In addition to the institutional accreditation with COE, some programs require additional programmatic accreditation. This comes from an accrediting body specific to a particular industry or licensing exam. This may be required if:

- It is a requirement of employment for licensing or certification
- Advisory members request it for the region

ORGANIZATIONAL STRUCTURE

GOVERNANCE AND ADMINISTRATION

As an institution of higher education in the State of Utah, Mountainland Technical College (MTECH) is governed, through statute, by the Utah Board of Higher Education (UBHE) and the MTECH Board of Trustees.

An organizational chart can be found on UKG or by request from your Program Director.

ACADEMIC DIVISIONS AND DEPARTMENTS

- School of Apprenticeships
- School of Healthcare
- School of Services
- School of Technology
- Clyde School of Trades

OFFICE OF TEACHING AND LEARNING (OTL)

The Office of Teaching and Learning (OTL) supports faculty in delivering high-quality instruction through effective course design, instructional technology, and professional development. Faculty are encouraged to engage with OTL resources and services to enhance teaching effectiveness, student engagement, and course quality.

CANVAS

OTL manages Canvas, MTECH's Learning Management System. Faculty are responsible for using Canvas to support instruction, which may include posting course materials, communicating with students, managing assignments, and maintaining the gradebook in accordance with institutional expectations.

OTL provides support, training, and guidance to faculty in the effective use of Canvas.

Instructional Designers work collaboratively with faculty to develop, revise, and enhance instructional materials and course content. Support may include:

- Designing engaging and accessible instructional content
- Optimizing course layout and navigation
- Ensuring content functions effectively across devices and platforms
- Supporting alignment with instructional best practices and quality standards

Faculty retain responsibility for course content, instructional delivery, and assessment, while leveraging instructional design support to improve student learning experiences.

BRIDGE LEARNING PLATFORM AND FACULTY DEVELOPMENT

OTL collaborates with Human Resources to support Bridge, MTECH's centralized learning platform. Bridge provides faculty with on-demand access to learning resources, including online courses, recorded training, and instructional materials related to Canvas, pedagogy, technology, and other work-related topics.

Faculty responsibilities related to Bridge include:

- Completing required training as assigned
- Accessing professional development resources to support instructional growth

OTL also offers monthly instructor webinars and periodic in-person training sessions focused on effective teaching practices, curriculum design, instructional innovation, and high-quality course design. Faculty are encouraged to participate in these opportunities to support continuous improvement.

FACULTY RESPONSIBILITIES AND ENGAGEMENT

Faculty are expected to:

- Use instructional technologies appropriately and consistently
- Participate in required training related to teaching, learning, and technology
- Collaborate with OTL when course design support is requested or required

- Stay informed of instructional best practices and available resources

Additional information, resources, training schedules, and support options are available on the Office of Teaching and Learning webpage.

COURSEDOG SYLLABUS

All MTECH courses must have a current syllabus maintained in CourseDog. Faculty are responsible for ensuring that each course they teach has an associated syllabus in CourseDog and that it accurately reflects course information including:

- Contact information and office hours for each instructor;
- Course descriptions and objectives;
- Required or recommended reading assignments;
- A preliminary schedule for major assignments and exams including topics, brief descriptions, due dates, and exam dates;
- Grading criteria;
- Critical institutional policies
- Student resources

CourseDog Syllabus is integrated with CourseDog Curriculum, and approved curriculum changes are automatically reflected in the syllabus platform to maintain alignment. Faculty should review syllabi carefully to ensure course-specific information is accurate and complete.

Syllabi must be reviewed and updated annually by July 1 in preparation for the upcoming academic year. Additional updates should be made as needed when any policies or requirements change.

Faculty are also responsible for ensuring that the approved CourseDog syllabus is properly synced and published in the corresponding Canvas course so that students have access to the most current version at the start of each course.

Questions regarding syllabus content, required elements, curriculum alignment, or CourseDog functionality should be directed to the appropriate Program Director.

FACULTY CALENDAR

The Faculty Calendar is distributed to all faculty and staff each August and outlines key academic and institutional dates. These include blackout dates, faculty and campus meetings, graduation, and deadlines for grade submission and completion, placement, and licensure reporting (CPLs).

Faculty are expected to reference the Faculty Calendar regularly to ensure awareness of required meetings, events, and deadlines. The calendar is also available as a Google Calendar through the college website and may be added to individual calendars. The Google Calendar reflects the most current information and includes updates made throughout the academic year.

BLACKOUT DATES

Blackout dates are specific days during the academic year when time off is generally not approved. These dates are designated to ensure adequate instructional and institutional coverage. Blackout dates typically include the first and last day of classes, the annual Opening Institute Day, and the day of graduation. Additional blackout dates may be designated as needed. Faculty are expected to be present on all blackout dates unless prior approval is granted by the Vice President of Instruction. Please take note of these dates when planning vacations, medical procedures, family events, etc.

FACULTY MEETINGS

Faculty meetings are held to provide important trainings and meet accreditation requirements. Program Directors plan and conduct faculty meetings for their departments multiple times throughout the year. In addition, one college-wide faculty meeting is held annually during the Opening Institute. All faculty meetings are scheduled on the Faculty Calendar well in advance.

Faculty meetings are mandatory for full-time faculty. Part-time faculty are expected to attend unless attendance conflicts with other full-time employment. A virtual attendance option is available for faculty who have other work commitments or who live in Wasatch or Summit Counties. Faculty who are unable to attend a scheduled meeting must obtain prior approval from their Program Director.

CAMPUS MEETINGS

Four virtual campus meetings are held throughout the year. These meetings provide important announcements, college updates, and required safety training. Attendance is encouraged but not mandatory.

COMMENCEMENT

Mountainland Technical College holds its commencement ceremony each May. All students who have completed, or will complete, their program by July 31 of the current fiscal year are invited to participate.

Faculty are required to attend commencement if they have students who are eligible to participate. Clinical, lab, and substitute instructors are invited, but not required to attend.

Students receive commencement regalia during scheduled Regalia Distribution Days prior to the ceremony. Regalia is included in course fees. Students are expected to wear their cap and gown for the duration of the ceremony.

Faculty are expected to wear MTECH-provided regalia or regalia from their own college or university academic achievements.

PROFESSIONALISM

All instructional faculty and staff are responsible for maintaining a professional environment in the classroom and lab that reflects industry standards and prepares students for workplace expectations. Professional expectations may include, but are not limited to:

CLASSROOM MANAGEMENT

Classes must begin and end on time. Students are expected to arrive promptly and remain engaged for the full class period, consistent with workplace expectations.

Instructors are expected to model professional workplace behavior at all times, including appropriate dress, language, hygiene, and appearance.

Instructors should maintain professional boundaries in all interactions with students. While positive and supportive communication is encouraged, conversations must remain appropriate to the educational environment and avoid personal or sensitive topics unrelated to the course, including religion, politics, romantic relationships, sexual matters, illegal drug use, or similar content.

Instructors may maintain professional or industry-related social media accounts that students may follow. These accounts must be clearly professional in nature, and all interactions must remain appropriate, transparent, and related to instruction or the field. Direct messaging that is unrelated to coursework or student support or following students or instructors on their personal accounts is not permitted.

Instructors must practice and strictly enforce all safety policies and procedures in classrooms and labs.

Classroom expectations, rules, and procedures should be clearly communicated to students and applied consistently.

Disruptive behavior should be addressed promptly and professionally to maintain a productive learning environment.

Faculty are responsible for maintaining a respectful, inclusive, and distraction-free learning environment that supports student success.

DRESS CODE

Mountainland Technical College's mission is to prepare students for the workforce by enhancing the employability of individuals through market-driven career and technical education. As part of this mission, faculty and staff are expected to model professional workplace attire and appearance.

Understanding and practicing appropriate work attire is an essential employability skill. Faculty play a key role in reinforcing these expectations by modeling and enforcing dress standards consistent with industry norms.

MTECH generally follows business casual dress standards. Most Fridays are designated as casual days, during which jeans are permitted.

The following dress guidelines apply unless otherwise required by program-specific standards:

- Clothing must be modest and professional, with no exposed midriffs;
- Shorts, tank tops, sweatpants, exercise clothing, and excessively worn or torn clothing are not permitted
- Clothing with distracting images, graphics, or wording is not allowed.

Instructors are expected to wear attire appropriate to the program they teach and to require the same of their students. For example, a Medical Assistant instructor may wear scrubs with closed-toe shoes, while an Automotive instructor may wear shop-appropriate clothing and safety footwear. Program-specific attire must meet safety and industry standards.

Regardless of assignment or dress variation, all employees are expected to maintain appropriate standards of grooming, personal hygiene, and professional appearance during working hours.

EYE SAFETY AND FACE PROTECTION

Utah code 53G-9-206 states:

"Any individual who participates in any of the following activities in public or private schools that may endanger his vision shall wear quality eye protective devices:

Industrial education activities that involve:

- hot molten metals;
- the operation of equipment that could throw particles of foreign matter into the eyes;
- heat treating, tempering, or kiln firing of any industrial materials;

- gas or electric arc welding; or
- caustic or explosive material

'Quality eye protective devices' means devices that meet the standards of the American Safety Code for Head, Eye, and Respiratory Protection, Z2.1-1959 promulgated by the American Standards Association, Inc."

Students must wear approved eye protection to work in labs, where required. The college sells approved protective eyewear at the MTECH store.

OFFICE HOURS

Instructors are required to provide 30 minutes per class day for student consultation. Availability times, whether scheduled office hours, time before or after class, or by appointment, must be clearly outlined in the syllabus. Availability may vary by instructor schedule but must be communicated in advance and maintained consistently throughout the term.

FACULTY RIGHTS AND RESPONSIBILITIES

ACADEMIC FREEDOM

MTECH is committed to the pursuit of truth and the free exchange of ideas, which are essential to excellence in technical education. Faculty members are entitled to full academic freedom, which includes the following rights and responsibilities:

Freedom in the Classroom: Faculty are free to discuss all relevant subject matter in the classroom and to determine the most effective methods for instructing students. While faculty may discuss controversial material related to their discipline, they should avoid introducing topics that have no relation to the course. Any discourse should be professional in manner.

Freedom as Citizens: When faculty speak or write as citizens, they shall be free from institutional censorship or discipline. However, as representatives of their profession and the college, faculty should exercise appropriate restraint and make every effort to indicate they are not speaking as official spokespersons for the institution.

Academic Responsibility: Academic freedom carries with it the duty to maintain professional standards, show respect for the opinions of others, and ensure that all instruction aligns with established course objectives and learning outcomes.

Institutional Neutrality: Faculty should ensure that their personal political or philosophical beliefs are not imposed on students as a condition of academic success.

Digital Academic Freedom: Protections for academic speech extend to electronic correspondence, social media, and virtual learning environments.

Professional Ethics and Conduct: Faculty at Mountainland Technical College serve as the

primary link between education and industry. They must maintain the highest standards of integrity and treat all members of the college community with dignity.

Integrity in Student Relations: Faculty must foster honest academic conduct and ensure evaluations reflect a student's true merit. Exploitation, harassment, or discriminatory treatment of students is strictly prohibited.

Collegial Responsibility: As members of an educational community, faculty have an obligation to strive for objectivity in professional judgments, and accept a share of responsibility for institutional improvement..

Stewardship and Safety: Faculty must adhere to all safety protocols—particularly in technical lab environments—and use college resources solely for their intended educational purposes.

Digital Professionalism: Faculty are expected to maintain professional boundaries in all digital interactions, ensuring that online conduct is consistent with college policy.

Proactive Reporting and Remediation: Faculty have a duty to report known violations of policy or safety standards. In accordance with regulations, the college provides clear remediation plans for identified violations to ensure institutional compliance and student safety.

Evidence-Informed Design: Faculty should prioritize evidence-informed instructional designs that align with current industry standards and promote student learning outcomes.

ADMINISTRATIVE SERVICES

PURCHASING CARDS

Employees may be issued a purchasing card for the convenience of purchasing supplies and equipment. All purchasing card holders must comply with MTECH Policy 500.584 Purchasing Cards.

Credit card reports should be completed monthly in the designated expense management software. Valid receipts should be attached to each purchase and should be coded according to the accounting system used by the Finance Department.

Misuse of a purchasing card or failure to follow required procedures may result in revocation of card privileges and/or disciplinary action.

BUDGETS

Once the Legislature allocates college funding, the President's cabinet consults with Associate Vice Presidents (AVPs) and Program Directors to review departmental requests for new staffing, capital equipment, and building modifications.

The cabinet then establishes an overall budget for each department, after which the Vice Presidents determine specific allocations for personnel, equipment, and supplies.

Day-to-day budget management is handled by Program Directors, Coordinators, or Leads, with administrative oversight provided by the AVPs.

EQUIPMENT INVENTORY

Faculty members are responsible for the protection, maintenance, and accountability of all media resources, supplies, and equipment within their classrooms and labs. At the close of each fiscal year, the Finance Department coordinates a physical inventory of all assets valued at $5,000 1,000 or more.

CONCUR

MTECH utilizes SAP Concur to manage invoice processing, employee reimbursements, and purchasing card (P-card) approvals. To request system access, please contact the Financial Operations Manager. Purchase Order Request Forms (PORFs) are entered into AvidXchange.

MTECH STORES

The MTECH Store provides essential materials that support instructional programs and promote school spirit. While most required materials are included in course fees, students may purchase additional items such as textbooks, workbooks, uniforms, branded apparel, and snacks directly from the store.

Operating hours and locations are maintained on the college website. For added convenience, online orders can be delivered to a secure Parcel Locker at your selected campus; faculty and students will receive an email notification once their items are ready for pickup.

MTECH STORE RETURN POLICY

- Refunds and returns are issued to credit or debit cards only.
- Clothing items may be returned only if tags are intact and the item is unworn, unwashed, and unstained.
- Merchandise may be returned or exchanged if unused and in original packaging, or if the item was defective at the time of purchase.
- All textbook returns require manager approval.
- Textbooks that are shrink-wrapped or include access codes or other sensitive materials may not be returned once opened.
- All clearance items are final sale.

COPY CENTER

To streamline large copy jobs and ensure office equipment remains available for quick

tasks, employees should utilize the MTECH Copy Center. This resource is the most cost-effective option for high-volume orders.

Please pay attention to published deadlines for copy center requests for each new start date.

INSTRUCTIONAL RESPONSIBILITIES - TECHNOLOGY

LEARNING RESOURCES AND INSTRUCTIONAL SUPPORT

To ensure student success, faculty and students have access to a comprehensive network of libraries, learning centers, and instructional resources. Each academic program is responsible for maintaining sufficient learning and media resources—including specialized equipment, technology, and educational materials—to meet its specific objectives and learning outcomes.

STUDENT ORIENTATION

Instructors are required to orient students to these resources during the first week of class. This orientation must include guidance on:

- The availability and location of relevant media and equipment.
- The proper handling and operation of instructional technology.
- Applicable safety protocols and resource-specific regulations.

EXTERNAL RESOURCES

Beyond on-campus facilities, students may access public and private libraries statewide at no cost. These external collections offer supplemental periodicals, trade publications, and reference materials.

HELPDESK

Helpdesk is available to faculty when technical assistance is needed. The Helpdesk is part of the Technology Department and can provide support with MTECH owned computers including updates, parts, software installation, or troubleshooting.

The helpdesk can be reached by phone or email at:

801-753-4190

helpdesk@mtec.edu

PURCHASE OF TECHNOLOGY

Technology equipment and/or software requests must be approved through the Program Director prior to purchasing. Computers and peripheral equipment are purchased by the Technology Department.

Computers, software, and other technology devices are updated on a regular basis according to the Technical Infrastructure Plan.

CLASSROOM/LAB PROCEDURE

FOOD & DRINK

To maintain a safe, clean, and professional learning environment, food is not permitted in classrooms or labs. Drinks may be allowed at the instructor's discretion and must be in spill-proof containers that do not pose a risk to computers, equipment, instructional materials, or safety.

All other food and beverages must be consumed in designated campus areas, before or after class, or during scheduled breaks.

In classrooms or labs where safety, sanitation, or equipment concerns exist, instructors may prohibit all food and drink without exception.

Class activities involving food or beverages may take place only in designated areas and must receive prior approval from the Program Director.

Faculty are responsible for communicating and enforcing food and drink expectations consistently and for ensuring compliance with safety, sanitation, and program-specific requirements.

SUBSTITUTES

Faculty are responsible for notifying their immediate supervisor as soon as they become aware they will be late or unable to fulfill assigned work responsibilities.

Instructors should make every reasonable effort to secure a qualified substitute and must inform their supervisor of the substitute arrangement prior to the absence. For safety, supervision, and liability purposes, all substitutes must be active MTECH employees, approved by the supervisor.

If a faculty member is unable to secure a substitute, they must communicate with their supervisor to determine an appropriate alternative, such as a hybrid or modified instructional day.

Faculty are expected to maintain an emergency lesson plan that can be implemented in the event of an unplanned or last-minute absence. Emergency plans should include clear instructions and materials to allow instruction to continue with minimal disruption.

Failure to follow substitute coverage procedures may result in disruption to instruction and could lead to administrative review.

CLASSROOM ACCESS

For safety, supervision, and liability reasons, access to classrooms and labs is limited to enrolled students and authorized MTECH personnel only. Faculty, staff, and students may not bring visitors, guests, family members, or other non-enrolled individuals into instructional spaces, with the exception of guest speakers or volunteers in labs.

MTECH does not permit class auditing by prospective or non-enrolled students. Individuals interested in a program must complete the registration process to attend class. If the program is not a good fit, students may withdraw within the designated refund period in accordance with institutional policy.

Exceptions to this policy may be granted only with prior approval from administration for approved instructional, accreditation, or institutional purposes.

Faculty are responsible for monitoring classroom and lab access and for enforcing this policy consistently to maintain a safe and compliant learning environment.

INSTRUCTIONAL PRESENCE AND ENGAGEMENT

To maintain a professional environment and ensure student safety, faculty must be fully present and engaged during all scheduled instructional time. This standard supports student learning outcomes and ensures institutional compliance with safety, accreditation, and liability requirements.

Preparation: All instructional materials, including copies and supplies, must be prepared before class begins.

Engagement: Instructional time should be dedicated exclusively to student interaction. Personal business—such as phone calls, emails, or visitors—must be managed outside of class hours, except in emergencies.

Supervision: Faculty must remain in the classroom or lab at all times while students are present. Students may never be left unattended.

MTECH STANDARDS FOR EFFECTIVE INSTRUCTION

- Clear learning objectives communicated to students.
- Instruction aligned to approved course objectives and competencies.
- Meaningful instruction throughout scheduled instructional time.
- Frequent checks for understanding/formative assessment.
- Appropriate balance of direct instruction, demonstration, guided practice, and independent practice.
- Active student engagement.

- Timely feedback.
- Differentiation/remediation when students struggle.
- Authentic, industry-aligned learning experiences.
- Reflection and continuous instructional improvement.

EMERGENCY PROCEDURES

In the event of an emergency that requires a faculty member to leave the instructional space:

Notify your immediate supervisor or director immediately.

Coordinate appropriate coverage or make alternative arrangements for the students.

To ensure immediate support and safety, please use the following protocols if an emergency requires you and your students to vacate an instructional space:

EMERGENCY REPORTING & COVERAGE PROTOCOL

1. Immediate Notification: Contact your Program Director or AVP through a direct line. If they are unavailable, notify a Counselor or Student Services.
2. Safety First: If the emergency involves a physical threat or medical crisis, contact Emergency Services (911) or Campus Security before seeking coverage.
3. Instructional Continuity: Faculty should not dismiss class early without prior approval from a supervisor. If an emergency arises, the supervisor will designate a staff member or another faculty member to provide temporary supervision.
4. Documentation: Following the incident, faculty must submit a brief Incident Report to their supervisor within 24 hours to document the absence and any alternative arrangements made for the students.

CAREER AND TECHNICAL STUDENT ORGANIZATION (CTSO)

OVERVIEW

Mountainland Technical College (MTECH) supports nationally recognized Career and Technical Student Organizations (CTSOs) that allow students to showcase field-specific skills. These organizations provide vital opportunities for students to build technical competence, leadership, and professional networks. Students have the opportunity to compete at the state level and may be selected to represent MTECH and the State of Utah at national competitions.

FACULTY PARTICIPATION AND RESPONSIBILITIES

While faculty involvement in CTSOs is optional, instructors are strongly encouraged to support student participation in these activities and competitions. Faculty who choose to participate act as mentors, helping students prepare for high-stakes environments.

COMPENSATION AND COMPLIANCE

Instructors who directly support students in preparing for CTSO events may be eligible for compensation for their time and effort. To qualify for compensation, faculty must:

- Adhere to all requirements in MTECH CTSO Procedure 600.610B.
- Obtain necessary approvals and follow guidelines for student participation and instructor responsibilities.
- Submit appropriate documentation as outlined in the procedure for state or national competition support.

For specific details on activities, approval processes, and compensation structures, faculty should consult the full CTSO Procedure 600.610B.

HEALTH AND SAFETY: HAZARD COMMUNICATION AND INSTRUCTION

INSTITUTIONAL COMMITMENT

The health and safety of students and employees is a primary priority at Mountainland Technical College. Maintaining a secure environment is a collective responsibility, with faculty serving as the primary models and enforcers of safe professional practices.

INSTRUCTIONAL RESPONSIBILITIES

Instructors in every program are responsible for delivering safety training tailored to their specific classroom or laboratory environment. This includes:

- Safety Units: Delivering comprehensive instruction on occupational, classroom, and laboratory hazards relevant to the field of study.
- Safety Data Sheets (SDS): Training students on the location, purpose, and proper use of Safety Data Sheets (SDS) to ensure compliance with state and federal regulations. Safety Data Sheets provide essential information about chemical substances, including properties, physical and health hazards, environmental considerations, required protective measures, and safe handling, storage, and disposal procedures.
- Supervision: Ensuring students utilize required Personal Protective Equipment (PPE) and adhere to all established safety protocols.

HAZARD COMMUNICATION AND ACCESS

In accordance with OSHA Hazard Communication Standards, SDS for all hazardous substances must be immediately accessible to students and staff.

- Accessibility: SDS may be maintained in physical binders or digital formats, provided they are accessible within the work area at all times.
- Information Content: Faculty must ensure students understand how to use SDS to identify chemical properties, health hazards, protective measures, and proper disposal procedures.

COMPLIANCE AND ENFORCEMENT

Instructors must address unsafe behavior immediately to prevent injury and maintain institutional standards. For a complete overview of institutional safety protocols, faculty should consult the MTECH Hazard Communication Plan and OSHA's official safety guidelines.

STUDENT-RELATED POLICIES

STUDENT ATTENDANCE AND PROGRESS

Students are expected to meet the progress, performance, and competency standards of their program, as communicated through course syllabi and program requirements. Some financial sponsors or external agencies may require students to meet standards that exceed institutional minimums. Students who fail to make satisfactory progress may be placed on a Student Success Plan in accordance with institutional policy.

Faculty are responsible for clearly communicating program expectations, monitoring student progress, and documenting performance in alignment with the 600.611 Progress and Attendance Policy and Procedure.

NON-TERM PROGRAMS

A non-term program is an academic model where courses do not follow a traditional semester or quarter calendar. Courses may have multiple start dates throughout the year rather than a single fixed date for all students.

Students enrolled in non-term programs are required to complete coursework and demonstrate satisfactory progress in order to complete each course by the scheduled end date. Students who do not successfully complete a course by the end date may re-enroll in the course until the maximum number of allowable retakes has been reached. Students are required to pay full tuition and fees for each course retake at the time of registration.

Students who fail a course on their final allowable attempt must wait a minimum of six months before re-enrolling and must follow the re-enrollment process outlined in the 600.611 Progress and Attendance Policy and Procedure.

Instructors are responsible for tracking student progress, notifying students of deficiencies in a timely manner, and communicating with administration when students are at risk of not completing a course by the scheduled end date.

TERM PROGRAMS

A term program follows a structured academic calendar with specific, predefined entry and exit dates that generally follow a semester schedule. Students move through their sequence of courses together as a group, and they must finish the course they are in, before starting the next course.

Students enrolled in term programs who do not complete coursework by the scheduled end date are required to meet with their instructor for remediation in order to complete remaining requirements. If a student fails a course, they may retake the course, space available, the next time it is offered, and must follow the re-enrollment process outlined in the 600.611 Progress and Attendance Policy and Procedure.

Instructors are responsible for identifying students in need of remediation, providing appropriate instructional support within program guidelines, and documenting outcomes in accordance with policy.

COMPETENCY REQUIREMENTS

Students just successfully complete all required competencies in order to qualify as a program graduate and receive an MTECH certificate. Instructors are responsible for assessing, documenting, and verifying competency completion using approved evaluation methods.

ATTENDANCE REQUIREMENTS

INSTITUTIONAL STANDARDS

Because of the hands-on nature of technical instruction, consistent attendance is essential for mastering program competencies. MTECH maintains an institutional minimum attendance standard of 85 percent. Faculty should note that specific programs may require higher attendance percentages to meet strict licensure, certification, or industry employment requirements.

FACULTY RESPONSIBILITIES

Instructors serve as the primary monitors of student participation. Your responsibilities include:

- Orientation: Clearly explaining both institutional and program-specific attendance standards at the start of the course.

- Record Keeping: Maintaining accurate, daily attendance records for all students.
- Early Intervention: Monitoring compliance and addressing attendance concerns promptly to support student retention.

STUDENT ACCOUNTABILITY

Students are expected to notify instructors of planned absences or emergencies according to established protocols. For a comprehensive breakdown of expectations, consequences, and the appeals process, faculty and students should refer to the MTECH Progress and Attendance Policy 600.611.

ACADEMIC COUNSELING AND SUPPORT SERVICES

SCOPE OF SERVICES

Academic Counselors are available to support students from enrollment through graduation. These professionals assist students in navigating program requirements, managing academic progress, and accessing disability accommodations. Counselors also provide support for social-emotional concerns, personal challenges, and crisis intervention by connecting students to both campus and community resources.

FACULTY ROLE AND REFERRAL PROCESS

Faculty are often the first to identify students who are struggling. Instructors are responsible for referring students to Academic Counseling when they observe concerns regarding:

- Academic performance or attendance.
- Behavioral changes.
- Personal or social-emotional challenges impacting student success.

PROFESSIONAL BOUNDARIES

While faculty provide essential support, they must not attempt to provide counseling services outside their professional role. Instead, instructors should direct students to qualified support resources in a timely manner.

COLLABORATION AND CONFIDENTIALITY

Faculty are expected to collaborate with Academic Counselors to facilitate student success while strictly maintaining student confidentiality. In cases involving immediate safety, mental health crises, or emergency situations, faculty must follow established institutional protocols.

For further information on student privacy rights during these interactions, please consult the Family Educational Rights and Privacy Act (FERPA) guidelines.

DISABILITY SERVICES AND ADA ACCOMMODATIONS

COMMITMENT TO EQUAL ACCESS

Mountainland Technical College (MTECH) complies with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973. The college prohibits discrimination in recruitment, admission, and instruction, and is dedicated to providing equal access to all educational programs through reasonable accommodations.

ROLES AND CONFIDENTIALITY

- ADA Specialists: MTECH's Academic Counselors serve as the official ADA Specialists. They are responsible for reviewing documentation, engaging in the "interactive process," and determining reasonable accommodations.
- Student Responsibility: Students must voluntarily disclose their disability and provide current, formal documentation to initiate the process.
- Confidentiality: All disability-related information is strictly confidential and protected under FERPA.

THE ACCOMMODATION REQUEST PROCESS

To receive services, students must contact an Academic Counselor and submit a Request for Accommodation along with supporting documentation that meets the following criteria:

1. Professional Diagnosis: Must be from a licensed professional with appropriate credentials to diagnose the specific condition.
2. Impact Statement: A description of current, substantial limitations affecting academic or major life activities.
3. Recency: Documentation must be current (typically within the last three years), on official letterhead, signed, and dated.

Note: High school IEPs or Section 504 plans do not automatically transfer to the postsecondary level. A formal MTECH request is required.

FACULTY RESPONSIBILITIES

Instructors play a vital role in the implementation phase of the ADA process:

- Implementation: Faculty must implement all approved accommodations exactly as communicated by the Academic Counselor. Accommodations may not be altered, denied, or independently determined by faculty.
- Confidentiality: Faculty must maintain the student's privacy at all times. Instructors should never ask a student for their medical documentation or specific diagnosis.

- Referral: If a student requests an accommodation in class, refer them immediately to an Academic Counselor for formal processing.

For additional details, faculty should consult the MTECH ADA Services page or the Students with Disabilities Policy 600.614.

Additional questions can be directed to Nicole Heslington, the Student ADA Coordinator at nicole.heslington@mtec.edu or 801-753-2035.

FINANCIAL AID, SCHOLARSHIPS, AND VETERANS SERVICES

Mountainland Technical College is committed to supporting students in understanding and accessing financial resources to support their education. The Financial Aid and Scholarship Offices assist students in evaluating eligibility for financial aid, scholarships, and other funding opportunities. Additional information regarding available aid and scholarships is provided on the Financial Aid page of the MTECH website.

Faculty are not responsible for determining student eligibility for financial aid or scholarships. However, instructors play an important role in supporting student success by referring students with financial aid or scholarship questions to the appropriate offices in a timely manner.

The Financial Aid and Scholarship Offices are available to assist students with navigating application processes and requirements.

Phone: 801-753-4105

Email: financialaid@mtec.edu

Email: scholarships@mtec.edu

VETERAN SERVICES

Several MTECH programs are approved by the Utah State Approving Agency for Veterans' Education Benefits for payment of U.S. Department of Veterans Affairs (VA) education benefits, including the GI Bill®. Veteran students receiving VA benefits must meet satisfactory academic progress and attendance requirements as established by the Utah State Approving Agency. These requirements are outlined in the Enrollment Agreement Addendum, which is available through the Financial Aid Office.

Veteran students applying to MTECH who are eligible to receive credit for military training or experience are required to meet with a certifying official in the college counseling office.

Faculty responsibilities related to veteran services include:

- Monitoring and accurately documenting attendance and academic progress
- Communicating concerns regarding attendance or performance promptly, as required for VA compliance
- Referring veteran students with benefit-related questions to the Financial Aid Office or certifying officials

Students may also obtain additional information directly from the U.S. Department of Veterans Affairs.

Faculty should direct all questions regarding financial aid, scholarships, or veteran education benefits to the Financial Aid Office to ensure accuracy, compliance, and proper student support.

TESTING

ENTRANCE ASSESSMENT

Most programs require meeting skill level requirements on the Entrance Assessment prior to registration. The Entrance Assessment measures reading comprehension and basic math skill levels. A passing assessment score ensures a student is adequately prepared for principles taught throughout the program. More information is on the college website.

Students have the option of having the entrance assessment waived by satisfying other transcript requirements. Refer to the Entrance Assessment webpage for more information.

CLASS TESTING

Instructors may schedule the Testing Center by contacting the Testing Center Manager with the requested dates, times, and locations. A student orientation to the Testing Center is required for first time users and can be scheduled on the date and time of their first test. Instructors should notify the Testing Center if any materials are allowed for their students when testing (calculators, notes, blank paper, etc).

HONORLOCK

Some assessments may be administered using Honorlock, an online proctoring service that helps maintain academic integrity while allowing students to complete exams remotely.

Honorlock records the testing session and uses a combination of secure browser technology, identity verification, and live/AI-assisted monitoring to ensure a fair and secure testing environment. Instructors review any flagged activity before determining whether a testing violation has occurred.

To use Honorlock, students must have access to:

-A computer or laptop (Chromebooks and tablets may have limited compatibility)

-A working webcam and microphone

-Reliable internet access

-Google Chrome browser

-A quiet, private testing environment

-A photo ID for identity verification (if required by the instructor)

Students may also be asked to complete a brief room scan before beginning an exam.

Technical support is available through Honorlock 24/7 during exams. Students are encouraged to test their equipment prior to the exam date to ensure compatibility and avoid interruptions.

Students who do not have access to the required technology or testing environment should contact their instructor as early as possible to discuss available options for on-campus testing.

TESTING CENTER RULES

All students are expected to conduct themselves professionally, civilly, and respectfully at all times while using the Testing Center. Any rude or disruptive behavior towards staff or other students could result in denial of testing services and/or dismissal from the program.

1. Students must have a physical photo ID in order to test. No form of electronic ID will be accepted. Acceptable ID:
   - MTECH Student ID
   - Driver's license, passport, government-issued ID
   - High School ID
2. No electronic devices such as cell phones, smart watches, Bluetooth headphones, etc. are allowed in the Testing Center.
3. Outside materials are not allowed in the Testing Center unless authorized by the instructor in advance.
4. Students are not allowed to start any additional tests after the last test administered deadline, regardless of whether they were in the Testing Center before the deadline to take a prior test.
5. All tests will be submitted at closing time, regardless of whether students have completed the exam. It is the student's responsibility to ensure that they have completed testing by closing time.

6. To ensure students have the maximum amount of time to complete state, national, or certification testing, the last test given out can be no later than 2 hours before the Testing Center closes.

Students have the responsibility to know the time limit for their exams.

NORTHSTAR AND BRIDGE TRAINING

MTECH uses Northstar as the student information system (SIS) and Bridge as the learning platform for required and optional professional development. Faculty are responsible for completing required Bridge courses prior to receiving access to Northstar and for using both systems accurately and appropriately.

Northstar training courses provide essential instruction on system use and troubleshooting and include:

NORTHSTAR BASICS

- Logging in
- Basic navigation

NORTHSTAR FOR INSTRUCTORS

- Recording attendance
- Student progress
- Certificate completion
- High school grades

Upon completion of the required Bridge courses, instructors must submit a Northstar access request by completing the comment box included at the end of the training. Student Services will process access requests once training completion is verified.

Faculty are responsible for:

- Accurately recording attendance and student progress
- Completing required documentation related to course and certificate completion
- Using Northstar in accordance with institutional policies and timelines
- Maintaining confidentiality of student records and system access credentials

For assistance with Northstar access or system functionality, instructors may contact the Northstar database team at: northstarhelp@mtec.edu

For general Student Services support, including student-related questions, instructors and students may contact: studentservices@mtec.edu

Evening support through Student Services is also available Monday–Thursday, 5:00 p.m. to 8:00 p.m.

STUDENT SERVICES

STUDENT PASSWORD RESETS

As soon as students have their account created, they are sent an email with their student ID, Northstar login, Canvas links, and gmail (Please note that these emails may be filtered into spam or junk folders.). Students are instructed to try to log in before class. Some students may have already logged in or reset passwords in order to register. They will NOT all have the same default. They should use the same password as they used to log into the portal.

Students should email Student Services (studentservices@mtec.edu) if they are having trouble logging in. Students should not be sent in person to a Student Services office to reset a password. Because of the volume of individuals requesting services in person at Student Services, it is faster to request a password reset via the email listed above.

PARKING PASSES

Faculty who park at any Mountainland Technical College campus are required to obtain and display a valid MTECH parking pass. Parking passes are issued after completing the MTECH Employee Parking Pass Form and may be picked up at any Student Services location. Parking passes are provided at no cost to employees.

Faculty are responsible for ensuring their parking pass is current, properly displayed, and used in accordance with campus-specific parking requirements.

PROVO CAMPUS PARKING

MTECH does not operate a surface parking lot at the Provo Campus. Faculty who park at the Provo Campus must complete the Parking Pass Request Form so that Student Services can create an account granting access to the adjacent parking garage located at 165 W 200 N, Provo, Utah.

Access to the Provo parking garage is tied to employment status. Garage access is deactivated upon separation from employment or reassignment away from the Provo Campus. Faculty should contact Student Services with questions regarding garage access or account activation.

PARKING PASS GUIDELINES (ALL CAMPUSES)

- A valid MTECH parking pass is required 24 hours a day in all MTECH parking areas.
- Parking permits must be clearly displayed from the front windshield.
- Lost parking passes may be replaced for $5.

- Additional parking passes may be purchased for $5.
- Overnight parking on campus is prohibited unless expressly authorized.
- Parking availability is not guaranteed, and delays may occur during peak usage times or due to weather, maintenance, or snow removal.

Faculty, staff, students, and visitors operating vehicles on college property must comply with all state, local, and institutional traffic and parking regulations.

ENFORCEMENT AND SAFETY

Campus Security routinely monitors parking areas and may issue citations for violations, including failure to display a valid parking pass or parking in unauthorized areas. Parking citations may not be voided by Student Services or the MTECH Store. Any disputes regarding citations must be directed to campussecurity@mtec.edu.

Parking on campus is at the individual's own risk. MTECH is not responsible for theft, loss, or damage to vehicles or personal property.

ACCESSIBLE AND VISITOR PARKING

Designated accessible parking spaces are available at all campuses and may only be used by vehicles displaying valid state-issued disability license plates or permits. Visitor parking spaces are also designated at each campus and should be used accordingly.

STUDENT ID CARDS

Student ID cards are printed within the first weeks of class and distributed to the instructors to give to the students.

PROFESSIONAL DEVELOPMENT

Faculty members are required to complete a minimum number of professional development hours each year:

- Full-time faculty: 20 hours per year (minimum)
- Part-time faculty: 10 hours per year (minimum)

Professional development is reviewed as part of the annual performance review process. During the review:

- Professional development goals from the previous year are discussed, andn ew professional development goals are established for the coming year.

Professional development activities should support instructional effectiveness, student success, and program quality. Activities generally fall into one or both of the following areas:

- Instructional or pedagogy-focused learning, and
- Subject-area or industry-specific learning.

Faculty may complete professional development through a variety of sources, including but not limited to:

- MTECH faculty meetings and institutional trainings
- Office of Teaching and Learning (OTL) workshops, webinars, and courses
- Educational or industry conferences
- Industry-led trainings
- College or university coursework related to teaching or the faculty member's program
- Online courses, microcredentials, or continuing education relevant to instruction or program content

Professional development opportunities not provided by MTECH must be preapproved by the instructor's supervisor.

Faculty are responsible for tracking professional development hours and maintaining documentation of participation, such as certificates, transcripts, or other proof of completion.

WHAT DOES NOT COUNT AS PROFESSIONAL DEVELOPMENT?

• Campus Meetings

• Department Meetings (unless the meeting includes training from an industry professional)

PROGRAM OR COURSE CHANGES

All proposed program change requests must be discussed and submitted to the Program Director by October 1st of each year.

EVALUATION AND PERFORMANCE REVIEW

Mountainland Technical College utilizes a comprehensive evaluation system to ensure instructional quality, support professional growth, and maintain compliance with accreditation standards.

1. Criteria for Evaluation

Faculty performance is assessed based on the following core pillars:

- Teaching Effectiveness: Evaluation of technical competence, classroom management,

delivery of competency-based instruction, and the ability to meet program-specific student learning outcomes.

- Student Success Metrics: Assessment of student retention, completion rates, and job placement success.
- Professionalism and Service: Adherence to college policies, participation in CTSO activities, attendance at faculty meetings, and engagement with Occupational Advisory Committees (OAC).
- Safety and Compliance: Maintenance of a safe lab/classroom environment and accurate record-keeping (attendance and grades).

2. Observation and Review Cycles

To ensure continuous improvement, faculty undergo regular reviews:

- Administrative Observations: Annual formal observations conducted by the Program Coordinator or Director to assess instructional delivery and student engagement.
- Student Course Evaluations: Conducted toward the end of each program or term to provide faculty with feedback on the student learning experience.
- Annual Performance Review: A comprehensive yearly meeting to review observation data, student feedback, and professional development goals.
- New Faculty Probation: New hires typically undergo more frequent observations (e.g., quarterly) to support them during their first year of employment.

3. Improvement Plans

When performance does not meet institutional or accreditation standards, a formal Professional Improvement Plan (PIP) may be initiated.

- Identification: Specific areas of deficiency (e.g., low retention or safety concerns) are documented.
- Action Steps: The supervisor and faculty member collaborate to set measurable goals, identify necessary resources or mentoring, and establish a timeline for reassessment.
- Outcome: Successful completion of the PIP demonstrates a return to standing; failure to meet the outlined goals may result in further disciplinary action.

For detailed procedures, faculty should refer to MTECH Human Resources Policies regarding performance management.

CAMPUS SAFETY & SECURITY

A SHARED RESPONSIBILITY

Mountainland Technical College (MTECH) is committed to providing a safe, inclusive, and welcoming environment for all students, employees, and visitors. Safety is a collective duty; all faculty members are expected to remain vigilant, strictly adhere to established safety procedures, and promptly report any incidents or security concerns.

SECURITY INFRASTRUCTURE AND RESPONSE TEAMS

The MTECH Campus Security Department utilizes a layered security infrastructure and coordinates several specialized volunteer response teams to manage emergencies and mitigate threats. These include:

- Emergency Operations Team
- Crisis Intervention Team
- Evacuation Team
- Threat Assessment Team
- Safety Committee

FACULTY RESPONSIBILITIES

Faculty serve as the primary leaders in maintaining classroom and lab safety. Key obligations include:

- Modeling Professionalism: Demonstrating safe and responsible behavior at all times.
- Emergency Preparedness: Ensuring all students are familiar with emergency procedures and designated evacuation routes.
- Vigilance and Reporting: Promptly identifying and reporting safety hazards, suspicious activity, or security threats.
- Active Participation: Cooperating with Security personnel during drills and completing all required emergency preparedness training.

PROTOCOLS AND RESOURCES

Detailed guidelines for protecting college property and responding to emergencies are outlined in the Campus Safety, Response, and Reporting Plan. Faculty should be thoroughly familiar with this plan and the following resources available on the MTECH Safety & Security webpage:

- Security Alert Line: Contact for MTECH First Responders or non-emergency reporting (call 911 for immediate danger).

- Annual Security Report (ASR): Access Clery Act crime statistics and institutional safety policies.
- Title IX & Non-Discrimination: Resources for reporting sex-based discrimination or harassment.
- SafeUT App: A 24/7 confidential resource for mental health support and safety tips.

By staying informed and actively engaged, faculty help maintain a secure and compliant campus that fosters academic excellence for the entire MTECH community.

INCIDENT MANAGEMENT

Accidents, injury(ies), a safety concern, or other incident must be reported to the Program Director and the Security Department in a timely manner using the MTECH Alert Line (801)-753-4199. All incidents must be documented by the involved party(ies) by filling out an Incident Management Report. This form can be found on the MTECH Safety and Security webpage

SUSPECT OF BEING UNDER THE INFLUENCE

If an Instructor suspects that a student or another employee is under the influence of alcohol or drugs, they should notify the Security Department at 801-753-4199. Instructors should keep the suspected student or employee safe by not letting them drive or operate equipment in labs that could be a danger to themselves or another person.

SPACE MANAGEMENT

FACILITIES WORK ORDER REQUESTS

Faculty and staff should submit all facility-related service needs through the college's Computerized Maintenance Management System (CMMS). The work order request form is available under Employee Resources on the MTECH website and may also be accessed via mobile device using QR codes posted in offices, classrooms, and laboratories. Submitted requests are routed to the Facilities Department, where they are reviewed, assigned to the appropriate maintenance team, and tracked through completion.

FACILITIES ORDER REQUEST FORM (FORF)

A Facilities Order Request Form (FORF) is required for any changes, installations, additions, or removals that affect the operation or configuration of a space. This includes, but is not limited to, mechanical, plumbing, electrical, or structural modifications. All FORF requests are reviewed by the Space Committee and must be approved before any work begins. The form can be accessed on the shared computer drive under:

Forms > Facilities Forms > (FORF) Facilities Request Form

Faculty should also review the FORF Information and Process document located in the same folder for detailed guidance.

Important Note: Hanging pictures or wall-mounted items is prohibited unless prior approval is granted by the Space Committee. Any approved items must be installed by Facilities staff. No holes may be made in walls under any circumstances.

Faculty are expected to maintain workspaces and instructional areas in a clean, orderly, and professional condition.

WORK SPACE REQUEST FORM

A Work Space Request Form is required before any workspace or office area may be occupied or utilized. Unassigned or vacant spaces may not be used without formal approval. All requests are reviewed by the Space Committee prior to assignment or use. The form is available on the shared computer drive under:

Forms > Facilities Forms > Work Space Request Form

EQUIPMENT

Faculty are responsible for ensuring that instructional and office equipment is used appropriately and kept clean. Equipment should be maintained in accordance with Procedure 500.586 Equipment Maintenance, Replacement, and Disposal to maximize service life.

DISPOSAL OF ASSETS

When classroom or instructional equipment reaches the end of its useful life, disposal must follow Policy and Procedure 500.585 Asset Disposition.

TRAVEL

EMPLOYEE TRAVEL

Instructors may have the opportunity to travel and attend conferences for professional development or accreditation purposes.

Instructors should become familiar with the 300.377 Employee Travel Policy and Procedure, which includes information on compensation, reimbursements, and how often instructors can travel for work purposes.

STUDENT TRAVEL

Students may have the opportunity to travel for MTECH sponsored activities. All student travel must be pre-approved by the MTECH Board of Trustees. Instructors should understand the 600.610 Student Travel Policy and Procedure.

OFF-CAMPUS ACTIVITIES

Instructors may want to take students off campus for a learning activity, such as touring a facility in their area of study, or utilizing equipment not available on campus.

Off-campus activities must be pre-approved by the Program Director by submitting an Off-Campus Activity Form and receiving all proper signatures. Students are responsible for providing their own transportation to and from the event. An alternate assignment must be provided for any students who are unable to attend if the activity is held in place of their regular class period. Student Services should be notified of the activity so they are aware in case of an emergency and can help students find their classes, as needed.

ON-CAMPUS ACTIVITIES

Instructors may want to hold a public activity or event on campus. Permission and arrangements must be made if space will be used other than the instructor's assigned classroom.

On-campus activities must be pre-approved by the Program Director and the Space Committee. All parties involved should be contacted to verify arrangements including facilities, security, and other employees who may be affected by the activity.

MILEAGE REIMBURSEMENT

Employees may be reimbursed for personal vehicle (mileage) expenses incurred when traveling for purposes related to their position. This does not include commuting miles. Travel must be documented in Concur. All mileage reimbursement submissions must then be coded to the correct program and department prior to being sent to a supervisor for approval.

HUMAN RESOURCES

The Human Resources (HR) Department supports faculty employment, compensation, benefits, and compliance. Faculty are expected to remain familiar with HR processes and to use designated systems to manage employment-related information.

The Human Resources page on the MTECH website provides access to employment information and resources, including payroll forms, benefits information, HR systems, and contact information for the HR Department.

UKG (HUMAN RESOURCE INFORMATION SYSTEM)

UKG is MTECH's Human Resource Information System (HRIS). All faculty are responsible for using UKG to manage required employment information. Faculty responsibilities in UKG include:

- Accurately recording time worked, as required by position classification
- Updating personal information such as address, phone number, marital status, and dependent information
- Reviewing pay statements and employment records
- Access annual review documentation

Full-time faculty will also use UKG to:

- Request time off
- View sick and vacation leave balances
- Access benefit information

Faculty should ensure information in UKG remains current and accurate. Questions regarding UKG access or usage should be directed to Human Resources.

EXTRA SERVICE REQUESTS

Extra service compensation is reserved for significant assignments that fall outside the scope of a faculty member's primary duties. It is not applicable for minor hourly fluctuations, routine job responsibilities, or tasks that are considered a standard part of professional service. Extra service assignments:

- Must be approved before the work is performed
- Must include approval from the employee, supervisor, Program Director, Associate Vice President, and Human Resources
- Faculty should not assume additional duties qualify as extra service or that compensation is automatic.
- Questions regarding whether an assignment qualifies as extra service or overtime should be directed to Human Resources before work begins.

EXTRA SERVICE TRACKING

When an Extra Service Request/Agreement has been approved, the employee is responsible for accurately recording hours worked in accordance with the approved agreement. Documentation and submission requirements are coordinated through Human Resources using current systems and processes.

Faculty should follow instructions provided by Human Resources for tracking and reporting approved extra service hours.

MTECH POLICY AND PROCEDURE

Policy, procedures, plans, and processes are available to employees on the MTECH website.

INSTRUCTOR FORMS

Mountainland Technical College provides a centralized Instructor Forms page on the MTECH website that contains forms commonly used by faculty to support instruction, student services, compliance, and reporting requirements.

Forms available on the Instructor Forms page include, but are not limited to:

- Off-Campus Activities
- Placement Assistance Refusal
- Student Success Plan
- Data Request
- Travel Requests

Faculty are responsible for using the most current versions of required forms and for completing and submitting them accurately and in a timely manner, in accordance with institutional policies and procedures. These forms support documentation requirements related to student success, compliance, accreditation, and operational processes.

Faculty should refer to the Instructor Forms page on the MTECH website for access to forms, instructions, and updates. Questions regarding the appropriate use or submission of a specific form should be directed to the appropriate supervisor or administrative office.

IT AND ACCEPTABLE USE POLICIES

FACULTY RESPONSIBILITY

Faculty are responsible for the direct supervision of instructional technology within their classrooms and laboratories. This includes ensuring that all hardware, software, and network resources are utilized exclusively for educational purposes and in compliance with the college's Technology Acceptable Use Policy and Procedure.

ADDRESSING MISUSE

Instructors must remain vigilant in monitoring student technology use. Should misuse occur—such as unauthorized access, software tampering, or violations of digital professionalism—faculty are responsible for:

- Immediate Intervention: Addressing the behavior promptly to maintain the integrity of the learning environment.

- Documentation and Referral: Handling persistent or severe violations in accordance with MTECH Student Conduct Procedures.

This oversight ensures that campus resources are preserved and that students develop the professional digital habits required in their respective industries.

To provide clear boundaries for students, the following activities are strictly prohibited under the MTECH Acceptable Use Policy. Faculty should monitor for these behaviors to ensure network security and institutional compliance: Prohibited Instructional Technology Activities

- Unauthorized Access & Hacking: Attempting to bypass security protocols, accessing unauthorized servers, or using another individual's login credentials.
- Software Tampering: Installing, modifying, or deleting software, browser extensions, or system configurations without express instructor approval.
- Network Misuse: Utilizing Virtual Private Networks (VPNs) to circumvent campus filters or engaging in "packet sniffing" and other network monitoring activities.
- Illegal Content & File Sharing: Downloading or distributing copyrighted materials (peer-to-peer sharing), or accessing content that is obscene, threatening, or discriminatory.
- Commercial Use: Utilizing college hardware or high-speed internet for personal business, crypto-mining, or profit-generating activities.
- Physical Interference: Relocating hardware, disconnecting cables, or tampering with peripheral devices (mice, keyboards, monitors) without authorization.

REPORTING PROTOCOL

If a student engages in any of the above, faculty should document the incident and contact the MTECH IT Help Desk for technical remediation, and their Program Director or Associate Vice President for potential disciplinary action under the Student Code of Conduct.

USE OF COLLEGE EQUIPMENT AND SYSTEMS

Faculty are expected to exercise reasonable care when using college-owned equipment and systems. College technology resources may not be used to install unauthorized software, bypass security controls, or engage in activities that could compromise system integrity, network security, or institutional operations.

Any suspected security breach, loss of equipment, or unauthorized access to systems or data must be reported promptly to the Technology department by emailing them at helpdesk@mtec.edu.

COMPLIANCE AND MONITORING

Use of MTECH IT resources is subject to monitoring in accordance with institutional policy and applicable law. Faculty should have no expectation of personal privacy when using college systems or networks.

Failure to comply with IT and Acceptable Use policies may result in restricted access to technology resources and/or disciplinary action.

SUPPORT AND RESOURCES

Faculty experiencing technical issues or needing assistance with instructional technology should contact the helpdesk by emailing them at helpdesk@mtec.edu. Questions regarding appropriate technology use or policy interpretation should be directed to the helpdesk or administration.

Faculty are expected to remain familiar with Technology and Acceptable Use policies and to complete required technology-related training as assigned.

LEGAL AND REGULATORY COMPLIANCE

NON-DISCRIMINATION STATEMENT

MTECH is fully committed to policies of non-discrimination and equal opportunity. In compliance with Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Vocational Amendments of 1976 and the American with Disabilities Act, College programs and activities are open to all qualified students without regard to race, color, national origin, sex, disability, or age in their programs and activities.

The following statement appears on all appropriate MTECH documents:

MTECH does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities.

Inquiries regarding non-discrimination policies can be directed to:

TITLE IX COORDINATOR

Mountainland Technical College
2301 West Ashton Blvd.
Lehi, UT 84048
Phone 801-753-4199
titleixcoordinator@mtec.edu

OFFICE FOR CIVIL RIGHTS, DENVER OFFICE

U.S. Department of Education
Cesar E. Chavez Memorial Building
1244 Speer Boulevard, Suite 310
Denver, CO 80204-3582

Phone: 303-844-5695 Fax: 303-844-4204
TDD: 800-877-8339
OCR.Denver@ed.gov

FURTHER RESOURCES

Detailed reporting procedures and the full MTECH Discrimination and Harassment Policy are available on the MTECH Compliance and Title IX webpages.

EXPANDED DEFINITION OF SEX DISCRIMINATION

Mandatory reporting now covers a broader range of conduct, including:

- Sexual Orientation & Gender Identity: Discrimination or harassment based on these factors is now explicitly protected.
- Pregnancy and Related Conditions: This includes pregnancy, childbirth, termination of pregnancy, lactation, and recovery.
- Hostile Environment: Conduct that is "severe or pervasive" (rather than both) such that it limits a student's ability to participate in their education.

STANDARD RESPONSE PROTOCOL

If a student begins to disclose a reportable incident, you should:

- Interrupt Gracefully: Inform them that you are a mandatory reporter and that any information shared regarding discrimination or harassment must be reported to the Title IX Office.
- Limit Detail: You do not need to conduct an investigation or gather full case details; the Title IX office will handle the formal intake.
- Supportive Referrals: Direct the student to confidential resources (such as SafeUT) if they are not yet ready to make a formal report.

CONFIDENTIALITY VS. PRIVACY

While you must report to the Coordinator, you must maintain the student's privacy by only sharing information with those responsible for the Title IX response. Only "confidential employees" (typically health or mental health professionals) can maintain legal confidentiality.

For further guidance on the 2024 updates, faculty should refer to the MTECH Title IX webpage or the U.S. Department of Education's Final Rule Overview.

TITLE IX AND SEX-BASED DISCRIMINATION

Title IX of the Education Amendments of 1972 is a federal civil rights law that prohibits discrimination and harassment on the basis of sex in any education program or activity

receiving federal financial assistance. In compliance with these federal mandates and MTECH Policy 300.304, Mountainland Technical College ensures that all members of the campus community can work and learn in an environment free from sex-based discrimination, harassment, or violence.

SCOPE OF PROTECTED CHARACTERISTICS

Under current federal law and institutional policy, prohibited sex-based discrimination includes conduct based on:

- Biological sex, sexual orientation, and gender identity or expression.
- Pregnancy or related conditions, including childbirth, termination of pregnancy, lactation, medical conditions related thereto, or recovery.
- Sex-based stereotypes and parental or family status.

FACULTY REPORTING OBLIGATIONS

Faculty are designated as Mandated Reporters (formerly "Responsible Employees"). You play a critical role in institutional compliance and student safety.

Your responsibilities include:

- Mandatory Notification: You must promptly notify the Title IX Coordinator if you have information about conduct that reasonably may constitute sex discrimination or harassment. You are not required to determine if a violation occurred; the Title IX Office handles all assessments.
- Pregnancy Support: If a student discloses a pregnancy or related condition, you are legally required to provide them with the Title IX Coordinator's contact information and inform them that the Coordinator can provide supportive measures and academic adjustments.
- Professional Boundaries: Do not attempt to investigate, mediate, or resolve concerns independently. Direct students to official resources immediately.
- Transparency Regarding Confidentiality: Faculty cannot promise absolute confidentiality. If a student begins a disclosure, inform them that you must share the information with the Title IX Coordinator to ensure the college can provide appropriate support.
- Compliance and Cooperation: Faculty must complete all mandated Title IX training and cooperate fully with official investigations or proceedings.

INSTITUTIONAL RESPONSE AND NON-RETALIATION

Upon receiving a report, the Title IX Office will implement supportive measures—such as counseling, extensions of deadlines, or "no-contact" orders—to restore or preserve

equal access to education. MTECH strictly prohibits retaliation against any individual for reporting a concern or participating in a Title IX process.

REPORTING AND RESOURCES

Direct all reports of sex-based discrimination, harassment, violence, or questions regarding policy to:

TITLE IX COORDINATOR

2301 West Ashton Blvd.
Lehi, UT 84043
Phone: 801-753-4245
Email: titleIXcoordinator@mtec.edu

For the full policy and access to the Annual Security Report, visit the MTECH Campus Safety and Security webpage.

TITLE IX

Title IX of the Education Amendments of 1972 is a federal civil rights law that prohibits discrimination and harassment on the basis of sex in education programs or activities that receive federal financial assistance. In compliance with Title IX, Mountainland Technical College has adopted policies and procedures to ensure all members of the campus community can participate in and benefit from educational programs free from sex-based discrimination, harassment, or violence.

Under the MTECH Title IX Policy 300.304, sex-based discrimination includes conduct based on biological sex, gender identity or expression, sexual orientation, pregnancy, and related conditions. Discrimination, harassment, or violence based on any of these characteristics is prohibited and subject to institutional response.

FACULTY RESPONSIBILITIES

Faculty are considered responsible employees and play a critical role in maintaining a safe, respectful, and compliant learning environment. Faculty responsibilities include:

- Refraining from engaging in any conduct prohibited by the Title IX policy
- Promptly reporting (oral or written) any known or suspected incidents of sex-based discrimination, sexual harassment, or sexual violence to the Title IX Office.
- Cooperating with Title IX processes, including investigations or proceedings, as required
- Maintaining confidentiality to the extent permitted and avoiding informal resolution attempts outside established procedures

- Ensuring students are directed to appropriate support resources rather than attempting to investigate or resolve concerns independently

Faculty should not promise confidentiality to students but should inform them that concerns must be shared with the Title IX Coordinator so the college can respond appropriately.

INSTITUTIONAL RESPONSE AND PROTECTIONS

When the Title IX Office is made aware of potential sex-based misconduct, MTECH will take appropriate action to stop and prevent further misconduct, offer supportive measures to affected parties, and facilitate a fair resolution process, which may include accountability proceedings.

Retaliation against any individual for reporting concerns or participating in a Title IX process is strictly prohibited.

Faculty who observe or receive reports of concerning behavior should act promptly to ensure student safety and institutional compliance.

REPORTING AND RESOURCES

All reports of sex-based discrimination, sexual harassment, sexual violence, or questions regarding Title IX policy should be directed to:

TITLE IX COORDINATOR

2301 West Ashton Blvd.
Lehi, UT 84043
Phone: 801-753-4245
Email: titleIXcoordinator@mtec.edu

Additional information—including the Title IX Policy, Non-Discrimination Statement, Campus Crime Report, and required employee training materials—is available on the Campus Safety and Security webpage.

Faculty are expected to complete required Title IX training and remain familiar with institutional policies and reporting procedures.

RETALIATION

MTECH does not engage in retaliation, nor does it tolerate retaliation toward any employee for activities protected under its non-discrimination policy. Retaliation is an action, performed directly or through others, aimed to dissuade or punish participation in protected activities. Protected activities include: requesting accommodations, reporting harassment or discrimination, and participating in the discrimination investigation procedures.

HANDBOOK REVISIONS

PROCESS FOR UPDATING THE HANDBOOK

The Faculty Handbook is reviewed on an annual basis to ensure accuracy, clarity, and alignment with institutional policies, accreditation standards, and applicable state and federal regulations. Proposed updates may originate from administration, Program Coordinator or Director input, faculty or staff feedback, or changes in regulatory or accreditation requirements.

All revisions are reviewed and approved through established administrative channels prior to publication. Once approved, updated versions of the handbook are distributed to faculty and made available through official college communication platforms.

ROLE OF FACULTY IN HANDBOOK REVIEW

Faculty play an important role in the annual handbook review process by providing feedback, identifying areas needing clarification, and recommending updates based on instructional experience and program needs. Faculty may be asked to review proposed changes, participate in review committees, or submit feedback during designated review periods.

While final approval authority rests with administration, faculty input is valued to ensure the handbook remains practical, relevant, and reflective of instructional realities.

DOCUMENTATION OF CHANGES

All approved changes to the Faculty Handbook are documented to ensure transparency and version control. Documentation may include a summary of revisions, effective dates, and references to updated policies or procedures. Historical versions of the handbook may be retained for reference and accreditation purposes.

Faculty are responsible for reviewing updates and complying with revised policies as of the stated effective date.

FACULTY QUICK REFERENCE

I NEED TO...	WHERE DO I GO?
Report an emergency	911 / Campus Security
Report an incident	Incident Management Report
Get IT help	Helpdesk
Refer a struggling student	Academic Counseling
Address an accommodation request	ADA/Academic Counselor
Report Title IX concerns	Title IX Coordinator
Request facilities work	FlowPath
Propose a space change	FORF
Arrange an off-campus activity	Off-Campus Activity Form
Request technology	Program Director/Technology
Enter attendance/progress	Northstar
Access course materials	Canvas
Update syllabus	CourseDog
Request leave	UKG
Submit expenses	Concur