

TIDEWATER COMMUNITY COLLEGE

2009-2010

Fulltime Faculty
HANDBOOK



TIDEWATER COMMUNITY COLLEGE
From here, go anywhere.™

Nothing herein shall be interpreted as creating any right or benefit not duly authorized as provided by law, policy, rule or regulation of the Commonwealth of Virginia or the State Board for Community Colleges. Nothing herein shall be interpreted as restricting the authority of the State Board for Community Colleges conferred by the Virginia General Assembly.

Tidewater Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097: Telephone number 404-679-4501) to award the associate degree.

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Introduction

The purpose of the Faculty Handbook is to provide faculty the current policies and regulations under which Tidewater Community College operates.

There is a certain amount of repetition in this handbook from other College documents; the repetition is for the convenience of the faculty. It should be understood that in cases of conflict in wording or in interpretation, precedence will be in the following order:

- the laws and regulations of the Commonwealth of Virginia;
- the policies and regulations of the State Board for Community Colleges;
- the policies and regulations of the Virginia Community College System office; and
- directives prepared by the College after issuance of this handbook.

Some of the positions referred to in this handbook may not be filled until the growth of the College justifies the expense. In the interim, existing personnel will perform the duties.

This handbook is primarily for those employees of the College holding full-time faculty rank. A separate handbook has been prepared for those employees holding adjunct faculty and classified positions.

Accreditation

Tidewater Community College, a member of the Virginia Community College System, is approved by the State Board for Community Colleges and by the Virginia Community College System. Tidewater Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097; Telephone number 404-679-4501) to award the associate degree.

The College is an institutional member of the American Association of Community and Junior Colleges, the Association of Virginia Colleges, and the American Council on Education. It has been approved by the State Board of Education for benefits administered by the Veterans Administration and by the U.S. Office of Education for various federally funded programs.

Documents describing the College's approval and accreditation are filed in the President's Office. Persons who wish to review these documents may submit a request to do so to their campus provost. A copy of the documentation will then be made available for review on their respective campus.

College History

Tidewater Community College (TCC) is the second largest of the 23 community colleges in the Commonwealth of Virginia, enrolling more than 37,000 students annually. It is the 37th largest community college in the nation's 1,600-school network, and among the 50 fastest growing large community colleges. Founded in 1968 as a part of the Virginia Community College System, the college serves the South Hampton Roads region with campuses in Chesapeake, Norfolk, Portsmouth, and Virginia Beach, a regional Visual Arts Center in Olde Towne, Portsmouth, the TCC Jeanne and George Roper Performing Arts Center in the downtown Norfolk theater district, and a regional Advanced Technology Center on the Virginia Beach Campus. Forty-four percent of the region's residents who attended a college or university in Virginia last fall were enrolled at TCC.

The college is committed to meeting the region's education and training needs as it advances the quality of life of the region through an educated, globally aware, and technologically engaged citizenry. It has been nationally recognized for its work in incorporating the best of technological advances into the teaching and learning process, and was recently cited by the American Council on Education as one of eight "Promising Practices" colleges and universities in the country for its work in international education. TCC students do as well as the native university students when they transfer to four-year schools, and area employers consistently register high levels of satisfaction with the performance of their employees who are TCC graduates. In 1999, the college received the inaugural award of the Virginia Community College System for its work as a pacesetter in responding proactively to the needs of business and industry in workforce development.

TCC has grown from a single location to four campuses, administrative offices, and regional visual arts, performing arts, and advanced technology centers. Classes also are offered at off-campus locations.

The Portsmouth Campus, formerly the site of Frederick College, was donated by Frederick W. Beazley and the Beazley Foundation. It opened in the fall of 1968 as the original site of TCC. Overlooking Hampton Roads harbor, the campus is located west of the city of Portsmouth, near Interstate 664. The Frederick W. Beazley Classroom Building houses academic programs, administrative offices, a learning resources center, and student services.

The Virginia Beach Campus was established in temporary quarters on Camp Pendleton, a state military reservation, in 1971. A permanent campus was constructed on land donated by the City of Virginia Beach at the geographical center of the city and opened in the fall of 1974. The campus now consists of five academic buildings, a learning resources center, and a building housing administrative and student services, all named for the boroughs of Virginia Beach. The college's regional Advanced Technology Center is also located on the Virginia Beach Campus.

The Chesapeake Campus was established in 1973 when the City of Chesapeake purchased the former Chesapeake College. The campus is located between the rapidly growing communities of Great Bridge and Deep Creek. The George B. Pass Building houses academic programs, administration, student services, and a learning resources center. The Marian P. Whitehurst Technology Center contains classrooms, faculty and administrative offices, laboratories, and a conference center.

The Visual Arts Center, TCC at Olde Towne Portsmouth, opened in the spring of 1995 as the site of the college's art programs. As a regional center for the arts, the center contains the Belle B. Goodman Gallery, as well as classroom and studio facilities.

The Norfolk Campus (formally named the Thomas W. Moss, Jr. Campus in Norfolk) opened in January 1997 as a part of the city's redevelopment effort. The Martin Building, donated by the heirs of Alvah H. Martin, contains the campus learning resources center, classrooms, faculty and administrative offices, and training and conference facilities. The Mason C. Andrews Science Building contains student services, laboratories, classrooms, and faculty offices. The Stanley C. Walker Technologies Building houses computer laboratories, classrooms, and faculty offices. The TCC Jeanne and George Roper Performing Arts Center, a regional asset, is located adjacent to the Norfolk Campus and houses classrooms, computer laboratories, and student services areas used by the campus.

The college's District Administration offices are located primarily in Norfolk. These include the offices of the President, the vice presidents for finance, administration, academic and student affairs, and workforce development, as well as the directors of institutional effectiveness and development, and grants and sponsored programs. Also located in Norfolk are the college's Information Center and the offices of Accounting, Human Resources, Payroll, Purchasing, Facilities Management, Facilities Planning & Development, and Government and External Relations (which includes Marketing, Communications, College Events, Web Services, Creative Services, and Printing Services). The Office of Information Systems, the Central Records Office, the college's warehouse and receiving facility, and its central facilities maintenance shops are located at the Portsmouth Campus.

Mission Statement

Tidewater Community College provides collegiate education and training to adults of all ages and backgrounds, helping them achieve their individual goals and contribute as citizens and workers to the vitality of an increasingly global community.

COMMITMENTS THAT INFORM THE MISSION:

- Open access to high-quality, affordable education to prepare students for transfer to a four-year baccalaureate institution, as well as for entry or advancement in the workforce.
- Cultural diversity as a critically important strength for students to meet the changing needs of a pluralistic, democratic society.
- Lifelong learning to heighten the awareness of students to multiple paths for achievement while helping them pursue the choices most conducive to their individual needs.
- Partnerships and proactive responsiveness to develop cutting-edge programs that meet the changing needs of students and industry, while contributing to the economic, civic, and cultural vitality of the region, the Commonwealth, the nation, and the international community.
- A comprehensive range of programs and services recognized for excellence by leaders of business, industry, and government, and by educators in K-12 education and four-year colleges and universities.

Programs

Tidewater Community College is a comprehensive institution of higher education, offering programs of instruction generally extending not more than two years beyond the high school level.

1. Career and Technical Education. The career and technical education programs are designed to meet the demand for technicians, semiprofessional workers, and skilled craftsmen for employment in industry, business, the professions, and government. These programs, which normally require two years or less of training beyond high school, include preparation for technical and occupational fields and are planned to meet the needs for workers in the region served by the College.
2. College Transfer Education. The college transfer programs include college freshman and sophomore courses in the arts and sciences and pre-professional education at standards acceptable for transfer to baccalaureate degree programs. These programs are of equal grade and quality to those provided in the four-year, degree-granting institutions, facilitating the transfer of students from community college to four-year colleges and universities.

3. General Education. The courses in general education encompass the common knowledge, skills, and attitudes needed by individuals to be effective as persons, members of families, workers, consumers, and citizens. All degree and certificate curricula include appropriate general education courses.
4. Continuing Education. These programs are offered to enable the adults in the region to continue their learning experiences and include both degree credit and non-degree credit study. They are offered during the day and evening hours.
5. Special Training Program. Special training is provided where specific job opportunities are available. This special training is coordinated with Virginia's economic expansion efforts and with the needs of the employers.
6. Developmental Programs. Developmental or preparatory programs are offered to prepare individuals for admission to an occupational-technical or a college transfer curriculum in the college. These programs are designed to help the student develop the basic skills and understanding necessary to succeed in community college curricula.
7. Specialized Regional and Community Services. The facilities and personnel of the college are available to provide specialized services to help meet the cultural and educational needs of the region served by the college. This service includes the non-classroom activities and conferences, seminars, and special community projects which are designed to provide cultural and educational opportunities for the citizens of the region.

Purpose

The community college program is designed to serve the educational needs of qualified youths and adults beyond high school age and to prepare them for employment, for advanced collegiate education, and for improved citizenship.

The College is dedicated to the belief that individuals should be given a continuing opportunity for the development and extension of skills and knowledge, and awareness of their roles and responsibilities in society. The College is devoted to serving the educational needs of its community, and assumes a responsibility to respond to the requirements for trained manpower in its region through a cooperative effort with local industry, business, the professions, and government.

A variety of educational opportunities, including quality collegiate and developmental programs, are provided for youths and adults beyond high school age. A strong counseling program and other student services are available to assist students with decisions regarding their occupational, educational, and personal-social plans and goals.

Vision Statement

Tidewater Community College will become the national model for a comprehensive community college of the twenty-first century—the new millennium's strategic community college.

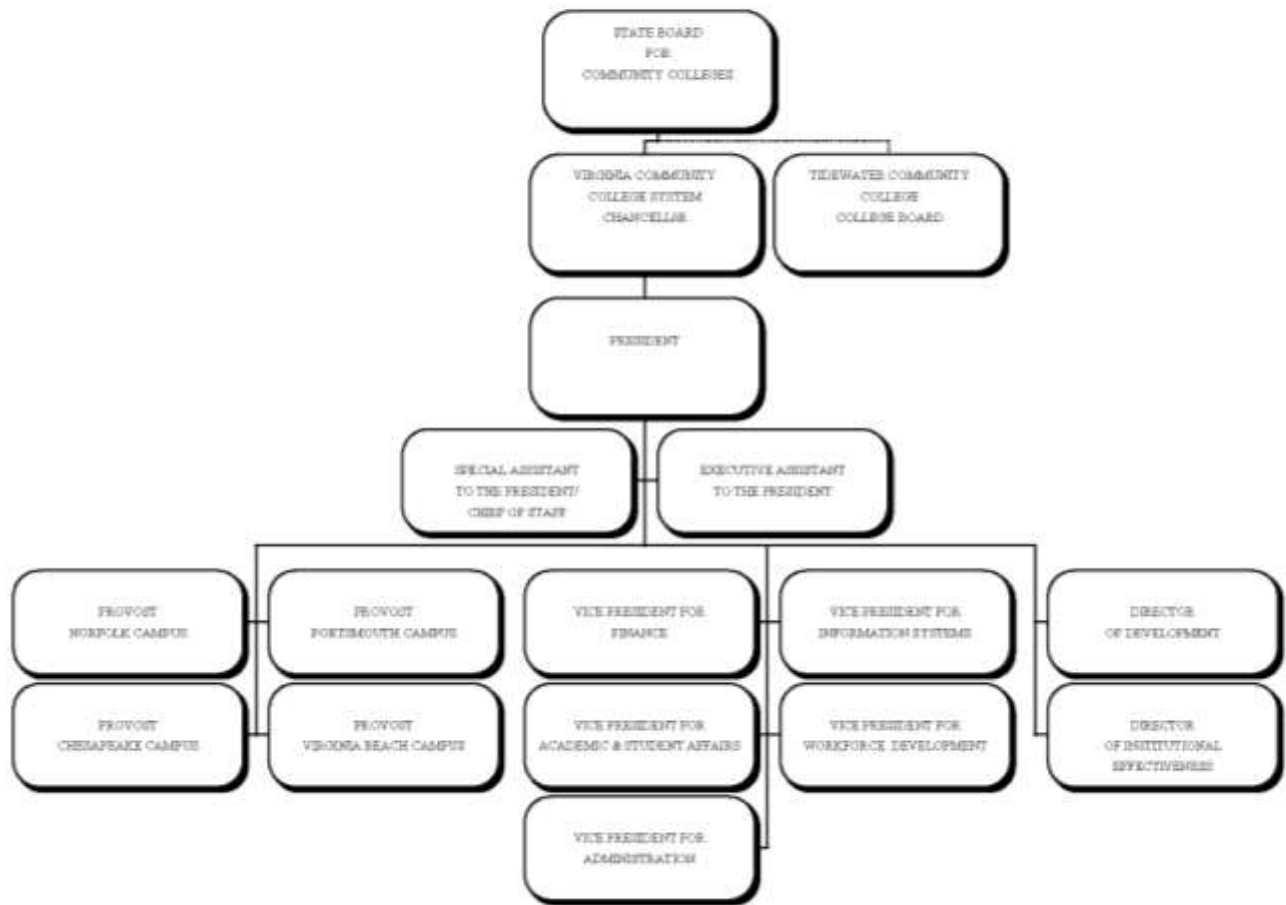
Framing its comprehensive mission within a two-pronged "mission core" of college transfer and workforce development, the college will embrace as fundamental operating principles partnership, flexibility and proactive responsiveness, entrepreneurship, technological innovation, and heightened public accountability. It will be a proactive player in regional economic development and the Commonwealth's flagship community college in college/university-parallel programming. It will have built-in systems for staying one step ahead of the future in program development and review, as well as in its own administrative operations and processes. The foundation for a context of everything that it does will be the highest academic standards benchmarked against the Commonwealth's most selective four-year institutions in college transfer and the industry standard in occupational/technical training and development. More than the sum of its four campuses, the college will find its strength as a single educational entity serving splendidly distinct geographic constituencies. It will have an internal harmony about it that models shared decision-making, open communication, and communal civility. State-of-the-art physical facilities, a more diversified funding base, and a reengineered management structure will support this strategic vision.

Organizational Charts

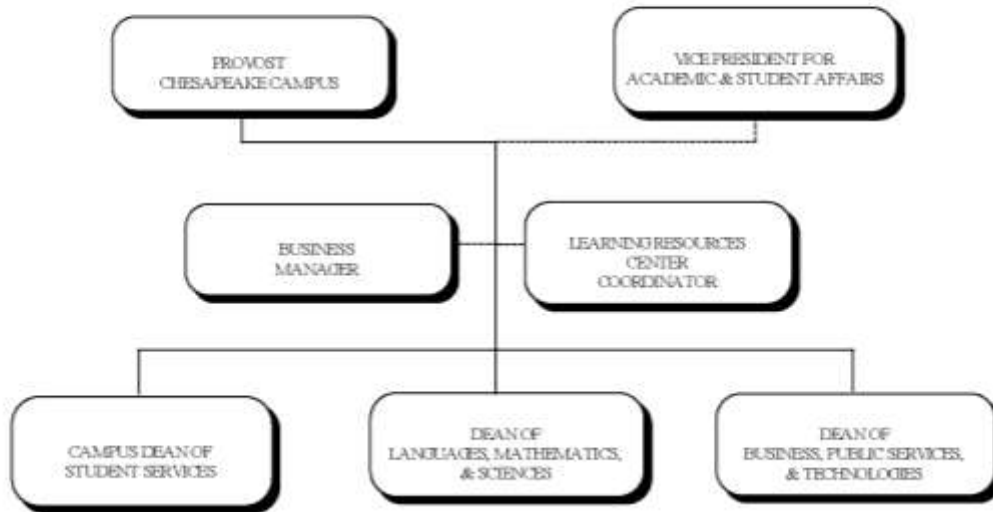
Each community college is organized in accordance with the personnel formula rates for staffing in a manner that is consistent with the organizational charts for a community college, and as prescribed by the instructional organizational chart for the Virginia Community College System, all as adopted by the State Board for Community Colleges (Section 2-B of the VCCS Policy Manual).

All new units of instruction or student services (including divisions, departments, or other administrative units) of a community college must have prior approval of the Virginia Community College System offices, the State Board for Community Colleges, and the local community college board.

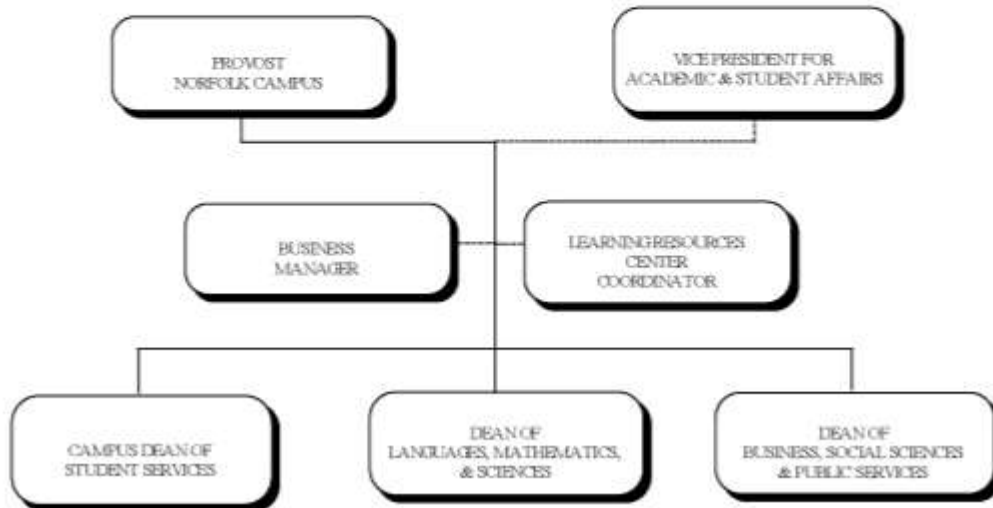
TIDEWATER COMMUNITY COLLEGE ADMINISTRATION



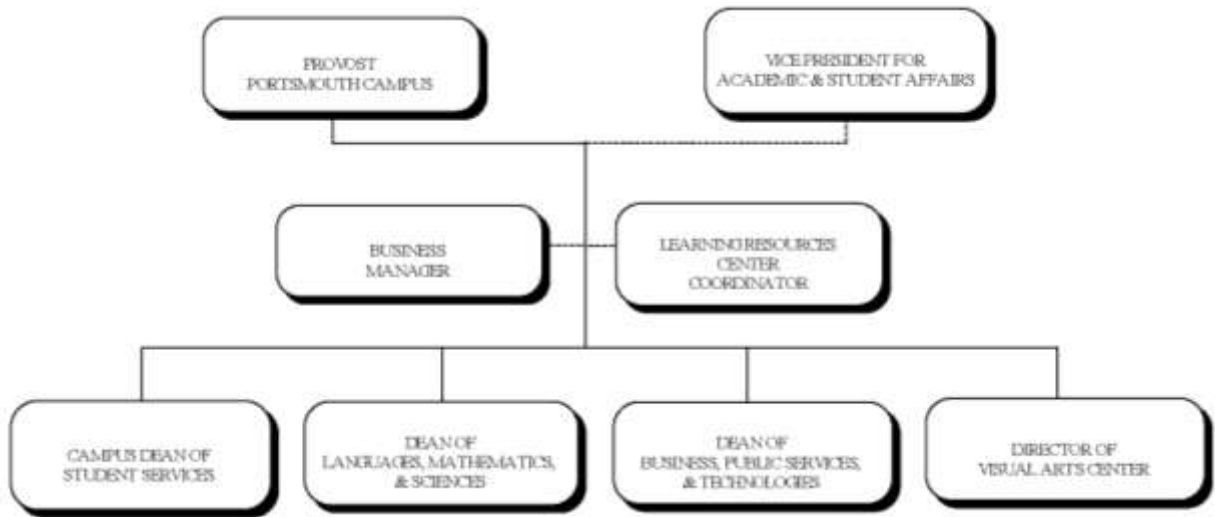
TIDEWATER COMMUNITY COLLEGE
ADMINISTRATION
CHESAPEAKE CAMPUS



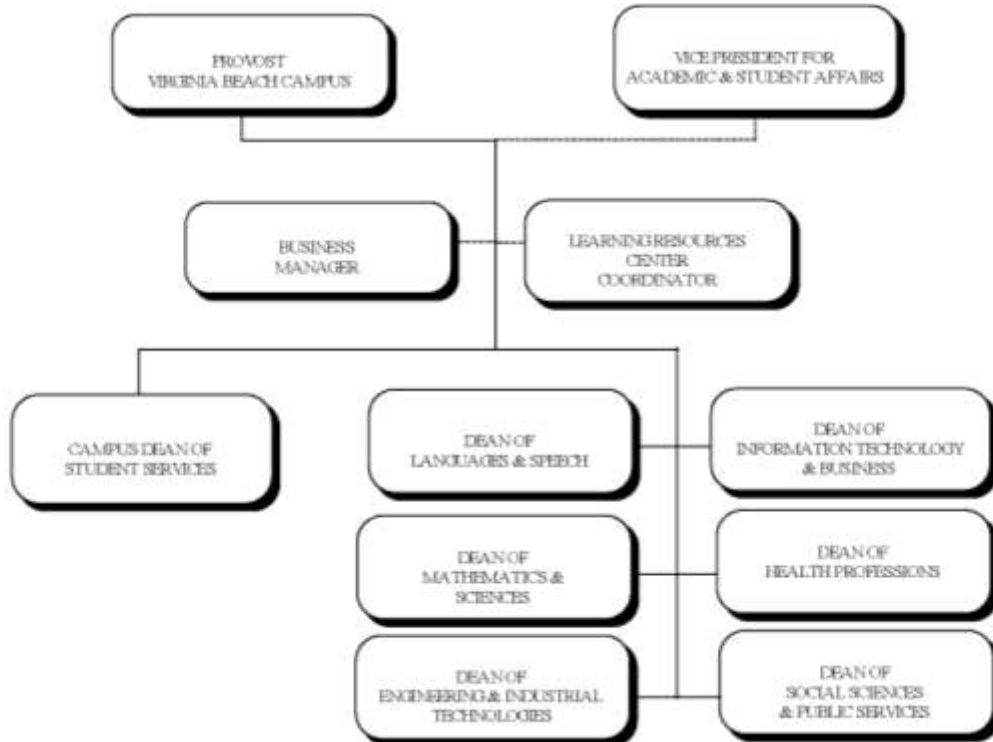
TIDEWATER COMMUNITY COLLEGE
ADMINISTRATION
NORFOLK CAMPUS



**TIDEWATER COMMUNITY COLLEGE
ADMINISTRATION
PORTSMOUTH CAMPUS**



**TIDEWATER COMMUNITY COLLEGE
ADMINISTRATION
VIRGINIA BEACH CAMPUS**



Governing Board Commonwealth of Virginia

State Board for Community Colleges

Gary C. Hancock, Chair
Nathaniel X. Marshall, Vice Chair
Glenn DuBois, Secretary

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Idalia P. Fernandez	Jeffery K. Mitchell
Mark R. Graham	R. Michael Mohler
Dorcas Helfant-Browning	Robert W. Shinn
Danny Hunley	William H. Talley, III
Barbara A. Johnsen	Alan G. Toxopeus
Adele C. Johnson	

Virginia Community College System

Glenn DuBois, Chancellor

Tidewater Community College Board

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LaVonne P. Ellis, Vice Chair
Deborah M. DiCroce, Secretary

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Samuel F. Coppage	Lowell M. Stike
James R. Jackson	Thomas H. Wilson
Bruce J. Meyer	Stephan Woodard
John A. Piscitelli	

Tidewater Community College Executive Staff

Deborah M. DiCroce, President
Linda M. Rice, Provost, Chesapeake Campus
Alex J. Kajstura, Provost, Norfolk Campus
Terry L. Jones, Provost, Portsmouth Campus
Michael D. Summers, Provost, Virginia Beach Campus
Daniel T. DeMarte, Vice President for Academic and Student Affairs
Franklin T. Dunn, Vice President for Administration
Phyllis F. Milloy, Vice President for Finance
Richard F. Andersen, Vice President for Information Systems
Theresa M. Bryant, Vice President for Workforce Development
Tricia Hudson-Childers, Director of Development
Lisa S. Kleiman, Director of Institutional Effectiveness
Susan M. James, Executive Assistant to the President

Functions, Duties, and Responsibilities

The college is one of twenty-three community colleges within the Virginia Community College System, and is composed of various administrative and governance components.

Administration and Faculty

Functions, duties, and responsibilities of faculty and administrative personnel are presented in a set of position descriptions. These descriptions may be examined at the campus Provost's Office.

College Administrator

The President of Tidewater Community College is the Chief Executive Officer of the college and is responsible to both the Chancellor and the Tidewater Community College Board.

Local Advisory Committees

Local Advisory Committees for specialized programs and career and technical curricula are utilized in the establishment and evaluation of such programs and curricula. Members of these local advisory committees are recommended by the president to the Tidewater Community College Board for approval.

Existing Local Advisory Committees are:

Accounting	Horticulture
Administration of Justice	Hospitality Management
Administrative Support Technology	Industrial
Air Conditioning, Heating and Refrigeration	Information Systems Technology
American Sign Language	Interior Design
Automotive	Management
Civil Engineering Technology	Medical Assisting
Computer Aided Drafting and Design	Nursing
Early Childhood Development/Instruction	Occupational Therapy Assistant
Electromechanical/Electrical	Paralegal Studies
Electronics	Physical Therapist Assistant
Emergency Medical Services	Radiology/Diagnostic Medical Sonography
Fire Science	Respiratory Therapy
Funeral Services	Studio Arts
Gerontology	Trucking
Graphic Design	Welding
Health Information Technology	

TCC College Board

The Tidewater Community College Board acts in an advisory capacity to the State Board for Community Colleges and performs such duties with respect to the operation of Tidewater Community College as may be delegated to it by the State Board. The specific duties and responsibilities of the Tidewater Community College Board may be found in the Virginia Community College System Policy Manual governing the establishment and operation of the comprehensive community colleges of Virginia. Copies of this manual are available in the libraries, in the campus Provosts' Office, and may be accessed at <http://www.vccs.edu/Portals/0/ContentAreas/PolicyManual/SEC2-A.pdf>.

TCC Educational Foundation, Incorporated

The Tidewater Community College Educational Foundation, Inc., was organized to accept contributions and gifts that will be used for the support of the college, its programs, and its students. The Foundation is incorporated in the Commonwealth of Virginia and approved by the Internal Revenue Service as a non-profit, tax-exempt charitable organization.

Gifts and contributions to the Foundation are tax deductible to the donor and can be made in the form of money, negotiable securities, equipment, facilities, supplies, real estate, or buildings. Donors can name the Foundation in estate planning and as beneficiary to insurance policies, or memorial funds can be established through the Foundation on behalf of individuals and families.

Virginia Community College System Office

The Virginia Community College System Office is the agency responsible for the administration and supervision of the system of community colleges in the Commonwealth of Virginia under the authority of the State Board for Community Colleges.

The chancellor of the Virginia Community College System is appointed by the State Board for Community Colleges and is the chief executive officer of the Virginia Community College System.

It is the duty of the chancellor of the Virginia Community College System to formulate such rules and regulations, and provide such assistance in this office as is necessary for the proper performance of the duties and responsibilities assigned. The State Board prescribes the duties of the chancellor in addition to those duties otherwise prescribed by law. In its discretion the State Board also approves the appointment by the chancellor of such agents and employees as may be needed by the chancellor and the Virginia Community College System office in the exercise of the functions, duties and powers conferred and imposed by law and in order to effect a proper organization to carry out its duties.

Virginia State Board for Community Colleges

The State Board for Community Colleges is the state agency responsible for the establishment, control, and administration of all community colleges in the Commonwealth of Virginia.

The State Board consists of fifteen members appointed by the Governor, subject to confirmation by the General Assembly. The members are charged with the responsibility of serving the best interests of the whole state.

A principal objective of the State Board is to provide and maintain a system of comprehensive community colleges through which appropriate educational opportunities and programs are made available throughout the state. In providing these offerings, the State Board recognizes the need for excellence in all curricula and endeavors to establish and maintain standards appropriate to the various purposes the respective programs are designed to serve.

The State Board has the right to confer diplomas, certificates, and associate degrees.

TCC Governance Structure

The collegial governance of Tidewater Community College is founded on the belief that the internal constituencies of the institution-- administration, faculty, classified employees, and students-- are to be genuinely represented and have a meaningful voice in the decisions affecting the operation, policy development, and strategic planning of the college. The purpose of the Tidewater Community College Governance Structure (as described below) is to define the roles that board members, administrators, faculty, classified staff and students should play in shared responsibility and cooperative action. The design of the governance system adheres to two basic operating principles-- that people's time is a precious commodity which should not be wasted, and that people do their best work when there is a high expectation that their work will matter.

Mutual trust, good faith, support and commitment to the institution and its students are essential to the success of shared governance. Because shared governance is intended to serve the entire college, it is incumbent upon all constituent groups, committees and task forces to ensure that representation from all areas of the college be fair, timely and inclusive.

The governance structure grew out of a specially appointed team that worked on it during the 1998-1999 academic year. The structure went into effect in the fall 1999 semester.

Purpose:

To define the roles that trustees, administrators, faculty, classified staff, and students should play in shared responsibility and cooperative action.

Ad Hoc Committees

The governance structure provides for the creation of ad hoc committees on an as-needed basis. Ad hoc committees focus on tasks that have timely solutions to be created in a fixed period of time. Ad hoc committees may meet just once or may operate over the course of a year. Some ad hoc committees (the Multi-year Contract Committee) meet each year with new membership. A task force addresses a specific and pressing problem and will continue to meet until the task is finished and the problem is solved. In order to avoid duplication of effort, ad hoc committees and task forces should notify the PAPC of their charge.

College Board

Purpose:

To act in an advisory capacity to the State Board and to perform such duties with respect to the operation of a single comprehensive community college as may be delegated to it by the State Board.

To prescribe rules or policies regarding the effective management of the college, which policies shall guide the president of the college, who is responsible for establishing the regulations and procedures to carry out such policies.

Membership: Each of the four city councils appoints three members.

Committees of Governance

The Curriculum and Instruction Committee

Purpose:

To review and recommend any academic programs; to make additions and deletions to existing programs; to recommend new courses and changes in course numbers, titles, descriptions, credit hours, and prerequisites; to review and recommend policies and procedures for the development of degree requirements for all college programs, certificates, diplomas, and degrees.

To review and recommend graduation requirements.

To monitor and make recommendations on all issues of an instructional and/or curricular nature.

Reports through the Vice President for Academic and Student Affairs.

Membership:

- The Chair must be a teaching faculty member.
- One faculty member elected from each academic core area:
 - Business
 - English
 - Health Professions
 - Humanities
 - Math
 - Natural Sciences
 - Social Sciences
 - Technology
- Two counselors elected college-wide
- One librarian elected college-wide
- Two academic deans elected college-wide (One from Occupational/Technical and one from College Transfer)
- One classified employee appointed by the Classified Association
- Associate Vice President for College Transfer Education (ex officio)
- Associate Vice President for Career and Technical Education (ex officio)
- The Curriculum and Instruction Committee is allowed up to three teaching faculty members appointed as directed by the PAPC and, if necessary, the PAPC is directed to use the appointments to ensure that each campus has at least one faculty representative on the committee.

The Internal Relations Committee

Purpose:

To review and recommend policies and procedures related to rights and responsibilities, affirmative action, due process, professional development, college-wide social events, internal communication, awards and recognition.

Reports through the Vice President for Administration.

Membership:

- One administrator appointed by each Provost
- One classified employee elected from each campus
- One classified employee elected from the district office
- One faculty member elected from the Norfolk Campus
- One faculty member elected from the Chesapeake Campus
- Two faculty members elected from the Portsmouth Campus
- Three faculty members elected from the Virginia Beach Campus
- One wage employee elected college-wide
- One adjunct faculty member elected college-wide
- Human Resources Manager or designee (ex officio)
- Executive Director of Institutional Advancement (ex officio)
- This committee is allowed up to three people appointed as directed by the PAPC and, if necessary, the PAPC is directed to use the appointments to ensure that each campus has at least one representative on the committee.

The Global Learning and Civic Engagement Committee

Purpose:

To create and coordinate opportunities in international education for faculty, staff, and students.

To create and coordinate opportunities that include professional development, curriculum development, foreign language, and study abroad with the goal of internationalizing the education of as many students as possible.

Reports through the Vice President for Academic and Student Affairs.

Membership:

- One administrator appointed by the Administrative Association
- One classified employee appointed by the Classified Association
- Two faculty members elected from the Norfolk Campus

- Two faculty members elected from the Chesapeake Campus
- Three faculty members elected from the from the Portsmouth Campus
- Five faculty members elected from the Virginia Beach Campus
- Director of Grants Development (ex officio)
- Director of International Programs (ex officio)
- Vice President for Academic and Student Affairs (ex officio)
- Associate Vice President for College Transfer Education (ex officio)
- One student appointed by the SGA Federation Council
- This committee is allowed up to three people appointed as directed by the PAPC and if necessary, the PAPC is directed to use the appointments to ensure that each campus has at least one representative on the committee.

The Student Success Committee

Purpose:

To review and recommend policy designed to help students achieve success during their college experience.

To make recommendations on admissions, records, registration, financial aid, and recruitment policies.

To consider matters of student life which relate to conduct, student development, student organizations, student government, orientation, intramural athletics, and other student activities.

Reports through the Vice President for Academic and Student Affairs.

Membership:

- Associate Vice President for Student Development and Enrollment Services (ex officio)
- One Campus Dean of Student Services
- One faculty member elected from each campus
- One counselor elected college-wide
- One LRC representative elected college wide
- One Campus Student Activities Coordinator
- Two coordinators from student services elected college wide
- One classified employee from student services elected college wide
- College Director of Student Activities (ex officio)
- One student from the Norfolk Campus SGA
- One student from the Chesapeake Campus SGA
- Two students from the Portsmouth Campus SGA
- Three students from the Virginia Beach Campus SGA
- One student appointed by the SGA Federation
- This committee is allowed up to three people appointed as directed by the PAPC and, if necessary, the PAPC is directed to use the appointments to ensure that each campus has at least one representative on the committee.

Teaching and Learning with Technology Committee (TLTC)

Purpose:

To address the teaching and learning issues brought on by changes in information technology.

To enable faculty and staff to share ideas and address concerns and needs related to the integration of technology into instruction and professional work.

To provide communication among faculty who are using technology in the classroom.

Reports through the Vice President for Academic and Student Affairs.

Membership:

- Vice President for Information Systems (ex officio)
- The TLTR chairs and co chairs from each campus
- The College wide TLTR Coordinator
- One counselor elected college wide
- One librarian elected college wide
- One classified employee elected from OIS
- Associate Vice President for Distributed Teaching, Learning, and Services (ex officio)
- One student appointed by the SGA Federation
- This committee is allowed up to three people appointed as directed by the PAPC and, if necessary, the PAPC is directed to use the appointments to ensure that each campus has at least one representative on the committee.

The Workforce Development Committee

Purpose:

To identify workforce training areas which should be targeted by TCC.

To assess current workforce training projects for effectiveness.

To develop TCC as a proactive player in regional economic development.

To provide a forum for the exchange of ideas between college and non credit programs.

Reports through the Vice President for Workforce Development.

Membership:

- Vice President for Workforce Development (ex officio)
- One representative from each of the key areas of the Workforce Development Division including one Director.
- One faculty member from each campus appointed by the Provost
- Two classified employees appointed by the Classified Association
- Associate Vice President for Career and Technical Education (ex officio)
- This committee is allowed up to three people appointed as directed by the PAPC and, if necessary, the PAPC is directed to use the appointments to ensure that each campus has at least one representative on the committee.

Committees Reporting to the President

The Executive Staff

Purpose:

It constitutes the operational leadership team for the college. The Executive Staff typically has scheduled biweekly meetings with the president, the purpose of which is three fold:

1. To keep the President briefed on the college's internal operations, as well as to review any items requiring the President's or the full Executive Staff's action;
2. To ensure ongoing communication between/among the president and the staff; and
3. To provide the President with an established mechanism for soliciting the input of the staff on larger college direction.

Membership:

- the Provost of each campus
- the Vice Presidents for Academic and Student Affairs, Finance and Administration, Information Systems, and Workforce Development
- the Executive Director of Institutional Advancement
- the Director of Institutional Effectiveness
- Assistant for Special Projects
- the Executive Assistant to the President
- other members chosen by the college President

The President's Advisory and Planning Council (PAPC)

Purpose:

Acts in an advisory capacity to the President on college-wide matters and, particularly, in the college's annual and strategic planning process. Handles the ongoing assessment of the governance system and oversees the creation of new committees. Makes assignments to standing committees as needed. Reports to the President.

Membership:

- Last year's Chair will serve as Past Chair
- One member appointed by the Executive Staff
- Chair of the College Faculty Senate
- Chair of the Administrative Association
- Chair of the Classified Association
- Chair of the SGA Federation Council
- One person appointed by the Faculty Senate
- One person appointed by the Administrative Association
- One classified employee appointed by the Classified Association
- One student appointed by the SGA Federation Council
- Chair of the TLTC
- Chair of the Internal Relations Committee
- Chair of the Student Success Committee
- Chair of the Workforce Development Committee
- Chair of the Curriculum and Instruction Committee
- Chair of the International Relations Committee
- One librarian elected college wide
- One counselor elected college wide
- Three members appointed by the President. (If necessary, the President is asked to use the appointments to ensure that each campus has at least one representative on the Council.)

Constituent Groups

The Administrative Association

Purpose :

As a constituent group of the TCC Shared Governance System, the Administrative Association:

- (1) serves as a voice for the administrators and to exercise the authority of the administrators in college affairs;
- (2) provides an organization to address issues affecting the college's administrators, enabling them to contribute in a meaningful way to advancing the college's mission and goals;
- (3) operates as a vehicle for regular communication among administrators, the classified staff, and the faculty;
- (4) provides support for those college and campus committees that the college deems necessary for the efficient and effective operation of the college; and
- (5) promotes a collegial community focused on teaching and learning.

The Classified Association

The Classified Association was established by classified employees to serve as a voice for the support staff of TCC and to exercise the authority of classified employees in college affairs. The Association exists to provide an organization that will address college issues affecting classified staff, enabling them to contribute in a meaningful way to advancing the college's mission and goals, and to provide a means of regular communication between the staff, the faculty, and the administration.

The College Faculty Senate

The College Faculty Senate is established by the faculty of Tidewater Community College to serve as the voice of the faculty and exercise the authority of the faculty in college affairs. The Senate serves as a consensus-reaching body representing the views of the faculty on such issues as academic standards, faculty status and grievance, and all affairs deemed of special interest to the faculty. By virtue of the faculty's special competence in and commitment to education, the Senate endeavors to ensure that the faculty possesses the necessary support and funding to provide the highest possible level of education.

The Student Government Association Federation Council

Tidewater Community College provides for the student government association, to establish channels of student-faculty-administration communication, to develop campus and college activities, to encourage participation in campus and college life, to develop student responsibilities within the institution and community, and to protect individual student and group freedoms in academic and social areas.

The Federation Council makes recommendations to the college administration and on matters affecting the student body. The Federation consists of the President and Vice President from each Campus.

General Function of the Governance System

Autonomy of Constituent Groups: Each of the four constituent groups is free to create and maintain its own constitution and by-laws.

Rotation of Membership: Each committee in the governance structure should have half of its members serving the first year of a two-year term and the other half serving the second year of a two-year term. Therefore, during the first year of a new committee in the governance system, half of the members will serve only a one-year term in order to initiate a staggered membership. In order to insure rotation of membership, a committee member who is finishing a two-year term will have to skip one year before serving another two-year term.

Officers: Each committee will elect its own chair and recorder who will serve for one year.

Distribution of Funds: In order to avoid conflict of interest, any committee member whose committee is charged with the competitive distribution of funds is ineligible to apply for those funds unless that member resigns from the committee.

Committee Charges: Committees may receive charges from the College President's designated Executive person or the President's Advisory and Planning Council by the end of the first week of September. The PAPC must be informed of all charges assigned. Each committee should keep the President's Advisory and Planning Council informed of initiatives created within the committee to prevent duplication of effort among the committees in the governance structure.

Chain of Command: Each governance committee reports through a member of the Executive Staff. Committees shall receive written responses to recommendations within three weeks of receipt. Committees which have not received timely responses may appeal for support from the PAPC. If the committee and the corresponding member of the Executive Staff cannot reach a consensus on a recommendation, the committee can vote to seek review with the College President.

Assessment: Each committee will present an annual report of activities, accomplishments, goals, and recommendations to the College President, the appropriate member of the Executive Staff, and the President's Advisory and Planning Council no later than May 1 of each year. The President's Advisory and Planning Council shall be responsible for ongoing assessment of the Governance System. The President's Planning and Advisory Council must propose changes in the governance system to each standing committee and each constituent group. The

proposed changes go into effect if there are no objections within 30 days. If any standing committee or constituent group objects to the proposed changes and cannot settle their differences with the President's Advisory and Planning Council, then the proposed changes will have to pass a two thirds vote of the college community before becoming effective.

Timetable: Elections for standing committees should be completed by April 1. The President has authorized the PAPC to make the Presidential appointments to the standing committees by April 20. The President retains the right to make three appointments to the PAPC. New officers of standing committees should be elected by May 1. The PAPC should meet and elect new officers by May 15. Standing committees will meet in the summer on an as needed basis. Newly elected officers will assume any summer responsibilities for the governance system.

Election procedures: The Classified Association, the Administrative Association, and the Learning Resources Centers will handle their own elections and appointments. The standing counselor on the PAPC will coordinate elections for counselors throughout the Governance System. For all other elections, outgoing members are responsible for organizing the election of their successors. Said members should circulate an announcement at least ten days before the election providing people who want to serve on a standing committee the opportunity to have their intentions indicated on the ballot. When the phrase "elected college wide" appears on a membership list, the appropriate group will conduct the election not the entire college community. For example, when a membership list calls for "one counselor elected college wide" the counselors of the college will elect a counselor as their representative to the committee in question. Presidential appointments will be for one year only, but the President can re appoint a person to the same committee as long as it will only be his or her second consecutive year on that same committee.

For the sake of continuity, the following members of the PAPC should be appointed to staggered two year terms:

1. Administrative Association representative will be appointed to two year terms during odd-numbered years.
2. Faculty Senate representative will be appointed to two-year terms during the even-numbered years.
3. Classified Association representative will be appointed to two year terms during even-numbered years.
4. Counselors' representative will be elected to two year terms during odd- numbered years.
5. Executive Staff representative will be appointed to two year terms during even-numbered years.
6. Librarians' representative will be elected to two year terms during even-numbered years.

Closed Meetings: All meetings of the Governance System should be open meetings. Closed meetings should happen only under extraordinary circumstances. If, for any reason, a committee feels the need for a closed meeting, the committee chair should give written notice of the request and the justification for the closed meeting to the administrator through whom the committee reports at least three weeks prior to the proposed meeting. The administrator should inform the committee chair of his or her decision at least one week prior to the proposed meeting.

Office of the President

The governance system recognizes the role and authority of the president of the college as being the chief executive officer of Tidewater Community College. The College President is directly responsible to the Chancellor of the VCCS, the State Board for Community Colleges, and the Tidewater Community College Board for the educational leadership and efficient management of the college's human, physical and fiscal resources.

Policies and Procedures

Each faculty member is expected to have a working understanding about the policies and procedures established by the college, the Virginia Community College System, and other external entities. The policies and procedures should guide faculty behavior in day-to-day interactions with students, administrative staff, other faculty, and the general public.

General

General policies and procedures include various aspects of campus life, facilities, and college resources.

Children on Campus Policy

Tidewater Community College has no facilities to provide care for the children of students or visitors. Students and visitors must make their own arrangements for childcare. Children may not be left unattended on the grounds, in automobiles, the snack bar, lounge areas, administrative offices, the registration site, or the Learning Resources Center. Children may not be taken into classrooms or laboratories.

Copyright Regulations

The right to copyright a work normally belongs to the publisher. When a faculty member is specifically commissioned by the College to prepare manuscripts and/or audiovisual materials or prepares them during time for which she/he is paid by the College, the materials are normally the property of the College. Consequently, if the faculty member expects any royalty or other compensation, the College and the faculty member will agree in advance on the same including the copyright to the commissioned work. Visit www.tcc.edu/lrc/guides/copyrt for additional information.

Disorderly or Unauthorized Assembly

Campus and college activities by students and/or college employees are under the jurisdiction of the college and must conform to college rules and regulations. The following are the Virginia Community College System rules of conduct for students as approved by the System Board for Community Colleges.

It is permissible for members of the college organization to state their position on controversial matters by conducting an orderly demonstration. However, each organization must file in the campus Provost's Office, ninety-six hours in advance, the College Registration of Demonstration Form which is available in the Provost's Office. The laws of the United States; the laws of Virginia; the ordinances of the cities of Chesapeake, Norfolk, Portsmouth, Suffolk, and Virginia Beach; and the Virginia Community College System regulations are fully applicable on the campuses concerned. These laws and regulations were not written by the College and cannot be altered or suspended by college officials.

Tidewater Community College, in common with other educational institutions, has for its orderly and effective conduct, special regulations in addition to the laws of the land. Developed by the College and approved by the Tidewater Community College Board and Student Government Association, these regulations supplement, but do not supersede, higher laws and regulations. Regulations in addition to those published in the handbook section may originate in the Student Government Association, the faculty, and/or the administration.

Students may conduct political activities on the campus, but such activities must be conducted with respect for the rights of all students and without disturbing classes or the administration of the College.

The right of free speech irrevocably includes the right to speak, the right to listen, the right to be quiet, and the right not to listen.

The right of peaceable protest or demonstration irrevocably includes the right not to agree and the right not to participate.

To prevent misunderstanding, the chancellor has issued the following clarifications.

1. When an assembly of students on campus not authorized by the College has been requested to disband by the president or another designated officer, those refusing to comply will be subject to immediate suspension and/or dismissal and legal action.

2. In the event that an assembly appears to be a demonstration related to grievances, those present should be advised that orderly procedures for the hearing of grievances are available to which adherence is mandatory. College officials will not negotiate with such groups under conditions of duress, such as unauthorized occupation of college property.
3. Any unauthorized occupation of buildings and/or college property constitutes reason for immediate suspension and/or dismissal from the institution of students who may be involved in illegal acts on community college property. Furthermore, legal action will be brought against any student involved in illegal acts on community college property.
4. Any person currently not a student is not allowed to participate in demonstrations on the campuses.

On the College campuses the right to attend the duly assigned class is a student right and, of necessity, includes the right to attend the class without physical violence, fear of violence, or psychological abuse.

A single act may simultaneously violate a federal law, a state law, a county ordinance, a city ordinance, and a college regulation. Judgment and punishment by one governmental agency for a violation of its laws and a second judgment and punishment by a different governmental agency for a violation of its laws, even though based on the same act, does not constitute double jeopardy.

The policy of the College in cases of violation of state, federal, county, or city laws is to state the facts to the appropriate, duly constituted authorities and to press neither for, nor interfere with, their judgment and punishment.

Separate action by the College for violation of the college rules will be conducted without reference to the action of other authorities. Destruction of state (college) property must be reported to the appropriate state officials for their action.

Once it has been committed, the criminal act of violating another person's (student's, staff or faculty member's, or administrator's) rights cannot be undone. The loss of education to a student illegally barred from attending a class cannot be returned to the student in the future. The act of destroying state or private property is not rescinded by an apology or by restitution. Once the act has been committed, the responsibility for the act is fixed. Retroactive amnesty is not the policy of the College. College officials will not consider any proposals or demand presented to them during a period of duress created by a group or faction of the student body.

A student may be subject to disciplinary action in the following instances:

1. When attending campus activities, attending activities off campus, attending functions of college-chartered organizations off campus, or visiting the campus of any other college or university, she/he is guilty of any of the following:

- academic cheating or plagiarism or assisting in the act of plagiarism or cheating, (See Academic Misconduct, College Catalog p. 39);
- use or possession of weapons (guns, knives, etc.) on one's person or in one's motor vehicle;
- use or possession of unauthorized alcoholic beverages;
- unauthorized gambling;
- furnishing false information to the College;
- forgery, alteration, or misuse of college documents, records, or identification cards;
- assault and/or battery, hazing, psychological abuse, or harassment;
- destruction, damage, defacing, or misuse of public property or private property;
- theft, larceny, embezzlement, or the temporary taking of the property of another;
- issuance of bad checks or failure to pay a debt owed to the College;
- obscene conduct, public profanity, or fighting;
- manufacture, sale, possession, or use of narcotics, marijuana, stimulants, hallucinogens, and other similar harmful or habit-forming drugs and/or chemicals;
- failure to comply with the official and proper order of a duly designated College authority or agency;
- violation of any other College policy or regulation, including, but not limited to, vehicular traffic;
- disruption of a judiciary hearing or faculty committee meeting;
- littering;
- illegal entry and/or occupation of state property; breaking and entering;
- unauthorized use of computer or word processing service or time, or unauthorized efforts to penetrate or modify the computer or word processing security system or any program software;
- failure to comply with College policy regarding children on campus;
- conviction of participating in a riot or a disorderly assembly; and/or
- failure to provide for children on campus.

2. When she/he is formally charged with the commission of a crime and her/his continued presence at the College is deemed potentially dangerous.
3. When there is evidence that she/he may have violated a local, state, or federal law, but civil authorities have not taken jurisdiction or imposed penalties.
4. When she/he is reported to the College for misconduct which is considered to be prejudicial to the academic functions or to the reputation of the College.
5. When she/he used the college's name for soliciting funds or for some other activity without prior approval by the proper college authority.

In summary, rights and responsibilities are equal for all persons. Federal, state, and local laws apply on the campus. Rights and responsibilities are mutually and irrevocably intertwined. Disorderly conduct will not be tolerated. The College places primary responsibility for student conduct on the student.

Drug Free Schools and Campuses

The unlawful possession, use or distribution of drugs and alcohol by students and employees on college property or as any part of college activity is prohibited. Legal sanctions under State and Federal law for unlawful possession, use or distribution of illicit drugs and alcohol include fines and imprisonment.

Substantial health risks have long been associated with the use of illicit drugs and alcohol. These include death; severe impairment of respiratory, circulatory, and other systems; damage to various organs, including, but not limited to, the liver and the brain; and a host of other drug and alcohol induced health risks. Drug and alcohol counseling, treatment or rehabilitation programs are available by contacting each campus' counseling center, or may be obtained from the Community Services Board in the student's or employee's city of residence, or from any private provider.

"Students attending a community college may not possess, sell, use, give away, or otherwise distribute illegal drugs. Students violating this policy are subject to suspension, expulsion, or other appropriate discipline. College charges will be processed against students in the normal manner provided by the college rules.

"Faculty members, staff members, or any employee of a community college may not possess, sell, use, give away, or otherwise distribute illegal drugs. Faculty members, staff members, or any employees of a community college violating this rule are subject to suspension or other appropriate discipline as provided in the Policies, Procedures and Regulations of the State Board for Community Colleges and/or the State Personnel Statutes and/or the laws of the Commonwealth of Virginia, the counties, and city governments.

"In cases where the president or the president's designee believes that the continued presence of a person charged with possession, selling, using or distribution of illegal drugs presents a serious and immediate threat to the welfare of the college community, the student, faculty member, or staff member will be afforded due process and a hearing as soon as possible, after which appropriate action will be taken."

Approved by the President's Staff on March 5, 1990 in compliance with Section 22 of Public Law 101-226, the Drug Free Schools and Communities Act Amendments of 1989.

Duplication and Clerical Assistance

These services are available to faculty members through the academic dean or other administrators. Instructors desiring assistance should contact the appropriate division office for specific information.

Electronic Communication (E-MAIL)

Purpose: This policy addresses the use of the college's electronic mail (e-mail) system for large-scale communications.

Policy on Using Electronic Communications for Large-Scale Notifications and Distribution of Information

Tidewater Community College's e-mail system is an essential resource in the effective and efficient operation of the college. An e-mail communiqué can distribute information quickly and simultaneously to large numbers of individuals across the college. When used correctly, such communication can capture the attention of the intended audience. However, members of the college community must be mindful that e-mail sent to large numbers of recipients diminishes the capacity of the electronic mail system to serve the needs of all of its subscribers. Additionally, use of

e-mail for large-scale distribution of information that many recipients consider of little or no consequence to themselves will cause inconvenience and annoyance. And such occurrences may dispose some recipients against being attentive to other such communiqués that are of consequence.

To facilitate college-wide electronic mail, the Office of Information Systems has developed and maintains the "TCC_ALL" e-mail distribution list. Other distribution lists exist to facilitate communicating via e-mail to segments of the college community (e.g., "TCC_Faculty" or "Norf_Campus"). Existing distribution lists, and their compositions, may be found in the GroupWise Address Book. Additionally, each user may create distribution lists to meet individual needs in his or her GroupWise account.

Authority to use or approve the use of the "TCC_ALL" e-mail distribution list rests with the President and the members of the Executive Staff. If the originator of a potential communiqué considers that its content is relevant to the entire college community and is sufficiently time urgent and important to warrant a "push" delivery method, he or she will refer the communiqué, via appropriate intermediate supervisors, to the supervising Executive Staff member for approval to use the "TCC_ALL" e-mail distribution list. Before approving the use of the college-wide e-mail distribution list, the Executive Staff member will consider whether a "push" delivery method is justified and, if so, whether some other e-mail distribution list will deliver the communiqué to the appropriate audience.

Policy on Using Electronic Communications for Large -Scale Notifications and Distribution of Information

Implementation

The Vice President for Information Systems shall monitor the use of the college's electronic mail system for large-scale notifications and distribution of information. Occurrences of apparent inappropriate use shall be referred to the supervising Executive Staff member for appropriate action.

Emergencies

In case of an emergency call the general emergency number: from a pay phone **911** or from a college phone **9-911**.

Civil Disturbances

In the event of civil disturbances on campus, immediately notify campus Security Personnel. Do not attempt to interfere. If class is in session, inform your students to remain in the classroom or building away from windows and doors. Students and staff will not be permitted to leave their area until notified by a college official or emergency personnel.

Fire

The person discovering a fire should sound the alarm at the closest pull station and call the campus security office immediately at the numbers listed below, giving the location of the fire, the name of the caller, and as much information as possible about the fire. The college's alarm systems are designed to notify the fire alarm monitoring company of a fire condition at the location in which the alarm was activated. Fire and emergency apparatus will be dispatched immediately to the scene of the alarm. Fire extinguishers are strategically placed only for use against minor fires (trash can, desk top, etc.). **If the fire is in a lab area, and the fire is mixed with chemicals**, do not attempt to fight the fire. Evacuate everyone immediately to a safe location and follow the contact instructions being sure to notify the emergency officials that the fire is in a lab area that contains chemicals. In case of a fire alarm, personnel will evacuate the classrooms and office areas in accordance with fire instructions posted in each room and hallway wall.

Medical

The College does not maintain a medical staff on campus to administer to visitors, students, staff, or faculty. Since all personnel reside off-campus, medical and dental care, and the expense for such, are individual responsibilities. In the event of a medical emergency on campus, call the general emergency number **911 or 9-911** and alert campus security.

To contact College Security:

Chesapeake Campus

Office Phone: 757-822-5099
Cell Phone: 757-327-9940
E-mail: secureC@tcc.edu

Portsmouth Campus

Office Phone: 757-822-2250
Cell Phone: 757-327-9942
E-mail: secureP@tcc.edu

Norfolk Campus

*Science Bldg.
Phone: 757-822-1201
Roper Center Phone: 757-822-1437
Cell Phone: 757-327-9924
E-mail: secureN@tcc.edu
*MAIN SECURITY DESK/NUMBER

Virginia Beach Campus

Office Phone: 757-822-7038
Cell Phone: 757-327-9900
E-mail: secureVB@tcc.edu
ADVANCED TECHNOLOGY CENTER
Cell Phone 757-822-7548

Regional Automotive Center

Office Phone: N/A
Cell Phone: 757-327-9899
E-mail: secureRAC@tcc.edu

Visual Arts Center

Office Phone: 757-822-1880
Cell Phone: 757-327-9907
E-mail: secureVAC@tcc.edu

****If no answer at the office, please call the cell phone.*

Emergency Hazardous Conditions

Purpose: This policy addresses the authority for closing a campus in the event of an emergent condition that jeopardizes public health or safety. It excludes inclement weather that is covered under a separate policy.

Policy

Tidewater Community College shall provide a safe environment for faculty, staff, students, and visitors to the college in the event of extraordinary circumstances. Examples of such circumstances include emergent severe weather, such as a tornado, or a utility outage resulting in disruption of essential services to a campus or off-campus location. Such emergent conditions may jeopardize public health or safety and may, therefore, require modifications to normal operations.

The College President has delegated to the provost/chief campus administrator of the affected campus, and to the appropriate college vice president for district office facilities, the authority to respond to extraordinary circumstances in the interest of public health or safety. In the instance of an emergent severe weather event, such as a tornado, the campus provost/chief campus administrator/appropriate college vice president for the affected location shall implement procedures that cause personnel to be moved to safe locations for the duration of the event. In the event of emergent potentially hazardous circumstances, such as a utility outage that jeopardizes public health or safety, the campus provost/chief campus administrator/appropriate college dean for the affected location shall take such action as necessary to provide a safe environment for faculty, staff, students, and visitors, including closing the campus or offices or portions thereof, if appropriate. When the potentially hazardous circumstances are restricted to one building or to a limited area of a campus, without widespread impact, the campus provost/chief campus administrator/appropriate college vice president for the affected location shall direct which actions should be taken. The campus provost/chief campus administrator/appropriate college vice president for the affected location will notify the College President of the extraordinary circumstances, providing an assessment of the situation, the action taken, the anticipated time for repairs if required, and the expected time of return to normal operations.

When an emergent, potentially hazardous event is sufficiently widespread that it affects both a campus and the co-located district office facilities, the appropriate campus provost/chief campus administrator shall coordinate the response with the appropriate college vice president. In such cases, one of the administrators, normally the affected campus provost/chief campus administrator shall make the required report to the College President, addressing actions taken for both the campus and the co-located district office facilities.

Implementation

The Vice President for Administration, in coordination with the campus provosts and the Vice President for Information Systems, shall be responsible for developing and maintaining procedures that are consistent with this policy and that comply with applicable policies and procedures of the Virginia Community College System and the Commonwealth of Virginia.

Facilities Management Services

Any condition requiring immediate maintenance such as faulty plumbing, lack of heat, air conditioning malfunction, electrical problems, etc. should be reported to the campus Facilities Manager, the respective academic dean, or the campus Business Manager during normal working hours or, if after normal working hours, to the campus security office. Routine maintenance work (e.g., burned out light bulbs, damaged ceiling tiles, repainting, etc.) should be reported to the campus facilities manager or respective academic dean through the use of a work order request that is available online at www.tcc.edu (click Faculty and Staff, Inside TCC). Any emergency requiring maintenance such as faulty plumbing, lack of heat, air-conditioning malfunction, or electrical failure should be reported to the campus facilities manager or business manager during normal working hours or, if after normal working hours, to the security officer. Custodial services are under the overall supervision of the college custodial services manager in the Office of Facilities Management and Services. All college buildings are on a regular cleaning schedule and are supervised by the campus custodial services supervisor. If special attention or requests are required for a particular area or classroom, a written request (e-mail is acceptable) should be submitted to the campus custodial services supervisor or the respective academic dean. The request will be attended to by the end of the next working day.

Gift Giving

No state employee having administrative or operating authority, whether intermediate or final, to initiate, approve, disapprove or otherwise affect a procurement transaction, or any claims resulting therefrom shall solicit, demand, accept, or agree to accept from a bidder, offer or, contractor or subcontractor any payment, loan, subscription, advance, deposit of money, services or anything of more than a nominal or minimal value present or promised, unless consideration of substantially equal or greater value is exchanged.

Inclement Weather Policy

Information about college closings in the event of inclement weather or other emergencies will be broadcast on many area TV and radio stations and will also be available from the TCC Information Center at 822-1122, and the college's website at www.tcc.edu. One of the following notices will be provided:

- 1. Message: The College is closed.**
The college is closed day and evening for students and staff.
- 2. Message: The college will open/close at ().**
The college will open/close at designated time for students and staff.
- 3. Message: The college will open at 4:00 p.m.**
The college will be closed for day classes and day staff, but will open for evening classes and evening staff.
- 4. Message: Evening classes are cancelled.**
The college is closed for evening students and staff.

Please do not call the college. Incoming telephone calls tie up lines that need to be used to make decisions and notifications. The radio and television stations will be notified as soon as the administrative decision is made.

Information Services

Access to Student Information System

The office of the academic dean enters and maintains biographic and demographic data information on each full-time faculty member within the college's SIS and serves as the administrative supervisor for the purpose of granting access to the SIS. A **Security Access Request Form** (obtained from the academic division office) must be completed for each faculty member and forwarded to the college security officer. The faculty member must complete the **Information Technology Employee Acceptable Use Agreement** and review the security awareness training materials in the Blackboard Course Management System within thirty (30) days of the start of employment with the college. The faculty member should complete a copy of the **Security Awareness Training Certificate of Completion** and submit it to the office of the academic dean for retention.

Information Technology Acceptable Use Guidelines

As a user of the Virginia Community College System's local and shared information technology resources, faculty must comply with the *VCCS Information Technology Acceptable Use Guidelines*.

- [Information Technology Standards](#)
- [Security Awareness Training Certificate of Completion](#)

Intellectual Property

The VCCS policy regarding intellectual property can be found in Section 12 of the VCCS Policy Manual. The Policy Manual can be accessed at <http://myfuture.vccs.edu/Portals/0/ContentAreas/PolicyManual/sec12.pdf>.

Keys

All keys shall be issued directly to the users by the campus facilities management manager, who is responsible for maintaining a log of keys that have been issued. Members of the faculty will be issued keys to their offices. At the close of the academic year, or upon termination of the appointment, faculty members are responsible for returning all keys to the campus facilities management manager before departure. No key will be duplicated or loaned to another person. If a duplicate key is required, it will be issued in the same way as the original key. If a member of the faculty desires to enter a college building after it has been secured, the security officer on duty should be contacted.

Lost and Found

Lost and found articles should be submitted to the campus Business Office. They may be claimed upon appropriate demonstration of ownership.

Office and Room Assignments

The assignment of office space and rooms on a given campus is the responsibility of the provost. In the case of the assignment of classes to classrooms, classes are to be held at the time and in the room designated in the class schedule. Any change in assignment of classes to a classroom must be requested by the academic dean and approved by the provost.

Official Entertainment

Official entertainment or hosting of a convention or conference on any campus must be approved by the provost. Any possible arrangements for meeting expenses for such activities, either in full or in part, must be considered by the president.

Parking and Traffic

All faculty and staff are expected to observe the following traffic and parking regulations of the College. Traffic and parking regulations for the College have been approved by the Tidewater Community College Board. A campus security officer or other authorized college personnel will be on duty to control vehicular traffic. All students, faculty, and classified personnel who will be driving and using the parking facilities on the campuses must register their automobiles and be issued a decal or hangtag to ensure parking privileges. The decal or hangtag should be placed in the appropriate location indicated. Those drivers of automobiles without decals who are not bona fide visitors are subject to an administrative summons and their vehicle subject to being towed. To ease the flow of traffic and to ensure safety, all posted traffic, parking, and speed-limit regulations must be observed. Excessive speeds on campuses must be avoided at all times. The College assumes no responsibility for the care or protection of any vehicle or its contents at any time it is operated or parked on the campuses. It is suggested that automobiles be kept locked at all times. Parking and/or moving violations will be noted by an administrative summons. Failure to honor this summons will result in disciplinary action. Parking for the handicapped is restricted to those vehicles displaying a disabled veteran's license plate, an official Division of Motor Vehicles handicapped license plate, or a hangtag for a handicapped driver. Local Law Enforcement agents will issue a summons or a parking ticket to vehicle owners who violate Handicap and Fire Lane regulations.

Printing Services

Instructors desiring course materials printed by the college's print shop must submit those materials, in camera-ready form, to the Office of Marketing, Creative Services, and Publications, at least 30 days prior to the beginning of the class for which the materials are required. Adherence to copyright regulations is the responsibility of the instructor requesting the materials. The instructor will be required to certify such adherence in writing prior to the materials being printed.

Publicity

All college and campus-specific public relations activities will be coordinated through TCC's Communications Office in the office of government and external relations. The office prepares and distributes news releases and other forms of advisories to the media on college faculty, staff, students, events, and programs. The office contacts representatives of the news media, responds to all inquiries for information from reporters, handles publicity for college events, and helps departments and other college units coordinate their public relations efforts with the college's branding and marketing program. The Communications Officer seeks to increase the college's presence in the media by identifying faculty or other employees to whom the media might be referred when seeking experts for commentary on a variety of issues. Faculty contacts by news representatives should respond only to questions in their specific areas of expertise and responsibility. The College President is the chief spokesperson for TCC on matters of policy.

Individuals should not attempt to address issues involving other offices or departments or speak on behalf of the college.

Research Projects

When a request for participation in a research project is received from a person or agency outside the college, the request should be referred to the Provost's Office with a memorandum attached identifying the person referring the request. No request can be considered unless it is accompanied by a copy of the research instrument to be used. Those research projects requiring college-wide participation will be coordinated by the Vice President for Academic and Student Affairs.

Students' Rights and Responsibilities

Campus and college activities by students and/or college employees are under the jurisdiction of the college and must conform to college rules and regulations. The following are the Virginia Community College System rules of conduct for students as approved by the System Board for Community Colleges.

Each individual is considered a responsible adult and is expected to maintain standards of conduct appropriate to membership in the college community. Emphasis is placed upon standards of student conduct rather than on limits or restrictions of students. Guidelines and regulations governing student conduct usually are developed by representatives of the students, faculty, student development staff and administration. The College refrains from imposing a rigid code of discipline, but reserves the right to take disciplinary action compatible with its own best interests when such action is clearly necessary. Failure to meet standards of conduct acceptable to the College may result in disciplinary probation or dismissal, depending upon the nature of the offense. Unless otherwise specified, a disciplinary probation period is for the duration of one semester. A student who is dismissed must reapply to the College. Readmission is not assured. The Virginia Community College System guarantees to each student the privilege of exercising his rights of citizenship under the Constitution of the United States without fear of prejudice. Special care is taken to ensure due process and to spell out defined routes of appeal when the student feels his rights have been violated. Basically, students of Tidewater Community College are expected to conduct themselves with civility, both within and beyond the College. The chancellor is authorized by the State Board for Community Colleges to impose such penalty as he may deem appropriate, including expulsion from the College. This authority has been delegated by the chancellor to the administration of each community college, subject to review by the chancellor or his delegated representative. When the penalty for misconduct is suspension or dismissal, the student may appeal the decision to the president of the College. Any student found guilty of participating in or inciting a riot or an unauthorized or disorderly assembly is subject to suspension or dismissal. See the *Student Handbook* for additional information.

Safety

Safety is the responsibility of all college employees, and everyone is expected to adhere to the following safety regulations:

1. Faculty members shall instruct students in the proper use of all equipment.
2. During class and laboratory time, it is the responsibility of the instructor to supervise the use of all equipment. Instruction given concerning the use of equipment should also include relevant safety precautions.
3. At the end of each laboratory session, it is the responsibility of the instructor to secure all equipment and supplies, turn out the lights, and lock the door of the laboratory.
4. Supply rooms are to be kept locked at all times when not under the direct supervision of the instructor or a laboratory assistant.
5. Although students should be encouraged to practice and experiment when their classes are not in session, such activity should not be permitted unless there is an instructor or laboratory assistant present who is responsible for the safety of the students and the security of the equipment involved.
6. All incidents (accidents, injuries, illnesses, etc.) will be reported to the Provost's Office and to security personnel on duty.
7. In the event of an injury requiring first aid, college personnel are expected to call the emergency service (9-911). Faculty and staff are not expected to provide first aid to students or other persons' who may visit the campus.

Smoking, Food, and Drinks

Smoking is **not** permitted in any college facility.

No food or drinks are permitted in classrooms, laboratories or the Learning Resource Centers.

All college personnel are responsible for the enforcement of this policy.

Telephones

The use of college telephones for official business is subject to the following regulations:

Long Distance Calls

Official college long distance telephone calls should be kept brief as possible. Personal long distance calls are prohibited unless placed in a manner that will not result in a charge to the college. Any employee whose personal use of telephones results in a charge to the college shall reimburse the full amount of the charge to the college.

Local Calls

Personal telephone calls, if necessary, should be limited in number and as brief as possible.

Women's Center

TCC maintains a Women's Center office on each of the campuses. The Women's Center provides a variety of services, such as financial support, workshops, counseling, weekly support groups, and crisis intervention to help women achieve their academic and personal goals. In addition, the Center offers a Jobs Skills Training Program in conjunction with the college's Office of Workforce Development. Contact the campus Women's Center for information about how to access services.

Instructional

Instructional policies and procedures include various aspects of educational programs, academic regulations, student support services, faculty development, and other teaching activities.

Absence of an Instructor from a Class

If an instructor must miss a class, the academic dean must be notified as far in advance as possible so that adequate instruction can be provided for the class. When an instructor uses sick leave, the instructor must complete an HR-16 form upon returning to work. The instructor may obtain this form from the division office.

Audiovisual Equipment and LRC Services

Audiovisual Equipment Services

Audiovisual services and materials are available to all faculty members for college-related purposes, including speaking engagements. Requests for equipment should be presented to the campus Audiovisual Services Office at least 24 hours in advance. For equipment in high demand, requests should be made as early as possible.

Library AV Media Materials

Library AV media materials are listed in the online Library catalog Aleph at www.tcc.edu/lrc. Regardless of the campus location, most AV media materials are available to any TCC campus via interlibrary loan. Most AV materials can be checked out for classroom use or use off-campus. Contact a librarian at your campus for more information.

Class Attendance

Daily attendance records must be maintained by each instructor for all students. These records must be retained for a period of three years after completion of the semester. In order to grant financial aid to students, TCC must comply with federal regulations. Some of the regulations involve documenting student attendance. Accordingly, faculty are required to participate in a process that will document student attendance at three specified intervals of each semester or session. "Attendance" in an online class may be documented by participation in class activities and/or completion of assignments. The process requires that faculty submit the following forms by the specified dates. Strict adherence to the following deadlines is a must for awarding financial aid. (Dates are based upon a sixteen week semester and will be modified during the summer session.)

1. Before the **census date** (the date to drop with a tuition refund), the faculty will mark on their class rosters the names and SIS IDs of students who have not attended a traditional class or not participated in an online class. These rosters are to be submitted to the campus Enrollment Services Office no later than 3:00 pm on the last day to drop with a tuition refund.
2. During the **fourth week of classes**, faculty will receive a letter from the provosts through their respective academic deans instructing them to complete **Class Discrepancy Reports** along with **Faculty Withdrawal Grade Reports** for students who have either stopped attending a traditional class or ceased participating in an online class. These students should be withdrawn with a grade of "W". Faculty must indicate the last day of attendance or participation on the withdrawal form and submit the completed forms to the campus Enrollment Services Office by the deadline specified in the provost's letter.
3. By the **60% date** of the semester or session, the last day to withdraw without an academic penalty, academic deans will direct faculty to identify students who have not been attending a traditional class or participating in an online class. Faculty will use the **Faculty Withdrawal Grade Report** to assign a grade of "W" until this date. After this date, a "W" may be awarded only for mitigating reasons. Otherwise, after this date, an "F" or "U" should be assigned if a student is withdrawn because his/her absences constitute unsatisfactory progress in the course.

Class Rosters

The Student Information System enables instructors to access their class rosters at any time from any computer. For instructions on how to obtain these class rosters, please contact your academic division office.

Classroom Control

Instructors should not jeopardize the progress of a class by permitting the continued presence of any student whose behavior in any way adversely affects the class. While the responsibility for, and the administration of classroom discipline ordinarily rests with the instructor, the campus provost is available to assist with disciplinary problems. Each campus provost has a written plan for how to deal with disruptive students in the classroom.

Course Outlines

Current course outlines are required for all courses offered by the College. The instructor prepares the outline, which is then approved by the appropriate academic dean. Each academic dean maintains a file of course outlines for each

course offered in the division and is responsible for the development of course outlines for new courses proposed. The outline should include course number and title, prerequisites, co-requisites, course description, course objectives, and a summary of course content. Instructors should also include a description of course requirements, method of evaluation, and required materials such as textbooks, lab manuals, supplemental readings or materials on reserve in the Learning Resource Centers. Additional information such as the instructor's contact information and office hours, attendance requirements, policy on plagiarism, or other expectations and information that instructors feel will serve their purposes may be included.

Credits

The credit for each course must be indicated after the title in the course description in the catalog. One credit is equivalent to one collegiate semester-hour credit. Each semester hour of credit given for a course is based on the "academic hour," which is 50 minutes of formalized, structured instructional time weekly for fifteen weeks. This is a total of 750 minutes of instruction. In addition to this instructional time, there will be a minimum of one hour of scheduled evaluation or examination for each semester hour of credit, not to exceed three academic hours (150 minutes). Courses may consist of lectures, out-of-class study, laboratory, and shop study, or combinations thereof. Credits may be assigned to activities as follows:

LECTURE CREDITS

One academic hour of lecture (including lecture, seminar, discussion, or other similar activity) per week, generally for 15 weeks, plus the evaluation or examination period, equals one collegiate semester-hour credit. Thus, a 3-credit hour lecture course will meet for 150 minutes per week.

LABORATORY CREDITS

Two to five academic hours depending on the discipline, of laboratory, shop, clinical training, supervised work experience, coordinated internship, or other similar activity per week generally for 15 weeks plus evaluation equals one collegiate semester hour credit. Thus, a course scheduled for two laboratory hours will meet for 100 minutes per week.

DISTANCE LEARNING COURSES

In the case of distance learning courses or hybrid courses that employ a mix of traditional contact hours and learning activities with students and faculty separated by time and place, faculty must demonstrate that content and competency coverage and student outcomes are equivalent to those of traditional sections of the same class.

GENERAL USAGE COURSES

General usage courses include variable academic hours for one to five credits such as coordinated internship, cooperative education, seminar and project, and supervised study.

Curriculum Development

Curriculum and course development, changes to curriculum and courses, and the evaluation of curriculum and courses are responsibilities of every instructional faculty member. The academic deans are responsible for taking the leadership in this development process. Each academic division office has a manual containing the required forms for developing new curriculum and/or courses. All new curriculum and/or courses must be approved by the Curriculum and Instruction Committee.

Disabilities Procedure

Faculty with disabilities that may interfere with their daily work routine should inform their supervisor so that special assistance may be arranged (e.g., changing location of class meetings).

Emergency on Campus

This policy addresses the authority for closing a campus in the event of an emergent condition that jeopardizes public health or safety. It excludes inclement weather that is covered under a separate policy.

Tidewater Community College shall provide a safe environment for faculty, staff, students, and visitors to the college in the event of extraordinary circumstances. Examples of such circumstances include emergent severe weather, such as a tornado, or a utility outage resulting in disruption of essential services to a campus or off-campus location. Such emergent conditions may jeopardize public health or safety and may, therefore, require modifications to normal operations.

The College President has delegated to the provost/chief campus administrator of the affected campus, and to the appropriate college vice president for district office facilities, the authority to respond to extraordinary circumstances in the interest of public health or safety. In the instance of an emergent severe weather event, such as a tornado, the campus provost/chief campus administrator/appropriate college vice president for the affected location shall implement procedures that cause personnel to be moved to safe locations for the duration of the event. In the event of emergent potentially hazardous circumstances, such as a utility outage that jeopardizes public health or safety, the campus provost/chief campus administrator/appropriate college dean for the affected location shall take such action as necessary to provide a safe environment for faculty, staff, students, and visitors, including closing the campus or offices or portions thereof, if appropriate. When the potentially hazardous circumstances are restricted to one building

or to a limited area of a campus, without widespread impact, the campus provost/chief campus administrator/appropriate college vice president for the affected location shall direct which actions should be taken. The campus provost/chief campus administrator/appropriate college vice president for the affected location will notify the College President of the extraordinary circumstances, providing an assessment of the situation, the action taken, the anticipated time for repairs if required, and the expected time of return to normal operations.

When an emergent, potentially hazardous event is sufficiently widespread that it affects both a campus and the co-located district office facilities, the appropriate campus provost/chief campus administrator shall coordinate the response with the appropriate college vice president. In such cases, one of the administrators, normally the affected campus provost/chief campus administrator shall make the required report to the College President, addressing actions taken for both the campus and the co-located district office facilities.

The Vice President for Administration, in coordination with the campus provosts and the Vice President for Information Systems, shall be responsible for developing and maintaining procedures that are consistent with this policy and that comply with applicable policies and procedures of the Virginia Community College System and the Commonwealth of Virginia.

Field Trips and Student Transportation

College funds cannot be used for field trips of any kind. Since any such trips are at the student's expense, no such trip can be required in a course unless this requirement is made known to all potential enrollees at the time of registration for the course. All field trips must have the prior approval of the campus Provost. All students participating in Tidewater Community College field trips are required to sign an *Assumption of Risk* form.

Foreign Travel Study

The college must officially endorse all study abroad trips. Faculty members who want to lead study abroad trips must work with the appropriate academic dean and the International Programs Office. Faculty members should contact the International Programs Office for up-to-date procedures.

Final Examinations

All students are expected to take their examinations at the regularly scheduled times. No exceptions will be made without the permission of the academic dean and the instructor of the class. No exceptions to the published calendar for Final Exams will be made without permission of the academic dean.

Final Course Grade Appeal Procedure

Purpose

Faculty members at Tidewater Community College are responsible for assigning grades and for advising students of the objective criteria on which those grades are assigned. As such, most student disagreements regarding course grades are best resolved informally between the student and faculty member. The Final Course Grade Appeal Procedure provides a fair and orderly process for students who wish to pursue a formal appeal of their final course grade. In taking such action, students shall assume the burden of proof concerning any perceived error in the grade assigned. Further, they shall follow the sequence of steps outlined in this procedure with the presumption that, as a matter of rule, instructors do not assign arbitrary and capricious course grades.

Step One

Students are encouraged to resolve final course grade disagreements with their instructors on an informal basis. Should the dispute not be resolved at this level, the student may proceed to Step Two.

Step Two

The student shall submit a written appeal to the academic dean under whose division the course was offered not later than ten (10) working days after the first day of classes for the next academic term. Within five (5) working days of receiving the written appeal, the academic dean shall hold a conference with the student and instructor to consider the grade appeal. The dean shall provide a written report of his/her findings to both parties within five (5) working days of the conference. For the record, a copy of the report shall be kept on file in the division office.

Should the student wish to advance his/her appeal to the next level, he/she may submit a written appeal to the campus provost within five (5) working days of receipt of the dean's report.

Step Three

Within five (5) working days of receiving the student's written appeal of the Step Two findings, the campus provost shall appoint a Grade Appeal Committee to consider the appeal. The committee shall consist of three (3) teaching faculty members and two (2) students who are not directly involved in the case. The provost shall notify the student, instructor, and academic dean of this action. Within five (5) working days of its appointment, the Grade Appeal Committee shall hold at least one face-to-face meeting with the student and instructor. The committee shall conclude its deliberations within a reasonable time period, submitting a written report of its findings to the provost within five (5) working days of the conclusion of its review. Based on this report, and within five (5) working days of receiving the committee's report, the provost shall render a written decision on the student's appeal. The decision shall be shared

with the student, faculty member, and dean, as well as with the Grade Appeal Committee. Should the student wish to advance his/her appeal to the next level, he/she may submit a written appeal to the Vice President for Academic and Student Affairs within five (5) working days of receipt of the provost's written decision.

Step Four

At Step Four, the Vice President for Academic and Student Affairs shall consider the student's final course grade appeal only within the context of assuring that the decision as rendered by the provost was supported by the evidence presented and, as such, was neither arbitrary nor capricious. The vice president shall issue his/her written ruling, sharing it with the student, faculty member, and provost within five (5) working days of receipt of the appeal. The ruling shall be considered final.

Time Limitations

The time limitations specified for the Final Course Grade Appeal Procedure are binding on all parties involved, unless they are extended by written mutual agreement.

Grade Entry Procedures

For faculty and staff, specific SIS navigational guidance can be reviewed in SRBP735 of the PeopleSoft Training Manual. An online demonstration of the grade input process is available at: <http://www.tcc.edu/faculty/sis/index.htm> and personal assistance with grade input is available via the TCC Help Desk (757-822-2457).

Guiding Principles for Grade Input

1. Follow all procedures in the Grades Plan when assigning grades.
2. Assure the integrity of the grading process and the validity of TCC transcripts by protecting the privacy of your EmplID and password.
3. Be timely in the submission of final grades by following the deadlines set by the college.
4. Insure that all Incomplete and Faculty Withdrawal forms are submitted to the appropriate academic dean by the established deadline and accompanied by all documentation required by VCCS and College policy.
5. Remind students that grades are no longer mailed. Grades may be obtained by the student going to the TCC website at: <http://www.tcc.edu/students/sis/faq/viewgrades.htm>

Grades

GRADING SYSTEM

The grades of **A**, **B**, **C**, **D**, **S**, and **P** are passing grades. Grades of **F** and **U** are failing grades. Grades of **R** and **I** are interim grades. Grades of **W**, and **X** are final grades carrying no credit. Grades of **P** and **U** may be awarded with the permission of the academic dean or some other appropriate academic administrator. Students should be advised that grades of less than **C** normally are not accepted for transfer.

GRADE POINT AVERAGE

The grade point average (GPA) is determined by dividing the total number of grade points earned in courses by the total number of credits attempted.

When students repeat a course, only the last grade earned is counted in the computation of the curriculum GPA.

GRADING - DEVELOPMENTAL STUDIES AND ESL 11-20

A grade of **S** (Satisfactory) will be assigned for satisfactory completion of each course in Developmental Studies (courses numbered 1-9) and ESL 11-20. S grades are not included in grade point average calculations. A student making satisfactory progress but not completing all of the instructional objectives for courses in Developmental Studies will be graded with an **R** (re-enroll) and must re-enroll to complete the instructional objectives. A student not making satisfactory progress in Developmental Studies will be graded **U** (unsatisfactory), and counselors will recommend consultation with the instructor to determine the subsequent sequence of courses for the student who receives a **U** grade.

EXPLANATION OF GRADES

The quality of a student's performance in any academic course is reported by a letter grade. These grades denote the character of work and are assigned grade points as follows:

GRADE		GRADE POINTS PER CREDIT/EXPLANATION
A	EXCELLENT	4
B	GOOD	3
C	AVERAGE	2
D	POOR	1
F	FAILURE	0
R	RE-ENROLL	
<p>The "R" grade may be used as a grade option, interim in nature, in those courses which employ a mode of instruction characterized by explicit terminal objectives covering the various content areas in such a way that specific determination of student progress toward total course completion can be made.</p> <p>The courses in which the methodology will be used will be designated by their applicability to the established procedures for the "R" grade and will be identified by the academic dean and approved by the Vice President for Academic and Student Affairs.</p>		
P	PASS	NO GRADE POINT CREDIT
Applies only to non-Developmental Studies courses.		
S	SATISFACTORY	NO GRADE POINT CREDIT
Used only for satisfactory completion of a Developmental Studies course. (Numbers 1-9 and ESL 11-20 only.)		
U	UNSATISFACTORY	NO GRADE POINT CREDIT
Used when a student has not made satisfactory progress in developmental studies, ESL courses, or courses taken on a pass/unsatisfactory basis.		
W	WITHDRAWL	NO CREDIT
A grade of W is awarded to students who withdraw or are withdrawn from a course after the add/drop period but prior to the completion of 60% of the session.		
X	AUDIT	NO CREDIT
Permission of the appropriate academic dean or designee is required to audit a course. After the last day for students to withdraw from a class without penalty, the audit grade "X" is invalid for students enrolled in the course for credit.		
I	INCOMPLETE	NO CREDIT
Used for verifiable unavoidable reasons. Since the "incomplete" extends enrollment in the course, requirements for satisfactory completion will be established through student/faculty consultation.		

Grades Plan

The timely, accurate, and secure recording and maintenance of student grades are essential elements of a higher education academic records system. In keeping with this premise, the following practices and procedures are adhered to at Tidewater Community College as student grades are initially recorded and subsequent grade changes are completed within the Student Information System SIS. For faculty and staff, specific SIS navigational guidance can be reviewed in SRBP735 of the PeopleSoft Training Manual. An online demonstration of the grade input process is available at: <http://www.tcc.edu/faculty/sis/index.htm> and personal assistance with grade input is available via the TCC Help Desk (757-822-2457).

AUTHORIZATION, ADEQUATE CONTROL, AND ANNUAL REVIEW

Only authorized personnel with an essential, assigned duty to maintain the student grade record shall be granted access and/or shall use grade process functionality beyond the faculty member. The Dean of Students at each campus or his/her appointee is responsible for designating and authorizing employees who will have access to record and change grades. OIS must designate an individual charged with reviewing these authorizations for appropriateness and for maintaining and securing all associated paperwork.

Throughout the recording process, initial grade rosters and subsequent grade change records will be maintained in a secure and confidential environment. Only authorized personnel have access to grade documents. After processing, hard copies of all grade transactions are maintained for no less than three years from origination. Grade submission and change forms are to be maintained in the Enrollment Services Office and will be distributed to the offices of the Academic Deans upon request.

As part of the annual Performance Evaluation of grade processing personnel and appropriate supervisors, the Grades Plan should be reviewed and modified as necessary.

FINAL GRADE ROSTERS

Faculty are provided access to each of their own course roster(s) via a secure, College-provided SIS User ID and SIS password. This is considered to be the equivalent of an official signature. To insure the integrity of the grading process and the validity of the academic records for Tidewater Community College students, faculty must protect the security of their ID and password at all times.

Final course grades will be recorded by faculty electronically via their secure access to SIS within 24 hours of the final examination. All grades for 16-week (fall and spring) and 10-week courses must be entered no later than 6:00 p.m. on the day following the last day of final examinations. Academic Deans are ultimately responsible for the timely submission of final rosters for courses they oversee. Web grade rosters are completed only for students receiving grades of "A, B, C, D, F, I, or P, R, S, or U" (depending on the grading basis of the class). Additionally, an instructor recording an "F" or "U" grade must enter the student's last date of attendance.

An audit ("X") grade is not an option at the end of the term. Additionally, "W" grades are not an option on the web grade rosters. Instructors must enter an "F" for a "W" grade along with the last date of attendance and follow the details provided in the "W Grade" sections below. If a student's name is missing from the grade roster, faculty are to follow the procedures for "Name Missing from Roster" detailed later in this Grades Plan. If a faculty member is unable to enter his or her grades because of an emergency, the Academic Dean is responsible for the entry of grades, but may only enter them after the faculty member has provided the course grades to him/her. All grades and grade changes that are entered in SIS V8 by College personnel other than the instructor of record must be independently verified by another individual.

A grade roster will be completed on the day that entry begins since incomplete grade rosters are electronically removed each night by OIS, thus requiring reentry the following day. Upon entering course grades into the SIS, the grades must be approved (selecting "approved" from "Approval status" box) and saved in SIS in order for them to "post." Faculty should print a copy of the completed roster for their records. Unless assigning an "F" for a "W" grade or an "I" grade, faculty do not need to sign or return their grade rosters to their Academic Dean; however, all faculty must review the on-line grade roster 24 hours after submission to verify that grades were posted successfully. Once submitted, faculty may not make changes to their grades via the web; faculty must follow the "Grade Change Process" described in a later section of this Grades Plan.

The "Grade Post Process" is run by the Office of Information Systems (OIS) each evening so that grades approved and saved during the day are visible to a student using the web beginning that night. OIS provides a routine report that is checked after each grade input period to insure that grade reporting problems have been detected. If an error or problem is detected, appropriate actions are taken by OIS to correct it.

Each campus Enrollment Services Coordinator or campus designee runs a grade roster report (i.e., VXUSR045) to detect outstanding grade rosters daily for one week immediately following the administration of final examinations. The Coordinator/designee is also responsible for running a report on outstanding grades (i.e., VX_MISSING_GRADES) once grades have been posted. Academic Deans are notified accordingly and are required to contact the faculty member for immediate action in cases where grades have not been rectified. Incomplete grade

reports must also be run using "VX_INCOMPLETE_GRADES" following the last day of instruction during the fall and spring terms to insure that "I" grades have converted appropriately. Outstanding "I" grades are researched and reported where appropriate. When grades are not entered in a timely manner or for situations where an "I" lapse date has been changed inappropriately, the Enrollment Services Coordinator or campus designee is responsible for reporting this to the respective campus Provost for further assistance.

Academic Deans are required to keep all signed rosters and associated paperwork that they process (e.g., "I" grades with lapse date paperwork) alphabetized by student's last name in a three-ring binder (i.e., Dean's Grade Binder) until all grade rosters for the term have been submitted. The entry of the "I" lapse date must be completed by the Academic Deans within 24 hours following the receipt of a request from a faculty member. Once "I" grade paperwork placed in the binder has been verified in a timely manner by a second party in the Academic Dean's office, the Binder is submitted to the Enrollment Services Office (ESO) for secure and confidential storage. The submission of Academic Dean Grade Binders must occur within eight days following the final examination period.

The ESO is charged with records management in compliance with the Virginia Public Records Act, Chapter 7 of the *Code of Virginia*. This act authorizes the State Library Board to regulate and manage the preservation, filing, microfilming, and destruction of public records of all agencies.

"I" GRADE

The Incomplete (I) grade is used for verifiable unavoidable reasons and may only be assigned after at least 75% of the course has been satisfactorily completed. Grades assigned for the fall semester must be converted by the last day of instruction in the following spring semester. Incomplete grades assigned for the spring semester and summer term must be converted by the last day of instruction in the following fall semester unless the faculty member establishes an earlier deadline. In exceptional cases, extensions of time needed may be granted beyond the subsequent semester only with the written approval of the campus Provost. If the work is not completed on time, another grade (B,C,D,F,P, R,U, or W) must be indicated based on the coursework already completed (note that a "W" grade may be awarded only under approved mitigating circumstances). If a grade is not indicated, the system default grade will be an "F." In the case of developmental courses, OIS will provide a list of developmental courses with a default grade of "F" to ESO so that the defaulted "F" grade can be appropriately changed to a "U" grade. Except for the "W" grade, the grade assigned will convert (lapse) when OIS runs the required program on the next business day following the last day of instruction of the fall and spring terms. "I" grade forms are available in the Academic Deans Office where they are kept in a secure location.

To assign an "I" grade, faculty are to first complete the web grade roster for the course, placing an "I" grade as appropriate. A copy of the grade roster must be printed, signed, and submitted by the faculty member to the Academic Dean along with a signed *Incomplete Grade Form* (obtained in the Dean's Office) within 24 hours of the final exam. When an *Incomplete Grade Form* is received, the Academic Deans are responsible for reviewing the "I" grade decision and for insuring that the student has met the requirements to warrant an "I" grade. If approved, the Academic Dean must sign the *Incomplete Grade Form* and enter the lapse grade into PeopleSoft (unless the request is for an "I" lapsing to a "W" grade) within 24 hours of receiving the request. These records must be kept in their Grade Binder and turned into ESO following grade submission for the semester/term.

If a faculty member designates the granting of a "W" grade in the event that the student does not complete the course, the documented mitigating circumstances must be included with the request and forwarded to the Academic Dean for signature approval. The form must then be forwarded to the Provost for review and possible signature approval. If approved, the Provost will sign the form and return it to ESO for processing. If an "I" to a "W" grade is not approved by the Provost, the form will be returned to the Academic Dean who will then notify the student accordingly.

Before grade rosters are turned into the ESO, Academic Deans are responsible for running a report that shows all "I" grades reported for their Division. In situations where they are missing an *Incomplete Grade Form*, they must contact the respective faculty member(s) to acquire the documents.

Once the student completes the work in the "I" graded course, the faculty member must submit an *Official Grade Change Form* (obtained in office of Academic Dean where they are kept in a secure location) to the Academic Dean for review and signature approval. The Academic Dean then submits the paperwork to ESO for processing. If the "I" grade is converting to a "W," the *Official Grade Change Form* must be approved and signed by the instructor, the Academic Dean, and the campus Provost. The form and accompanying paperwork must be submitted to ESO for processing, filing, and storage.

NAME MISSING FROM ROSTER/DURING CURRENT SESSION AND BEFORE FINAL GRADES ARE ENTERED

In cases where a student attended a class and earned a grade yet does not appear on the final roster, the faculty member must submit the following information (preferably by E-mail) to his/her Academic Dean: academic term, course prefix, section code, class ID (listed on final grade roster), student name, student SIS ID, and grade earned. This information is not to be written on the course roster.

The Academic Dean, with assistance from the ESO if needed, will then make a determination as to why the student was not on the roster. A decision is then made by the Academic Dean as to whether a recommendation should be

forwarded to the Enrollment Services Coordinator or campus designee to add the student to the roster. If recommended, the Academic Dean must submit a memo in electronic or paper format that includes an explanation for the recommendation to the Enrollment Services Coordinator or campus designee. This written request must be accompanied by documentation of the faculty member's request and grade assignment. The Enrollment Services Coordinator or designee will then route the request to the Provost for approval. If approved, Enrollment Services will work with the Business Office to see if funding is available in the student's account for the course. If the student does not have sufficient funds in his/her account to cover the cost of the course, the student is notified in writing and by telephone (if available) that he/she must make full payment for the course within 10 working days. If tuition and fees are reconciled within the designated time frame, Enrollment Services will add the course and course grade to the student's record. If the request is disapproved by the Provost, Enrollment Services will forward a copy of the disapproval to the Academic Dean who will inform the student that the request has been denied. If the student does not reconcile tuition and fees for the course, the request will be filed appropriately by the ESO indicating this lack of action by the student.

NAME MISSING FROM ROSTER/AFTER FINAL GRADES ARE ENTERED

In cases where a student attended a class and earned a grade but does not appear on the final roster and final grades have been entered for the class, the faculty member must submit the following information (preferably by E-mail) to his/her Academic Dean: academic term, course prefix, section code, class ID (listed on final grade roster), student name, student SIS ID, and grade earned. This information is not to be written on the course roster.

The Academic Dean, with assistance from the ESO if needed, will then make a determination as to why the student was not on the roster. A decision will then be made by the Academic Dean as to whether a recommendation should be forwarded to the Enrollment Services Coordinator or campus designee to add the student to the roster. If recommended, the Academic Dean must submit a memo to the Enrollment Services Coordinator requesting that the student be added to the class. The memo will explain why this student should be allowed, providing an explanation of any relevant circumstances. This request must be accompanied by a signed note or an Email from the instructor to the Dean detailing the appropriate student information, course information, and the grade earned. The Enrollment Services Coordinator or designee will then route the request to the Provost for approval. If approved by the Provost, Enrollment Services will work with the Business Office to see if the student has sufficient funding in his/her student account for the course. If sufficient funding is not available in the student's account to pay for the course, the student will be notified in writing and by telephone (if available) that he/she must make full payment for the course within 10 working days. If tuition and fees are reconciled within the designated time frame, Enrollment Services will add the course and course grade to the student's record. If the request is disapproved by the Provost, Enrollment Services will forward a copy of the disapproval to the Academic Dean who will inform the student that the request has been denied. If the student does not reconcile tuition and fees for the course, the request will be filed appropriately by the ESO with this notation.

COURSE SWAP AFTER ADD/DROP PERIOD AND DURING CURRENT SEMESTER/TERM

If grades have not been entered for the current semester/term, the student may complete an *Enrollment Form* that specifies the course to be dropped and the course to be added (swapped). The signatures of the course instructor (course to be added) must be obtained on the form along with that of the Academic Dean if the swap occurs after the add drop period and prior to the tuition refund deadline. Swap requests occurring after the tuition refund will also require the signature of the campus Provost along with an indication of whether it should be processed as an "administrative correction" (college receives tuition and FTE credit) or "late add" (college receives tuition but no FTE credit). Once appropriate signatures have been obtained, the form shall be forwarded to the ESO for processing. The last day for students to enroll in a dynamic session course is the first meeting day of the class.

If grades have been entered for the current semester/term, a memo must be sent by the Academic Dean and forwarded to the Enrollment Services Coordinator or campus designee requesting to drop and add the student to the roster. The student's grade, as provided by the faculty member via attachment to the request, must accompany the memo. Once sent to the Enrollment Services Coordinator or designee, the Provost's approval will be required before processing.

ADMINISTRATIVE WITHDRAWALS

While the ESO at each campus is responsible for processing "W" grade requests prior to the posting of grades, faculty have a significant role in the assignment of "W" grades.

STUDENT WITHDRAWALS

A grade of "W" is awarded to students who withdraw from a class after the census date (date to drop with a tuition refund), but prior to the completion of 60 percent of the session. After 60 percent of the session, the student will receive a grade of "F" except when making satisfactory progress and under mitigating circumstances which have been approved by the faculty member and the appropriate academic dean.

When faculty members begin to enter student grades onto their grade rosters, the last date of attendance must be entered for any student who received a grade of "F" when withdrawing after 60 percent of the course's completion. If the student's last date of attendance is unknown, faculty members should contact Enrollment Services or their

division office to determine the date of the actual withdrawal and use that date instead. Note that grade rosters cannot be posted without the input of a last date of attendance.

FACULTY-INITIATED WITHDRAWALS

Faculty members are required to track student attendance on a regular basis and more specifically at times designated by the College for compliance with certain federal "Return to Title IV" (financial aid) and VA regulations.

Note: The below procedures are only for credit-based courses. For Workforce Development Non-Credit Courses, instructors are to assign an "N" for No Show when a student neither attends nor formally withdraws from a course for which the student is registered.

Student Nonattendance or Nonparticipation

Requested by Faculty Prior to Census Date

Prior to each census date (date to drop with a tuition refund), faculty members are to request withdrawals for students who have not attended a traditional class or participated in an online class. Faculty make this request by completing a *Faculty Delete Form* and submitting it to the Enrollment Services Office for processing. The current date will be used as the action date in these cases and ESO shall use the "NVRA" reason code when processing these requests. Note that if the request is processed after the census date but the request was received prior to census, the action date should be overridden and the actual submission date by the faculty should be entered.

By deleting the course from the student's record, a tuition refund will be generated for the student and no grade will appear on the student's permanent record.

Requested by Faculty after Census Date

When faculty report student nonattendance/nonparticipation after the census date, they should submit their request to the Enrollment Services Office via the *Faculty Delete Form*. In processing these requests, ESO shall override the action date, backdate it to the course census date, and provide "NVRA" as the reason code.

By deleting the course from the student's record, a tuition refund will be generated for the student and no grade will appear on the student's permanent record.

Student Attended/Participated, but Ceased Attending/Participating Prior to the 15% Date

All requests of this nature should be reported by faculty to an Enrollment Services Office via the *Faculty Withdrawal Grade Report Form*. The ESO will populate the action date with the first business day following the course's refund (census) date. Once processed, a "W" grade will be posted to the student's academic record.

Student Stopped Attending/Participating after Census but Prior to the 60% Date

Request Submitted by 60% Date

By the 60% date of the semester or session (last day to withdraw without an academic penalty), faculty are required to identify students who have stopped attending a traditional class or ceased participation in an online class since the census date. Faculty will identify the students and communicate this by completing a *Faculty Withdrawal Grade Report Form* and submitting it to the ESO for processing. The ESO will populate the action date with the current date as long as it is processed before the 60% date. If received on time by the faculty member but processed after the 60% date, the action date should be overridden to match the faculty member's actual submission date. Further, "STPA" shall be used as the reason code. Once processed, a "W" grade will be posted to the student's academic record.

Request Submitted After 60% Date

For late requests received via the *Faculty Withdrawal Grade Report Form* for students who stopped attending/participating prior to or on the 60% date, ESO will override the action date and backdate it to the 60% date for the course. Reason code "STPA" shall be used. Once processed, a "W" grade will be posted to the student's academic record.

ADMINISTRATIVE LATE WITHDRAWALS (Following 60% of Course) AND BEFORE GRADES ARE SUBMITTED

When students stop attending/participating after the 60% date, withdrawal requests will normally result in an "F" or "U" (developmental courses) grade assignment since these are typically cases where a student's absences constitute unsatisfactory course progress. Staff members are not to use "NVRA" or "STPA" when processing student-initiated withdrawals.

However, there may be exceptions resulting in the assignment of a "W" grade if written documentation of mitigating circumstances is presented. This exception must be approved by the appropriate faculty member and Academic Dean.

If the assignment is requested prior to nominal grade submission time, the faculty member shall complete and submit a *Faculty Withdrawal Grade Form* along with the documented, mitigating circumstances to the academic dean. If approved by the dean, ESO will use the drop function to drop the course, thereby assigning an "F" or "U" grade. Next, ESO will override the action date with the student's last date of attendance/participation, change the grade to a "W" using the Change Grade function, modify the grading basis to withdrawal, and will use "Mitigating circumstances" as the reason code.

ADMINISTRATIVE LATE WITHDRAWALS (Following 60% of Course) AND DURING GRADE SUBMISSION TIME

The assignment of "W" grades is not an option on the web grade entry menu. To assign a "W" grade at the end of the term, faculty are to first complete the web grade roster for the course and place an "F" (or "U") in lieu of the "W" grade. Next, faculty must complete and sign a *Grade Change Form* (obtained in Dean's Office where they are kept in a secure location). The required mitigating documentation must be attached to or written on the form along with a printed and faculty-signed grade roster, and submitted to the Academic Dean. Upon receipt, the Academic Dean will review the grade roster to verify the signature of the instructor and sign the *Grade Change Form* (if approved). These materials will be sent as a packet to ESO for processing.

After modifying the grading basis to "WTH," ESO will populate the action date as the student's last date of attendance/participation, will change the "F" grade to a "W" grade by using the "Change Grade" function, use "Mitigating Circumstances" as the reason code, will print a copy of the completed grade roster, and will insure that the "W" grade entry is verified and signed by a staff member other than the one who entered it.

DELETION OF "W" GRADE DUE TO A REFUND

Students seeking a tuition refund after the last day to receive a tuition refund must first withdraw from the course. If a student has a grade other than a "W," the student must first contact the faculty member and/or the Academic Dean to determine whether the he/she is eligible to have the grade in question changed to a "W." If the change is granted, the request must be submitted according to the Grade Change procedures described later.

If the "W" grade is granted, the student may then submit a refund appeal to the Business Office of the campus offering the course. All tuition appeal requests must be in writing and submitted with written supporting documentation to the Business Office within one year from the beginning of the semester for which the charge was incurred. If the request is approved, the Business Manager will send a letter to the Coordinator of Enrollment Services or designee indicating that a student has been granted a tuition refund and the course must be deleted from the student's record. The ESO must remove the "W" grade, change the grading basis from "withdrawal" to "graded," delete the course enrollment, and select an action reason of TAG (Tuition Appeal Granted). Note: The ESO may also receive authorization to delete a student from class(es) from the Financial Aid Coordinator. This procedure is the same except that FAD (Financial Aid Delete) is the action reason that is selected.

Each campus will maintain a three-ring binder by semester/term of all requests received from other offices (e.g., Business, Financial Aid) to delete students from classes and allow for a refund after the census date. A memorandum will be sent to the appropriate faculty member and Academic Dean informing him/her that the student has been deleted from the class. All supporting documentation for each request must be placed in the three-ring binder. Supporting documentation must include the request received to delete the student from the class along with a copy of the memorandum sent to the instructor/Academic Dean.

GRADE CHANGE PROCEDURE WITHIN ONE YEAR OF THE ORIGINAL GRADED TERM

Grade changes within one year of the original graded term are to be initiated and reported by the faculty member using the *Official Grade Change Form*. Once completed, the form is to be directed to the Academic Dean for review and approval.

If approved by the Academic Dean, the Academic Dean must submit the signed form to ESO for processing. After the revised grade has been entered on the Enrollment Request panel, a copy of the grade roster should be printed and attached to the *Official Grade Change Form*. This process must be verified and signed by an individual in the ESO other than the one who entered the grade change. The verifier should check for accuracy and initial the grade change on the revised roster as well as the *Official Grade Change Form*. All documentation will be maintained by the Enrollment Services Office for records management, security, and storage.

Each June, OIS provides a report that allows the Enrollment Services Coordinator or campus designee to review all grade change transactions. Included in this report are the names of individuals who performed the grade change transactions. Questionable or inappropriate transactions must be brought to the attention of the campus Dean of Students immediately.

GRADE CHANGE PROCEDURE AFTER ONE YEAR OF THE ORIGINAL GRADE ASSIGNMENT OR WHEN INITIATED BY SOMEONE OTHER THAN THE INSTRUCTOR

Grade changes after one year are to be initiated and reported by the faculty member or other appropriate party using the *Official Grade Change Form*. Once completed, the form is to be directed to the Academic Dean for review and approval. If approved, the Academic Dean will sign the form and submit it to the Provost. If approved, the Provost will return the form to the ESO for processing. Every effort shall be made by the ESO to notify the faculty member of record when grade changes are made by individuals other than the faculty by use of the *Faculty Notification of Administrative Action* form.

After ESO enters the revised grade on the Enrollment Request panel, a copy of the grade roster should be printed and attached to the *Official Grade Change Form*. This process must be verified and signed by an individual in the ESO other than the one who entered the grade change. The verifier should check for accuracy and initial the grade change on the revised roster as well as the *Official Grade Change Form*. All documentation (including a copy of the *Faculty Notification of Administrative Action* form, if applicable) will be maintained by the Enrollment Services Office for records management, security, and storage.

In addition to grade changes, an effort to report any administrative action that impacts a student's enrollment or grade in a course, otherwise unknown to the faculty, should be provided by Enrollment Services via the *Faculty Notification of Administrative Action* form.

Instructional Assistance

Provision has been made for the faculty to request the assistance of academic division administrative assistants, laboratory and shop assistants, and other semi-professional instructional staff from the College. The academic dean or supervisor should be contacted for information on the use of such instructional assistance.

Learning Resources Centers

PURPOSE OF THE LIBRARY

The primary purpose of the Tidewater Community College libraries is to support the educational programs of the students of the College.

A secondary purpose of the libraries is to support the professional development of the faculty.

A third purpose of the libraries is the enhancement of the total educational facilities of the community, and adults of the community may patronize the libraries as public libraries.

Local residents of the surrounding areas may borrow materials from the libraries.

The LRC's circulation system is part of the VCCS-wide automated library system. Related policies and procedures are posted on the LRC web page. A faculty ID card is required to check out books. ID cards may be obtained at each campus. The campus dean of students provides the location of this office on each campus.

The purposes of the learning resources centers are as follows:

1. provide leadership and assistance in the development of effective instructional systems;
2. provide needed learning materials to students, faculty, and the community;
3. provide a qualified staff to serve the needs of students, faculty, and the community;
4. improve learning and encourage community service by providing facilities, resources, and service to faculty and students.

The learning resources centers consist of three areas:

1. audiovisual,
2. media resources, and
3. library.

SELECTION OF LEARNING RESOURCES MATERIALS

The guidelines established for the selection of books and materials for the learning resources centers are set forth in the following college-wide selection policy.

It is the policy of Tidewater Community College, through its learning resources centers, to select books, media, and related materials that support:

1. aims and objectives of the college;
2. content of courses offered in the curricula of a given campus;
3. teaching methods of faculty members and other professional development materials;
4. special needs of students of a given campus, including leisure reading;
5. needs of the community of which the college is a part; and
6. professional development of faculty.

Learning resources materials are selected through a cooperative process, with participation and recommendations by librarians, media specialists, full-time and adjunct faculty, staff, and students. The LRC collection development policy is posted on the LRC web page.

The responsibility for coordination of the selection of materials for the learning resources centers rests with the professionally trained learning resources personnel. Ultimate responsibility for overall selection and quality of learning resources materials on each campus rests with the Coordinator of Library Services.

Professional integrity and responsibility to the academic community permit the freedom to select from a wide spectrum of significant materials. Different opinions on controversial or partisan issues should be represented insofar as the educational objectives of the college are supported. Professionally prepared selection tools and guides will be consulted to determine the appropriateness and value of materials recommended for purchase.

The selection policy applies equally to all learning resources materials whether acquired by purchase, gift, or exchange.

Office Hours

To promote the availability of faculty to work with individual students, all **full-time faculty members** are required to post on or near their office doors a minimum of ten (10) hours per week as office hours to be available to work with students on their individual academic and occupational problems. Exceptions due to distance learning, off-campus assignments, or use of technology to serve students may be approved by the Vice President for Academic and Student Affairs or designee.

Professional Development

From time to time, each campus sponsors activities that are designed to enhance professional development of faculty members. You should see your academic dean as to what activities are available to your campus and in the community. You will be given information on these activities in your mailbox periodically.

Release Time

Release time granted during the academic year should be granted only for activities that benefit the College. All release time requests must be approved by the Vice President for Academic and Student Affairs.

The purposes for release time are:

- a. administrative assistance
- b. curriculum development
- c. grant administration
- d. special project

Guidelines in the utilization of release time:

- a. developing program (one-to two-year limit)
- b. individualized special program
- c. laboratory responsibilities equated to credit
- d. practicums involving high travel time and community coordination
- e. single faculty in special program

Release time must be documented using Tidewater Community College form Release Time Request for Faculty (accessible after logging in to InsideTCC). Release time activities must be clearly stated with method and frequency of evaluation explained. Furthermore, benefits to the College derived from release time activities are to be described.

Assuming that ten office hours, at minimum, are maintained by faculty, release time should be granted based on a ratio of thirty clock hours per credit per semester.

At the end of the release time period, the Vice President for Academic and Student Affairs is to receive a summary of activities performed during the release time period, along with a final evaluation by the immediate supervisor. The final evaluation should be retained in Vice President's Office for a period of one year following the end of the release time period.

Release time may be granted as often as deemed necessary to meet and further the college goals and objectives.

Release time for a single faculty member for a period of one semester, not exceeding three semester hours, may be granted by the Vice President without presidential approval.

When it is anticipated that a faculty member will be granted release time exceeding six semester hours per academic year, approval by the president may be granted with the submission of one request. For example, if a faculty member receives five semester hours release time every semester to coordinate the scheduling and offering of music classes, one request for ten semester hours release time may be submitted rather than two requests on a semester basis for five semester hours each semester.

If you are unable to access the Release Time Request for Faculty form on InsideTCC, contact the TCC Help Desk.

Repeating a Course

REPEATING A COURSE

The College policy on limiting the repeating of courses is based on VCCS policy. A student normally should be limited to two (2) enrollments in the same credit or developmental course. Should the student request to enroll in the same course more than twice, the need should be documented and approved by the college's chief academic officer or designee (at TCC, the academic dean). Grades of A, B, C, D, F, P, R, S, U, and W are considered as attempts. This limitation does not apply to the courses identified as repeatable for credit and General Usage Courses, sequences in the 90 series, such as 90, 190, 290, etc.

REPEATED COURSE

A course may be repeated. When students repeat courses, only the **last grade earned** is counted in the computation of the curriculum GPA for the attainment of minimum graduation requirements. The cumulative GPA is determined by dividing the total number of grade points earned in courses by the total number of credits attempted.

Semester/Session Length

The fall and spring semesters consist of the following sessions:

1. Sixteen week semester (15 weeks of instruction and one week of final exams)
2. First eight-week session
3. Second eight-week session
4. Dynamic sessions

The summer session consists of the following sessions:

1. Ten-week session
2. Dynamic sessions

Service Learning

The College offers students an opportunity to learn by being involved in a variety of community activities. The formal name of the program is Service-Learning. The broad goal of service-learning is to train students to become better citizens by participating in their community. Service-Learning is a structured program that allows faculty to incorporate volunteering into their course, either as a required part of the course or as an extra credit assignment. A key component of a Service-Learning course is a structured exercise that incorporates critical thinking and writing skills. There is no requirement that faculty use or require service-learning in their classes - that decision rests solely with the faculty person. Each campus will have a person who will assist faculty in integrating Service-Learning into their courses. The overall administration of the program lies with the Vice President for Academic and Student Affairs.

Student Computer Competencies

Demonstrated competencies in word processing, spreadsheet, database management, assessing and retrieving networked information resources (on-line catalog, virtual libraries, the Internet and world wide web), and use of telecommunication software (e.g., e-mail, listservs, bulletin boards) is required of all students who complete a curriculum in excess of 45 semester credits. Those competencies may be satisfied by passing designated computer

related courses, receiving a passing grade on the automated computer competencies tests, or by completing the interactive video computer competencies instruction. There is a student fee for each interactive video course. A list of the computer competencies, the courses that satisfy the requirements, and location of the interactive video lab will be available at the College information desks. The competencies of students transferring into the college will be determined through the regular transcript evaluation processes of the Central Records Office. Any student who feels he or she has the competencies but who lacks the credentials to document them should take the computerized competency tests or meet with a counselor to discuss the alternatives. Students with disabilities that may be related to achieving and documenting computer competencies should contact a Disability Services counselor on their campus.

Student Outcomes Assessment Plan

Tidewater Community College has designed and implemented a Student Outcomes Assessment Plan that fulfills the state legislature's mandate to assess the institution's effectiveness. The Plan is a continuous process of evaluating the success with which the College meets the needs of its students and regional business and industry.

The Plan was developed, largely by teaching faculty on the four campuses, to meet the specific informational needs of the College's various programs and divisions as well as the state's demands for concrete evidence that Tidewater Community College is achieving its mission.

Assessment is organized around five general categories:

1. developmental studies
2. general education
3. university parallel/college transfer
4. occupational/technical programs
5. community and student services.

Data relating to all five areas are collected continuously, not only from current and exiting students, but from graduates, area employers, and students who have transferred to four-year institutions. Results and tentative analysis are available at any time, but each area is fully evaluated every five years. A Steering Committee composed of teaching faculty and administrators and headed by the Vice President for Academic and Student Affairs makes the final decisions for change. Among the possible outcomes of assessment are purchases of updated equipment, curricular revision, and the hiring of additional faculty and staff.

Individual faculty members will be asked to assist in the assessment process by administering tests and surveys, serving on short-term task forces to analyze results, or address problems uncovered by the assessment process. Faculty and administrators are encouraged at all times to take advantage of the large body of information collected in the assessment effort to help improve the College's response to the educational challenge it faces.

Student Placement Policy

Tidewater Community College has developed a Student Placement Policy which is designed to ensure that students have mastered fundamental skills in English, Reading and Mathematics. The placement policy is as follows.

All students who wish to take English or math courses, and all students applying for acceptance into a curriculum **MUST** take the appropriate placement test or tests prior to enrollment.

Additionally, students who have completed nine credit hours at Tidewater Community College or at another institution and have a grade point average (GPA) below 2.0 **MUST** also take the placement tests before enrolling in any additional credit course work.

Enrollment in developmental courses is **REQUIRED** for students who do not achieve the appropriate score(s) on the English and math assessment tests.

READING PLACEMENT

Since the beginning of the Spring Semester 1996, the reading placement test is **mandatory** for all students, except students who can document successful completion of college work at another college or those enrolling in a limited number of courses which do not require reading.

If a student places into a developmental reading course, he or she must successfully complete the course before enrolling in credit courses. (Under special college programs for developmental students, there will be exceptions to this policy.)

Substitute Instructors

In the event that an instructor is absent from class on a short-term basis, arrangements will be made through the academic dean for a temporary substitute **from within** the division.

Textbook and Materials Policy

TIDEWATER COMMUNITY COLLEGE

POLICY NO. 010, June 21, 1974

In order to standardize the procedure for the selection of college textbooks and materials, to expedite the ordering of textbooks and materials, and to enable the college facilities to carry an adequate inventory of textbooks, materials, and other school supplies, the following Textbook and Materials Policy has been developed:

Selection of Textbooks and Materials

1. The same textbook and materials will be used for each course of the same content on a campus-wide basis.

College-wide adoption is recommended wherever feasible because of the benefits that may accrue to the College and to the students.

Faculty members who teach a given course on a campus should make the selection of the textbooks and materials to be used on that campus.

In the event that the faculty members cannot reach an agreement, the academic dean will make the decision.

2. The textbooks and materials selected for adoption will be used for a period of **at least two years**, beginning with the first semester of actual use. Adoptions should be made in time for the fall semester when possible.

In cases where inexpensive paperbacks are used, the adoption period may be reduced to one year.

Exceptions to the adoption period will be granted only if the faculty members using the textbook and materials determine that they are not effective.

The change must have the approval of the academic dean and the provost. If a change is made, all faculty members involved will concur. In the event that the book and/or materials are used on a college-wide basis, the campus desiring the change must keep the appropriate persons on the other campuses fully informed.

3. Each academic dean will assume responsibility for assuring adherence to established policy.

Exceptions may be made in unusual circumstances and such exceptions must have the approval of the academic dean and the provost.

Textbook and Materials Request Procedure

1. It is the responsibility of the academic dean to assure that textbooks and materials needed for the various courses are ordered and that requests are submitted on schedule. Desk copies of textbooks and materials for all faculty are ordered by each academic dean.
2. Textbooks and material requests are to be submitted on the standard form provided by the College.
3. Textbook and material requests are to be submitted to the administrative office of the bookstore as early as possible, but no later than:

Fall Semester May 22
Spring Semester October 16
Summer Session March 15

The above dates have been established to give as much time as possible to the campuses. If they are not followed (that is, if book orders are late), the result may well be late arrival of books.

4. If problems should develop regarding receipt and delivery of textbooks and materials, faculty

members are to report problems to the academic dean who will resolve them working directly with bookstore personnel. Individual faculty members should lodge any complaint with their academic dean. This action will enable the academic dean to be advised of all problems.

5. It shall be the responsibility of the bookstore to contact publishers from whom orders have not been received at a reasonable time before classes begin and inform the academic dean concerned if any problems of delivery appear to be developing.

Role of the Curriculum and Instruction Committee

The Curriculum and Instruction Committee shall act in an advisory capacity in the implementation of this policy, and in general problems arising out of bookstore operations.

The committee's responsibilities will be limited to review and evaluation of the Textbook and Materials Policy and the overall effectiveness of the bookstore operation.

Problems that cannot be resolved at the campus level will be presented to the President's Advisory and Planning Council through one of the provosts.

Student Services

Student services policies and procedures include various aspects of student development services and campus life.

Academic Load for Students

The normal **academic load** for students is fifteen (15) to seventeen (17) credits.

The minimum **full-time load** is twelve (12) credits, and the normal maximum full-time load is eighteen (18) credits, excluding College Success Skills (SDV 100).

Students wishing to carry an **academic load** of more than eighteen (18) credits must have the approval of the campus provost or designee.

Students placed on academic warning or academic probation may be required to take less than the normal full-time load.

A large percentage of evening and off-campus students are part-time students. Their typical credit load will vary from three (3) to nine (9) credits.

Academic Renewal Policy

Students, who return to the college after a separation of five (5) years, or more, may petition for academic renewal. The request must be in writing and submitted to the Office of Enrollment Services. If a student is determined to be eligible for academic renewal, D and F grades earned prior to re-enrollment will be deleted from the cumulative and curriculum grade point average (G.P.A.), subject to the following conditions:

1. Prior to petitioning for academic renewal, the student must demonstrate a renewed academic interest and effort by earning at least a 2.5 G.P.A. in the first twelve (12) semester hours completed after re-enrollment.
2. All grades received at the college will be part of the student's official transcript.
3. Students will receive degree credit only for courses in which grades of C or better were earned prior to academic renewal, providing that such courses meet current curriculum requirements.
4. Total hours for graduation will be based on all course work taken at the college after readmission, as well as former course work for which a grade of C or better was earned, and credits transferred from other colleges or universities.
5. The academic renewal policy may be used only once and cannot be revoked once approved.

This policy shall adjust the cumulative GPA for students enrolling Summer 1994 and forward.

Academic Standing of Students

The College attempts to keep students informed of their academic standing. Students are specifically notified if they are deficient in any way. They also will be notified if they have regained acceptable academic standing. The College will help students meet the academic standards of the institution in order to graduate. Students are expected to maintain a 2.0 (C) grade point average on all work in order to be considered in good academic standing.

A student is placed on **ACADEMIC WARNING** when their semester grade point average is less than 2.0.

A student is placed on **ACADEMIC PROBATION** when:

1. cumulative grade point average is less than 1.50, and
2. cumulative hours attempted are greater than twelve (12). A student on academic probation is required to consult with a counselor prior to registration.

A student is placed on **ACADEMIC SUSPENSION** when:

1. semester grade point average is less than 1.50.
2. student's current status is one of **ACADEMIC PROBATION**
3. cumulative hours attempted are greater than twenty-three (23).

ACADEMIC SUSPENSION

Academic suspension normally will be for a specified period of time. The statement "Placed on Academic Suspension" will be entered on the student's permanent record. Students who have been informed that they are on academic suspension may submit an appeal in writing to the chair of the campus Admissions Committee for

reconsideration. A suspended student may be readmitted after termination of the suspension period and upon formal written petition to the chair of the campus Admissions Committee.

A student will be placed on **ACADEMIC DISMISSAL** when:

1. semester grade point average is less than 2.0, and
2. student's current status is one of **ACADEMIC SUSPENSION** and
3. student's current status is reinstatement.

OR

1. semester grade point average is less than 2.0,
2. student's current status is one of **REINSTATED** , and
3. student's past status is **DISMISSAL** .

Students who have been placed on academic suspension and achieve a 2.0 grade point average for the semester following their reinstatement must maintain at least a 1.5 grade point average in each subsequent semester of attendance. Students remain on probation until their overall grade point average is raised to a minimum of 1.5. Failure to attain a 1.5 grade point average in each subsequent semester will result in academic dismissal.

Academic dismissal normally is permanent unless, with good cause, the student reapplies and is accepted under special consideration for readmission by the campus Admissions Committee. The statement "Place on Academic Dismissal" will be entered on the student's permanent record.

PRESIDENT'S HONORS

A student who has earned a minimum of twenty (20) semester hours for credit at the College and has a cumulative grade point average of 3.5 or higher will be included on the President's Honor Roll for that semester.

DEAN'S LIST

A student who is carrying a minimum of twelve (12) semester hours for credit and who earns a grade point average of 3.2 or higher for the semester will be included on the dean's list for that semester.

GRADUATION HONORS

A student who has fulfilled the requirements applicable to their program, except for Career Studies Certificates, is eligible for graduation honors according to their grade point average.

The honors based upon scholastic achievement are as follows:

- 3.2 Cum laude (with honor)
- 3.5 Magna cum laude (with high honor)
- 3.8 Summa cum laude (with highest honor)

Additional Graduation Requirements

International Course

Since May 2000, students who graduate with the Associate in Arts or Associate in Science degree must successfully complete one course identified as "international." Faculty members who are interested in having any or all of their courses designated as "international" should check with their academic deans to obtain the criteria and forms.

Computer Competency Requirements

Students are required to complete computer competency requirements for graduation.

Auditing a Course

Students desiring to attend a course without taking an exam during the semester, without taking the final exam, or wishing not to receive credit for the course may do so by registering in the regular manner to audit the course and by paying the regular tuition.

A student must obtain permission from an academic dean in order to audit a course.

A student desiring to change status in a course from **audit to credit** must complete the change during the first week of class or by the end of the drop/add period. A student desiring to change the status of a course from **credit to audit** must complete the change by the official last day for withdrawal from a class without penalty. **Audited courses carry no credit.**

College Attendance Policy

All students are expected to be present and on time at all scheduled class and laboratory meetings. Instructors are not required to admit a student who arrives late to the classroom. A student who adds a class or registers after the first day of classes is counted absent from all class meetings missed. Although a student may be allowed some absences in each semester, the student should be advised not to use these except for emergencies. The student is responsible for making up all work missed. Daily attendance records must be maintained by each instructor for all students. These records must be retained for a period of three years after completion of the semester.

In order to grant financial aid to students, TCC must comply with federal regulations. Some of the regulations involve documenting student attendance. Accordingly, faculty are required to participate in a process that will document student attendance at three specified intervals of each semester or session.

"Attendance" in an online class may be documented by participation in class activities and/or completion of assignments. The process requires that faculty submit the following forms by the specified dates. Strict adherence to the following deadlines is a must for awarding financial aid. (Dates are based upon a sixteen week semester and will be modified during the summer session.)

1. Before the **census date** (the date to drop with a tuition refund), the faculty will mark on their class rosters the names and SIS IDs of students who have not attended a traditional class or not participated in an online class. These rosters are to be submitted to the campus Enrollment Services Office no later than 3:00 pm on the last day to drop with a tuition refund.
2. During the **fourth week of classes**, faculty will receive a letter from the provosts through their respective academic deans instructing them to complete **Class Discrepancy Reports** along with **Faculty Withdrawal Grade Reports** for students who have either stopped attending a traditional class or ceased participating in an online class. These students should be withdrawn with a grade of "W". Faculty must indicate the last day of attendance or participation on the withdrawal form and submit the completed forms to the campus Enrollment Services Office by the deadline specified in the provost's letter.
3. By the **60% date** of the semester or session, the last day to withdraw without an academic penalty, academic deans will direct faculty to identify students who have not been attending a traditional class or participating in an online class. Faculty will use the **Faculty Withdrawal Grade Report** to assign a grade of "W" until this date. After this date, a "W" may be awarded only for mitigating reasons. Otherwise, after this date, an "F" or "U" should be assigned if a student is withdrawn because his/her absences constitute unsatisfactory progress in the course.

Counseling Services

The overall purpose of Counseling Services is to help students be successful in achieving their academic, vocational, and personal goals. At times, issues, concerns, and questions may arise which interfere with that process. The Counseling Center, which is staffed by professional personnel trained in the application of sound educational/psychological theory, provides specialized services such as personal counseling, crisis management, assessment, educational and career planning to assist students in dealing with these challenges. Through formal (Early Alert) and informal contacts, the Counseling Center seeks faculty referrals of students with identifiable needs for assistance.

Directory Information

The following information is considered directory information:

- Student's name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Weight and height of members of athletic teams
- Electronic mail address
- Degrees, honors and awards received
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- The most recent educational agency or institution attended
- Course credit load

These items may be released without student authorization unless the student notifies the Enrollment Services Office in writing by the end of the first week of classes that the information should not be released. The College must comply with judicial orders or lawfully issued subpoenas provided the institution makes a reasonable attempt to notify the student in advance of the compliance.

Disciplinary Procedures

Under the authority of the Chancellor of the Virginia Community College System, the College is delegated the responsibility for establishing and enforcing regulations pertaining to student conduct. The campus provost is responsible for disciplinary procedures. If a disciplinary problem arises that requires immediate attention, the instructor should contact either the evening administrator on duty (on campus) or the evening supervisor on duty (off-campus locations). Procedures for disciplinary action can be found in the *Student Handbook* under Disciplinary Procedures.

Registration

The last day of registration by students is published in the Academic Calendar. Students may not add a course after the first class meeting without special permission of the academic dean. Registration deadlines differ for special or accelerated sessions. Please contact the academic division office for these deadlines.

Responsibilities of Sponsors of Student Organizations

Sponsors of student organizations are requested to see that student groups follow prescribed procedures for securing dates and places for meetings and parties and obtaining funds through the Provost's Office when the organization is entitled to such funds. Sponsors of student organizations whose monies are handled by the campus Business Office must check with the campus Business Office to determine proper procedures for making purchases and having invoices approved. These records are audited and must be handled in the approved manner. Faculty members are asked to cooperate when asked to serve as advisors or sponsors of classes, clubs, or organizations of any type. No club or organization is permitted to exist on a campus without faculty sponsorship. The regulations governing student activities are listed in the *TCC Student Handbook*.

Schedule Change or Withdrawal

A schedule change (drop/add) or withdrawal is not effective until the proper form is completed and turned in to the Enrollment Services Office. The student should retain a copy of all forms submitted.

ADDITON OF A COURSE

In most cases, a student may not enter a new course after the first class meeting of a semester. Any request for entry after that period must be approved by the instructor of the class to be added, the academic dean, and the provost or designee.

WITHDRAWAL FROM A COURSE

Withdrawal from a course without academic penalty may be made during the first sixty percent (60%) of a session. The student will receive a grade of **W**. After 60% of the session, the student choosing to withdraw will receive a failing grade of **F** except under mitigating circumstances, which must be documented.

WITHDRAWAL FROM THE COLLEGE

A student who wishes to withdraw from the College should contact a counselor to determine the appropriate procedure. Failure to follow established procedures could place the student's college record in jeopardy and prejudice the student's return to this or another college.

Student Grievance Procedure

PURPOSE

The purpose of the student grievance procedure is to provide equitable and orderly processes to resolve grievances **other than grade appeals** by students at Tidewater Community College. Grievance procedures for appealing final grades in a course are described separately (see *Student Handbook*).

DEFINITIONS

Student : A student is defined as one who is or has been duly and legally registered as either a full-time or part-time student at Tidewater Community College .

Grievance : A grievance is defined as a difference or dispute between a student and a college employee of the campus with respect to the application of the rules, policies, procedures, and regulations--exclusive of grade appeals--of the campus, college, or the Virginia Community College System as they affect the student. Grievance procedures for appealing final grades in a course are described separately (see *Student Handbook*).

PROCEDURE

First Step : Recognizing that grievances should be raised and settled promptly, a grievance should be raised within ten calendar days following the event giving rise in the grievance. As the first step, the student should contact the college employee who would best be able to handle the grievance; e.g., the person with whom the student has a difference or dispute. Every reasonable effort should be made by all parties to resolve the matter informally at this level, and no written records of the matter will be placed on the student's official file.

Second Step: If the student is not satisfied with the disposition of his grievance at the first step, he may file a written appeal to the immediate supervisor of the employee involved within five calendar days of receipt of the decision given in the first step. Within five calendar days of the supervisor's receipt of the written appeal form the student, he will notify the employee and notify the student where and what time the meeting shall take place, but such a meeting must be held no later than ten calendar days after receipt of the written appeal by the student.

At this point, the college employee involved may respond in writing to the grievance.

Third Step: If the student is not satisfied with the disposition of his grievance by the supervisor of the employee involved, he may request a hearing with the provost within five days after receipt of the disposition of his grievance at the second step. If, in his/her discretion, the appeal and record of previous actions indicate an appeal is not warranted, the provost will notify the student, employee, and supervisor of his/her decision within five calendar days after receipt of the appeal. If the provost grants the appeal, the provost may either hear the appeal himself/herself or appoint an ad hoc hearing committee. The provost will notify the student, employee, and supervisor within five calendar days after receipt of the appeal as to whether the provost or an ad hoc committee will hear the appeal.

If the provost hears the appeal himself, he will set a date for a meeting and notify the student of the time and location in which the meeting will take place, but the meeting will take place no later than ten calendar days after receipt of the written appeal by the student. The provost will notify the student, employee, and supervisor of his decision within five calendar days after hearing the appeal.

If, in his/her discretion, an ad hoc committee is desired, the provost will appoint the ad hoc committee within five days after receipt of the written appeal. The ad hoc committee will consist of five disinterested persons, including student representation, from the college. The provost shall designate the chairman of the committee.

Within five calendar days after the ad hoc committee has been appointed by the provost, the chairman of the ad hoc committee will set a time and place for the hearing and will notify the student, the employee, and the employee's supervisor. The hearing will begin within ten calendar days after the ad hoc committee has been appointed. The ad hoc committee will reach its decision by simple majority vote and communicate its recommendation in writing to the provost within five calendar days after the hearing is completed.

Within ten calendar days of the provost's receipt of the recommendation from the ad hoc committee, the provost will make his decision and notify the student, the employee involved, and the employee's supervisor of this decision.

A copy of the appeal, the recommendation of the committee, and the decision of the provost will be placed in the student's official file.

TIME LIMITATIONS FOR GRIEVANCES

Extension of Time

It is important for good relationships that grievances be initiated and processed as rapidly as possible. Every effort will be made by all parties to expedite the process. The time limitations specified therein may be extended by written mutual agreement initiated by either party.

Effect of failure to appeal within time limits

If there is no written mutual agreement to extend the time limit set herein, and if a decision at the first step is not appealed to the next step of the procedure within the specified time limit, the grievance will be deemed settled on the basis of the last decision rendered.

Effect of failure to respond within the time limits

Failure at any level of the grievance procedure to initiate communication of a decision to the student within the specified time will permit the lodging of an appeal at the next step of the procedure within the time which would have been allotted had the decision been communicated by the final day.

GENERAL PROVISION FOR GRIEVANCES

Identification

All written grievances and appeals will include the name and position of the aggrieved party and a brief statement of the nature of the grievance and the redress sought by the aggrieved party.

Informal Discussion

Nothing contained herein will be construed as limiting the right of the student having a grievance to discuss the matter informally with any appropriate member of the college and to have the grievance informally settled.

Employment of Attorney

If a student so desires, he or she may employ an attorney at his or her own expense to provide counsel at any level of the grievance procedure.

Academic Freedom

This grievance procedure will not be construed as restraining students in their exercise of constitutional rights nor faculty in their exercise of academic freedom.

TITLE IX AND REHABILITATION ACT OF 1973, SEC. 504

In student grievances arising under Title IX, Higher Education Amendments of 1973 (sex discrimination) and/or the Rehabilitation Act of 1973, Sec. 504, the student may appeal the provost's decision to the college Title IX and/or Sec. 504 student grievance officer (campus dean of Student Services). The grievance officer will make such investigations, finding of fact, and conclusions as are supported by the evidence and recommend a disposition to the provost.

Veterans Standards of Progress Policy

Tidewater Community College follows the academic policy for students developed by the Virginia Community College System. It is educationally sound and serves the needs and purposes of the college and its constituents. This policy applies equally to veterans. However, in order to make explicit a few guidelines specifically applicable to students certified for benefits from the Veterans Administration, the following procedures are in effect:

1. A record of course progress for all students will be maintained by instructors. This record may include class attendance; dates of examinations, term papers, and class projects completed, along with their respective dates of submissions; grade level of performance; and any other appropriate index of student achievement. The data must be sufficiently complete to determine the termination date of course pursuit should a student fail to maintain satisfactory progress in attendance or quality of work.
2. A student receiving VA benefits who adds or drops courses or withdraws from the college will be reported to the campus Veterans Affairs Office by the Enrollment Services Office within one week of the course adjustment or withdrawal.
3. Any change in the status of a student receiving VA benefits, whether it be a change of curriculum, reduction or increase in course load, withdrawal, suspension, dismissal, or other types of changes, will be reported to the Veterans Administration as soon as possible, but no more than thirty (30) calendar days after the process has been officially completed by the Enrollment Services Office.
4. A student receiving VA benefits may remain on probation only one semester without being reported as making unsatisfactory progress. If the student's grade point average (GPA) is not raised above the probationary level during the semester in which he is on probation, his unsatisfactory progress will be reported at the end of the probationary semester. Likewise, a student placed on suspension or academic dismissal will be reported as making unsatisfactory progress.
5. The campus Veterans Affairs Office will use curriculum check sheets to list authorized courses in programs of study and to monitor the progress toward graduation of students receiving VA benefits.
6. The Central Records Office will ensure that previous collegiate experience of students receiving VA benefits is evaluated in a timely manner. The campus Veterans Affairs Office will report the results of these evaluations to the Veterans Administration as soon as possible.

NOTE: Veterans who experience problems in a credit course may request special tutoring, which will be paid for by the Veterans Administration.

Waiver of Requirements

A student who believes that previous educational studies, training programs, or work experience may justify an adjustment in the coursework required in a particular curriculum should contact the campus Enrollment Services Office to determine procedures for obtaining such adjustments before registering for classes. Application for granting or waiving of credit should be made well in advance of the beginning of the semester.

Personnel

Personnel policies and procedures address various aspects of faculty members' status as employees, including benefits, employment expectations, and working conditions.

Academic Freedom and Responsibility

To ensure the college an instructional program marked by excellence, the Virginia Community College System supports the concept of academic freedom. In the development of knowledge, research endeavors, and creative activities, college faculty and students must be free to cultivate a spirit of inquiry and scholarly criticism.

Faculty members are entitled to freedom in the classroom in discussing their subjects, but should be careful not to introduce teaching matters that have no relation to their fields. Faculty and students must be able to examine ideas in an atmosphere of freedom and confidence and to participate as responsible citizens in community affairs.

The System also recognizes that commitment to every freedom carries with it attendant responsibilities. Faculty members must fulfill responsibility to society and to their profession by manifesting academic competence, professional discretion, and good citizenship.

When they speak or write as a citizen, they will be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As professional educators, they must remember that the public may judge their profession and their institution by their utterances. Hence, they should at all times be accurate, exercise appropriate restraint, show respect for the opinions of others, and make every effort to indicate that they are not an institutional spokesperson.

At no time shall the principle of academic freedom prevent the institution from making proper efforts to assure the best possible instruction and academic climate for all students in accordance with the objectives of the institution.

On March 22, 1994, in response to a TCC Faculty Senate recommendation, the College approved as policy the following Academic Freedom and Responsibility definitions and principles:

ACADEMIC FREEDOM

The Academic Freedom statement, taken together with the statements in the *VCCS Policy Manual*, constitutes the definition of academic freedom and responsibility that is accepted at Tidewater Community College. The statement is derived from the definition of academic freedom adopted by the American Association of University Professors and is the standard generally used by colleges and universities.

ACADEMIC RESPONSIBILITY

The definition referred to in the preceding paragraph also reflects the faculty commitment to and acceptance of the responsibility that accrues to college faculty as a result of the broad authority granted to them by the principle of academic freedom. The faculty at Tidewater Community College enthusiastically endorse this concept. It is understood that academic freedom is not academic license. TCC faculty, because of their position both in the college and in the community, have a special responsibility to ensure their conduct is appropriate to the situation, whether in or out of the classroom.

FACULTY MEMBER

A faculty member is any full-time or adjunct instructor at TCC whose duties include teaching students enrolled at the College. This definition would include administrative and supervisory personnel to the extent that they engage in teaching and professional faculty members in their function as participants in the process of teaching and research.

ACADEMIC OFFICER

Where used in this document, the term academic officer refers to the Academic Deans, the Provosts, and the Vice President for Academic and Student Affairs of the College.

ADMINISTRATIVE OFFICER

The term administrative officer includes all college personnel with supervisory responsibilities not included in the definitions of faculty member or academic officer.

PRINCIPLES

1. It is the responsibility of the faculty members responsible for a course to agree collegially on the content of that course. It is their further responsibility to ensure that such content conforms to departmental standards, the TCC Catalog, the VCCS Curriculum Guide, and in the case of courses that "transfer," the reasonable expectations of transfer institutions. Finally, it is the responsibility of the faculty teaching a course to ensure that other faculty with a professional interest in the content of a course are consulted. This may involve faculty in other divisions on other campuses.
2. It is the responsibility of the faculty member teaching a course to ensure that the content of the course as determined above is followed in a professional manner. It is the faculty member's further responsibility to

ensure that materials not related to the course are not introduced into the classroom. In the interpretation of this paragraph, the faculty member shall decide what is appropriate and relevant to the course.

3. It shall not be deemed a violation of the academic freedom of a faculty member for an academic officer who supervises that faculty member to inquire into or to ask a faculty member to explain (as distinguished from "justify") a matter concerning any course that the faculty member teaches or plans to teach in the future, in order to ensure that the intent of the above paragraph is carried out. Such matters are a part of the normal supervisory process. However, such inquiries must be conducted in such a way that the faculty member is not made to feel intimidation, pressure to revise course materials, or any other forms of coercion that would go beyond a scholarly discussion of the issue among equals.
4. Other than ensuring that the requirements of the above paragraphs are met, academic and administrative officers of the college should not be involved in designing course content.
5. The grade received by a student in a course is a matter between the student and the faculty member. It is the right and duty of a faculty member to decide on an evaluation system for his or her course, to inform the students of the evaluation system, to set the standards for grades, and to assign the appropriate grade to a student. The College recognizes that only the faculty member assigns grades. In cases where a student believes that he or she has been unfairly graded, the student grade appeal procedure provides an opportunity for redress.
6. As long as the classroom policies of the faculty member are consistent with the VCCS Policy Manual and the TCC Catalog, the faculty member has the right to expect academic and administrative officers of the College to support such policies, and college officers have an absolute duty to do so.

NOTE: The grievance procedure outlined in the *VCCS Policy Manual* is available to faculty members when they believe an issue of academic freedom is involved in a dispute with a student, an academic officer, or an administrative officer of the college.

However, only matters relating to the **application of policy**, not policy itself, may be raised under these provisions.

Additional Activities

Additional faculty responsibilities include:

- committee work
- student activities
- community activities
- student advising
- professional activities

Addresses and Phone Numbers

It is important that the Office of Human Resources maintain a current address and phone number for each member of the faculty and staff. Notice of change of address and/or phone number should be given to the academic dean or supervisor who, in turn, immediately notifies the Office of Human Resources and the Provost's Office. When a change in number of dependents or marital status occurs, the employee should request a W-4 form from the Business Office and forward the completed form to the Payroll Office.

Affirmative Action Plan & Equal Employment Opportunity Policy

It has been and will continue to be the policy of Tidewater Community College to provide employment, training, compensation, promotion, and other conditions of employment without regard to race, color, religion, national origin, sex, sexual orientation, or age. Further, it is the policy of Tidewater Community College to take affirmative action to ensure that applicants are employed, and that employees are treated equally during employment, without regard to their race, color, religion, national origin, sex, sexual orientation, or age.

To ensure the effectiveness of this policy, Tidewater Community College's administrative staff has been assigned the responsibility and authority at their respective divisions to assure that managers and employees at all locations, as a basic minimum, comply with both the spirit and intent of federal, state, and local legislation, government regulation, and executive orders in providing equal opportunity without regard to race, color, religion, national origin, sex, sexual orientation, or age.

While it is the policy of Tidewater Community College to apply appropriate job-related standards to the conditions of employment and to maintain such standards at a level consistent with the continued growth of the college in a highly competitive economy, it is also the policy to take affirmative action to seek out individuals whose potential has not been developed, with the objective of assisting them to meet these standards. Tidewater Community College's Affirmative Action Programs are to be updated yearly.

Any willful or deliberate violation by any employee of the College's Equal Opportunity policy, or of any procedure devised and implemented to give that policy force and effect, will be cause for appropriate disciplinary action. Inquiries concerning affirmative action policy should be addressed to Tidewater Community College's Human Resources Office, which is located at the District Office, 121 College Place, Norfolk, VA 23510 and by phone at (757) 822-1704.

Appointment of Personnel

Nine-Month Faculty Appointments

Full-time teaching faculty (including program heads and assistant academic deans) are normally on nine-month appointments that include the fall and spring semesters of the academic year. All assistant academic deans and program heads are appointed as teaching faculty. Such appointments are made at the discretion of the individual college.

Twelve-Month Faculty Appointments

Professional faculty are individuals holding non-teaching positions with continuing responsibilities, employed on a twelve-month basis beginning July 1 and ending June 30. All professional faculty are assigned a faculty rank for which they qualify. Librarians and Counselors are professional faculty. Colleges may also designate Coordinator, Assistant Coordinator, and Administrative Officer level positions as professional faculty.

Summer Session Appointments

Nine-month teaching faculty employed at the discretion of the institution during the summer semester will be employed on temporary appointments. They may be employed for teaching, approved curriculum development, research projects, approved resident study at a university, and/or other approved special projects. Summer employment of teaching faculty is based primarily on student enrollment. Every effort will be made to estimate summer enrollments by the middle of the spring semester so that faculty members can make their personal plans for the summer.

Presidential Selection

Although the president has the responsibility of selecting all new personnel and for recommending the change in status of all personnel (including salary changes, promotions, dismissals, and retirements), the recommendation should originate at the appropriate supervisory level. No final financial commitments can be made until the personnel appointment is approved by the appropriate state agencies.

Commencement

All faculty members are expected to attend commencement exercises unless specifically excused by their Campus Provost. All faculty members are individually responsible for securing and wearing appropriate academic regalia at the commencement ceremony. The campus Business Office will assist in renting or purchasing such regalia.

Consulting

Within the VCCS:

Faculty may provide professional services to other VCCS colleges such as consulting or conducting workshops, in accordance with VCCS Policy 3.8.9 et.seq. "Professional Duties and Consulting".

External Consulting:

Faculty may engage in consulting and teaching activities so long as such activities do not interfere with their regular responsibilities and duties within the VCCS, and so long as such activities are not in violation of the Comprehensive Conflict of Interest Act.

Criteria for Appointment, Reappointment and Promotion

The following criteria will be considered in the appointment, reappointment, and promotion of all faculty to faculty rank and for the determination of salary. Since the primary responsibility of the faculty member is proficient teaching in classes and individual conferences with students, performance will be the most important consideration in determining faculty rank and salary. Otherwise, strength in one criteria may compensate for weakness in another. See Supporting Documents: [Multi-Year Appointment Recommendation Form](#); [Virginia Community College System Guidelines for Academic Preparation of Faculty \(VCCS 29\)](#).

1. Teaching effectiveness:

Each college defines effective teaching through its faculty evaluation process.

2. College training and experience:

- College degrees.
- Number of undergraduate and graduate credits in major teaching fields.
- Professional and occupational certificates or licenses.
- Apprenticeships.
- Training in trade schools and special schools.
- Internships.
- Advanced studies.
- Previous occupational experiences (in business, government, industry, and the professions) and the previous educational experiences (both inside and outside the Virginia Community College System).

Faculty members teaching in the career and technical fields usually are required to possess some appropriate occupational experience in fields related to the subjects they are teaching and are encouraged to stay current with occupational developments through visitations, summer employment in industry, and other occupational experiences.

3. Professional and occupational activities:

- membership and activity in professional organizations (general and/or specialized organizations at the local, state, and/or national level);
- accomplishment of important professional development activities that may or may not be part of an individual professional development plan;
- attending and participating in professional conferences, workshops, and meetings;
- knowledge of current developments in education and industry;
- participating in business or industrial activities related to professional field;
- participating in college and state level professional development activities;
- being active in college committees and system-wide committees;
- engaging in writing, speeches, research, reports and consulting;
- engaging in classroom research to improve teaching;
- sharing innovations in using instructional technology with colleagues in other colleges;
- participating in the community services program at the college;
- participating in the local college advisory committees; and
- contributing to the community welfare and community development.

Employment Outside of the College

Members of the faculty may engage in outside employment so long as it does not interfere with their work performance or professional responsibilities to the College or create a conflict of interest as specified in the State Conflict of Interest Policy.

Educational Aid

PURPOSE:

To provide implementation guidelines for the State Educational Aid Policy.

Approval Authority:

College presidents are delegated the authority to approve educational aid requests (Form VCCS-16) for their respective colleges. The Assistant Vice Chancellor for Human Resource Services is delegated the authority to approve requests originating in the System Office.

Justification:

All education and training provided under the provisions of the State Educational Aid policy must meet the eligibility criteria of one of the two following categories:

- a. Job Related. Education or training related to employee's current position to meet one of the following objectives:
 1. To train employees in the use of new or modified methods and equipment.
 2. To train employees in skills and knowledge required by changes in the employee's current positions.
 3. To train employees for advancement to positions for which qualified applicants are not otherwise available.
 4. To train employees appointed with below-minimum qualifications because qualified applicants were unavailable.
- b. Degree Requirement. Academic courses taken at regionally accredited institutions to meet one of the following objectives.
 1. To enable qualified administrative and teaching faculty to attain advanced degrees for the maintenance of established standards of the college or to meet specific needs that have been authorized by the college.
 2. To enable classified employees to complete degree programs which will enhance job performance or support the college's mission. Documentation of acceptance into a degree program and the program's course requirements will accompany a request for educational aid for criteria 2.a and 2.b.

Expenses:

Educational expenses shall consist of the cost of any of the following:

- approved registration fees
- tuition fees

There are no provisions for reimbursement of travel or living expenses for during-hours, after-hours or resident study credit programs. Reimbursement may be made for travel expenses, living expenses (when the training is away from the normal place of work) and fees for during-hours non-credit programs.

ELIGIBILITY

- a. The eligibility guidelines represent the normal requirements that must be met to be considered for Educational Aid.
However, each college president may waive these eligibility requirements in the interest of the effective and efficient operation of the college.
In cases where the eligibility requirements are waived, an explanatory justification statement approved by the college president shall be attached to the VCCS-16 and retained by the college in the employee's personnel file.
- b. Faculty should normally complete one full semester of employment in order to be eligible for Educational Aid.
This provision shall also apply to faculty reemployed within the VCCS after a break in service.
For educational aid that includes educational expenses and educational leave with partial pay or without pay, the following shall apply:
 1. Teaching faculty, counselors, and librarians should normally be eligible for, or have received a multi-year appointment.
 2. Administrative and other professional faculty should normally have completed a minimum of three (3) years of service in the VCCS.
 - 3.

PARTIAL PAY FOR FACULTY

- a. The base salary utilized to compute the partial pay shall be the salary in effect on the last workday prior to the period of educational leave.
- b. The effective date to be utilized when placing 9-month faculty on educational leave with or without pay shall normally be the first day of the fall or spring semester.
- c. Merit salary increases will be applied to the faculty member's base salary on the first day of work following the leave.

Limitation on Number of Hours in an After-Hours Program:

Employees should normally be limited to tuition reimbursement for no more than six credit hours of course work per semester in an after-hours study program. However, each college president may approve course work in excess of six credit hours, provided it is in the interest of the effective and efficient operation of the college. Each college president should insure that the number of after-hours courses does not interfere with the normal performance of the employee's job duties.

OBLIGATIONS

- a. The obligations for a VCCS employee receiving Educational Aid consisting of educational expenses and educational leave with partial pay or educational expenses and educational leave without pay, shall be as specified in paragraph 7, "Resident Study," of the State Policy.
An employee receiving either of these types of Educational Aid must execute a promissory note for the total amount of salary paid as educational aid and/or expenses paid by the State, i.e., registration, laboratory, and tuition fees. The note will be executed on the date of the first day of the leave with interest to accrue on the date study is terminated.
- b. If the employee executing a promissory note does not return to the college which granted the leave with pay, or to another college within the VCCS, or the to System Office upon termination of study or resigns prior to the completion of the obligation, for a period equal to twice that of the period of absence, the pro-rata portion of the note and interest (based on other State educational aid assistance) shall be paid in full within one year following the termination of employment.
- c. In the event that an employee, after having successfully completed the course of study, accepts employment with another Virginia state agency or a branch of the Virginia state government, a release from the promissory note may be obtained, providing that the employing institution reimburses in full by IAT (Inter-agency Transfer) the college which granted the leave with pay.

Faculty Evaluation

The evaluation of all personnel of the college is a continuing process. A formal procedure for the evaluation of instruction and other assigned responsibilities that incorporate self-evaluation, student evaluation, and evaluation by the faculty member's immediate supervisor has been implemented by the college.

The process and the evaluation documents are reviewed as a part of the college's faculty development program, and are individually reviewed with each instructor by the appropriate academic dean. Faculty evaluation by students will take place during the end of the fall semester. A faculty member has the option to request evaluations any semester, including summer.

Faculty Responsibilities

The major emphasis shall be on teaching, by working with students in classrooms, laboratories, individual conferences, and related activities to help the students develop their interests and abilities to the fullest capacity to become better persons, better workers, and better citizens.

To accomplish this goal, the work loads specified in the section on "Teaching Loads" are expected of faculty. Regardless of the teaching mode (e.g., classroom-based, online, hybrid, telecourses) or of any released time assignments, faculty members are expected to be physically present on a regular basis at the college throughout the contractual period for office hours, department and division meetings, committee meetings and other governance activities, as well as to be available to respond to institutional needs and to engage in collegial interaction with other faculty and members of the college community.

Faculty Transfer Policy

The college has developed a Voluntary Intercampus Transfer Policy for Teaching Faculty and a Policy for Mandatory Intercampus Transfer of Teaching Faculty.

- [Policy for Voluntary Intercampus Transfer of Teaching Faculty \(Intranet\)](#)
- [Procedures for Voluntary Intercampus Transfer of Teaching Faculty \(Intranet\)](#)
- [Policy for Mandatory Intercampus Transfer of Teaching Faculty \(Intranet\)](#)
- [Procedures for Mandatory Intercampus Transfer of Teaching Faculty \(Intranet\)](#)

Fair Employment Practices

The Virginia Community College System (including the Richmond System office and the 23 community colleges) is an equal-opportunity/affirmative action employer and does not discriminate against any employee or applicant because of race, creed, color, religion, sex, sexual orientation, age, national origin, handicap, or veteran status. It is the policy of the Virginia Community College System to maintain and promote equal employment and educational opportunity without regard to those or other non-merit factors, except where sex or age is a bona fide occupational qualification.

The College complies with federal government contract requirements with regard to fair employment practices. The compliance involves actions which include, but are not limited to, the following:

- employment
- upgrading
- demotion
- transfer
- recruitment or recruiting advertising
- layoff or termination
- rates of pay or other forms of compensation
- selections for training (including apprenticeship).

The Human Resource Manager functions as the college EEO/AA officer. The Human Resource EEO Manager serves as the college 504 Coordinator as required by Section 504 of the Rehabilitation Act of 1973.

Grievance Procedure

3.13 Faculty Grievance Procedure

Purpose

The Grievance Procedure is intended to provide a fair process for resolving complaints or disputes. If a complaint or dispute cannot be resolved through informal discussion, the grievant may pursue the formal Grievance Procedure. This procedure shall include but is not necessarily limited to (i) the Professional Employee's Appointment Policy, (ii) the Procedures for Non-reappointment, Dismissal, Suspension or Reduction in Staff for College Personnel Holding Faculty Rank. Nothing in this procedure is intended to substitute for nor repeal the policies/procedures governing tenured faculty (See the VCCS Tenure Policy).

3.13.0 Definitions

a. Grievance - A grievance is a complaint or dispute between an employee of the college holding faculty rank (the grievant) and an administrator, a faculty member acting in a supervisory capacity, or a member of the classified staff of the college with respect to the application or interpretation of the rules, policies, procedures, and regulations of the college or the Virginia Community College System as they adversely affect the grievant's work activity or terms

of employment. Only the application or interpretation is grievable and not the rule, policy, procedure, or regulation itself.

A complaint or dispute may include but is not limited to (i) disciplinary action; (ii) dismissal; (iii) demotion; (iv) suspension; (v) non-reappointment; (vi) reduction in force; (vii) promotion; (viii) multi-year appointment; (ix) acts of reprisal as the result of utilization of the grievance procedure or of participation in the grievance of another employee of the VCCS; (x) acts of reprisal as the result of faculty members exercising their constitutional rights or academic freedom as set forth in the Statement of Academic Freedom and Responsibility adopted by the State Board; and (xi) discrimination on the basis of race, color, creed, political affiliation, age, handicap, national origin or sex.

b. Management Responsibilities - The State Board reserves the exclusive right to manage the affairs and operations of the VCCS. Except in the case of misapplication or misinterpretation of policy, the following complaints are nongrievable: (i) establishment and revision of wages or salaries, faculty rank classifications or general benefits; (ii) work activity accepted by the employee as a condition of employment or work activity which may reasonably be expected to be a part of the job content; (iii) the contents of ordinances, statutes or established personnel policies, procedures, rules and regulations; (iv) a personnel action within policy and the authority of the person implementing policy, such as: nonreappointment, dismissal, suspension, reduction in force, multi-year appointment, promotion, and demotion; (v) the hiring, promotion, transfer, assignment and retention of employees within the agency; and (vi) the relief of employees from duties of the agency in emergencies.

c. Faculty Member - Faculty members are those employees who hold faculty rank and occupy a permanent full-time or part-time teaching, counselor or librarian position. Restricted faculty members are employees who hold faculty rank and occupy a full-time position which is funded in whole or in part by non-state revenues or has been accepted under special conditions or which is identifiable as non-continuing in nature.

d. Administrators and Professionals - Administrators and professionals shall be defined as those employees who hold faculty rank and occupy a permanent full-time or part-time administrative and professional position as defined in the Governor's Consolidated Salary Authorization for Institutions of Higher Education, except counselors or librarians. Restricted administrators and professionals are employees who occupy a position funded in whole or in part by non-state revenues or has been accepted under special conditions or which is identifiable as non-continuing in nature.

e. Adjunct Faculty – Adjunct faculty are employed to teach less than a normal faculty load or to teach less than a full session on a semester by semester or summer term basis. The adjunct faculty contract contains no guarantee of continued employment.

f. Law - The term law used herein includes all Federal and State court decisions, all Federal and State statutes, and all lawful regulations and policies emanating therefrom. The Attorney General's Office may provide advice and guidance with respect to questions of law. Upon request, interpretations of policy, rules and procedures shall be provided by the Chancellor.

3.13.1 Procedure

a. Informal Resolution Prior to Filing the Grievance

· Informal Meeting - When a complaint or dispute arises, the first step must be an informal meeting between the complainant and the immediate supervisor. This meeting shall take place within twenty (20) workdays of the occurrence which gave rise to the complaint or dispute or when the complainant should have reasonably known of its occurrence.

· Arbitration - After the informal meeting, the parties to the complaint or dispute may agree in writing to submit the problem to arbitration by some person on whose appointment they both agree. If the decision of the arbitrator is agreeable to both parties, they should sign a written statement of the dispute's resolution, a copy of which will be given to each party. The decision may be implemented provided it is within the authority of the parties involved and is within policy. The parties have ten (10) workdays from the date of the informal meeting to try to reach agreement by arbitration. If agreement is not reached within that time, the complainant has ten (10) workdays in which to file the grievance.

b. Grievance Level One - Immediate Supervisor

If the complaint or dispute cannot be resolved informally, the grievant may file a formal written grievance with the immediate supervisor¹ within ten (10) workdays following the informal meeting with the immediate supervisor or the conclusion of the arbitration process. A copy of the written grievance must also be forwarded by the grievant to the college human resources officer. The written grievance shall meet the requirements of 3.13.3.a. Within ten (10) workdays of receipt of the written grievance, the immediate supervisor shall render a written decision on the grievance and provide a copy to the grievant and to the college human resources officer who will maintain a separate grievance file.

c. Grievance Level Two – Vice President or Equivalent Position

The grievant may file a written appeal of the Level One decision with the grievant's vice president (or equivalent position, i.e., the person reporting directly to the president and having overall responsibility for the area in which the grievant works) within ten (10) workdays of receipt of the written decision rendered by the immediate supervisor. The appeal shall include the written grievance described above in Level One, the supervisor's written decision, and a concise explanation of the basis of the appeal.

The vice president or equivalent position shall set a date for a meeting and notify the grievant and the immediate supervisor. The meeting shall take place within ten (10) workdays after receipt of the written appeal by the vice president or equivalent position, unless the time is extended by the vice president or equivalent position for good cause. The grievant and the supervisor may call persons to offer information pertinent to the grievance. Each side of the grievance shall have the right to question all witnesses and to examine all documents and tangible evidence presented. Witnesses shall be excused upon completion of their statement. The party desiring such persons to be present at the meeting has the responsibility to make all necessary arrangements therefore. Electronic recorders may be used. The use of a stenographic reporter is prohibited, except by mutual consent.

The vice president or equivalent position shall communicate the decision in writing within ten (10) workdays from completion of the meeting to the grievant and to the immediate supervisor.

If the president is the immediate supervisor or at any point that the president occupies the next administrative level or has rendered a previous decision relative to the grievance, the process moves to Level Four.

d. Grievance Level Three - Ad Hoc Hearing Committee or President

The grievant may file a written appeal of the Level Two decision with the president within ten (10) workdays of receipt of the written decision. The grievant shall request either that the appeal be heard by the president or that an ad hoc hearing committee be appointed according to the procedures established herein.

· Ad Hoc Hearing Committee

If the grievant requests that an ad hoc hearing committee be appointed, the president shall, within ten (10) workdays after receipt of the written appeal, implement the procedures outlined below. For good cause, the time for selection of the committee may be extended by the president to the earliest available date.

e. Procedure for the Appointment of the Ad Hoc Hearing Committee

· Purpose: to provide for a uniform and fair selection of prospective committee members and the appointment of ad hoc hearing committees from college personnel holding faculty rank.

· General Provisions: Each college shall identify a list of prospective committee members for service on an ad hoc hearing committee for the purpose of conducting the Faculty Grievance Procedure. The prospective committee members shall be elected from the various segments of the college faculty: teaching faculty, counselors, librarians, and administrators.

· Election of Prospective Committee Members: Each segment of the faculty, as defined by the college, shall elect prospective committee members by the beginning of each academic year. Whenever practical, the prospective committee members shall be in general proportion to the number of faculty members in each segment. In no case shall there be less than one (1) representative member from any faculty segment.

· Appointment of Ad Hoc Hearing Committee: When it becomes necessary to appoint an ad hoc hearing committee, three (3) faculty members and two (2) administrators shall be chosen by lot in the presence of both parties. Whenever an administrator is the grievant, the membership of the committee shall consist of two (2) faculty members and three (3) administrators chosen by lot in the presence of both parties.

· Eligibility for Committee Membership and Challenges to Committee Members: All prospective committee members shall be eligible to serve on an ad hoc hearing committee except any supervisor or administrator who has rendered a decision on the issue. No person who serves at one step of the grievance procedure shall be eligible to serve at any other step. At the time of the appointment, each party to the dispute is permitted two challenges of members of the ad hoc hearing committee. It is not necessary to submit proof of bias. When any member of the committee is challenged, that person is replaced by lot. The selection of the committee members and the challenge process shall take place in a meeting with both parties to the dispute present. The committee shall then proceed under the normal time frame requirements established for the particular procedure. The committee shall select its chairman.

· Role and Function of Ad Hoc Hearing Committee: The role and function of the committee is to determine whether the challenged action is within policy and the authority of the person taking the action, and provide a written report of findings of fact and the decision. Committees may not exceed the scope of the purpose for which the committee was established (see definition of grievance above, Paragraph II.A.).

Within ten (10) workdays after the ad hoc hearing committee has been appointed, the chairman, in consultation with the ad hoc hearing committee, shall set a time and place for a hearing and notify the grievant, the grievant's immediate supervisor, and the vice president or equivalent position. The hearing shall begin within twenty (20) workdays after the ad hoc hearing committee has been appointed. The chairman, in consultation with the committee, may continue the hearing, for good cause, to the earliest practical date. The committee's report, which will include findings of fact and its decision, shall be based on the information presented at the hearing and shall be consistent with the rules, policies, procedures, and regulations of the college and the VCCS. The ad hoc hearing committee shall arrive at its report by simple majority vote and shall communicate its findings of fact and decision in writing, within ten (10) workdays after the hearing is completed, to the grievant, the grievant's immediate supervisor, the vice president or equivalent position, and the president. If there is a dissenting member, a minority opinion including the rationale for dissent, shall be included in the report. The report of the ad hoc hearing committee shall be reviewed and signed by each member of the committee. Nothing herein should be construed as delegating to the committee any power of management, nor authority to award any compensatory relief.

The president may, within ten (10) workdays of the receipt of the report, submit a written petition to the committee for clarification or to reconsider its report should the president find errors or inconsistency of fact and conclusion. The written petition should specify the perceived errors or inconsistencies of fact. The committee shall respond within ten (10) workdays. For good cause, the president may extend the ten (10) workdays to the earliest practical date. The petition and the committee's response shall become part of the record.

The decision of the ad hoc hearing committee shall be binding upon the parties unless the provisions of Level Four apply or the president determines that the decision violates the law, or the rules, policies, procedures or regulations of the college or the VCCS. In this case, the president must state in writing the exact law, or the rules, policies, procedures or regulations of the college or the VCCS which have been violated. The president must communicate in writing the findings to each party involved in the grievance. If the finding is against the grievant, the grievant may proceed at once to Level Four.

f. President's Hearing - If the grievant requests that the president hear the appeal in person, the president shall, within ten (10) workdays after receipt of the appeal, set a date for a hearing and notify the grievant, the grievant's immediate supervisor, and the vice president or equivalent position.

The hearing shall begin within twenty (20) workdays after receipt of the appeal by the president. The president may continue the hearing, for good cause, to the earliest practical date.

The president shall render a decision in writing within ten (10) workdays of the completion of the hearing with copies to the grievant, the grievant's immediate supervisor, and the vice president or equivalent position. The decision of the president shall be final under the provisions of this grievance procedure, except where the provisions of Level Four apply.

g. Essential Elements of the Ad Hoc or President's Hearing:

· Each side of the grievance shall have the right (1) to present relevant information or witnesses; (2) to question all witnesses; (3) to examine all documents and tangible evidence presented; (4) to receive at no cost a copy of the evidence, the documents and a transcript of the proceedings. A verbatim transcript shall be provided in audio form and in written form if requested by either party.

· The chairman/president shall be the presiding officer and rule on objections and govern the proceedings. The chairman/president may require each side to make brief opening and/or closing statements, with the grievant making the second presentation. The chairman/president will designate the time allowed for this purpose and allow neither party to exceed the allotted time, except upon petition. If the petition is granted, both parties involved will be given equal additional time. The chairman/president shall begin and end the hearing, as appropriate, and may grant a recess or continuance as required.

· Governing rules of procedure should be established in writing by the committee/ president, and made known to all parties involved at least seven (7) days prior to the commencement of the hearing. The hearing is not intended to be conducted as court proceedings, and the technical court rules of evidence are inapplicable. The committee/president should consider all reliable and relevant information presented. Hearsay evidence may be admissible if the committee determines that such evidence is reliable and relevant to the issue under consideration.

h. Grievance Level Four - State Appeals Panel

There are four conditions under which the grievant may appeal to a State Appeals Panel of the VCCS (provided that the grievance process has been fully exhausted at the college).

- Condition one: When the college ad hoc hearing committee/president rules against the grievant.
- Condition two: When the president rejects the findings of the ad hoc hearing committee.
- Condition three: When the grievance is directly against the president.
- Condition four: When the grievance procedures have not been followed to the prejudice of the grievant.

The State Board Appeals Officer² as the executive secretary of the State Appeals Panel is responsible for orienting the panel to its role and responsibility, providing for staff support, and distributing written grievance documents for the panel's review prior to its initial meeting. All appeals to the State Appeals Panel are to be directed to the State Board Appeals Officer. The grievant must file the appeal within twenty (20) workdays of the receipt of the decision from Level Three. Within ten (10) workdays of the receipt of the appeal the State Board Appeals Officer shall select by lot the State Appeals Panel which is to examine the grievance. The selection of the panel will follow the procedure outlined below. The panel shall elect its own Chairman. No one who has served on the Level Three ad hoc hearing committee may serve on the State Appeals Panel for the same grievance.

i. Procedure for the appointment of the State Appeals Panel.

- Purpose: To provide a uniform and fair selection of prospective panel members and the appointment of the State Appeals Panel from college personnel holding faculty rank.
- General Provisions: Each college shall identify a list of prospective panel members for service on the State Appeals Panel for the purpose of conducting the Faculty Grievance Procedure.

²The State Board for Community Colleges appoints the State Board Appeals Officer. In the event that the State Board Appeals Officer is unable to participate as executive secretary of the State Appeals Panel or there is a conflict, including a conflict of interest, the Chairman of the State Board Personnel Committee will appoint an alternate executive secretary to the State Appeals Panel within ten (10) work days of the receipt of the appeal by the State Board Appeals Officer.

The list of prospective panel members should be identified by July 1 of each year. Representation from each college shall consist of two persons: one administrator and one teaching faculty member, counselor or librarian. They shall be elected by those respective groups at each college.

- Selection of State Appeals Panel: The panel will consist of three (3) faculty members and two (2) administrators when the grievant is a faculty member. Whenever an administrator is the grievant, the membership of the committee shall consist of two (2) faculty members and three (3) administrators. The membership of the State Appeals Panel will be chosen by lot, from the list provided. The State Board Appeals Officer will conduct the selection and each party to the grievance may be present. No member of the panel shall be from the college where the parties of the grievance were employed at the time of the grievance or at the time of the hearing.

j. Role and Function of the State Appeals Panel: The role and function of the panel is to determine whether the challenged action is within policy and the authority of the person taking the action. The panel may not exceed the scope of the purpose for which it was established. Specifically, the panel is established to serve in an appellate role. It is not intended to be a panel of first review except in those cases where the grievance is against the president, or the grievance has been moved to Level Four because the president occupies the grievant's next administrative level, or the president has previously rendered a decision relevant to the grievant.

Within ten (10) workdays after the panel has been established, the State Appeals Panel shall meet to elect a chair and shall set a time and place to examine the appeal and all relevant material. The State Appeals Panel shall review the written decision of the president or ad hoc hearing committee and all written or taped records regarding the grievance. The State Appeals Panel is empowered to hold a formal hearing if it determines (1) there is a need for more information, (2) clarification of the record is necessary, (3) or new evidence is presented which would substantially alter the decision under review. The same essential elements of hearing as stated in paragraph III.D.3 shall be followed.

If the panel decides to hold a hearing, within ten (10) workdays the State Appeals Panel must notify each party to the grievance by certified mail. The hearing shall begin within twenty (20) workdays from the receipt of notification. The panel shall arrive at its final decision within ten (10) workdays after the hearing is completed.

The decision of the State Appeals Panel will be forwarded, in writing, to the person submitting the appeal and the president of the appellant's college within ten (10) workdays after the decision is made. The Panel may extend the ten (10) workday period, for good cause, to the earliest practical date. The decision of the State Appeals Panel shall be final under the provisions of this grievance procedure unless the State Board on its own initiative should decide to reverse or modify the Panel's decision as contrary to law or policy. Except in the case of a job termination, there is no right to appeal to the State Board. In the case of a job termination, including a reduction in force meeting the terms of this policy, either party may appeal the Panel's decision to the State Board.

In the case of job termination, within ten (10) workdays following the decision rendered by the State Appeals Panel, the grievant may submit a written appeal to the State Board through the Secretary of the State Board. The case shall be considered on the record of the prior proceedings and upon the basis of any written materials provided by the college and the grievant. The decision of the State Board shall be final.

3.13.2 Time Limitations

a. Extension of Time: It is important to good relationships that grievances be initiated and processed as expeditiously as possible. The time limitations specified for either party may be extended by mutual written agreement.

b. Effect of Failure to Initiate a Complaint or Dispute Within Time Limit: A failure to raise the complaint or dispute within the time limits of paragraph III.A.1. and 2. shall result in the loss of the right of the grievant to further appeal.

c. Effect of Failure of Grievant to Appeal Within Time Limit: If there is no mutual written agreement to extend the time limits set herein, and if a decision at one level is not appealed by the grievant to the next level of the procedure within the time limit specified, the right of the grievant to further appeal is terminated.

d. Effect of Failure to Respond to Grievant Within Time Limit: Failure at any level of the grievance procedure to initiate communication of a decision to the grievant within the specified time limit shall result in an automatic right of appeal to the next level of the procedure. The appeal must be made by the grievant within the time frame which would have been allotted had the decision been communicated by the final day; otherwise, Paragraph IV.B. above shall apply.

3.13.3 General Provisions

a. Identification: All written grievances and appeals shall identify the name and position of the aggrieved party, the name and position of the party or parties against whom the grievance is filed, the date of filing, a concise statement of the nature of the grievance, the specific rule, policy, procedure, or regulation of the VCCS or the college which has allegedly been misapplied or misinterpreted, how it was misapplied or misinterpreted, and the specific redress being sought by the grievant.

b. Avoiding Interruptions: In pursuing the provisions of this procedure, every effort shall be made to avoid interruptions of classroom activity and other college functions and the unnecessary involvement of students or others not directly involved in the act being grieved or the grievance process itself.

c. Informal Discussion: Nothing contained herein shall be construed as limiting the right of the grievant to discuss the matter informally with any appropriate member of the college. If the grievance is settled informally and/or the grievant withdraws from the procedure at any level, such a settlement shall be deemed a final resolution and shall be entered in the records as such (see paragraph V.E.).

d. Clarification of Administrative Structure: It shall be the responsibility of each college president, where necessary, to provide a clarification on the relationship of Levels One through Three to the college's administrative structure. The term "immediate supervisor", as used herein, refers to the first line of administration.

e. Placement of Records: Once a grievance has been formally filed (Grievance Level One), a record shall be kept in the Human Resources Office. After final resolution of the grievance, only the rendered decision shall be placed in the personnel file of each party to the grievance. The record of the case shall be treated with the same confidentiality as other personnel records.

f. Applicability to Temporary Faculty Members: When a temporary part-time faculty member (P-14) has a grievance, the same procedures as set forth herein shall apply except that the procedure shall end at Level Two.

g. Applicability to Administrators and Professionals: When an administrator or professional has a grievance, the same procedure as set forth herein shall apply.

h. Representation by Legal Counsel: In order amicably to promote the informal resolution of potential grievances, legal counsel may not participate prior to Level One. Both parties to the grievance have the right to employ legal counsel, who may be present and participate at any level of the formal grievance procedure. Any party intending to have legal counsel present at the hearing must notify the other party to the grievance of that intent.

i. Timing: The grievance procedure at the institution (absent agreement otherwise) should take place when the parties are under contract and during regular working days.

j. Public Statements: Except for such simple announcements which may be required covering the time of hearings and similar matters, public statements and publicity about a case shall be avoided by all parties so far as possible until all proceedings have been completed.

k. Academic Freedom: Nothing in this policy shall be used to restrain faculty rank employees in their exercise of constitutional rights or academic freedom as set forth in the Statement of Academic Freedom and Responsibility adopted by the State Board.

l. Job Termination: The initial recommendation of job termination may be issued from the vice president/provost or the president instead of the immediate supervisor. In all such cases, the faculty member shall be notified of the identity of the person making the initial recommendation. All subsequent proceedings shall begin at the appropriate level (vice president /provost or president) and recommendations of lower level administrators, if any, shall be included in the record for future consideration.

m. Delivery of Notices: When giving notice of action or requesting appeal, it is the author's responsibility to make all reasonable effort to ensure that the person(s) designated to receive such notices and requests receive them personally. Personal delivery by the author for which a receipt is obtained or certified mail with return receipt should be used for the delivery of notices and requests.

Honoraria

Expert guests may be invited to serve the college, usually for a briefly defined or limited period, for purposes consistent with the college mission. Expert guests may be defined as individuals who have, are involved in, or display special skills and/or knowledge derived from experiences and/or training. When expert guests are paid for their services, honoraria are to be based on a fee structure of \$25.00 per clock hour for services of eight hours or less duration. When expert services are provided for a time period greater than eight hours, an honorarium must be negotiated with the expert and approved by the Vice President for Academic and Student Affairs and/or Vice President for Finance.

In these cases, services must be extensively detailed, and an evaluation report must be developed and retained in the appropriate Academic Dean's office for a period of twelve months.

Insurance

I. Basic Group Life Insurance:

Group Life Insurance is mandatory for all full-time faculty (regardless of age when first hired). The policy is with Minnesota Life and the college pays the entire premiums. The amount of insurance coverage for natural death benefits on a working member is the annual salary rounded to the next highest thousand and then doubled. An accidental death benefit is doubled that of a natural benefit. Policy also includes a dismemberment clause that pays for the loss of one limb or sight of one eye a payment equal to your salary. Life insurance continues when retired as follows:

- a. Service retirement - decreases in value 25% a year until value reaches 25% of its original value.
- b. VRS Disability retirement - remains at original value until retiree reaches 65 and then decreases in value as with service retirement.

Accidental and dismemberment clauses are not in effect when retired.

If employee terminates prior to being eligible for retirement benefits, life insurance coverage ceases, but employee can convert coverage to a private policy.

If employee meets the age and service requirements to retire at the time he terminates service but delays his retirement (does not withdraw his retirement account) his life insurance will remain in effect. It will decrease in value as with service retirement.

II . Optional Life Insurance

If you are covered under the Basic Group Life Insurance, you are eligible for optional life insurance for natural and accidental death and for dismemberment, for you, your spouse and dependent children. You are responsible for paying the premiums through payroll deduction.

All optional life insurance ceases when you separate employment, at the end of the month when your basic coverage ceases, or at age 65 if you retire because of a disability, provided you continue to pay premiums. The optional insurance amounts may be converted to an individual policy at non-group rates, except for minor children under the age of 18.

You may continue a portion of optional life insurance coverage for yourself, your spouse and dependents into retirement if you have been continuously covered under optional life insurance during the 60 months immediately preceding retirement and you elect to continue the coverage within 31 days of separating employment. All optional insurance ends when you reach age 80.

III. Health Insurance

The State Department of Human Resource Management is responsible for securing health benefits for full-time faculty employees. Information concerning the various health insurance programs available in the Tidewater area may be obtained from Human Resources. The state pays a portion of the premium. The employee's portion is payroll deducted.

Employee Assistance Program (EAP)

The EAP is a confidential assessment and referral service for employees who are experiencing personal problems such as alcohol and substance abuse, marital or family difficulties, financial problems, or medical or mental disorders. In general, the EAP care must be authorized in advance and is available through the employee's health benefits plan.

Plan administrator contact information may be found on the DHRM website www.dhrm.virginia.gov, in the COVA Care Member Handbook and Amendment, or in the Office of Human Resources.

IV. Supplemental Insurance

Information concerning the various supplemental insurance's (cancer, disability, auto, homeowners) available through payroll deduction is available from the Office of Human Resources.

V. Flexible Reimbursement Programs

Premium Conversion

Employees are automatically enrolled in the Commonwealth's premium conversion program. The program allows employees to pay their health insurance premiums before their taxes are calculated. The result is more spendable income for employees due to the tax savings.

Flexible Reimbursement Accounts

Employees are eligible to enroll in the Commonwealth's medical and dependent care reimbursement account immediately upon employment. This program allows employees to pay certain dependent care and medical care expenses with before-tax dollars. The reimbursement accounts reduce taxes, and increase spendable income.

Leave

Appropriate [leave forms](#) must be filed by the faculty member with the immediate supervisor.

HOLIDAYS AND ANNUAL LEAVE

As a state agency, there are twelve official holidays each year for all college employees. In addition, all faculty on **twelve-month appointments** receive annual leave varying from 12 days annually (cumulative to 24 days) to 27 days annually (cumulative to 42 days) depending upon their number of years of state service.

In addition to the twelve official college holidays, **nine-month teaching faculty** receive time between semesters on days when they are not required to be on campus. (Some holidays may be used for classes depending upon circumstances.)

Official College Holidays

The college observes the following holidays according to the schedule published by the state's Department of Human Resource Management, except that certain holidays annotated with an asterisk in the following table are "banked" to be observed during the college's Christmas - New Year holiday period.

HOLIDAY	DAY(S)
New Year's Day	1
Lee-Jackson Day	1*
Martin Luther King, Jr. Day	1
George Washington's Birthday	1*
Memorial Day	1
Independence Day	1
Labor Day	1
Columbus Day	1*
Veteran's Day	1*
Thanksgiving	2
Christmas Day	1

* Banked for observance during the college's Christmas - New Year holiday break.

If one of the designated holidays falls on a Saturday, the Friday prior to the date will be an official holiday.

If one of the designated holidays falls on a Sunday, the Monday following that date will be an official holiday.

In addition, the Governor may designate other time periods for state holiday leave.

Exceptions to this schedule will be considered on an individual basis by the Virginia Community College System offices upon recommendation of the college president.

NON-TEACHING FACULTY

Administrative & professional faculty, including deans, directors, counselors, and other professional staff on twelve-month appointments, earn annual leave according to the following chart.

Annual Leave Accrual Rates and Maximum Carryover Limits: Effective July 10, 2000

Years of Service	AL Hours Accrued Per Pay Period	AL Hours Accrued Per Year	Maximum AL Carryover Limits	Maximum AL Payment Limits
Up to 5 years	4 hours	96 hours (12 days)	192 hours (24 days)	192 hours (24 days)
5 years	5 hours	120 hours (15 days)	240 hours (30 days)	240 hours (30 days)
10 years	6 hours	144 hours (18 days)	288 hours (36 days)	288 hours (36 days)
15 years	7 hours	168 hours (21 days)	336 hours (42 days)	288 hours (36 days)
20 years	8 hours	192 hours (24 days)	384 hours (48 days)	336 hours (42 days)
25 years	9 hours	216 hours (27 days)	432 hours (54 days)	336 hours (42 days)

* Employees who leave state service are compensated for annual leave balances, up to the maximum annual leave payment limits.

EDUCATIONAL LEAVE

[See Educational Aid](#)

LEAVE OF ABSENCE

A military leave of absence, for a member of a reserve unit who is called to active duty, and who, upon completion of her or his military obligation, returns immediately to the college, shall not disqualify the active military duty period as counting towards a year of service for purposes of promotion.

An educational leave of absence, with or without pay, shall not disqualify the year of its occurrence as counting towards a year of service. No more than two academic years may be exempted from the year of full-time service requirement because of educational leave.

Other periods of leave, with or without pay (except for the use earned annual or sick leave), or over 15 calendar days cause a discontinuity for a semester, disqualifying it from counting towards a full year of employment, unless specific arrangements have been made between the president and faculty member. The arrangements must be in writing and in the faculty member's personnel file prior to the beginning of the leave.

SICK LEAVE

Sick leave protects employees against loss of pay when they must miss work because of illness or injury.

For an employee hired before January 1, 1999, the traditional state sick leave program applies unless he or she enrolled in the Virginia Sickness and Disability Program (VSDP). Under the traditional program, sick leave is earned at the rate of five (5) hours for each completed pay period. Under VSDP, sick leave and personal/family leave days will be allotted on January 10 of each year, based on length of state service.

All nine- and twelve-month faculty hired on or after January 1, 1999, and enrolled in VRS, will be under the VDSP. For nine-month and twelve-month faculty hired on or after January 1, 1999, and enrolled in an Optional Retirement Plan (ORP), the traditional sick leave program applies.

Employees may use sick leave for absences related to conditions that prevent them from performing their duties. These conditions include illness, injury, or health problems related to pregnancy or childbirth. An employee may be asked, in the case of an illness or injury, to provide his or her supervisor with a physician's statement describing the extent of the condition and the date upon which the employee is expected to be able to return to work.

When these circumstances are known in advance, such as in cases of scheduled surgery or childbirth, employees should give their supervisors advance notice; and employees enrolled in VSDP must contact the program's Third Party Administrator (CORE).

Employees also may use sick leave for medical appointments that cannot be scheduled outside work hours. Supervisors may request proof of any medical appointment that requires use of sick leave. In addition, employees participating in the traditional sick leave program may use sick leave, up to 24 hours at a time, for the short-term illness or death of an **immediate family member**. Leave for this purpose may not exceed 48 hours in a calendar year. Immediate family includes parents, step-parents, spouse, children, step-children, siblings, step-brothers and sisters, and any relative living in the employee's home. Full-time employees enrolled in VSDP have family/personal leave available for family illness and death.

Under the traditional sick leave program, leave is credited to the employee at the end of each pay period unless he/she has experienced a leave-without-pay absence during the pay period. Employees enrolled in VSDP will receive leave on January 10 of each calendar year. Also, an employee participating in the traditional sick leave program will not earn sick leave after an absence with pay that exceeds 60 consecutive workdays.

FACULTY PERSONAL LEAVE AND SICK LEAVE (NINE-MONTH TEACHING FACULTY) IF NOT UNDER VIRGINIA SICKNESS DISABILITY PLAN

Personal Leave

Personal leave of three (3) days shall be granted at the beginning of the academic year to each full-time **nine-month teaching faculty member**. The faculty member at his/her discretion may take this leave, provided satisfactory prior arrangements have been made with the faculty member's supervisor. The smallest unit of leave shall be a half-day. Personal leave is not intended for recreational purposes. Unused personal leave shall be converted to sick-leave accrual at the end of the summer term following the academic year for which granted.

Sick Leave

Sick leave for **full-time nine-month teaching faculty members** shall accrue at the rate of four and one-half (4 1/2) days per academic semester, awarded on the first day of each semester.

1. There shall be no limit on the amount of sick leave that can be accrued.
2. The absence of a faculty member for the reasons stated below shall be a charge against earned sick leave credits:
 - (a) an illness or injury incapacitating the member to perform his duties;
 - (b) an exposure to contagious disease such that presence on duty would jeopardize the health of fellow employees or the public;
 - (c) appointment for examination and treatment related to health when such appointment cannot reasonably be scheduled during non-work hours;
 - (d) illness or death in the immediate family. The immediate family, in this application includes only the employee's parents, wife, husband, children, brother or sister, and any relative (either blood or by marriage) living in the household of the employee. The period of absence which may be charged against earned sick leave in this application may not exceed five work days for an illness of one cause, for an injury or for a death, and may not exceed a total of ten (10) work days in a fiscal year because of illness or deaths in the immediate family.
3. The smallest unit of leave shall be a half-day. Absences of more than one-half day shall be charged on a day-for-day basis (5 days per week) regardless of the faculty member's schedule.
4. Absences may be charged against earned sick leave credit during the summer employment in direct relation to the percentage of weekly workload. However, sick leave shall not accrue during summer employment.
5. Upon leaving state service, employees are paid for unused sick leave according to the VCCS policy. [See Disposition of Sick Leave Balance.](#)

Administrative Leave

Administrative leave is granted to faculty for the following:

- he/she may serve on a jury
- appear as a witness under subpoena or summons
- provide a deposition pursuant to a subpoena or summons
- interview and test for state positions
- attempt to resolve work related problems
- attend work related hearings
- serve on councils, commissions, boards or committees of the Commonwealth.

Community Service Leave

Employees may take leave under this policy to meet with a teacher or administrator of any pre-school, elementary, middle or high school covering the employees' children, step-children or children over whom employees have custody. Also an employee may take leave to perform school approved volunteer work to assist the school. Up to eight hours of paid leave per calendar year (beginning January 10 of each year) may be used under this policy.

Sabbatical Leave Policy

Objective:

The purpose of a sabbatical is to provide for activities which will improve teaching effectiveness, enhance creative and/or artistic activities, improve professional competency, and provide a renewed capacity for significant contribution of service to the college and the community at large.

Description:

A sabbatical is a compensated leave of absence of one or two semesters for nine-month faculty and up to twelve months for administrative and professional faculty and college presidents. Sabbaticals shall be granted for approved projects of full-time independent study, research, and/or creative work that will renew teaching abilities, and to foster and enrich intellectual and professional growth and development. Projects may be concerned with wide-ranging interests or with work in specialized fields and should address issues in the substance of the applicant's teaching field, research, interests, professional field, or in some other area which will enhance understanding of related fields. It is not designed for planned courses of study or academic credit.

Eligibility:

Sabbaticals for professional development may be made available to full-time faculty, administrative and professional faculty, and the college president who meet the following criteria.

- a. Hold a full-time nine-month teaching faculty Rank and Salary proposal contract or a twelve-month teaching, professional, or administrative contract.
- b. Have completed six years of creditable service at the time of application for a sabbatical.
- c. Have completed six years of creditable service since a previously awarded sabbatical.
- d. Applicants meeting the above qualifications, must also meet the criteria enunciated in the Professional Development Plan of the subject college.

Requirement:

The following requirements must be met by all recipients:

- a. Written applications for sabbatical leave will be submitted on forms developed by the individual colleges.
- b. A written report summarizing project accomplishments must be submitted to appropriate college officials.
- c. The individual faculty member or president shall execute a promissory note agreeing to repay the gross salary received while on leave. If upon completion of the sabbatical, that individual does not return to the college that granted the leave with pay, or to another VCCS College, or the System Office, the full amount of the promissory note shall be repaid. If the individual resigns prior to the completion of his or her obligation, the outstanding pro rata portion of the note shall be paid. All payments will be paid in full within one year following termination of employment. In the event of death or approved disability retirement, the obligation is canceled. The individual who fails to complete successfully any portion of the sabbatical may be required by the president (or chancellor in the case of the System Office) to reimburse the college or System Office a proportional amount of the salary received while on leave.
- d. Faculty members who are awarded sabbaticals shall serve twice the time of the approved leave with pay at the college after return from leave with pay. The number of sabbatical awards in any year will depend upon the availability of funds.

Monetary:

The rate of pay while on leave with pay will be no less than 50 percent of the (current) salary in effect on the last contractual workday prior to the effective date of sabbatical leave.

Benefits:

- a. Group life insurance, the state portion of health insurance coverage and VRS or optional retirement plan contributions paid in full.
- b. Credit for active employment for seniority purposes.
- c. Service credit for purposes of calculating a leave anniversary date.
- d. Leave shall not accrue.

Leave Sharing for Faculty

Leave sharing for teaching faculty and administrative/professional faculty shall be in accordance with Policy Number 4.35, State Department Human Resource Management Policies and Procedures Manual. Teaching faculty will be eligible to participate only as leave recipients since they do not earn annual leave. For information, contact Office of Human Resources.

Maternity Leave

A full-time faculty member may use sick leave for maternity reasons. The faculty member must submit a statement from her physician verifying the pregnancy and indicating the faculty member's physical fitness to perform her assignment until the effective date of her maternity leave at least thirty days before the expected birth date.

Absences due to disabilities caused or contributed to by pregnancy, miscarriage, abortion, childbirth and recovery therefrom, may be charged to earned sick leave credits within certain limitations.

If you wish to continue working during pregnancy, you must furnish your immediate supervisor a statement from your physician certifying the estimated date of delivery and a statement of the date on which you and your physician conclude you must cease working because of medical disability caused or contributed to by your pregnancy. The latter statement must be furnished at least thirty (30) days prior to the estimated date of delivery. The immediate supervisor then is responsible for forwarding the certification to the Office of Human Resources.

During the period of absence from work prior to and following delivery, only that portion of absence certified by a physician as medically disabling may be charged to sick leave credits. Any additional time off prior to and/or following delivery for personal reasons and not medically required must be charged to annual leave credits and shall be granted at the discretion of the supervisor.

You must be allowed leave, whether with or without pay, for the medically disabling period before and after the delivery if you plan to return to work, but the supervisor is not obligated to allow you any other time off.

While on paid sick leave, your health care coverage will continue. When your sick and annual leave are exhausted and your doctor certifies you are still disabled, you will be placed on Leave Without Pay status for medical reasons. When you are placed on Leave Without Pay for medical reasons, you may continue in the State Health Care Program with the State contribution continued for a period of not more than twelve (12) months provided a physician's statement is furnished to the Personnel Office at least once each sixty (60) calendar days.

An employee for whom the State contribution is continued during Leave Without Pay which results from personal illness or disability must submit a personal check monthly to the Office of Human Resources for the employee portion of the cost. Your retirement service will not continue during your Leave Without Pay, but the group life insurance coverage will be continued. Certain voluntary deductions can be continued during a Leave Without Pay status.

FOR EMPLOYEES ON THE VIRGINIA SICKNESS AND DISABILITY PLAN (VSDP)

If an employee is under the Virginia Sickness and Disability plan (VSDP), the employee is to notify CORE when going out on Maternity Leave. On the eighth calendar day, after authorization by VSDP and their doctor, short-term disability benefits provide days of income replacement based on months of state service you have at the time you go on short-term disability.

Short-term disability payments continue for up to 180 calendar days, beginning at 100% income replacement and reducing to 80% and 60% of pre-disability income. Your state health insurance coverage continues while you are on short-term disability, with the state paying the employer share of the premium and you continuing to pay your share. The time you spend on short-term disability will count towards the service requirement for the State Health Insurance Credit when you retire.

Your basic Group Life Insurance continues while you are on short-term disability at no cost to you. You can continue your optional life insurance coverage while you are on short-term disability. You retain your VRS membership while you are on short-term disability and the time you spend on disability counts towards the five years needed to become vested for a retirement benefit.

FAMILY AND MEDICAL LEAVE ACT

It is the Commonwealth's objective to provide eligible employees with up to 12 weeks of unpaid family or medical leave because of the birth of a child or the placement of a child with the employee for adoption or foster care, because the employee is needed to care for a family member (child, spouse, or parent) with a serious health condition, or because the employee's own serious health condition makes him or her unable to do his or her job.

Legal Resources of Virginia

Through an agreement with Legal Resources of Virginia and Tidewater Community College, all full-time employees may participate in a Legal Care Plan. Since the plan is offered at group discount rates, employee memberships are low, affordable, and payroll deductible. Contact Human Resources for more information.

Nepotism

On November 3, 1975, the Tidewater Community College Board approved a change in the Tidewater Community College Nepotism Policy to conform to the Virginia Community College System nepotism policy. The new policy was effective as of November 3, 1975, and reads as follows:

- All personnel actions must be within the limits of the Virginia Conflict of Interests Act (Chapter 22, Code of Virginia).
- If a relative is employed, the relative must not be employed under the direct or indirect supervision of a relative. The relative of a president, provost, or vice president is ineligible for employment in the College.
- Relative, in the context of this policy, means father, mother, brother, sister, spouse, son, daughter, son-in-law, daughter-in-law, sister-in-law, brother-in-law, mother-in-law, or father-in-law.

Employment of Relatives

All personnel action must be within the limits of the Virginia Conflict of Interest Act, as same shall be in effect from time to time. An employee of the college shall not exercise any control over the employment or the employment activities of a member of the employee's immediate family and shall not be in a position to influence those activities. For purposes of this section, a member of the employee's immediate family shall be defined as any son, daughter, or spouse whether living in the employee's household or not. Son and daughter shall include those related by blood, marriage, or adoption.

Also included in the definition are all dependents residing in the employee's household and anyone for whom the employee is a dependent. For example: a spouse of the president, or a member of the president's immediate family, shall not be employed by the college. The spouse of a dean, or a member of the dean's immediate family, shall not be employed in the area of responsibility of a dean.

Each community college is prohibited from employing for remuneration in any capacity whatsoever, either on a full-time or part-time basis, a member of the college's board, including the member's spouse or a member of the immediate family.

Political Activities

The VCCS recognizes and encourages the exercise of the right of the VCCS employees, as citizens, to engage in political activities on their own time. Should a faculty member or staff member campaign for or be elected to local, state, or federal office, it is necessary that the individual give assurances to the president and the president in turn shall give assurances to the Chancellor and the State Board that the individual's duties in the System are being carried out fully and with no diminution of effectiveness caused by absences that might be required as a public official.

In conformance with the foregoing policy, the following guidelines are set forth:

1. Faculty and staff members should, as a matter of courtesy, notify the President (or Chancellor) of their intention to seek public office or to accept an appointment to public office prior to the time such information is made public through notices of the press or other media.
2. Should a faculty or staff member be elected or appointed to local, state, or national office, their first and primary responsibility is to their positions with the institution.
3. Should a faculty or staff member choose to seek public office, the campaigning must be done on their own time and without taking advantage of any resources or settings directly involving the institution. Employees who are candidates or who promote a public cause or support a candidate must ensure that their activities are not subsidized by public funds.
4. When a faculty or staff member is elected or appointed and assignments conflict with institutional duties, except for state appointments or offices which are covered by administrative leave, the member is required to take first available annual leave or personal leave.

Professional Associations

Membership in professional associations is not required of Tidewater Community College faculty members but is encouraged.

Recruitment of Teaching Faculty

Approved by the President and Executive Staff 07-16-07

Recruiting, screening, interviewing, and selecting full-time teaching faculty are among the most important activities of the college. Successful hiring outcomes require close coordination and collaboration among many parts of the college community: faculty, Deans, Provosts, the Office of the Vice President for Academic and Student Affairs, the Office of Human Resources, and the Office of the President. All searches are to be conducted in compliance with established college policies, including the Affirmative Action/Equal Employment Opportunity Plan. All academic administrators responsible for searches are to receive training from the Office of Human Resources on required procedures and appropriate protocols.

The following procedures have been established so that all parties understand their respective roles and know what actions to take at designated stages of the process. Every effort should be made to reach consensus among the committee, Deans, and Provosts. In instances where consensus cannot be reached, the supervising Provost will provide resolution. It is critical that all parties respond to the inquiries and promptings of others in a timely and cooperative manner. Overall guidance for the process is the responsibility of the Vice President for Academic and Student Affairs, to whom any questions should be directed.

RECRUITMENT

1. Once a faculty position has been approved for recruitment through the college's appropriate review process, the Vice President for Academic and Student Affairs and the supervising Provost act together to designate a lead Dean to coordinate the search process. In instances when the lead Dean is different from the supervising Dean, the lead Dean will act throughout the process in consultation with supervising Dean.
2. Prior to the development of the vacancy announcement, the lead Dean will notify all full-time faculty in the teaching discipline college-wide that a vacancy is to be filled, soliciting comments on the specialization,

special conditions, minimum qualifications, and preferred qualifications delineated in the Position Description. The lead Dean will provide the comments received to the supervising Dean who, after considering the comments received from the faculty in the discipline, will make any necessary adjustments to the Position Description and obtain the necessary approvals. The supervising Dean will then provide the approved Position Description to the lead Dean.

3. The lead Dean completes the HR-1 form (Notice of Vacancy/Request for Recruitment) and obtains the written approval of the designated Provost, who forwards the HR-1 form and Position Description to the Vice President for Academic and Student Affairs for approval. (The designated Provost is the Provost that is given the overall authority for overseeing the search. The Vice President for Academic and Student Affairs determines the designated Provost.) Edits for consistency and clarification will be made as necessary by the Vice President for Academic and Student Affairs, with feedback provided to the designated Provost, lead Dean, and full-time faculty in the teaching discipline.
4. The Vice President for Academic and Students Affairs forwards the materials to the Office of Human Resources for preparation of vacancy announcements to be placed in *The Chronicle of Higher Education*, appropriate newspapers and minority publications (such as *Diverse Issues*, *Hispanic Career World*, *Working Diversity*, etc.), graduate schools in Virginia, the college website, and other media. The vacancy announcement will specify that all applicants must submit a letter stating how their qualifications meet the responsibilities and requirements of the position, a résumé, a completed Commonwealth of Virginia application for employment, and graduate and undergraduate transcripts (unofficial copies are acceptable at this point in the process).

SCREENING AND INTERVIEWING

5. The lead Dean extends an invitation for membership on a screening and interview committee to all full-time faculty in the teaching discipline college-wide and other faculty and student services personnel as desired. The lead Dean and a representative selected by the faculty of the teaching discipline college-wide will recommend faculty for membership on the committee. In all instances, the committee membership will be selected in accord with the college's commitment to diversity and to college-wide coordination of disciplines and programs that span more than one campus. Moreover, every attempt will be made to rotate discipline faculty serving on the committee. In career and technical disciplines, the program head should be a member of the committee. After receiving approval from the designated Provost and Vice President for Academic and Student Affairs for the composition of the committee, the lead Dean informs the full-time faculty in the teaching discipline of the composition of the committee and invites those selected to serve to attend the initial meeting of the committee. All committee members are expected to be present at all meetings of the committee. If any committee member cannot participate in all interviews, then he or she cannot take part in the preparation of the committee's final report.
6. The initial meeting of the committee is attended by the designated Provost, the lead Dean, and a representative from the Office of Human Resources. The Provost provides an overall charge to the committee, with attention to the importance of diversity; the general knowledge, skills, and abilities to be sought in all faculty; and the specific qualifications sought for the particular position. The representative from the Office of Human Resources provides guidance on applicable TCC policies and procedures. The representative from the Office of Human Resources will be available to the committee and lead Dean throughout the process in an advisory capacity. The committee members elect a Committee Chair that must be a full-time teaching faculty member.
7. The committee prepares interview questions and specifications for a teaching demonstration. These are reviewed by the lead Dean in consultation with the Office of Human Resources in advance of the screening and interviewing.
8. The Office of Human Resources acknowledges all applications. After the specified date for receipt, the Office of Human Resources forwards only complete application packets to the lead Dean who, in consultation with the Office of Human Resources, will conduct an initial screening of academic credentials and other minimum qualifications. The lead Dean distributes those applications meeting the minimum requirements to the Screening and Interview Committee accompanied by a list of those applicants screened out and the reasons—that list will also be provided to the Office of Human Resources.
9. The committee screens applications in accord with advertised criteria, recommends five to seven candidates for interview to the lead Dean, and prepares the Non-Selection Form for those applicants not selected for interview. The lead Dean has the right to add one additional candidate for interview and should honor the committee's recommendation unless there are compelling reasons not to do so. In that case, the lead Dean shall meet with the committee to discuss the issues. The lead Dean reviews the final list of selected and non-selected applicants with the Office of Human Resources and Office of the Vice President for Academic and Student Affairs to validate academic credentials before extending invitations for interviews.
10. The lead Dean makes arrangements with candidates for interviews, travel reimbursements, etc.
11. The Office of Human Resources prepares information packets on benefits that will be provided to all candidates at the time of interview.

12. The Office of Human Resources provides a "Notification and Release" form to each candidate to be interviewed requesting that the candidate complete, sign, and return the form prior to the interview. The "Notification and Release" form is required for the processing of required pre-employment background checks. Any candidate who refuses to provide a completed and signed form will be advised that the offer of an interview will be rescinded.
13. The committee conducts an interview of each candidate that includes formal questions and an open teaching demonstration. (Candidates are notified ahead of time of the topic so that they may prepare a demonstration normally not to exceed fifteen minutes. The lead Dean makes arrangements to see that any requested equipment is available.)
14. The lead Dean conducts a separate interview of each candidate, involving other administrators (e.g., supervising Dean) as appropriate.
15. The committee provides the lead Dean with a written report that rank orders the candidates and lists the strengths and weaknesses for each candidate interviewed. The lead Dean should consult directly with the committee about the candidates and report any assessments of the interviewees' strengths and weaknesses as identified by the lead Dean, supervising Dean, and designated Provost.
16. The lead Dean will notify the Office of Human Resources of the finalist(s) and request that appropriate background checks be conducted. The Office of Human Resources will notify the lead Dean when such checks have been completed satisfactorily. In the event that the background checks reveal potentially disqualifying information, the Director of Human Resources will consult with the supervising Provost who will determine the finalist's viability to remain a candidate for the position.
17. Using questions pre-approved by the Office of Human Resources, the lead Dean, with assistance from committee members, conducts reference checks for the finalist(s) and any primary alternates.

SELECTION

18. Following the screening and interview process, the lead Dean, in consultation with the supervising Dean and supervising Provost, makes the selection to hire one of the candidates. The lead Dean notifies the committee of the final selection. If the selection is not in accordance with the rank order submitted by the committee, the lead Dean will provide written justification to the committee describing the compelling reason or reasons for rejecting the committee's recommendations. If consensus cannot be reached between the committee and the lead Dean regarding the final selection, the supervising Provost will provide resolution. The lead Dean then prepares a written recommendation for selection (HR-3 form: Interview, Selection, and Intent to Hire; HR-4 form: Approval to Hire form; and VCCS-10 form: Faculty Qualifications Summary) to be submitted for approval to the Provost and the Vice President for Academic and Student Affairs. The recommendation is to be based on the analysis provided by the committee, the results of the separate interview by the Dean, reference checks, and the required and preferred qualifications for the position. At the same time, the lead Dean consults with the Office of Human Resources about the appropriate rank and salary to be offered to the recommended candidate, based on the completed VCCS-10 form and the documentation provided in the application packet. The Office of Human Resources will provide the lead Dean with an approved rank and salary for the selected candidate (confirmed in writing or by email) within two working days.
19. *After* approval of the recommendation has been secured from the Provost and the Vice President for Academic and Student Affairs and *after* the Office of Human Resources has approved a rank and salary, the lead Dean makes the offer to the selected candidate. The lead Dean keeps the Provost, the Vice President for Academic and Student Affairs, and the Office of Human Resources aware of the status of the offer and acceptance.
20. Once acceptance has been secured from the selected candidate, the lead Dean immediately notifies the Office of Human Resources. At the appropriate time, the Office of Human Resources prepares the Faculty Employment Contract and a letter of appointment and forwards both to the Vice President for Administration who provides both to the Office of the President.
21. Immediately after the offer is made and accepted, and before the distribution of notification letters by the Office of Human Resources, the lead Dean makes *personal* contact with other interviewed candidates to communicate the news of non-selection.
22. Within ten working days after the selected candidate has accepted the offer, the Office of Human Resources prepares and sends non-selection letters that will go to all applicants not selected for the position, including those candidates interviewed.
23. Once an offer has been made and accepted, the lead Dean notifies members of the Screening and Interview Committee, the Provost, and the supervising Dean. The lead Dean ensures that all applications and other recruitment materials are promptly returned to the Office of Human Resources.
24. Transcripts.

- a. The Office of Human Resources will send the official transcripts of all academic work completed by the successful candidate(s) to the Office of Academic & Student Affairs; copies will be retained in the personnel files in the Office of Human Resources.
- b. If official copies of graduate and undergraduate transcripts were not part of the application packet, the Office of Human Resources will provide copies of the unofficial transcripts for the successful candidate(s) to Office of Academic & Student Affairs; copies will be retained in the personnel files in the Office of Human Resources. In coordination with the supervising Dean, the Office of Academic & Student Affairs will promptly follow up with each selected candidate to obtain official transcripts of all undergraduate and graduate work he/she has completed.

These procedures have been developed by the Vice President for Academic and Student Affairs.

Resignation

Formal letters of resignation should be submitted to your academic dean with a copy to the president and human resources.

Retirement

NORMAL AND MANDATORY RETIREMENT AGE

Effective January 1, 1987, the provision for mandatory retirement at age 70 for state employees and teachers was eliminated to conform with federal legislation. However, any employer may provide for mandatory retirement after age 65 if it is determined that age is a bona fide occupational qualification, or if an employee is incapable of performing the duties of the position in a safe and efficient manner. Such determination is to be made by the employer.

ANNUITY (TAX SHELTERED)

The Internal Revenue Code allows employees of public school systems to elect to have part of their compensation applied to the purchase of an annuity providing a monthly income for life at retirement. Within limits, the part of their income set aside in this way will not be subject to current income tax. Taxes will be paid as funds are withdrawn after retirement.

VIRGINIA RETIREMENT SYSTEM

The state supplements federal social security benefits with provisions for retirement on account of disability or age through the Virginia Retirement System. Membership is optional for all full-time faculty (See Optional Retirement Program) employees.

The college pays all contributions. If an employee terminates his/her employment, he/she has the option of withdrawing the funds, rolling the funds into another account, or leaving the account in the retirement system. Employees are eligible for full retirement benefits at age 65 with five or more years of service, or age 50 with at least 30 years of service. Early retirement is possible at age 55 with at least five years of service or age 50 with 10 years of service, both with reduced benefits.

When applying for service retirement, the employee must choose from four retirement options:

- **Basic Retiree** receives a monthly benefit for life. If he/she dies before receiving any benefits the amount of his/her account, whatever sum remains, is paid in a lump sum to his/her designated beneficiary.
- **100% Survivor option.** Retiree receives a benefit that is actuarially reduced from the basic benefit depending on the age of the person designated as the contingent annuitant. At the retiree's death, the monthly benefit is continued in the same amount to the contingent annuitant.
- **50% Survivor option.** Retiree realizes less of a decrease in the monthly benefit than under 100% Survivor Option. At the retiree's death, half of the monthly benefit is continued to the contingent annuitant.
- **Partial Lump-Sum Option (PLOP).** The Partial Lump-Sum Option (PLOP) allows you to receive a lump-sum distribution up to three times your annual benefit amount if you work past your eligibility for unreduced retirement. The amount of the lump-sum distribution depends on the number of years you work beyond your eligibility for an unreduced retirement benefits.

Disability retirement is available for non-VSDP members from the first day of employment. An employee must choose between Basic, 50% Survivor Option, or 100% Survivor Option when applying for disability retirement.

OPTIONAL RETIREMENT PROGRAMS

Effective April 1, 1991, the State Board for Community Colleges accepted an Optional Retirement Plan (ORP) for college presidents and for employees holding academic rank and are engaged in teaching, administration or research. The ORP is through the Teachers Insurance and Annuity Association-College Retirement Equities Fund (TIAA-CREF), Fidelity Investments, Great West, T. Rowe Price, VALIC, and Met Life.

If you are a new employee, you have 60 days from your date of employment to choose among the retirement plans given above. At the end of the 60 days, if you have not made a decision, you will automatically become a member of the VRS.

Salary Information

Nine-Month Appointments

All teaching faculty, assistant to the academic deans, and program heads in the Virginia Community College System normally shall be on a contract covering a nine-month appointment period. Exceptions (i.e., 12-month appointments of teaching faculty) must be approved by the State Board for Community Colleges. Appointments usually begin on August 16 and end on May 15.

Salaries for faculty shall be in accordance with the salary ranges specified annually by the State Board for Community Colleges and published in Chapter 3 of the VCCS *Policy Manual*.

FACULTY RANK	MINIMUM	MIDPOINT	MAXIMUM
Assistant Instructor	\$30,046	\$36,475	\$42,905
Instructor	\$40,061	\$50,064	\$60,067
Assistant Professor	\$46,070	\$57,359	\$68,648
Associate Professor	\$52,079	\$64,654	\$77,229
Professor	\$58,088	\$71,949	\$85,810

Summer Session Employment

The summer term shall be scheduled between the ending date of the spring semester and the faculty reporting date for the fall semester. Courses taught during the summer shall represent the equivalent of sixteen and one-half (16.5) weeks of instruction and related work regardless of the actual calendar length of the summer term.

Nine-month faculty employed during the previous academic year shall be paid during the summer term according to the credit-hour/contact-hour-equivalent fraction of a full teaching load during the academic year and based upon the weekly equivalent of one thirty-ninth (1/39th) of the previous year's salary. The rate of pay for new faculty during the summer term shall be five (5) percent less than the permanent annual salary proposed for the coming academic year.

The college president has authority to develop optional summer pay plans which 1) compensate faculty at a proration of the normal summer salary rate when a given course does not meet minimum enrollment standards as defined by the college; and 2) limit to less than ten (10) the maximum credit hour or equivalent assignment to be paid at the full-time faculty summer term salary rate.

Optional plans shall specify any proration calculations to be used and any limitations to the maximum teaching assignment to be paid at the full-time faculty summer term salary rate. Credit hours or equivalent taught beyond the limitations specified in the institutional plan shall be compensated at the adjunct rate. Optional summer pay plans shall be developed in consultation with the faculty.

As a guideline, no more than seventy-five (75) percent of the credit hours taught at a college during the summer term should be paid at the full-time faculty summer term salary rate.

Twelve-Month Appointments

All administrative and professional faculty shall be on a contract covering a twelve-month appointment period (July 1 - June 30). Exceptions (i.e., 9-month appointments of administrative or professional faculty) must be approved by the State Board for Community Colleges.

Salaries for administrative and professional faculty shall be in accordance with the salary ranges specified annually by the State Board for Community Colleges and published in Chapter 3 of the VCCS *Policy Manual*.

FACULTY RANK	MINIMUM	MIDPOINT	MAXIMUM
Assistant Instructor	\$40,061	\$48,634	\$57,207
Instructor	\$53,415	\$66,753	\$80,090
Assistant Professor	\$61,427	\$76,479	\$91,531
Associate Professor	\$69,440	\$86,206	\$102,973
Professor	\$77,452	\$95,933	\$114,414

Unranked, restricted faculty appointments are not subject to these guidelines.

Sexual Misconduct

Tidewater Community College believes that its students, faculty, and staff have the right to a safe environment free from all forms of discrimination and conduct that can be considered harassing, coercive or disruptive, including sexual misconduct. The college shall not tolerate sexual misconduct in any form and shall aggressively investigate all reported incidents of abuse on its campuses and in the workplace.

The college considers sexual assault and sexual harassment forms of misconduct that undermine the integrity of the teaching, learning and workplace relationships. No student or employee should be subjected to unsolicited and unwelcome sexual overtures or conduct, of either a verbal or physical nature.

For Tidewater Community College, sexual misconduct does not refer to occasional compliments of a socially acceptable nature. It refers to behavior that is not welcome, is objectively and personally offensive, is extremely serious or pervasive, debilitates morale, and therefore, interferes with work and academic effectiveness. Such behavior may result in disciplinary action up to and including dismissal. Additionally, a student or employee charged with sexual misconduct may be prosecuted under Virginia criminal statutes.

COVERAGE

The Tidewater Community College Sexual Misconduct policy applies to all students, faculty and staff and includes sexual assault and sexual harassment.

POLICY IMPLEMENTATION

1. All college vice presidents, campus provosts, campus deans of students, academic deans, business managers, and supervisors shall ensure that their facility is in full compliance with this Policy and associated Legal Guidelines. All supervisors shall consult the college's Director of Human Resources/AA/EEO/Title IX Coordinator, Office of Human Resources, upon receiving a complaint of sexual harassment to ensure a prompt, fair investigation of the complaint.
2. Complaints of sexual misconduct shall be handled in one of two ways, depending upon whether the complainant is a student or an employee.
 - a) A student shall file a complaint with the dean of students on the student's campus (or the campus provost if the complaint is against the dean). (See Section V, Procedure, below for additional information.)
 - b) A college employee shall file a complaint with the appropriate department head of the accused. The employee may choose to file the complaint with her/his own department head who will notify the supervisor of the accused (see Section V, Procedure, below for additional information).
3. An employee may also initiate a complaint by filing such complaint in writing directly with the college president.
4. All claims must be thoroughly investigated. The college's Title IX coordinator shall provide guidance and assistance in the proper handling of any allegations.

LEGAL DEFINITIONS AND GUIDELINES

1. Sexual Assault

Sexual assault is defined as sexual intercourse without consent, including rape (whether by acquaintance or stranger), sodomy, or other forms of sexual penetration. To constitute lack of consent, the acts must be committed either by force, threat of force, intimidation, or through use of victim's mental helplessness of which the accused was aware or should have been aware. Mental helplessness includes incapacitation by alcohol or other drugs. Sexual assault also includes intentionally touching, either directly or through clothing, of the victims genitals, breasts, thighs, or buttocks without the victim's consent, as well as touching or fondling of the accused by the victim while the victim is forced to do so against her/his will.

2. Sexual Harassment

Sexual harassment is defined as unwelcome sexual advances, a request for sexual favors, and/or other verbal or physical conduct or written communications of a sexual nature, which is intimidating, hostile, or offensive. Sexual harassment shall have occurred when:

- a. Accepting or tolerating such conduct is made a term or condition of a student's status or an individual's employment either explicitly or implicitly;
- b. Accepting or rejecting such conduct is used as the basis for academic or employment decisions affecting the student or employee; or
- c. Such conduct creates an intimidating, hostile, or offensive working or learning environment, or substantially interferes with an employee's work performance or student's academic performance.

Sexual harassment is contrary to the values of Tidewater Community College and the Virginia Community College System (VCCS). It shall not be tolerated in any form, as outlined in Title VII of the Civil Rights Act of 1964, and as in Title IX of the Education Amendments of 1972, which prohibits sexual harassment. All reported instances of sexual harassment shall be investigated.

PROCEDURE

Complaints of sexual misconduct shall be handled through the following procedures for students and employees.

For both students and college employees, sexual misconduct should be reported immediately (but in any case, not more than 60 calendar days after the offense without "good cause" that can be documented). For both students and employees, the college's Director of Human Resources/AA/EEO/Title IX coordinator is available for assistance.

For both students and college employees, the alleged victim may request counseling at each stage of the process. The alleged victim may choose any of the professional counselors at the college to provide this "interim relief" during this process.

1. Student Complaint

To begin the process, the complainant (student) shall file a written complaint against the accused (student or college employee) with the campus dean of students. If the complaint is against the dean of students, it should be filed in writing with the campus provost. The student may request the assistance of a counselor of her/his choice to assist with this process.

Upon receiving a student's complaint, the campus dean shall launch an investigation, gather appropriate information, and call witnesses if necessary. This investigation shall be completed within thirty working days after initiation. Where the allegations are complex or other factors delay the investigative process, an extension may be granted beyond the thirty working days if the extension is mutually agreeable between the complainant and the campus dean. The decision shall be given to the complainant and the accused in writing at the conclusion of the investigation. The complainant or the accused may appeal this decision within ten working days of receiving the written decision to the campus provost (or the college dean of academic and student affairs if the complaint is against the campus dean). The provost shall hear the evidence, review the campus dean's decision, and render a decision within ten working days after receiving notice of the appeal. The decision of the provost may be appealed by either party to the college's Vice President for Academic and Student Affairs within ten working days after the provost's decision is rendered. The Vice President for Academic and Student Affairs shall review the case and shall provide a written decision within ten working days after notice of appeal of the provost's decision to the parties involved. If the decision is rendered in favor of the complainant, the written decision shall be placed in the official record of the accused.

A complainant's sexual history shall be excluded from the proceedings (including any prior charges of sexual misconduct) except to the extent that that history relates specifically to the accused. Further, the college shall safeguard the identity of the complainant outside of the confidential proceedings conducted by all parties.

2. College Employee Complaint

If the complainant is a college employee, the offense is reported to the appropriate department head of the accused. The college's Title IX coordinator may be contacted for the appropriate department head if not known. If the complaint of harassment is filed by an employee against a student, the employee files the complaint with the campus dean of students. To begin the process, the complainant shall file a written complaint against the accused with the appropriate department head or with the campus dean of students. The employee may choose to file the complaint with her/his own supervisor who shall report the incident to the department head of the accused within five working days of receiving the complaint.

Upon receiving the written complaint, the department head of the accused or campus dean of students shall launch an investigation, gather appropriate information, and call witnesses if necessary. This investigation shall be completed within thirty working days after initiation. Where the allegations are complex or other factors delay the investigative process, an extension may be granted beyond the thirty working days if the extension is mutually agreeable between the complainant and the department head or campus dean of students. The decision shall be given to the complainant and the accused in writing at the conclusion of the investigation. The complainant or the accused may appeal the department head's or campus dean's decision within ten working days after receiving the written decision to the campus provost or the appropriate college dean. The provost or appropriate college dean receiving the appeal shall review the case and shall render a written decision within ten working days after receiving notice of appeal. The complainant or the accused may then make a final appeal to the college president within ten working days of the provost's or college dean's written decision. After reviewing the case, the president shall issue a final decision within ten working days of receiving the appeal. If the decision is ruled in favor of the complainant, copies of the decision shall be placed in the official personnel file of the accused (or student file, if the accused is a student). At this point, the accused or the complainant may appeal the decision through the applicable grievance procedure.

A complainant's sexual history shall be excluded from the proceedings (including any prior charges of sexual misconduct) except to the extent that that history relates specifically to the accused. Further, the college shall safeguard the identity of the complainant outside of the confidential proceedings conducted by all parties.

NON-RETALIATION

The college explicitly prohibits any and all retaliatory action against members of the college community who bring sexual misconduct charges or assist in investigating such charges. More specifically, neither their academic standing (in the case of students) nor conditions and terms of employment (in the case of employees) shall be adversely affected.

Tidewater Community College encourages all members of the college community to be aware of the negative consequences of sexual misconduct and the options and support available to victims. The college urges the complainant to seek assistance using any appropriate resources. The college's Equal Opportunity (EEO) Officer is located in the Office of Human Resources.

Teaching Loads

ACADEMIC YEAR (FALL AND SPRING SEMESTER)

Faculty teaching loads during the academic year shall include such combinations of day, evening, and weekend classes as the needs of the college require.

Twelve to fifteen (12-15) credit hours and fifteen to twenty (15-20) contact hours per semester are required for all full-time faculty.

When the number of credit hours falls below twelve (12) because of the number of laboratory hours involved, the number of contact hours should be increased to bring the teaching load to the minimum of twelve (12) credit hours (utilizing the standard of three (3) laboratory hours equal one (1) credit hour or two (2) laboratory hours equal one (1) credit hour, depending upon the nature of the course taught) or to a maximum of twenty-four (24) contact hours.

Faculty teaching loads shall be calculated for the academic year, with a teaching load less than or in excess of normal for one semester being compensated for with adjustments in teaching load in a subsequent semester. A faculty teaching load may also be adjusted by the college to take into consideration such factors as the use of instructional assistance, team teaching, the use of non-traditional instructional delivery systems, special assignments, and curriculum development.

Curriculum development should be primarily for the development of a new program or new course in a program and/or the complete revision of an existing course or program.

Teaching-load adjustments shall be expressed in terms of an equivalent teaching load for the purpose of computing a faculty member's total teaching load.

SUMMER SEMESTER

The normal maximum full-time teaching load during the summer term is ten (10) credit hours or the equivalent.

Teaching Non-Credit Community Service Courses, Seminars, Etc.

A faculty member may be assigned to teach non-credit community service courses, seminars, etc., as part of the regular teaching load.

Any person holding faculty rank may teach non-credit community service courses, seminars, etc., in addition to the regular work load for extra pay. Such additional work load for pay should not exceed the equivalent of three (3) Continuing Education Units (CEU) at any time. Such faculty personnel shall be paid by P-14 authorization in accordance with hourly or CEU rates. (See 5.0.1)

Teaching Overloads

ACADEMIC YEAR (FALL AND SPRING SEMESTER)

A faculty member may be offered a teaching overload not exceeding ten (10) credit hours for pay per academic year (fall and spring semesters).

Faculty members shall be considered as working an overload when they teach greater than thirty (30) credit hours or greater than forty (40) contact hours; in cases where the number of credit hours for a full teaching load falls below twenty-four (24) credit hours, a faculty member shall be considered as working an overload when he/she teaches greater than forty-eight (48) contact hours.

Where necessary, contact hours shall be converted to credit hours at rates consistent with prescribed course hour conversions. Each college shall develop overload procedures consistent with the above. In addition, the college president has the authority to develop optional plans, such plans shall be developed in consultation with the faculty and must be approved by the Chancellor.

Extra pay for an overload shall be the rate of the faculty member's nine-month salary multiplied by .015 for each overload credit hours. Overloads shall be paid at the end of the academic year (fall and spring semesters). If separation occurs after only one semester in that academic year and an overload was taught in that semester, payment for the overload shall be at the end of that semester.

At the president's discretion, payments for overloads worked in the fall may be made after January 15 if in the president's judgment the faculty member's anticipated spring semester course load would result in an overload for the academic year. The payment shall be for the fall workload only. In cases where the overload does not materialize, recovery of any overpayment must be finalized by May 15.

Overload for pay shall be calculated as follows:

$$\frac{\text{Credit hours} + \text{contact hours} - 60}{2} = \text{Overload}$$

In some divisions, such as Health Professions, where clinical hours are a component of the faculty course load, and in Business and Art, where the number of contact hours of lab per credit varies, the above formula is not an appropriate means of determining overload pay. In those instances, the academic dean determines overload pay.

All overload payment requests will be submitted to the Vice President for Academic and Student Affairs for approval.

SUMMER SESSION

Faculty may be offered a teaching overload of not more than three credit hours or equivalent during the summer term. A faculty member shall not be considered as working an overload unless more than ten (10) credit hours or equivalent are taught.

Pay for overloads shall be at adjunct rates.

Twelve-Month Administrative and Professional Faculty Teaching Credit Courses

Twelve-month administrative and professional faculty may earn pay for teaching up to and including eight (8) credits per fiscal year, for teaching assignments beyond those that are required as part of their regular workload.

The college President will determine the positions eligible to receive extra pay for teaching credit courses and shall specify the teaching portion of those administrative or professional faculty member's regular workload.

Administrators involved in determining teaching loads (e.g., directors, academic deans, deans, vice-presidents, and provosts) shall not be assigned a course for extra pay until all full-time teaching faculty in that discipline are given an opportunity to accept a teaching assignment for extra pay at their institution.

Extra pay for such an overload shall be at the rate of the faculty member's equivalent nine-month salary multiplied by .015 for each overload credit hour. Such overload teaching shall be approved in advance by the President.

Use of Administrative Titles & Faculty Rank

All faculty employees shall use the faculty rank and/or administrative titles as recommended by the college president and approved by the VCCS, and the State Board, in all formal or official operations of the college.

Appropriate titles of faculty rank and administrative titles are granted to persons on the basis of the requirements of the position and the qualifications of the person holding such position, in accordance with the Governor's Consolidated Salary Authorization for Teaching and Research Staff in Institutions of Higher Education and the regulations of the VCCS.

VCCS-29

Virginia Community College System Qualifications of Faculty *Effective July 1, 2005*

Qualifications for faculty in the Virginia Community College System are aligned with the Principles of Accreditation of the Commission on Colleges of the Southern Association of Colleges and Schools (SACS). SACS states:

The institution employs competent faculty members qualified to accomplish the mission and goals of the institution. When determining acceptable qualifications of its faculty, an institution gives primary consideration to the highest earned degree in the discipline in accordance with the guidelines listed below. The institution also considers competence, effectiveness, and capacity, including, as appropriate, undergraduate and graduate degrees, related work experiences in the field, professional licensure and certifications, honors and awards, continuous documented excellence in teaching, or other demonstrated competencies and achievements that contribute to effective teaching and student learning outcomes. For all cases, the institution is responsible for justifying and documenting the qualifications of its faculty.

Credential Guidelines

1. Faculty teaching associate degree courses designed for transfer to a baccalaureate degree: doctor's or master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline)
2. Faculty teaching associate degree courses not designed for transfer to the baccalaureate degree: bachelor's degree in the teaching discipline, or associate's degree and demonstrated competencies in the teaching discipline

In addition to the above two categories of faculty specified by SACS, the VCCS adds the following:

3. Faculty teaching courses designed for non-associate degree occupational fields: high school diploma or equivalent with demonstrated competencies in the teaching field.
4. Faculty teaching developmental courses: bachelor's degree in a discipline related to the teaching assignment and either teaching/occupational experience related to the teaching assignment or graduate training in developmental education.

The accompanying chart (VCCS-29) specifies the normal minimum criteria for each faculty rank. This chart applies to teaching faculty and administrators. For administrators and professional faculty (counselors, and librarians), "teaching effectiveness" refers to effective performance in the primary area of responsibility and "teaching experience" includes professional service in the primary area of responsibility. The chart should be used and interpreted in conjunction with the above general principles, Section 3.2 (Faculty Qualifications) of the VCCS Policy Manual, and the following interpretive specifications.

Interpretive Specifications

- ◆ Fulfillment of normal minimum criteria does not guarantee original placement in, or promotion to, a given rank.
- ◆ Minimum degree requirements for original appointments and promotions must be met.
- ◆ The following are appropriate substitutions for requirements beyond the minimum degree specified for a given rank, which may be used at the discretion of the college.
 - a) Teaching experience beyond the minimum required may be used in lieu of occupational experience at the rate of one year of teaching experience being considered equivalent to a required year of occupational experience.
 - b) Occupational experience beyond the minimum required may be used in lieu of teaching experience at the rate of one year of related occupational experience being considered equivalent to a required year of teaching experience.
 - c) Educational preparation above the requirements for initial placement in rank may fulfill requirements for occupational experience and/or teaching experience at the rate of 30 undergraduate credits being considered equivalent to one year of teaching or occupational experience, and 24 graduate credits being considered equivalent to one year of teaching or occupational experience.

- d) Certification in lieu of a degree will be possible for initial hiring in Columns 3 and 5. Business, industry and professional certifications may substitute for educational requirements. Equivalencies must be documented, approved by the president, and placed in the personnel file as an attachment to hiring and promotion documents. Sample equivalencies are available on the System website.
- e) Eighteen graduate semester hours of course work related to the teaching field may substitute for the requirement that a bachelor's degree be related to the teaching field.
- f) Measurement of teaching effectiveness for initial appointments is determined through references; for promotions, it is determined using the evaluation ratings for the two previous years.
- g) The MFA Degree for those faculty who teach a majority of classes in studio art, theater, or creative writing areas shall be recognized as a terminal degree. The requirement of the doctoral degree under columns one and two for such faculty will not be necessary; however, these faculty will still need to satisfy the requirements of credits in the teaching field and another requirements for promotion to upper ranks of the professoriate.
- h) In cases where program accreditation agencies recommend specific graduate courses for faculty, those courses should be considered to be "in the teaching field" for VCCS-29 purposes regardless of the course prefix or other criteria normally used to determine the status of course work.

Interpretive Specifications for Promotions Only

- ◆ Credit hour equivalency may be granted for no more than a total of 15 semester hours by either a. or b. below or a combination of both during employment with the VCCS.
 - a) Active participation in given learning experiences (i.e. u. classes, workshops, conferences, seminars, etc.) when part of a plan approved by the Community College President applying the following formula: 45 contact hours is equivalent to one semester credit hour.
 - b) Non-teaching work experience directly related to the faculty member's field at a rate not to exceed 1.25 semester credit hours per month of full-time equivalent work experience and not to include work experience applied toward initial appointment.

- ◆ Any exceptions to the criteria as outlined in the VCCS-29 must be fully justified and documented in accordance with the Community College's Human Resource Delegation Agreement.

3-4A
7/05 (Effective Date)

VCCS-29 Normal Minimum Criteria for Each Faculty Rank Effective July 1, 2005

	Faculty in Education, De-Quorum, Health Services and MBA/Developmental Studies, Criminal Justice		Faculty in Applied Professional or Technical Area or Applied Sciences or Arts Degree Fields		Faculty in Non-Apprentice Degree Occupational Fields		
	Initial Appointment	Promotion	Initial Appointment	Promotion	Initial Appointment	Promotion	
	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	
APPLICABLE REQUIREMENTS	Appointments (or reappointments) or promotions based on a period of one year for persons who meet most of the minimum requirements for the candidate rank and who also satisfy all of the following requirements within one year. A one-year period only if enabled (subject to departmenting) is considered upon request of the college administrator for support when actively seeking completion of the necessary requirements.						
ASSISTANT PROFESSOR	Good Masters or field or doctorate with good or outstanding The minimum requirement for books teaching developmental courses in the candidate's field is a bachelors degree. Related Course Exp. 0 yrs Total Teaching Exp. 0 yrs FTE Community College Experience Professional/Adjunct and Collaborative		Good Bachelors in teaching field or equivalent in teaching field with demonstrated competence in teaching field. 2 yrs 0 yrs 0 yrs Collaborative/Adjunct		Good 1-3 yrs. or equiv. Master or equiv. in teaching field. 2 yrs. (total equiv.) 0 yrs 0 yrs		
ASSOCIATE PROFESSOR	Very Good Master's + 24 grad cr. (27 grad cr. in teaching field) Good Related Course Exp. 0 yrs Total Teaching Exp. 0 yrs FTE Community College Experience Professional/Adjunct and Collaborative	Very Good Master's + 15 grad cr. (27 grad cr. with 10 in teaching field) Good 2 yrs 2 yrs 2 yrs	Very Good Bachelor's in teaching field + 24 grad cr. Good 2 yrs 0 yrs 0 yrs Collaborative/Adjunct	Very Good Bachelor's in teaching field + 15 grad cr. Good 2 yrs 0 yrs 0 yrs	Very Good Assoc. or equiv. (Might include equiv.) Good 2 yrs 0 yrs 0 yrs	Very Good High school or equiv. + 30 cr. in two semesters/years degree Good 2 yrs 0 yrs	
ASSOCIATE PROFESSOR	Excellent Doctorate (24 grad cr. in teaching field) Key Good 0 yrs 0 yrs 0 yrs Key Good	Excellent Master's + 30 grad cr. (27 grad cr. with 10 in teaching field) Very Good 0 yrs 2 yrs 2 yrs	Excellent Master's related to teaching field + 15 grad cr. Very Good 2 yrs 0 yrs 0 yrs Key Good	Excellent Master's related to teaching field Very Good 2 yrs 0 yrs 0 yrs	Excellent Doctorate related to the teaching field Very Good 0 yrs 0 yrs 0 yrs Very Good	Excellent Assoc. related to the teaching field + equiv. + 30 cr. Good 0 yrs 0 yrs 0 yrs Very Good	
PROFESSOR	Excellent Doctorate (30 grad cr. in teaching field) Excellent 0 yrs 0 yrs Postsecondary 0 yrs Excellent 0 yrs	Excellent Doctorate/20 years in teaching field Excellent 2 yrs 3 yrs Postsecondary 2 yrs Excellent 2 yrs	Excellent Master's related to teaching field + 30 grad cr. Excellent 2 yrs 3 yrs Postsecondary 2 yrs Excellent 2 yrs	Excellent Master's related to teaching field + 30 grad cr. Excellent 2 yrs 3 yrs Postsecondary 2 yrs Excellent 2 yrs	Excellent Doctorate related to the teaching field Excellent 2 yrs 3 yrs Postsecondary 2 yrs Excellent 2 yrs	Excellent Doctorate related to the teaching field Excellent 2 yrs 3 yrs Postsecondary 2 yrs Excellent 2 yrs	

Virginia Community College System
NORMAL MINIMUM CRITERIA FOR EACH FACULTY RANK

3-5A
7/05 (Effective Date)

Financial Services

The college offers various financial services to employees.

Bookstore

The college bookstore operation is under the general jurisdiction of the Vice President for Finance. The routine operation of each campus bookstore is under the general jurisdiction of the campus business manager. Unusual or complex problems that are college-wide in nature may be referred through the appropriate committee. The funds derived by the college from the bookstore are under the jurisdiction of the College Board. Hours of operation are posted at each bookstore.

Breakage, Repair, or Loss of Equipment

The breakage or loss of equipment is the responsibility of the individual to whom it is assigned. Breakage or loss of equipment should be reported immediately to the academic dean who, in turn, will notify the campus business manager. When equipment is in need of repair, the academic dean should be promptly notified.

Budget Preparation

The College operates on an annual budget with a fiscal year of July 1 through June 30.

Responsibility for the preparation and implementation of the budget is vested in the president. Each year the Virginia Community College System prepares budget guidelines that regulate the preparation of the budget.

The academic deans are responsible for the preparation of budgets for their divisions, as are all other operating units within the College. It is the responsibility of faculty members to advise their academic dean of their requirements for instructional supplies, materials, and equipment during the preparation of a campus budget.

The Vice President for Finance has supervisory responsibility for the preparation and implementation of the budget for the College as a whole.

Control of Equipment

It is the policy of Tidewater Community College to receive, identify, record, and deliver to the appropriate division or office (through the Central Warehouse and the campus Business Office) all equipment received by the college.

Divisions or offices will receive such equipment and account for it so long as it is charged to that division or office. Equipment should not be transferred between divisions or offices and/or between campuses without obtaining prior authorization from the campus business manager or (in the event of transfer between campuses) from the Director of Material Management. All college equipment is labeled with Tidewater Community College identification numbers for inventory control.

Direct Deposit

The Office of the Comptroller has instituted the following policy effective January 1, 1991:

All newly hired Commonwealth employees are required to participate in the direct deposit program by written notification. Newly hired employees include employees new to the Commonwealth and do not include employees transferring between agencies and institutions.

Tidewater Community College requires all full-time employees to participate in electronic direct deposit of pay. Employees shall designate a financial institution of their preference to receive their direct deposit of pay. Any change in financial institutions must be immediately reported to the Payroll Department in order to avoid a disruption in pay. Paper earnings statements will no longer be distributed to full-time employees; employees are required to use *Payline*, the Commonwealth's electronic on-line earnings statement services. The use of *Payline* eliminates the production of the paper earnings statement received each pay period.

To sign up for Payline, go to: <https://secure.doa.state.va.us/payline/> and do the following:

Enter your social security number in the "USER ID" field.
Click on "NEW ACCOUNT". You have done this correctly when you get a message stating: "Look for your new temporary password on an upcoming earnings notice." On the next payment cycle, look on the bottom half of your earnings detail summary and in bold print you will find the password.

Then, go to: <https://secure.doa.state.va.us/payline/>
Enter your social security number in the "USER ID" field.
Enter your password in the "PASSWORD" field. This is the password that was on your last earnings notice.
Click on "LOG ON"

Enter your Personal Options

Click "Accept"

Click on "Main Menu"

Click on "Personal Options"

Click on "Edit"

Click "REC EARNINGS NOTICES" field to NO. You must check this box to discontinue the paper copy of your earnings notice.

Click "Accept".

Click "MAIN MENU" to view your online resources.

Your Password is your security access to *Payline*; keep it strictly confidential.

Inventory

All property of the college is inventoried by location and personal responsibility. No equipment or furniture is to be moved from one location to another without the proper alteration being made on the inventory records. Forms for this purpose are available from the campus business manager.

Receipt of Money

All monies collected from students must be collected according to the policies and guidelines established by the Vice President for Finance and the campus Business Office.

Receipt of Supplies and Equipment

The receipt of all supplies and equipment for the college is handled by the District Warehouse.

Requisition of Supplies

Requests for supplies are submitted directly to the academic dean or supervisor. The academic dean or supervisor submits such requests for supplies to the District Warehouse. It is the responsibility of the campus business manager or the Director of Material Management to keep academic deans and other administrators informed of the status of purchase requests.

Travel

All travel procedures are available via the Intranet: <https://insidetcc.tcc.edu/finance/>

U.S. Savings Bonds

The U.S. Savings Bonds program provides full-time employees with a systematic means of saving money. Bonds of various denominations (minimum \$100.00) may be purchased on a regular basis through payroll deduction. Employees may enroll any time during the year and discontinue their involvement in the program at any time.

Vendors

If there is to be a contract between Tidewater Community College and a nongovernmental vendor, the *Virginia Public Procurement Act* and the regulations set forth by the Department of General Services, Division of Purchases and Supply in the *Agency Procurement and Surplus Property Manual* and the *Vendors Manual* apply regardless of the source of funds by which the contract is to be paid or which may or may not result in monetary consideration for either party. These documents also apply whether the consideration is monetary or nonmonetary and regardless of whether the public body, the contractor, or some third party is providing the consideration.

eVA is the Commonwealth of Virginia's single portal used to process procurement transactions and small dollar solicitations. Tidewater Community College processes all procurement transactions through eVA. Vendors must register in eVA in order to do business with Tidewater Community College. Vendors should visit <http://www.eva.state.va.us> for vendor registration and vendor information.

Please contact the Office of Purchasing if you have any questions concerning procurement transactions for Tidewater Community College at 757-822-1719.