

Dear Colleagues:

I am so pleased to have you as part of the Northwest College team. Northwest is an outstanding institution with a history of excellence, and my hope is that we can continue to exhibit and enhance the quality for which NWC is known.

Our new vision and mission statements provide what I hope will be a guide for your work:

***Vision:** Through a superior teaching, learning, and living environment, Northwest College will be a dynamic and distinguished educational leader that shapes a positive future for students and the many communities it serves.*

***Mission:** Through exceptional, dynamic living and learning environments, Northwest College dedicates itself to individual student achievement, diversity, global citizenship, and community vitality.*

The success of a college depends on many factors, but its faculty and staff are its most important resource. Whether you have been at Northwest College for many years or, like me, you recently began working here, this *Employment Handbook* is the central place for employment policies and procedures. Well-crafted employment manuals can help all of us become more effective by describing the responsibilities and rights of employees.

My goal is for you to be successful and to enjoy your work! When that happens, our students benefit more than we will ever imagine.

Best wishes for a great academic year!

A handwritten signature in black ink, reading "Paul B. Prestwich". The signature is fluid and cursive, with a long horizontal flourish extending to the right.

Paul B. Prestwich, Ph.D.
President
Northwest College