



# FACULTY HANDBOOK

2018-2019 Academic Year

Nothing herein shall be interpreted as creating any right or benefit not duly authorized as provided by law, or which is contrary to any law, policy, rule or regulation of the Commonwealth of Virginia or of 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.

The Faculty Handbook is a living document maintained by Academic Affairs and reviewed annually by the Faculty Senate.

Tidewater Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the associate degree. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Tidewater Community College.

## [EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION](#)

Tidewater Community College does not discriminate on the basis of race, sex, color, national origin, religion, sexual orientation, gender identity, age, veteran status, political affiliation, genetics, or disability in its programs or activities. Inquiries related to the college's nondiscrimination policies may be directed to the Director of Human Resources, 121 College Place, Suite 607, Norfolk, VA 23510-1938, 757-822- 1708.

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# Section 1 – About the College

## Foreword

The purpose of this Faculty Handbook is to present those policies, procedures, and regulations of the [Virginia Community College System](#) (VCCS) and [Tidewater Community College](#) (TCC) that are most likely to apply to members of the faculty. Many of these are taken directly from the [VCCS Policy Manual \(click on the Policies tab\)](#); others are summations or extensions of items in the manual; and the remaining are policies, procedures, and regulations designed specifically for the College.

Substantive changes to the Faculty Handbook, which are not externally imposed upon the College, are maintained by Academic Affairs. Academic Affairs will provide the revised handbook to the Faculty Senate for review annually. The revisions will be highlighted on the last page of the handbook for reference.

## TCC 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.

## TCC Strategic Plan: Core Values

[Strategic Plan 2013-2018: One College – One Voice – One Future Bearings on The Future](#) and annual planning supplements thereto can be found on the TCC website.

### Core Values

1. Access and successful student achievement
2. Respect for individuality and a commitment to fostering unique strengths in different people
3. Partnership with a range of constituencies
4. A vital and engaging learning environment
5. Service and accountability

## Code of Ethics

The College President and Executive Staff approved the [Code of Ethics](#) as a statement of the principles that TCC employees will apply in the conduct of the College's business on September 9, 2010.

Tidewater Community College is committed to an environment of uncompromising integrity and ethical conduct. The College's ethical standards are the foundation for the decisions and actions of its employees. As members of the faculty and staff of Tidewater Community College, employees will be guided by these principles and values:

- We are committed to learning environments that foster academic integrity.
- We are good stewards of our resources and make effective and efficient use of them, thereby ensuring

accountability to the Commonwealth and to the communities we serve.

- We maintain the confidentiality and security of information entrusted to us and share information only when authorized or required by law to do so.
- We do not accept any gift, favor, loan, service, business, or professional opportunity knowing (or when it should be known) that it is offered in order to improperly influence the performance of our public duties. We avoid even the appearance of a conflict of interest.
- We offer good faith and fair dealings to all those we serve and to each other. Our communications are civil and professional.
- We offer employment opportunities in accordance with state, federal, and Virginia Community College System policies supporting the rights and recognizing the needs of all citizens regardless of gender, race, color, religion, national origin, disability, veteran status, sexual orientation, or political affiliation.
- We encourage and expect all members of the College community to act in good faith and to bring to the attention of the appropriate official any violation or potential violation of these principles.

## About the College

Tidewater Community College is the largest provider of higher education and workforce services in Hampton Roads, enrolling more than 34,000 students in 2016-2017. Among publicly funded colleges, the college has the second largest undergraduate body in the Commonwealth of Virginia. It is also the 14th largest public 2-year community college in the nation. During the 2016-17 academic year, 38 percent of South Hampton Roads residents who enrolled in higher education did so at TCC.

Founded in 1968 as a part of the Virginia Community College System, TCC 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, the Regional Automotive Center in Chesapeake, a regional Advanced Technology Center and the new Regional Health Professions Center on the Virginia Beach Campus, and a District Administration building in downtown Norfolk.

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. TCC 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 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. 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.

## College Campuses and Other Locations

TCC's four campuses are strategically located across South Hampton Roads to provide convenient access to the region's residents. Each campus is fully comprehensive, offering a full range of transfer and career & technical education. In addition, each campus offers specific career & technical programs that are considered a regional resource niche for that location.

## Instructional 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.

### Career & Technical Education

Career and technical education programs prepare students for employment. They are designed to meet the

increasing regional demand for technicians, paraprofessionals, skilled craft workers, and specialized office workers in industry, business, government, and other professional fields. The curricula are planned primarily to meet the needs of workers in the region being served by the College. These programs normally require two years or less of training beyond high school to prepare students for success in meeting the demands in agriculture, business, engineering, health and medicine, industry, service, and other technical and occupational fields.

### College Transfer Education

The college transfer programs include first-year and second-year courses in arts and sciences and pre-professional programs designed to meet standards acceptable for transfer to baccalaureate (four-year) degree programs. TCC transfer courses are equivalent to those offered at four-year institutions to ensure maximum transferability.

### Dual Enrollment

The dual enrollment program is an arrangement between local high schools and Tidewater Community College that allows students to meet high school graduation requirements while earning college credit. High school juniors and seniors may be eligible to participate in dual enrollment programs, provided they demonstrate readiness for college-level course work through the college's mandatory placement testing program or through acceptable scores on many standardized tests. For more information, view <https://www.tcc.edu/admission/new-students>.

### International Study Abroad

The Intercultural Learning Center coordinates a number of activities that both enhance curriculum and prepare students for a culturally diverse, technologically engaged, and interdependent world. In addition, students have a variety of opportunities during the summer or semester break to study abroad. Additional information is available at our website.

### General Education

General education provides students with a collegiate experience that addresses the knowledge, skills, attitudes, and values characteristic of educated persons. It promotes multiple disciplines and honors the connections among bodies of knowledge. TCC degree graduates will demonstrate competency in the following general education areas:

- Communication
- Critical Thinking
- Cultural and Social Understanding
- Information Literacy
- Personal Development
- Quantitative Reasoning
- Scientific Reasoning

Both the College's accrediting association and the State Board for Community Colleges require that all curricula include general education components.

### Developmental Studies

Developmental courses prepare students for admission to the College's various programs by helping them develop the basic skills and understanding necessary to succeed in college-level courses. Mandatory placement testing determines whether students are required to enroll in developmental courses.

### Continuing Education

Continuing Education programs make lifelong learning possible for residents of the College's service area. These programs include credit and non-credit courses and are offered during day, evening, and weekend hours.

### Center for Workforce Solutions

Tidewater Community College offers training programs and courses for business, industry, and government

clients to ensure their employees have the right knowledge and skills for optimum job performance. [TCC's workforce development programs](#) assist businesses in retaining valuable associates by offering courses at the College's or client's on-site location. In addition, the College's business, industry and government training centers offer customized training, as well as traditional credit courses, certification programs, collaboration services, teleconferencing, and other business-essential services. Call (757) 822-1234 for additional information.

## Registered Apprenticeship Programs

TCC is a provider of Apprenticeship Related Instruction (ARI) for students participating in employer-sponsored registered apprenticeship programs. Sponsored programs can range in length from three to five years. In addition to TCC's long-standing program with the Norfolk Naval Shipyard, TCC's Apprenticeship Coordinator works with more than 50 sponsors to develop curriculum plans and monitor course offerings and student progress. After completing ARI coursework through TCC and on-the-job training provided by the registered employer/sponsor, the apprentice is awarded the journeyman certificate by the Virginia Department of Labor and Industry. For additional information, go to [the apprentice program website](#), or call (757) 822-1122 or contact the apprenticeship office at (757) 822-1172.

## 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 and non-credit programs, cultural events, workshops, meetings, lectures, conferences, seminars, and special community projects which are designed to provide needed cultural and educational opportunities for the citizens of the region.

## Colleges of the Virginia Community College System

VCCS colleges can be located through the link [VCCS College Locator](#).

## Associated Entities

The following organizations have been established to support the College's mission and activities. As separately incorporated entities, each operates at "arm's length" from the College and under its own, distinct governing board of directors.

### 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.

### TCC Real Estate Foundation, Incorporated

The Tidewater Community College Real Estate Foundation, Inc. was organized to engage in matters pertaining to real property for the benefit of the College. The Foundation is incorporated in the Commonwealth of Virginia and approved by the Internal Revenue Service as a non-profit, tax-exempt charitable organization.

All gifts of real property proposed to be made to the College or to the TCC Educational Foundation will be evaluated by the Real Estate Foundation. In those cases where the gift will provide sufficient benefit to the College, the Real Estate Foundation will accept and manage or otherwise dispose of the property with any proceeds going to the benefit of the College. Such gifts and contributions of real property may be tax deductible to the donor.

## TCC Alumni Association

The [Tidewater Community College Alumni Association](#) was organized to promote and further the educational objectives of the College through the creation of a formal alumni body. The specific objectives of the Association are to:

1. Create a network for communications and relations between and among the alumni and administration, faculty, and student body of the College and members of the South Hampton Roads community;
2. Enhance the reputation and visibility of the College in the South Hampton Roads region and throughout the Commonwealth of Virginia;
3. Assist the College in developing educational opportunities for the community it serves; and
4. Assist the College's Educational Foundation in soliciting the financial support of alumni and raise funds from other sources in order to promote and further the objectives of the College.

## Section 2 - Governing Boards and Associated Committees

### Governing Boards and Associated Committees

#### Virginia State Board for Community Colleges

The State Board for Community Colleges is the state agency responsible for the establishment, control, administration, and supervision 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 agency is to provide and maintain a system of comprehensive community colleges through which appropriate educational opportunities and programs shall be made available throughout the state. In providing these offerings, the board recognizes the need for excellence in all curricula and it endeavors to establish and maintain standards appropriate to the various purposes the respective programs are designed to serve.

The board has the right to confer diplomas, certificates, associate degrees, and honorary degrees. The state board also establishes the policies providing for the creation of the local community college boards and the procedures and regulations under which such local boards will operate.

#### Tidewater Community 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 the 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 Section 2.A of the [VCCS Policy Manual \(click on the Policies tab\)](#) and the [TCC Policy and Procedures](#).

#### Local Program Advisory Committees

Local Program 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. The current TCC Program Advisory Committees can be found at the indicated hyperlink.

#### Virginia Community College System

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

It shall be the duty of the chancellor to formulate such rules and regulations and provide such assistance in the office of the chancellor as shall be necessary for the proper performance of the chancellor's duties. The state board prescribes the duties of the chancellor, in addition to those duties otherwise prescribed by law, and, at its discretion, approves the appointment by the chancellor of such agents and employees as may be needed by the chancellor and the VCCS in the exercise of the functions, duties, and powers conferred and imposed by law and to effect a proper organization to carry out these duties.

## TCC Functions, Duties and Responsibilities

### TCC Organizational Charts

[TCC Organizational Charts](#) may be found in the Human Resources section of the College's website.

### Equal Opportunity and Affirmative Action

Tidewater Community College does not discriminate on the basis of race, sex, color, national origin, religion, sexual orientation, gender identity, age, veteran status, political affiliation, genetics, or disability in its programs or activities. Inquiries related to the college's nondiscrimination policies may be directed to the Director of Human Resources, 121 College Place, Suite 607, Norfolk, VA 23510-1938, 757-822-1708.

The College's [Policy 1200 \(Equal Opportunity & Nondiscrimination\)](#) is available online. Inquiries concerning this policy should be addressed to Tidewater Community College's Human Resources Office, which is located at the Green District Administration Building, 121 College Place, Norfolk, VA 23510 and by phone at (757) 822-1704.

### Governance Structure and Functions

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

[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 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.

### 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 in the Office of Human Resources.

### Committees Reporting to the President

#### The President's Executive Staff

Purpose: [The President's Executive Staff](#) constitutes the operational leadership team for the College. The group typically meets every other week with the President, the purpose of which is three-fold; first, to keep the President briefed on the College's internal operations as well as to review any items requiring the President or the full Executive Staff's action; second, to ensure ongoing communication between/among the President and the staff; third, 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 Executive Vice President; the Vice Presidents for Finance,

Public Affairs and Communications, Information Systems, Academic Affairs and Chief Academic Officer, Student Affairs, Workforce Solutions, and Institutional Advancement/Executive Director of TCCEF; the Director of Institutional Effectiveness; the Special Assistant to the President/Chief of Staff; and other members chosen by the College President.

#### [The President's Advisory and Planning Council \(PAPC\)](#)

The PAPC 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; and makes assignments to standing committees as needed. The PAPC reports to the President.

### Constituent Groups

#### [The Administrative Association](#)

As a constituent group of the TCC Shared Governance System, the Administrative Association serves as a voice for the administrators and to exercise the authority of the administrators in college affairs; 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; operates as a vehicle for regular communication among administrators, the classified staff, and the faculty; provides support for those college and campus committees that the College deems necessary for the efficient and effective operation of the College; and 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 student government association President and Vice President's from each campus.

### TCC Committees of Governance

#### [Classroom 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. This committee reports through the Executive Vice President for Academic and Student Affairs. Information on membership, meetings, minutes, and reports is available [online](#).

#### **[The Curriculum Committee](#)**

Purpose: To review current and recommend new 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 the college's general education requirements; to review and recommend graduation requirements; to monitor and make recommendations on all issues of an instructional and/or curricular nature. This committee reports through the Executive Vice President for Academic and Student Affairs. Information on membership, meetings, minutes, and reports is available [online](#).

#### **[The Faculty Professional Development Committee](#)**

The Faculty Professional Development Committee at Tidewater Community College will review and recommend opportunities for faculty to enhance their teaching and learning. Faculty Professional Development Committee members are elected to serve two-year terms with a second two-year term possible if re-elected. This committee reports through the Executive Vice President for Academic and Student Affairs. Information on membership, meetings, minutes and reports is available [online](#).

#### **[The General Education Committee \(GEC\)](#)**

Purpose: To improve the quality and relevance of the College's general education curriculum. The GEC considers new courses for inclusion as general education and approved transfer elective courses. The GEC performs periodic reviews of these courses to ensure they are continuing to satisfy required core competencies and transfer suitability. The committee reports to the Executive Vice President for Academic and Student Affairs. Information on membership, meetings, minutes and reports are available [online](#).

#### **[The Global and Intercultural Learning 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. This committee reports through the Executive Vice President for Academic and Student Affairs. Information on membership, meetings, minutes, and reports is available [online](#).

#### **[The Instruction Committee](#)**

Purpose: To consider, discuss, and make recommendations on instructional issues that have an impact on the academic mission of the College. The committee will provide input into policy and procedures related to broad academic initiatives that impact the curriculum and, by extension, student learning. This committee reports through the Executive Vice President for Academic and Student Affairs. Information on membership, meetings, minutes, and reports is available [online](#).

#### **[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. This committee reports through the Executive Vice President for Academic and Student Affairs. Information on membership, meetings, minutes, and reports is available [online](#).

### **[The Online Learning Committee](#)**

**Purpose:** To consider, discuss, and make recommendations on issues involving online instruction and eLearning. The committee will draft and recommend policies and procedures related to standards for effective online teaching and successful student learning at TCC. This committee reports through the Executive Vice President for Academic and Student Affairs. Information on membership, meetings, minutes, and reports is available [online](#).

### **[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. This committee reports through the Executive Vice President for Academic and Student Affairs. Information on membership, meetings, minutes, and reports is available [online](#).

### **[The Workforce Solutions Committee](#)**

**Purpose:** To identify workforce training areas which should be targeted by TCC and 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. This committee reports through the Vice President for Workforce Development. Information on membership, meetings, minutes, and reports is available [online](#).

### **[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 (e.g., the Multi-year Appointment 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.

## **[General Function of the Governance System](#)**

For detailed information about the general function of the TCC governance system, including information about the autonomy of constituent groups, rotation of membership, officers and the election cycle, distribution of funds, and more, visit [TCC's Governance Structure website](#).

## Section 3 – Instructional Policies and Procedures

### Introduction

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, he/she must enter an absence request into the Human Resource Management System (HRMS) via Time Reporting in Employee Self Service no later than the pay period ending date in which the leave is taken. Pay period ending dates for 9-month, 18-pay faculty are the 15th and last day of the month. Pay period ending dates for all 24-pay faculty are the 9th and the 24th of each month.

### Accreditation

Tidewater Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the associate degree. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Tidewater Community College.

Several programs offered by TCC are accredited by specialized accrediting organizations. Program accreditation is essential for purposes of licensure and/or employment and may be sought where there is demonstrated value in an accredited program that promotes excellence and recognition for both students and the College.

In all instances of requesting new program accreditation, an impact analysis on the program including expected benefits to the program, students, and the College, as well as direct and indirect costs must be submitted by the dean and faculty from the division to the Provost and Curriculum Committee for review and recommendation to the Chief Academic Officer. Direct costs include any initial fees and any requirements to support site visits, ongoing fees, and any periodic costs associated with reaffirmation. Indirect costs include any prescriptive specifications in the accreditation standards that have cost implications for the program (e.g., credentialing requirements for faculty, number of full-time faculty required, full-time to part-time faculty ratios, student-faculty ratios, equipment, etc.). Also included in indirect costs is any projected need for reassigned time or other faculty support to apply for and maintain accreditation status. In addition, the program accrediting agency must be nationally recognized and have prominence in the profession. The accrediting process must be established on a reasonable timeline and be financially feasible. Initiating or maintaining program accreditation will be led by the academic dean and faculty of the division in which accreditation is sought, with notification of the initiation given to the Provost, Curriculum Committee, and Chief Academic Officer.

### Advising Students

All curricular students are encouraged to meet with an academic advisor or counselor who is normally a member of the advising staff or teaching faculty. Advisors act as academic consultants, helping students plan their programs of study. Students should consult their advisors before each registration and are encouraged to confer with them frequently regarding academic matters.

Academic advising is a comprehensive program facilitated by counselors, teaching faculty, and student services personnel who share responsibility with advisees for student success. The advising relationship is a continuous developmental process involving open communication in an atmosphere of mutual respect and honesty. It assists students with the transition to college and the evaluation and attainment of their academic, career, and personal goals. By their participation in a range of advising activities, including

individual and group advising sessions, classes, and workshops, students gain an understanding of campus and college resources and develop the skills to make informed, independent decisions.

### Audiovisual Equipment

Audiovisual Equipment and materials are available to all faculty members for college-related purposes, including speaking engagements. Requests for equipment can be made through the Instructional Resources link on the TCC website. For equipment in high demand, requests should be made as early as possible.

### Library Media Materials

Library media materials are listed in the [online Library catalog](#) Aleph. Regardless of the campus location, most media materials are available to any TCC campus via interlibrary loan. Most materials can be checked out for classroom or off-campus use. Contact a librarian at your campus for more information.

### Class Attendance

Students should be present and on time for all scheduled class and laboratory meetings. Instructors do not have to admit students who arrive late. If students add classes or register after the first day of classes, the students are counted absent from all class meetings 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 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.

1. Before the date to drop with a tuition refund, the faculty will report students who never attended or participated in their class to the campus Enrollment Services Office via the Delete Withdrawal Form.
2. By the 60% date of the semester or session, the last day to withdraw without an academic penalty, faculty will report students who have not been attending a traditional class or participating in an online class to the Enrollment Services Office via the Delete Withdrawal Form. Once reported, the student will be withdrawn from the class and assigned a "W" grade. After this date and lacking any documented mitigating reason, an "F" or "U" should be assigned if a student is withdrawn because his/her absences constitute unsatisfactory progress in the course.

The Delete Withdrawal Form is available in Inside TCC (Sharepoint). Click on "College Registrar" under "Documents and Forms." Select "Topic: Enrollment Services" to access the form.

Students who have been hospitalized (for medical or psychiatric reasons) **unexpectedly** during the semester should contact the Office of Educational Accessibility Counselor for support and connection to college resources.

Instructors may establish more stringent attendance policies, and these policies should be outline in course syllabi. Students are responsible for understanding the attendance requirements for each course in which they are enrolled.

### Class Rosters

The Student Information System enables instructors to access their class rosters electronically. 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 dean and/or campus provost may assist with disciplinary problems. Each campus provost has a written plan for how to deal with disruptive students in the classroom.

## Course Outline and Course Syllabus

**Templates for both the official course outline and the official course syllabus are available online in i-INCURR, the college's curriculum portal.**

### **A. Definition and Purpose**

1. Official Course Outline: An official course outline is a concise, general purpose document used by all faculty teaching a given course as a common basis for describing the major elements of the course. The course content summary is designed by the faculty within a discipline and reviewed annually. The course outline is used to create a course syllabus and for various administrative purposes, including description of course content to external parties and students who are seeking advanced standing. There is one official course outline for each credit course offered by the College.

2. Official Course Syllabus: An official course syllabus is an outline of a specific plan for conducting instruction in a course developed by the faculty member teaching the course. A course syllabus must include all college-required components as provided in the TCC Syllabus Builder, which is accessible from the Syllabi tab in i-INCURR. The course syllabus will inform the student about the objectives to be achieved, the general education outcomes that will be developed, the topics that will be covered, how the course is going to be conducted, student responsibilities, attendance, assignments, how grades will be determined, etc. In compliance with Policy 1401 Inclement Weather/Emergency Hazardous Condition, faculty will also include in their syllabi expectations for how students will respond to an announced closing or delayed opening if the designated time of closure/opening occurs during the class or lab period. This is particularly important if the specific class's schedule does not comport with the college's stand class schedule.

Each student will receive a syllabus at the beginning of the course, and the syllabus will be reviewed with students.

Academic deans may specify additional required information to be included and/or formats for course syllabi within their division. Academic deans are responsible for insuring that appropriate course syllabi are developed by each faculty member.

Any policies listed or implied in course syllabi must be consistent with the policies of the College. If there is a conflict between a course syllabus and published College policies, the College policies supersede those listed in the syllabus.

### **B. Procedure for Revising and Updating Course Outlines**

Course outlines will be reviewed annually by the academic divisions and may be revised in accordance with procedures developed and recommended for approval by the Instruction Committee with subsequent approval by the Executive Vice President for Academic and Student Affairs. Changes will be made by the Associate Vice President for Academics when revisions are made to the College Catalog or VCCS course descriptions. Course outlines and requisites must comply with course descriptions provided in the VCCS Master Course File and can only be changed in accordance with procedures contained in the college's [Curriculum Procedures Handbook](#) (click on "Courses and Programs (i-INCURR)" and the "Curriculum Publications" tab).

## Course Requisites

[TCC Policy 2103](#) (Revision 2, October 9, 2014) addresses the importance of and procedures for establishing credit course prerequisites and co-requisites (collectively, “requisites”).

TCC shall enforce applicable Virginia Community College System (VCCS) course requisites as identified in the Master Course File (MCF). For cases in which there are no or insufficient MCF requisites or TCC does not offer the identified MCF requisites, full-time teaching faculty at TCC shall propose requisites for those courses in which prior or simultaneous skills and knowledge are required for student success.

In disciplines where no full-time teaching faculty exist, academic deans shall propose course requisites. All students enrolling in credit courses shall be required to comply with requisites except when exceptions are approved according to the procedures as specified. (This policy is consistent with VCCS Policy Manual Sections 5.2, 5.3, and Table 5.1b.)

## 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. Each semester hour of credit given for a course is based on the “academic hour,” which is 50 minutes of formalized, structured instructional time in a particular course weekly for fifteen weeks. 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.

## eLearning 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

TCC places primary responsibility for the content, quality and effectiveness of the curriculum with its

faculty. 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 outlining the required process for developing new curriculum and/or courses. All new curriculum and/or courses must, at a minimum, be reviewed and recommended for approval by the Curriculum Committee. For additional information, view the [Curriculum Procedures Handbook](#) (click on “Courses and Programs (i-INCURR)” and the “Curriculum Publications” tab).

## 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. Sponsors of field trips must complete the Request for Student Travel and submit to the campus provost for approval. All students participating in Tidewater Community College field trips are required to sign an Assumption of the Risk form. Students are not permitted to travel in a college employee's vehicle. In the event that an emergency or crisis arises during a field trip, the sponsor/chaperone must submit a completed Travel Incident Report to the campus provost.

## 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.

## Final Course Grade Appeal Procedure

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.

## 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.

## Grade Entry Procedures

For faculty and staff, guidance on the grade input process is available online at: <http://web.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 posting your grades within 24 hours of the final examination.
4. Ensure that all Incomplete and Faculty Withdrawal forms are submitted by the established deadline and accompanied by all documentation required by VCCS and College policy.

5. Inform students that grades are not mailed. Grades may be obtained by the student through the Student Information System (SIS). Instructions for [accessing grades](#) is available online.

## Grades

### Grading System

The grades of A, B, C, D, P and S are passing grades. Grades of F and U are failing grades. R and I are interim grades. Grades of W and X are final grades carrying no credit.

### Grade Point Average

The cumulative grade point average (GPA) is determined by dividing the total number of grade points earned in all courses by the total number of credits attempted. When students repeat a course, only the most recent attempt is used to calculate the cumulative GPA, and only credits earned in the most recent attempt are counted toward meeting curriculum requirements.

### Grading - Developmental Studies and ESL

A grade of S (Satisfactory) will be assigned for satisfactory completion of each course in developmental studies (courses numbered 1-9) and ESL. 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).

### 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:



	<b>GRADE</b>	<b>GRADE POINTS PER CREDIT/EXPLANATION</b>
<b>A</b>	<b>EXCELLENT</b>	<b>4</b>
<b>B</b>	<b>GOOD</b>	<b>3</b>
<b>C</b>	<b>AVERAGE</b>	<b>2</b>
<b>D</b>	<b>POOR</b>	<b>1</b>
<b>F</b>	<b>FAILURE</b>	<b>0</b>
	<b>RE-ENROLL</b>	<b>NO GRADE POINT CREDIT</b>
<b>R</b>	The "R" grade may be used as a grade option in developmental and ESL courses only when the student has made satisfactory progress but has not completed all of the instructional objectives for developmental studies or ESL courses. Students must re-enroll in the course and pay the specified tuition to complete the course objectives.	
	<b>PASS</b>	<b>NO GRADE POINT CREDIT</b>
<b>P</b>	Applies only to non-developmental specialized courses and seminars approved by the appropriate academic dean.	
	<b>SATISFACTORY</b>	<b>NO GRADE POINT CREDIT</b>
<b>S</b>	Used only for satisfactory completion of course objectives in developmental studies and ESL courses.	
	<b>UNSATISFACTORY</b>	<b>NO GRADE POINT CREDIT</b>
<b>U</b>	Used when a student has not made satisfactory progress in developmental studies, ESL courses, or courses taken on a Pass/Unsatisfactory basis.	
	<b>WITHDRAWAL</b>	<b>NO CREDIT</b>
<b>W</b>	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 percent of the session.	
	<b>AUDIT</b>	<b>NO CREDIT</b>
<b>X</b>	Permission of the appropriate academic dean or designee is required to audit a course. After the add/drop deadline for a course, students cannot change status in a course from credit to audit or audit to credit.	
	<b>INCOMPLETE</b>	<b>NO CREDIT</b>
<b>I</b>	Used only for verifiable unavoidable reasons that a student is unable to complete a course within the normal course time. Since the "incomplete" extends enrollment in the course, requirements for satisfactory completion will be established through student/faculty consultation. For consideration, students must have satisfactorily completed more than 60% of the course requirements and attendance.	

## Grades Plan

The Grades Plan provides the practices and procedures for initially recording grades in the Student Information System and, if necessary, completing subsequent grade changes. The Grades Plan is located on Inside TCC (Sharepoint). Log in to Sharepoint. Select "College Registrar" under "Documents and Forms." The link to the Grades Plan can be found in the left navigation menu.

## Instructional Assistance

Provision has been made for faculty members 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.

## Intellectual Property

VCCS Intellectual Property Policy and Procedures ([VCCS Policy Manual, section 12.0, click on the Policies tab](#)) determines ownership rights and responsibilities regarding intellectual property produced by a student and/or an employee of the VCCS. This policy is subject to applicable law and is consistent with the State Council of Higher Education for Virginia (SCHEV) Draft Guidelines for the Development of Patent and Copyright Policies and Procedures by State Supported Institutions of Higher Education of May 6, 1987. Although the VCCS might legally claim ownership of all intellectual property created by or for it, this policy exercises that right more narrowly in order to encourage creativity.

## Library

A Library is located on each campus and at the Visual Arts Center. The Libraries contain research materials in print and electronic format to support the courses, curricula, and mission of the College. The materials include books, e-books, newspapers, magazines, journals, videos, streaming media and an extensive collection of indexes, abstracts and full-text databases. Regardless of the campus location, most items are available to any TCC campus via interlibrary loan. The Libraries provide many services to the TCC community, including instruction in library research methods and sources, and support for Open Educational Resources adoption. Library resources and services may be accessed through the [library website](#).

Libraries are intended for research and study. Members of the college community (students, faculty, staff and consortium members) have first priority in the use of Library facilities, resources and services. [Policy 5302](#) "Use of Libraries" sets forth TCC's position on the use of the College's Libraries and the standards for civility, safety, and acceptable behavior that all members of the TCC community and community patrons must observe.

## Open Educational Resources

[TCC Policy 2108](#) provides guidance to faculty in achieving the following outcomes through the utilization of Open Educational Resources (OER) at Tidewater Community College: improve student success through increased access and affordability and improve teaching efficiency and effectiveness through the ability to focus, analyze, augment, and evolve course materials directly aligned to course learning outcomes. Faculty will be supported in their use of OER to achieve one or both of the stated outcomes.

Tidewater Community College (TCC) shall make use of OER materials in accordance with the provisions of [Section 12](#) (Intellectual Property) of the Virginia Community College System Policy Manual; the Creative Commons licensing standards; the Digital Millennium Copyright Act of 1998; applicable state and federal copyright laws; accepted best practices of the OER community; and college policies and academic standards.

Faculty who incorporate OER materials into their courses shall assume all responsibility for maintaining the integrity of the course content as related to copyright and scholarly merit.

In order for a course to carry a 'Z' designation within TCC's Student Information System, faculty must follow the procedures contained in this policy. Faculty who adopt OER content are strongly encouraged but not required to meet 'Z' standards.

## Professional Development

### VCCS Professional Development

[The VCCS Office of Professional Development](#) provides professional development opportunities which are available to the faculty, administration, and staff of the VCCS. This vibrant state-wide program was started in 1992-1993 to promote faculty development in the following areas:

- Discipline development - builds knowledge and skills within the academic discipline or professional specialty.
- Instructional development - improves classroom teaching, learning, and assessment techniques.
- Career development - provides tools for effective personal planning to improve the quality of work and life.
- Organizational development - enhances administrative and leadership skills to fulfill the institutional mission of the community college.

### TCC Professional Development

The role of Faculty Professional Development at Tidewater Community College (TCC) is to provide a comprehensive, college-wide program to support, inform, train and guide all faculty in their ongoing professional development. TCC has dedicated faculty professional development facilities called the Batten Center for Teaching Excellence (BCTE) on each campus. Faculty can view faculty professional development content on the [Faculty Professional Development website](#).

TCC sponsors a learning institute and technology showcase in the spring semester for all faculty. This event is a 2-day college-wide event which addresses a common theme, for example assessment of general education or Guided Pathways. These events are coordinated by the Faculty Professional Development Governance Committee in collaboration with other governance committees, academic leaders and faculty. The college also supports faculty professional development by collaborating with the VCCS Office of Professional Development (OPD) and its regional center, i.e., the Tidewater Region Center for Teaching Excellence. TCC faculty actively participate and present at regional professional development events and peer group conferences organized by the VCCS. The annual New Horizons conference is the largest VCCS faculty professional development event. TCC funds faculty participation in New Horizons.

In addition, full-time and adjunct faculty receive annual professional development financial support through the college's professional development funding plan. Full-time faculty are eligible for up to \$1,675 annually via the College Professional Development Fund and \$225 annually from the Personal Professional Development Fund. Adjunct faculty are eligible for up to \$800 annually from the College Professional Development Fund. These funds can be used for conferences and workshops, membership to relevant organizations, and tuition reimbursement.

Professional development options range from hour-long, daylong, multiple-day and semester-long sessions. Professional development options are aligned with the four domains in the new faculty professional development and evaluation plan: Teaching, Scholarly and Creative Engagement, Institutional Responsibilities, and Service. Multi-disciplinary opportunities are also available.

Faculty professional development at TCC also includes a program designed specifically for new faculty,

the New Faculty Academy and Mentoring Program. The New Faculty Academy is a year-long, structured, collaborative program that emphasizes innovative and effective teaching strategies in a learner-centered environment designed to promote faculty and student success. Since 2012 more than 67 faculty have completed the Academy.

All professional development courses, workshops, and sessions require registration through the PeopleSoft based Student Information System (SIS). A catalog of professional development offerings is loaded in SIS. After completing professional development offerings, faculty receive continuing education units and documentation of completion in the form of a non-academic transcript which can be maintained in their Teaching ePortfolio.

A dedicated website for Faculty Professional Development provides an accessible, central location for all faculty professional development opportunities and related information, such as the new faculty professional development and evaluation plan, the Teaching ePortfolio, the New Faculty Academy and Mentoring Program, adjunct faculty information, links to centers for teaching excellence at other colleges, graduate courses, the faculty professional development funding plan, the VCCS professional development website, and more. Professional development opportunities are communicated to faculty at semester convocations, professional development events, governance committees, campus meetings, discipline meetings, and division and department meetings.

## Reassigned Time

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

The purposes for reassigned time are:

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

Guidelines for the utilization of reassigned 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

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

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

At the end of the reassigned time period, the Executive Vice President for Academic and Student Affairs is to receive a summary of activities performed during the reassigned time period, along with a final evaluation by the immediate supervisor. The final evaluation should be retained in Executive Vice

President's office for a period of one year following the end of the reassigned time period.

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

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

When it is anticipated that a faculty member will be granted reassigned 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 reassigned time every semester to coordinate the scheduling and offering of music classes, one request for ten semester hours reassigned 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 Reassigned Time Request for Faculty form on Inside TCC, 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 cumulative GPA, and only credits earned in the most recent attempt are counted toward meeting curriculum requirements. However, all courses attempted remain on the student's academic record.

## Semester/Session Length

TCC offers courses using the following semesters/sessions:

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

## Computer Competency Requirements

According to VCCS Policy 5.1.0.1, each college must ensure that students are able to demonstrate college entry-level computer skills necessary for academic success and discipline-specific skills necessary for successful transfer or employment.

## Students' Rights and Responsibilities

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. 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.

### 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.

## Section 4: Student Services Policies and Procedures

### Academic Load for Students

The full-time course load is 12 to 18 credit hours. Students should consult a counselor to plan an academic load that will be compatible with their work schedule, family responsibilities, health, and other obligations. As a rule, one credit hour of course work requires at least two hours of study outside of class each week.

Students who wish to take more than 18 credit hours of course work in a session must obtain the approval of the campus provost or designee.

Students who have received an academic warning or are on academic probation may be required to take a reduced course load for the next semester.

### 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 in order to be considered in good academic standing.

#### Less than Good Academic Standing

**Academic Warning:** Semester grade point average is less than 2.0. **Academic Probation:** Cumulative grade point average is less than 1.50, and cumulative hours attempted are greater than or equal to twelve (12).

A student on Academic Probation is required to consult with an advisor or counselor prior to registration.

**Academic Suspension:** Semester grade point average is less than 1.50, current status is Academic Probation, and cumulative hours attempted are greater than twenty-three (23).

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 campus Admissions staff for reconsideration. A suspended student may be readmitted after termination of the suspension period by submitting an Application for Readmission which is available online or from the campus Enrollment Services Office. Readmission Applications should be submitted to the Advising and Counseling Office for review.

Academic Dismissal: Semester grade point average is less than 2.0, current status is, and student's current status is reinstatement. **OR** The semester grade point average is less than 2.0, current status is Reinstated, and 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 1.75 grade point average in each subsequent semester of attendance. Failure to attain a 1.75 GPA in each subsequent semester until the cumulative GPA reaches 1.75 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 staff. The statement "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 his/her program, except for Career Studies Certificates, is eligible for graduation honors according to his/her grade point average.

The honors based upon scholastic achievement are as follows:

GPA => 3.2 - Cum laude (with honor)

GPA => 3.5 - Magna cum laude (with high honor)

GPA => 3.8 - Summa cum laude (with highest honor)

### Admission to the College

Individuals are eligible for general admission to Tidewater Community College if they are high school graduates or the equivalent, or if they are 18 years of age or older and are able to benefit academically from study at the college, based on assessment in reading, writing, and mathematics.

Enrollment for high school students (dual enrollment, special provisions, and home-schooled students) is restricted to high school juniors and seniors and home-school students studying at the high school junior or senior levels. Documentation of parental permission is required for all high school students interested in enrollment.



The college may revoke student admission if it is determined an applicant or student poses a threat, is a potential danger, or is significantly disruptive to the college community or if such refusal or revocation is considered to be in the best interest of the college as delineated in TCC Policy 2203 (Refusal or Revocation of Admissions).

The complete policy on admission to the College may be found in the current College Catalog and Student Handbook.

## Auditing a Course

To audit courses (attend classes without taking examinations or receiving credits), students must obtain permission from the appropriate academic deans or designees on the campuses where the courses are taught. Students must then register and pay full tuition.

To change the status of courses from audit to credit, or from credit to audit, students must complete the changes by the deadline to add courses during the term's regular session (i.e. 16-week sessions in the fall and spring semesters and 10-week session during the summer term).

Audited courses do not carry credits and are not counted as part of the academic load when full-time or part-time status is reported to the Financial Aid Office or to external parties such as the Social Security Administration, an employer, health insurance carrier, the Immigration and Naturalization Service, or the Department of Veterans Affairs. Advanced standing credit will not be awarded for audited courses.

## Advising and Counseling Services

The overall purpose of Advising and 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. Advising and Counseling Services, which is staffed by professional personnel trained in the application of sound student development theory, provides specialized services in educational and career planning. Through formal (Early Alert) and informal contacts, the advisors and counselors seek faculty referrals of students with identifiable needs for assistance.

## Directory Information

At its discretion, Tidewater Community College may disclose "directory information" in accordance with the provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA). Directory information is defined as that information which would not generally be considered harmful or an invasion of privacy if disclosed.

Designated directory information at Tidewater Community College includes the following:

- Student's name
- Number of credit hours enrolled
- Major field of study
- Dates of attendance
- Degrees, honors, and awards received
- College email address
- Mailing address of record (disclosure limited to colleges and universities only)

Students may prohibit the release of directory information through submission of a Prohibit Release of Directory Information form to any campus Enrollment Services Office within one week after the initial day of class during any regular semester/term. This request will prohibit the college from

releasing this directory information, unless permitted as an exception under FERPA or the student submits written consent for each individual disclosure. Students should consider very carefully the consequences of a decision to withhold directory information. Regardless of the effect upon a student, Tidewater Community College assumes no liability as a result of honoring a student's instructions that such information be withheld.

Initial requests for non-disclosure will be honored by the College unless a written notice to remove the non-disclosure block has been submitted by the student to a campus Enrollment Services Office.

## 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. TCC Student Disciplinary Procedures are online at <http://web.tcc.edu/students/tcc-student-conduct.php>.

## FERPA

The Family Educational Rights and Privacy Act (FERPA) of 1974, also referred to as the Buckley Amendment, is a Federal law that protects the privacy of student educational records. The TCC FERPA policy can be found in its entirety [online](#).

## 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 instructor and 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/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.

### Addition 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 and the academic dean.

### 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 Complaints

Tidewater Community College (TCC) is committed to ensuring that it does not discriminate on the basis of race, sex, color, national origin, religion, sexual orientation, gender identity, age, veteran status, political affiliation, genetics, or against any otherwise qualified persons with disabilities in its programs or activities. ([TCC Policy 1200, Equal Opportunity and Nondiscrimination](#)). To that end, the student complaint policy provides an equitable and orderly process to resolve complaints made by students for improper treatment. This policy does not apply to complaints or appeals regarding tuition refunds, academic grades, or student conduct which are handled under separate policies and procedures.

## Title IX and Rehabilitation Act of 1973, SEC. 504

In student grievances arising under [Title IX, Higher Education Amendments of 1972](#) (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.

## Center for Military & Veterans Education (CMVE)

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 (VA), [The TCC Center For Military & Veterans Education](#) can be found in the TCC website

## 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 Advising and Counseling 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.

## Notice When Students Are Ill

Students should notify their instructors in advance if possible when they will miss classes due to illness, and students should make arrangements to make up any missed work. If a college representative learns that an illness will keep a student out of classes, that person should notify the respective campus dean of student services who will inform the student's instructors.

## Section 5 - Fiscal and Administrative Services Policies and Procedures

### 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 Materiel Management. All college equipment is labeled with Tidewater Community College identification numbers for inventory control.

### 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.

### Direct Deposit

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:

- 1) Enter your social security number in the "USER ID" field.
- 2) Click on "NEW ACCOUNT".
- 3) 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.

- 4) Then, go to: <https://secure.doa.state.va.us/payline/>
- 5) Enter your social security number in the "USER ID" field.
- 6) Enter your password in the "PASSWORD" field. This is the password that was on your last earnings notice.
- 7) Click on "LOG ON"
- 8) Enter your Personal Options
- 9) Click "Accept"
- 10) Click on "Main Menu"
- 11) Click on "Personal Options"
- 12) Click on "Edit"
- 13) Click "REC EARNINGS NOTICES" field to NO. You must check this box to discontinue the paper copy of your earnings notice.
- 14) Click "Accept".
- 15) Click "MAIN MENU" to view your online resources.
- 16) Your Password is your security access to *Payline*; keep it strictly confidential.

## 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 Materiel Management to keep academic deans and other administrators informed of the status of purchase requests.

## Risk Management and Liability

Faculty members have an obligation to assist the College in creating a safe, secure, and healthy educational environment. The Risk Management Policy ([Policy 4307](#)), provides guidelines and procedures for the administration of Tidewater Community College's Risk Management Program in accordance with established principles and guidance set forth by the Department of Treasury, Division of Risk Management (DRM) and the Code of *Virginia*, §§ 2.2-1832 through 2.2-1843 and §8.01-581.15.

For additional information about general liability and property, as well as procedures for the following: injuries involving college agents or visitors; lost, stolen, or damaged college property; and college motor vehicle accidents, review the policy in its entirety [online](#).

## Travel

All college travel must be in accordance with the College Policies and Procedures.

## Section 6 - Personnel Policies and Procedures

### 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 is 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 which 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 their 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 \(click on Policies tab\)](#), 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 Executive 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 maintains 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.

## Equal Opportunity and Nondiscrimination Policy

Tidewater Community College does not discriminate on the basis of race, sex, color, national origin, religion, sexual orientation, gender identity, age, veteran status, political affiliation, genetics, or disability in its programs or activities. Inquiries related to the College's nondiscrimination policies may be directed to the Director of Human Resources, 121 College Place, Suite 607, Norfolk, VA 23510-1938, 757-822-1708.

The College's full policy on [Equal Opportunity and Nondiscrimination \(Policy 1200\)](#) is available online.

## Appointment of Personnel

### **Nine-Month Teaching Faculty**

Full-time teaching faculty (including program heads) are normally on nine-month appointments that include the fall and spring semesters of the academic year. All program heads are appointed as teaching faculty.

### **Twelve-Month Professional Faculty**

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.

### **Twelve-Month Administrative Faculty**

Administrative faculty perform work related to the management of the educational and general activities of the College, department, or division. All administrative faculty are normally employed on a twelve-month basis beginning on July 1 and ending on June 30. Twelve-month administrative faculty personnel are assigned a faculty rank for which they qualify.

### **Restricted Faculty**

Restricted faculty are individuals holding a restricted appointment to instructional, administrative, or professional faculty positions. A restricted appointment is an appointment to a position that is funded in whole or in part by non-State revenues, or has been accepted under special conditions, or that is identifiable as non-continuing in nature.

### **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.

### **Summer Session Appointments**

Nine-month teaching faculty employed at the discretion of the College 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 college officials.



## 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.

## Compensation of Adjunct Faculty

Per [VCCS Policy 3112](#), “in accordance with VCCS Chancellor’s Directive dated July 14, 2014, adjunct faculty shall teach and be compensated for no more than twelve (12) credits in each of the fall and spring semesters and no more than eight (8) credits in the summer term. Full-time classified employees of VCCS agencies are subject to these limits; full-time administrative and professional faculty are subject to the limitation specified in VCCS Policy Manual section 3.8.5.

Deans and academic center directors will assign adjunct faculty teaching loads such that they do not exceed 12 credits of compensated workload in the fall and spring semesters and 8 credits of compensated workload in the summer term. Additional credits for which the adjunct faculty member is paid, such as for laboratory assignments, will be included in determining the employee’s compensated workload. In the event that an individual holds adjunct faculty positions under more than one dean or director, the deans/directors shall coordinate teaching loads such that the employee is compensated for no more than the 12- or 8-credit limit for the specific semester or term. An adjunct faculty member may voluntarily elect not to receive compensation for the additional credits typically provided for teaching a laboratory. In such a case, the additional credit will not be recorded on the adjunct faculty member’s contract and will not be considered in determining his/her workload for the semester or term.”

[Policy 2102](#) Adjunct Faculty Workloads establishes the maximum workload in course credits that an individual adjunct faculty member may be assigned in any given fall or spring semester or summer term, consistent with VCCS Policy 3112 Part-Time Employee Workloads.

Compensation of adjunct faculty is made utilizing the latest edition of Adjunct Faculty Appointment Agreement. This form must be filled out completely and accurately by the academic dean and signed by the appointee and academic dean. Signatory authority may not be delegated to other parties.

It is extremely important for accounting and payroll purposes that the correct budgetary department code (AIS) be listed on the Adjunct Faculty Appointment Agreement. This form is used as a pay document.

If any changes to the original Adjunct Faculty Appointment Agreement occur, the academic dean must:

- a. Notify the Payroll Office immediately, and
- b. Forward a revised approved agreement to the Payroll Office.

If any discrepancies are noted, the document will be returned to the academic dean for correction before payment is made to the adjunct faculty member.

Completed Adjunct Faculty Appointment Agreement forms will be forwarded to the Payroll Office by the academic dean for all rehired adjunct faculty members.

## Salary Ranges

Salary ranges for lecturer ranks are as prescribed annually by the VCCS. A copy of the current rates is sent to each academic dean each academic year and is on file in the Office of Human Resources.

## Credit Hour Pay Rate

The credit hour pay rate of adjunct faculty is determined by the credentials of the adjunct faculty member. If the credential of the adjunct faculty member exceeds the minimum criteria as outlined in the [VCCS-29 \(click on Search and enter VCCS-29\)](#), additional compensation above entrance for the rank may be granted with appropriate justification for additional education, related occupational experience, and/or teaching experience. Under no circumstances, may the total credit salary rate exceed the maximum rate for the rank.

## Lecture/Laboratory Pay

In order to provide adjunct faculty who teach lecture and laboratory courses with appropriate compensation, the following procedure is used for determining the workload credits for pay purposes:

Workload Credits = Lecture hours plus one-half laboratory hours.

(Example: DRF 126 [3 credits] has 2 lecture hours and 3 laboratory hours, for a total of 5 contact hours. Workload credits for pay purposes is  $2 + (\frac{1}{2} \text{ of } 3) = 3.5$  workload credits).

## Coordination of Pay Rates between Campuses

The determination of rank and credit hour pay for individual adjunct faculty members who teach in the same discipline on more than one campus must be coordinated by the academic deans. If an adjunct faculty member teaches at one campus and is requested to teach in the same discipline on another campus, then the rank and credit hour pay determined by the initial dean remains in effect. It is the responsibility of the academic deans to ensure the consistency of rank and credit hour pay of adjunct faculty who teach in the same discipline on multiple campuses.

## Differences in Pay Rates

Compensation for an individual adjunct faculty member may vary from discipline to discipline, particularly where those disciplines are in another degree program as delineated in the [VCCS-29 \(click on Search and enter VCCS-29\)](#). For example, if an adjunct faculty member teaches English but also is qualified to teach automotive courses, then the rate of pay per credit may vary based on the education and work experience of the faculty member and based on the criteria for each discipline as delineated in the VCCS-29. When this occurs, the academic dean must submit a HR 66B1 form for each discipline and the adjunct faculty member will be paid at the rate that is appropriate for each discipline.

## Pay Periods

Adjunct faculty for Fall and Spring Semesters (16-week sessions) will be paid four times during the semester. Adjunct faculty for Summer Sessions (10 week sessions) will be paid two times during the session. Direct deposit of pay is required of all employees; forms may be obtained from the campus Business Office. Please consult the appropriate academic dean for the schedule for distribution of checks.

Adjunct faculty teaching short session courses, should contact the division office for specific pay dates.

## Pay Rate Increases

The salary ranges for adjunct faculty may be adjusted by the State Board for Community Colleges. When this occurs, the pay rate for the individual adjunct faculty member is automatically adjusted. If the adjunct faculty member leaves the employ of the College for a period of two or more years and then returns for employment as an adjunct faculty member, then the pay rate is calculated again as if the person were applying for the first time, using the HR 66B1 form.

## Consulting and Outside Employment

Full-time teaching, administrative, and professional faculty may provide professional services such as consulting or conducting workshops to other VCCS Colleges and to the System Office as part of their employment contract with their current college, in accordance with VCCS Policy 3.8.9 et.seq. "Professional Duties and Consulting".

Adjunct faculty may be compensated for non-instructional services only through procedures governing wage employment or by contract.

With the approval of the immediate supervisor, full-time faculty may engage in outside employment so long as it does not interfere with their regular responsibilities and duties within the VCCS, and so long as such activities are not in violation of the State and Local Government Conflict of Interests Act ([Code of Virginia § 2.2-3100 et seq.](#)).

## Criteria for Appointment, Reappointment and Promotion

### **First-Year Faculty Annual Performance and Professional Development Plans**

Annual Performance and Professional Development Plans for newly hired faculty are pre-established for the first year of employment (Appendix C1). The following Annual Performance and Professional Development Plan will be used by all probationary teaching faculty in their first year of employment with the college. The plan is designed as a developmental process to acculturate new faculty to teaching at the college and in the VCCS. The objectives within the plan reflect the commitment of TCC faculty to high standards of performance and to continuous improvement. Annual Performance and Professional Development Plans for the third and later semesters of teaching will be developed by the faculty member in consultation with the dean/supervisor.

### **Annual Performance and Professional Development Plan for Faculty Members beyond the First Year Appointment**

As part of the evaluation process for faculty beyond the probationary first-year appointment, the faculty member will develop a total of 3 to 5 objectives in the Annual Performance and Professional Development Plan in one or more of the four domains of Teaching, Scholarly and Creative Engagement, Institutional Responsibility, and Service. The Plan will be developed in consultation with and approved by the dean/director (Appendices B, C2, or C3).

Faculty members who anticipate teaching a hybrid and/or online class who have not completed the TOP and Quality Matters™ programs will establish an Annual Performance and Professional Development Plan to complete these programs prior to the semester in which they plan to teach online. This will be one of the 3 to 5 objectives in the Annual Performance and Professional Development Plan. All full-time teaching faculty will set technology objectives within their APPDP within the first three semesters of the initiation of this Plan.

### **Objectives for Senior Faculty Who Receive a “Does Not Meet Expectations” Rating**

Senior faculty who receive a “Does Not Meet Expectations” summative rating and are reappointed on a one-year appointment will participate in the setting and assessment of Annual Performance and Professional Development Plans during each semester of the appointment. The dean/director will take primary responsibility for setting the objectives within the Plan, which should focus on areas of deficiency in the faculty member’s performance.

## Employment of Adjunct Faculty

Tidewater Community College (TCC) shall establish procedures for employment of adjunct faculty in accordance with the policies of the Virginia Community College System (VCCS) and in compliance with the Criteria of the Commission on Colleges of the Southern Association of Colleges and Schools (SACS).

The minimum qualifications for adjunct faculty are identical to those for full-time faculty appointments as listed on the Normal Minimum Criteria for Each Faculty Rank (chart [VCCS-29](#), [click on Search and enter VCCS-29](#)). Adjunct faculty are employed as Lecturers I-V, with the lecturer designations equivalent to full-time faculty ranks as follows:

- Lecturer I - Assistant Instructor
- Lecturer II - Instructor
- Lecturer III - Assistant Professor
- Lecturer IV - Associate Professor
- Lecturer V - Professor

An Adjunct Faculty Qualification Summary Form (HR 66B1) must be completed for all new adjunct faculty

employment (and for any increase in rank). Employment of all adjunct faculty members is done by the recommendation of the appropriate academic dean, with the approval of the provost.

The academic credentials of faculty must be submitted to the Office of Academic Affairs before faculty can be hired. For information on the required procedure for doing so, please see <http://web.tcc.edu/iincurr> (log in and select the “Credentialing” tab).

Paperwork for the employment of new adjunct faculty members is also sent to the Office of Human Resources accompanied by the appropriate forms. It is the responsibility of the academic deans to ensure that the following forms are completed and submitted to the Office of Human Resources.

1. *Adjunct Faculty Qualification Summary Form HR 66B1* (new employment only, copy to Academic Affairs)
2. *Academic transcripts (official transcripts to Academic Affairs)*
3. *Copies of pertinent licenses or certificates*
4. *DPT Form 10-012 (Rev. 3-98) Commonwealth of Virginia Application for Employment*
5. *W-4 and VA-4 forms, Tax Withholding Exemption Certificates.* New tax forms must also be submitted if the lecturer has a change in tax status or wishes to have additional taxes withheld.
6. *Copy of original Social Security Card*
7. *Employment Eligibility Verification, Form I-9, along with acceptable documents (list A, B, C on Form I-9)*
8. *TCC Policy on Alcohol and other Drugs*
9. *Form to assist the Division of Child Support Enforcement*
10. *Employment Certification and Notice of Part-Time Hours*
11. *Employee Direct Deposit Form*
12. *Personal Data Form*

References and criminal background checks must be completed before an adjunct faculty member is placed in the classroom. All completed forms identified above must also be submitted to the Office of Human Resources prior placing the adjunct faculty member in the classroom. If the appropriate paperwork does not include official transcripts or social security card, new adjunct faculty members will not be placed on the College payroll. All adjunct faculty members must be qualified and entered in the ACCESS database before a contract can be generated.

The above policy addresses only adjunct faculty members who teach. It does not apply to instructional support duties.

## Educational Aid

### **Purpose**

To provide implementation guidelines for the VCCS Educational Assistance Policy.

### **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.

b. Degree Requirement. Academic courses taken at regionally accredited institutions 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.

Documentation of acceptance into a degree program and the program's course requirements will accompany a request for educational aid for criteria b.1 and b.2.

### **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. New employees are immediately eligible to receive educational assistance. The College may elect to have new employees sign a promissory note.
- c. Teaching faculty and librarians and counselors who are eligible for or have received a multi-year appointment and administrative faculty who have completed a minimum of three (3) years of service in the VCCS may be eligible for educational assistance that includes leave with or without pay.

### **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 no more than six (6) credit hours of course work per semester in an after-hours study program. Faculty are required to ensure that courses do not interfere with teaching and college responsibilities.

### **OBLIGATIONS**

The obligations for a VCCS employee receiving Educational Assistance shall be as specified in VCCS Policy Manual section 3.10.1.3, "Promissory Notes."

## Faculty Development and Evaluation Plan

### Full-time Faculty

The [TCC Faculty Development and Evaluation Plan](#) includes three components; Annual Performance and Professional Development Plans, Evaluation, and Reward and Recognition, each of which focuses on four domains of full-time teaching faculty activity: *Teaching, Scholarly and Creative Engagement, Institutional Responsibility, and Service.*

- 1) **Annual Performance and Professional Development Plan:** Within the annual plan, each full-time teaching faculty member will create three to five annual objectives for continuous professional improvement that are aligned with one or more of the four domains of faculty activity. These objectives will be developed in consultation with and approved by the dean/director.
- 2) **Evaluation:** The TCC Faculty Development and Evaluation Plan compresses five evaluation ratings into two (“Meets Expectations”/“Does Not Meet Expectations”) with an emphasis on high performance and continuous improvement in each of the four domains of faculty activity.
- 3) **Reward and Recognition:** The college shall implement a plan to provide reward and recognition of outstanding service for faculty members whose performance exemplifies the highest standards of educational excellence in one or more of the four domains of faculty activity. Faculty members who receive evaluations of “Meets Expectations” are eligible to participate in the college’s Reward and Recognition Program except for first-year faculty who are only eligible for an Award of Recognition.

To review the policy in its entirety, visit [http://web.tcc.edu/academics/fpd/evaluation\\_plan.html](http://web.tcc.edu/academics/fpd/evaluation_plan.html).

### Faculty Promotion

Faculty promotion, Policy 3108, establishes requirements for eligibility for promotion of faculty-ranked employees of Tidewater Community College and the base promotional salary increases faculty members will receive upon promotion in academic rank. The policy complies with the policy of the Virginia Community College System (VCCS Policy Manual section 3.07). This policy applies to all regularly appointed full-time teaching, administrative, and professional faculty of Tidewater Community College. It also applies to full-time faculty on restricted appointments who have been assigned academic rank. However, in the case of grant- or contract-funded positions, the financial provisions of this policy apply only to the extent that they may be met within the resources provided by the grant or contract.

### Adjunct Faculty

Part-time faculty may be eligible for promotion in rank through teaching experience at the college and/or additional educational preparation achieved since the initial appointment, as outlined on the VCCS 29. A part-time faculty member earns one year of full-time community college teaching experience once 30 semester credit hours have been taught. For details and/or to begin the initiation process, part time faculty should contact their supervising dean.

Adjunct faculty members will be evaluated at the conclusion of each course. Student evaluations will be completed and reviewed by the appropriate academic dean.

## 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 workloads specified in the section on "Teaching Loads" are expected of faculty. Regardless of the teaching mode (e.g., classroom-based, online, hybrid) 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 Voluntary Intercampus Transfer of Teaching Faculty policy provides for the voluntary intercampus transfer of permanent, full-time teaching faculty to fill vacancies on another campus within the college. The policy can be found on the college website.

## Fair Employment Practices

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 Director of Human Resources functions as the College EEO/AA officer and as the College's 504 Coordinator as required by Section 504 of the Rehabilitation Act of 1973.

## Faculty Grievance Procedure

The Faculty Grievance Procedure is delineated in article 3.13 of the [VCCS Policy Manual](#).

## 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 Affairs and Chief Academic Officer 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.

## Employee Benefits

Explanations of employee benefits (e.g., life & health insurance, leave, etc.) for various categories of TCC employees are delineated on the [College's website](#). For detailed discussion of benefits as they apply to an individual employee, consultation with a member of the Employee Benefits section of the Office of Human Resources is recommended.

## 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 obtained through the Employee Benefits section of the Office of Human Resources or found on the DHRM website [www.dhrm.virginia.gov](http://www.dhrm.virginia.gov) and in the Member Handbook and Amendment.

## Holidays

As a state agency, the College observes the following holidays according to the schedule published by the state's Department of Human Resource Management. Under the authority delegated to state agencies, the College establishes an alternate holiday schedule to accommodate TCC's academic calendar; the alternate holiday schedule is published on the [College's website](#).

HOLIDAY	OBSERVED
New Year's Day	January 1
Lee-Jackson Day	Friday preceding 3 <sup>rd</sup> Monday in January*
Martin Luther King, Jr. Day	Third Monday in January
George Washington Day	Third Monday in February*
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Columbus Day/Yorktown Victory Day	Second Monday in October*
Veterans Day	November 11*
Thanksgiving Day	Fourth Thursday in November
Day after Thanksgiving	Day after Thanksgiving
Christmas Day	December 25

\* Observed as delineated in the College's annual holiday calendar.

Generally, if a designated holiday falls on a Saturday, the Friday prior to the date will be an official holiday. And if a designated holiday falls on a Sunday, the Monday following that date will be an official holiday.

In addition, other workdays may be designated as holidays by the Governor or by the President of the United States.

Per TCC Policy 3102, the College will be open for one day between December 25 and January 1 with the necessary staffing at both the college and campus levels to support the on-campus student enrollment process.

## Virginia Sickness and Disability Program (VSDP)

The Virginia Sickness and Disability Program provides income protection to faculty who cannot work because of a non-work related or work-related illness, injury or other condition such as surgery, pregnancy, complications from pregnancy or a major chronic or catastrophic condition. VSDP benefits include:

- Sick leave
- Family and personal leave
- Short-term and long-term disability coverage
- Long-term care coverage

VSDP is available only to employees who are enrolled in the Virginia Retirement System. Faculty who elect the Optional Retirement Plan (ORP) accrue sick leave on an annual basis.

## Sabbatical Leave

The policy and procedure for sabbatical leave for faculty is delineated in [VCCS Policy Manual section 3.09.15](#).



## Leave Sharing for Faculty

Leave sharing for teaching faculty and administrative/professional faculty shall be in accordance with [VCCS Policy and Procedures manual, article 3.9.4](#). Teaching faculty will be eligible to participate only as leave recipients since they do not earn annual leave. For information, contact the Office of Human Resources.

## Family and Medical Leave Act

It is the Commonwealth's objective to provide eligible employees with up to 12 weeks of unpaid family and medical leave per leave year 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. Up to 26 weeks of unpaid leave may be provided to care for a covered service member with a serious injury or illness if the employee is the spouse, son, daughter, parent, or next of kin of the service member.

## Conflict of Interest in Employment (Nepotism)

The policy on conflict of interest in employment is delineated in section 3.3.3 of the VCCS Policy Manual. The policy precludes the employment of a member of an employee's immediate family in a situation in which the employee will have control or influence over the family member's employment or employment activities. The policy also prohibits employment by the College of members of the local College Board or of the State Board for Community Colleges or board members' immediate family. For specific details, such as the definition of "immediate family," refer to section 3.3.3 of the [VCCS Policy Manual \(click on the Policies tab\)](#).

## 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 if assigned in the System Office) 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, his/her first and primary responsibility is to his/her position with the institution.
3. Should a faculty or staff member choose to seek public office, the campaigning must be done on his/her 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.

## Resignation

The College President is the appointing authority for all TCC faculty. Thus, a formal letter of resignation should

be submitted to the College President with a copy to the faculty member's immediate supervisor (e.g., the academic dean), the respective member of the President's Executive Staff, and to the Office of Human Resources.

## Retirement

Faculty members have a choice of two retirement plans. The retirement plan must be chosen within 60 days of employment – once made, the choice is irrevocable. The first choice is the Virginia Retirement System (VRS), which is a defined benefit plan. The second choice is the Optional Retirement Plan (ORP) for Higher Education, which is a defined contribution plan. If no retirement plan selection is made within 60 days of employment, the faculty member will be covered by the VRS defined benefit plan.

Details on the two retirement plans are available on the [College's website](#) or through the Employee Benefits section of the Office of Human Resources.

## Supplemental Retirement

Employees may also supplement their primary retirement (VRS or ORP) by participating in the Deferred Compensation and/or 403(b) plans. Faculty contribute to these savings plans on a pre-tax basis, so contributions are deducted from wages before income taxes are calculated.

Contact the Office of Human Resources for information about these tax-deferred savings opportunities.

## Salary Information

Salaries for teaching, 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*.

## 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.

Faculty may be offered a teaching overload of not more than three credit hours or equivalent during the summer session. 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.

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.

## Sexual Misconduct

[TCC Policy 1108 Sexual Misconduct](#) (Revision 4, dated May 31, 2018) applies to all students, faculty and staff. The purpose of this policy is to establish that Tidewater Community College (TCC) prohibits discrimination, harassment, sexual assault, domestic violence, dating violence, stalking, and retaliation and to set forth procedures by which such allegations shall be filed, investigated, and resolved.

This policy is not intended to substitute or supersede related criminal or civil law. Individuals should report incidents of sexual and domestic violence, dating violence, and stalking to law enforcement authorities. Criminal and civil remedies are available in addition to the potential remedies that the college may provide.

## Teaching Loads

The major emphasis of teaching faculty shall be on teaching, by working with students in classrooms, distance learning, 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 following workloads are contained within [the VCCS Policy Manual](#), article 3.5.0.

### Academic Year (Fall and Spring Semester)

Faculty teaching loads during the academic year shall include such combinations of on- and off-campus, day, evening, distance learning, and weekend classes as the needs of the College require.

Fifteen (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 fifteen (15) 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 fifteen (15) 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)

## Adjunct Faculty Teaching Loads

In accordance with VCCS Chancellor's Directive dated July 14, 2014, adjunct faculty shall teach and be compensated for no more than twelve (12) credits in each of the fall and spring semesters and no more than eight (8) credits in the summer term. Full-time classified employees of VCCS agencies are subject to these limits; full-time administrative and professional faculty are subject to the limitation specified in [VCCS Policy Manual](#) section 3.8.5.

## 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 teach up to and including nine (9) 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.

### VCCS-29 Virginia Community College System Qualifications of Faculty

TCC faculty qualifications are in accordance with the [VCCS Policy Manual \(click on the Policies tab\)](#), Article 3.02. VCCS-29 is contained within this link.

### Recording Conversations

The recording of conversations with other College employees or with students, either individually or as a group, without the consent of all subjects being recorded is considered unprofessional and unethical. The unauthorized recording of coworkers, supervisors, or students shall not be done on College property or during College -sponsored events. Acts of unauthorized electronic recording of conversations may be considered misconduct in accordance with this handbook.

### Americans with Disabilities Act (ADA) Procedures

The *Americans with Disabilities Act* (ADA) gives civil rights protections to individuals with disabilities similar to those provided to individuals on the basis of race, color, sex, national origin, age, and religion. It guarantees equal opportunity for individuals with disabilities in public accommodations, employment, transportation, state and local government services, and telecommunications.

Faculty and staff seeking accommodations for any disability they should put their request in writing addressed to the Chief Human Resources Officer for the college. Student requests for accommodations are coordinated through the Office of Educational Accessibility.

Complaints by employees and students shall be handled under the appropriate grievance procedure. Applicants for employment should direct complaints under the ADA to the Director of Human Resources.

## Emeritus Appointments

[TCC Policy 3103](#) (Revision 4, dated September 15, 2016) outlines the emeritus appointment of teaching faculty and [TCC Policy 3104](#) (Revision 3, dated September 15, 2016) outlines the emeritus appointment of administrative & professional faculty.

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

## Children on Campus Policy

Other than the child-minding facilities in the student centers, Tidewater Community College has no facilities to provide care for the children of students, employees, or visitors. Students may make arrangements for the care of their children with the child-minding service while attending classes on a campus. Employees and visitors must make their own arrangements for childcare. Children may not be left unattended on College premises. Children may not be taken into classrooms or laboratories.

## Copyright Regulations

The right to copyright a work normally belongs to the publisher. Faculty shall not use copyrighted materials except as authorized by Federal and State laws and regulations. Visit the [Library's guide to copyright and fair use](#) for additional information.

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. For the complete description of the policy, refer to [the VCCS Policy Manual, Section 12 \(click on the Policies tab\)](#), (Intellectual Property)

## 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 policy is contained in [the VCCS Rules of Conduct](#) for students as approved by the State Board for Community Colleges, Article 6.5.2.

## Diversity and Inclusion Statement

Tidewater Community College is dedicated to cultivating and sustaining a diverse and inclusive environment that embraces all identities, perspectives, expression of ideas, and backgrounds. The entire college community benefits from experiences that foster mutual respect, celebrate differences, and value commonalities.

The Diversity & Inclusion Statement, the Task Force list, and other information are accessible [online](#).

## Alcohol and Other Drugs

Tidewater Community College students or employees shall not possess, sell, use, manufacture, give away, or otherwise distribute illegal substances including drugs or, where prohibited, alcohol while on campus, attending a college sponsored off-campus event, or while serving as a representative of the College at an off-campus meeting, event, or other function. Students or employees who violate this policy shall have College charges processed against them in the normal manner of due process provided by College rules. Further, students or employees who violate this policy shall have committed a criminal offense, and the College shall notify the appropriate agency of the Commonwealth of Virginia or city government for investigation and, if warranted, prosecution.

It is the responsibility of every member of the College community to know the risks associated with substance use and abuse. This responsibility obligates students and employees to be aware of relevant College policies and federal, state, and local laws, and to conduct themselves in accordance with these laws and policies. To these ends, TCC publishes information regarding College policies and sanctions, laws and penalties concerning substance use and abuse, health and behavioral risks of drug abuse, and resources for substance abuse issues in the Alcohol and Other Drugs Policy ([TCC Policy 1103](#) Revision 1, of April 2, 2016).

## 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.

## Section 7 – General Policies and Procedures

### Electronic Communication (E-MAIL)

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 Outlook Address Book. Additionally, each user may create distribution lists to meet individual needs in his or her Outlook account.

As established in [TCC Policy 1102](#), 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.

### Emergency on Campus

In accordance with [TCC Policy 1400](#) (Emergency Response and Management), the College maintains a Crisis and Emergency Management Plan, portions of which are publicly available on the [Emergency Preparedness](#) website as is other information regarding personal and workplace readiness for an emergency. [TCC Policy 1401](#) (Response to Emergent Hazardous Conditions) delegates to the respective campus provost or vice president the authority to take action to close a campus or district facility in the event of an emergent condition that jeopardizes public health or safety.

#### To contact College Security:

##### Chesapeake Campus

Office Phone: 757-822-5099

Cell Phone: 757-327-9940

E-mail: [secureC@tcc.edu](mailto:secureC@tcc.edu)

##### Norfolk Campus

\*Science Bldg. Phone: 757-822-1201

Cell Phone: 757-327-9924

E-mail: [secureN@tcc.edu](mailto:secureN@tcc.edu)

#### \*MAIN SECURITY DESK/NUMBER

##### Portsmouth Campus

Office Phone: 757-822-2250

Cell Phone: 757-327-9942

E-mail: [secureP@tcc.edu](mailto:secureP@tcc.edu)

##### Virginia Beach Campus

Office Phone: 757-822-7038

Cell Phone: 757-327-9900

E-mail: [secureVB@tcc.edu](mailto:secureVB@tcc.edu)

##### ADVANCED TECHNOLOGY CENTER

Cell Phone 757-822-7548

##### Regional Automotive Center

Office Phone: 757-822-5082

Cell Phone: 757-327-9899

E-mail: [secureRAC@tcc.edu](mailto:secureRAC@tcc.edu)

##### Visual Arts Center

Office Phone: 757-822-1880

Cell Phone: 757-327-9907

E-mail: [secureVAC@tcc.edu](mailto:secureVAC@tcc.edu)

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



## [Expressive Activity](#)

[TCC Policy 1106](#) (Revision 0, dated May 5, 2014) promotes the free exchange of ideas while maintaining the safe, effective, and efficient operation of the college. It applies to all buildings, grounds, and other spaces owned or controlled by Tidewater Community College.

The policy provides for expressive activities by all students, student organizations, and employees of Tidewater Community College. The policy extends to individuals or organizations who are not members of the college community (i.e., not students, student organizations, or college employees) who are sponsored by a college-recognized student organization. It does not provide privileges to employees of contractors or vendors assigned to work at a college location. Nor does it provide opportunities for commercial activities, i.e., the offering of or promotion of goods and services for sale or other consideration.

This policy does not apply in instances when speakers, performers, groups, etc. are invited by the college. Nor does it apply to external groups that arrange to use college space through a Facilities Use Agreement.

## [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 or the respective academic dean 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 by the respective academic dean or administrative assistant through the use of the online work order generation system ("School Dude").

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.

## [ID Card](#)

[Policy 1302 College Identification Cards](#) addresses issuance and use of Tidewater Community College (TCC) identification cards (ID cards) and identifies categories of individuals who are eligible to receive a TCC ID card. Holders of TCC ID cards are required to display those ID cards on their person, e.g. by suspending from a lanyard worn around the neck, while on TCC premises.

## [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, 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 transmitted on *TCC Alerts*, 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](http://www.tcc.edu). Notices such as the following 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. A *TCC Alerts* notice will be transmitted as soon as the decision to alter College operations is made. Notice will be posted on the College's website, provided to the Information Center, and sent to radio and television stations shortly thereafter.

## 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.

Employees must use the College's electronic communications tools, social media or Internet access, in accordance with the [Department of Human Resources management Policy: 1.75](#) – Use of Electronic Communications and the College's Information Technology Acceptable Use Agreement. Personal use means use that is not job-related. In general, incidental and occasional personal use of electronic communications tools is permitted as long as the personal use:

- Does not interfere with the user's productivity or work performance;
- Does not interfere with any other employee's productivity or work performance;
- Does not adversely affect the efficient operation of the College's systems and networks; and
- Does not support any commercial venture or personal financial gain.

Personal use of social media that refers to any aspect of the work environment should be done in a responsible and professional manner.

## 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](#)

## Intellectual Property

The VCCS policy regarding intellectual property can be found in [Section 12 of the VCCS Policy Manual](#).

## Keys

All keys shall be issued directly to the users by the campus facilities 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. At the Virginia Beach campus, the Lost and Found is located in the Provost's Office. Items may be claimed upon appropriate demonstration of ownership.

## Office and Room Assignments

### Office Assignments

The assignment of office space and rooms on a given campus is the responsibility of the provost in collaboration with the dean.

### Room Assignments

Classes are held at the time and in the room designated in the class schedule. Any change in room assignment must be approved by the dean.

## 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 traffic and parking regulations of the College. All students, faculty, and staff 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 a Security Incident Report which is generated and provided to the campus provost 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 a Security Incident Report which is generated and provided to the campus provost. Appropriate disciplinary action may be imposed on students and employees for violations of campus traffic and parking regulations. 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 officers will issue a summons or a parking ticket to vehicle owners who violate handicapped parking 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 Office of Interactive Communications in the Public Affairs and Communications division. 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 Associate Vice President for Interactive Communications/PIO 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 Director of Institutional Effectiveness. No request can be considered unless an Executive Staff sponsor has been identified and, where appropriate, copies of the research methodology, survey instrument, institutional review board approval, and any test subject release forms are provided.

## Safety in Classrooms

Safety is the responsibility of all College employees, and everyone is expected to adhere to the safety regulations published in the [TCC Safety Plan](#). In particular, teaching faculty are expected to adhere to the following practices:

1. Faculty members shall include all applicable safety requirements for their classes in the course syllabus. Students are to be instructed in the proper use of all equipment related to the course to include chemical safety, emergency procedures, and the use of personal protective equipment.
2. During class and laboratory time, it is the responsibility of the instructor to supervise the use of all equipment and chemicals and to enforce safe practices.
3. Material Safety Data Sheets (MSDS) are to be available for each course using chemicals. Students are to be instructed to examine the MSDS for chemicals they will be using during class.
4. At the end of each laboratory session, it is the responsibility of the instructor to secure all equipment, chemicals, and supplies, turn out the lights, and lock the door of the laboratory.
5. Supply rooms are to be kept locked at all times when not under the direct supervision of the instructor or a laboratory assistant.
6. Although students should be encouraged to practice and experiment when their classes are not in session, such activity shall 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.
7. All emergency incidents (accidents, injuries, illnesses, spills etc.) will be reported to the respective academic dean and the campus provost and to campus security personnel.
8. In the event of an injury or illness requiring immediate medical attention, College personnel are expected to call the locality emergency service (9-911) and campus security personnel for assistance. While TCC does not have an internal emergency medical response capability, the College does provide automated external defibrillators (AEDs) in all buildings as well as first aid kits. Faculty and staff should be familiar with their locations so that they can assist in an emergency situation requiring immediate life-saving assistance.
9. In an emergency that requires sheltering in place (e.g., weather event, hostile intruder, etc.) or evacuation (e.g., fire, bomb threat, etc.), faculty are responsible for accounting for their students and are to be familiar with the location of refuge areas within their building and areas of assembly outside their building and are to escort/direct their students to those locations when necessary.

## Students' Rights and Responsibilities

The Students' Right and Responsibilities statement is contained in the [Student Handbook](#).

## Smoking and Use of Tobacco Products

[TCC Policy 1107](#) (Revision 0, dated August 14, 2014) establishes the rules concerning smoking on Tidewater Community College (TCC) campuses, on property controlled by TCC, and in facilities, vehicles, and vessels owned or controlled by TCC. This policy directs compliance with Virginia [Executive Order 41](#) (2006) and the associated guidance provided by the Commonwealth's Secretary of Administration ("[Smoking Ban in State Offices and Vehicles](#)").

## Use of Telephones, Electronic Communications, and Social Media.

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 as 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

TCC provides employees' access to a variety of information technologies as well as access to the Internet, telephones, and electronic communications tools in order to perform their assigned job functions. All employees must complete an Employee Information Technology Acceptable Use Agreement and agree to abide by its terms. These terms govern access to and use of the information technology applications, social media, services, data, and other TCC resources and the information they generate.

Telephones and other electronic communication tools are provided to facilitate the effective and efficient conduct of College business. In general, incidental and occasional personal use (i.e., use that is not job-related) of the College's electronic communications tools, including telephones, is permitted as long as the personal use does not interfere with the user's productivity or work performance, does not interfere with any other employee's productivity or work performance, and does not adversely affect the efficient operation of the Commonwealth's systems and networks, and does not support any commercial venture or personal financial gain. 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.

## Weapons

Per [TCC Policy 1101](#) (Revision 3, dated July 25, 2013), possession or carrying of any weapon by any person, except a law-enforcement officer, is prohibited on college property in academic buildings, administrative office buildings, student centers, child care centers, dining facilities, and places of like kind where people congregate, or while attending any sporting, entertainment or educational events. Entry upon the aforementioned college property in violation of this prohibition is expressly forbidden.

Any individual in violation of this prohibition shall be directed to remove the weapon immediately. Failure to comply may result in a student conduct referral, an employee disciplinary action, or arrest.

## Women's Center

TCC maintains a Women's Center office on each of the campuses. The Women's Center (TWC) supports women in achieving the highest educational goals for both College transfer and workforce development.

As a resource center, TWC offers a variety of personal, academic, and career-based services, including individual and group development, workshops and seminars, educational programs, and emergency assistance for students who qualify. TWC also provides information on transitioning to College, gender-related issues, scholarships, daycare, leadership skills, and non-traditional careers. TWC has two special programs; one is a leadership development program and the other supports women who are considering or entering non-traditional and STEM careers. Contact the campus Women's Center for information about how to access services.

**Faculty Handbook Updates (since November 1, 2017 review)**

- Cover page – year updated to 2018-2019; approval date to be updated.
- Enrollment numbers in “About the College” updated – page 2.
- Office of Intercultural Learning updated to Intercultural Learning Center; link updated – page 3.
- Updates to Risk Management and Liability – page 29. Policy revision 11/16/17.
- Policy 2102 – Adjunct Faculty Workloads – page 33 and 34. Policy revision to be consistent with TCC Policy 3112 - Part-Time Employee Workloads. Revision 1/22/18.
- Policy 1108 – Sexual Misconduct – page 42. Policy revision number and date updated. Revision 5/31/18.