

# *Faculty Procedural* **HANDBOOK**

2007 Edition

TRINITY VALLEY  
COMMUNITY COLLEGE



# **PROCEDURAL HANDBOOK**

This handbook has been designed to help prepare you for your experience as an instructor for Trinity Valley Community College. This information should be a general guide to assist you in carrying out your duties and responsibilities as a TVCC employee. It is not intended to be a comprehensive document of all policies and procedures. For a more complete discussion of the topics covered in this handbook, consult the complete official Board Policy Manual located on-line at [www.tvcc.edu](http://www.tvcc.edu).

## **ACKNOWLEDGEMENT**

We are indebted to the Trinity Valley Community College Faculty Administrative Interns who have participated in the evolution, revision, and completion of this document. As always, the work of these individuals has been outstanding, and we gratefully acknowledge their contributions.

## **AFFIRMATIVE ACTION/EQUAL OPPORTUNITY**

TVCC is an affirmative action/equal opportunity institution which provides educational and employment opportunities on the basis of merit and without discrimination or harassment in full compliance with the Civil Rights Act of 1964, as amended; the Age Discrimination in Employment Act of 1967, as amended; the Rehabilitation Act of 1973 (Section 503, 504); the Americans with Disabilities Act; Title IX of the Educational Amendments of 1972; the Vietnam Era Veterans Assistance Act of 1974; Article 5221k V.A.C.S.; and Executive Orders 11246 and 11758.

Questions or problems related to Title IX and Section 504 compliance activities should be directed to the Affirmative Action Officer, 100 Cardinal Drive, Athens, TX 75751 (903-675-6215).

Revised Summer 2007

## **STATEMENT OF ETHICS AND PHILOSOPHY**

It is the policy of the College District to apply the highest ethical standards to all members of the College community including the Board of Trustees, administration, staff, and faculty in achieving its mission and in managing its resources efficiently and effectively to reach its goals. The College District shall include a code of ethics for Board members, administration, staff and faculty in its Policy Manual.

The College District seeks to treat each person of the College community as a unique individual and provide a positive, encouraging, and success-oriented environment. College District policies and practices that protect the rights and development of each individual in the College community shall be enforced. Protection from unlawful discrimination, including conduct that constitutes sexual harassment and freedom to develop as a student and/or College employee shall be promoted.

The College District accepts its responsibility to its students, employees, and to the members of the community; the College District is committed to meet these responsibilities with balance, fairness, accountability, and ethical integrity.

## ***ACCREDITATION***

*Trinity Valley Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia, telephone number: 404-679-4501) to award the Associate of Arts degree and the Associate of Applied Science degree.*

## HISTORY

Henderson County Junior College was founded by a group of Athens civic leaders, headed by J. P. Pickens and Orval Pirtle, and public school administrators in late 1945 and early 1946. The creation of Henderson County Junior College was formally approved by voters in the election of May 4, 1946. The first registration was conducted in temporary facilities at Athens High School on June 3, 1946, and three days later classes began there. The Board of Trustees provided Henderson County Junior College with its own facilities at the present location of the Henderson County Campus on June 24, 1946. The College moved to its new campus for the beginning of the fall semester, 1946.

Henderson County Junior College began its development into a multi-campus institution with the initiation of an off-campus instructional program at the Texas Department of Corrections, Coffield Unit, in the spring of 1969. Course offerings were subsequently expanded to the following correctional units: Beto I, Beto II, and the Michael Unit. The Anderson County Campus in Palestine was established in 1972 and moved to its present facility three miles north of Palestine in 1975.

The Kaufman County Campus was established in Terrell in 1973 to serve the northern portion of what had become an enlarged Henderson County Junior College District. The present Kaufman County Campus opened in the fall of 1986. In May of 1983, a new Health Science Center complex was completed in Kaufman for the purpose of providing various health occupation programs.

As a result of the continued regional expansion of the College, the Board of Trustees authorized and approved a name change from Henderson County Junior college to Trinity Valley Community College in September, 1986, with the following campus designations:

- Athens - Henderson County Campus
- Palestine - Anderson County Campus
- Terrell - Kaufman County Campus
- Kaufman - Health Science Center

Trinity Valley Community College has a proud heritage of service to the people within the region and is currently engaged in continuing growth and development toward realization of its full potential in higher education.

## MISSION STATEMENT

Trinity Valley Community College is a learning-centered college that provides quality academic, workforce, and community service programs to meet the educational needs of our students and the citizens of our service area.

## STATEMENT OF PURPOSE

TVCC exists for the following purposes:

- to prepare students for transfer to upper-level institutions by offering a core curriculum of freshman and sophomore courses in the arts and sciences;
- to prepare students for employment through completion of academic and workforce programs leading to an Associate of Arts Degree, an Associate of Applied Science Degree, or a Certificate of Completion;
- to help disadvantaged students develop educational skills leading to academic success;
- to provide continuing adult education programs for occupational or cultural enrichment;
- to provide workforce education programs leading directly to employment in semi-skilled and skilled occupations;
- to support and promote workforce development programs designed to meet local and statewide needs;
- to provide a comprehensive student development services program, including counseling and guidance; and
- to provide literacy and other basic skills programs for adults.

## STRATEGIC PLANNING GOALS

In 2005, the Strategic Planning Committee began to research and to compile a four-year plan for TVCC that is consistent with the unique history and needs of the College as well as the statewide strategic plan for colleges and universities known as *Closing the Gaps*. The plan for TVCC identifies four critical goals that include fostering a *learning culture* that values quality of instruction and committing to *outreach* among local communities while ensuring *success* of students by providing a *diverse* learning environment. These goals will become more critical given the rapid demographic changes occurring in Texas.

- **GOAL #1– LEARNING**  
Trinity Valley Community College will place student learning as the primary design principle in every College policy, procedure, plan, and action.
- **GOAL #2 – OUTREACH**  
Increase the outreach of TVCC through a variety of affordable services and programs, while ensuring that resources are available to meet the needs of students and faculty.

- GOAL #3 – SUCCESS  
Identify and support the success of TVCC students through retention and graduation.
- GOAL #4 – DIVERSITY  
Trinity Valley Community College will provide a learning environment that supports and encourages inclusion of a diverse group of participants.

## **FACULTY COMMITMENT TO STUDENT LEARNING**

Trinity Valley Community College is a learning-centered community college focused on enhancing student learning. There are two essential questions that all members of the TVCC community are asked to reflect upon.

1. How does what I am doing contribute to learning?
2. How do we know?

At the heart of these two questions lies a fundamental belief that inquiry into the learning process, when shared with the broader organization, can lead to the college learning about learning. By placing learning at the center of everything we do, we are committed to engaging in this type of reflection. Our commitment leads to increased institutional knowledge of how our students learn, what types of learning environments support the greatest learning, and what types of additional accommodations are necessary to enhance learning.

The above questions are predicated upon the following two assumptions:

*Learner success is at the center of all College endeavors.*

Students are responsible for their learning *and* quality teaching is expected, recognized, and rewarded. TVCC is dedicated to the highest quality education that develops learners for success in life and work. The needs of learners, not the preferences of the institution, guide priorities for academic planning, policies, and programs.

*Assessment of all functions is necessary for improvement and continual renewal.*

Systematically gathered information challenges antidotes, questions the status quo, and identifies where change is needed to enhance learning. TVCC is committed to accounting for its effectiveness through the use of comprehensive and systematic assessment.

Faculty are expected to engage in a variety of learning support activities such as:

- Maintaining up-to-date knowledge of teaching field(s), adult learning, use of technology, utilization of pedagogies that support best learning practices, and trends in community colleges.

- Participating in curriculum development and evaluation of courses and programs, including general education.
- Establishing intentionality in learning outcomes by stating learning outcomes on course syllabi, Learning Enhancement Annual Plans (LEAPs), and through general education outcomes.
- Facilitating student learning through in-class and out-of-class activities.
- Developing knowledge, skills and abilities of students, while recognizing the needs of diverse learners.
- Holding students to high expectations – academic and behavioral - in the classroom, in extracurricular activities, and in the community.
- Assessing student learning on a regular basis, using multiple measures and strategies that address student learning styles and needs.
- Using the results of assessment to improve teaching and learning.
- Providing feedback on ways to improve instructional/institutional practices.
- Participating in College committees and related college governance activities.
- Contributing to TVCC’s collaborative work environment.

To learn more about TVCC’s learning-centered initiatives, please visit the website at:  
<http://www.tvcc.edu/LearningInitiative/commitment.htm>.



*The challenge is presenting subject matter for mastery while simultaneously planting seeds of personal empowerment to enhance individual self-worth. Energy is generated in building a bridge from academics to daily life successes.*

**-Kay Pulley\***

\*As quoted in the 2005 Conference Program Publication of the 27<sup>th</sup> Annual NISOD International Conference on Teaching and Leadership Excellence.

# DIRECTORY OF CORRESPONDENCE

TVCC -Athens  
100 Cardinal Drive  
Athens, Texas 75751  
(903) 677-TVCC

TVCC - Terrell  
I-20 at Wilson Road  
P.O. Box 668  
Terrell, Texas 75160  
(972) 563-9573

TVCC - Palestine  
Hwy. 19 North at 287  
P.O. Box 2530  
Palestine, Texas 75802  
(903) 729-0256

TVCC-Health Science Center  
800 Hwy. 243 West  
Kaufman, Texas 75142  
(972) 932-4309

All correspondence should be addressed to:  
Trinity Valley Community College  
100 Cardinal Drive  
Athens, Texas 75751

Or call 903-677-TVCC  
Toll Free 1-866-882-2937 (TVCCYES)

Or view the website at [www.tvcc.edu](http://www.tvcc.edu)

Direct requests relating to the following areas to the appropriate office listed below:

INSTRUCTION.....	Vice President of Instruction 903.675.6210 <a href="mailto:rwilliams@tvcc.edu">rwilliams@tvcc.edu</a>
ACADEMIC EDUCATION.....	Assistant Vice President of Academic Education 903.675.6238 <a href="mailto:jmcmillen@tvcc.edu">jmcmillen@tvcc.edu</a>
WORKFORCE EDUCATION.....	Assistant Vice President of Workforce Education 903.675.6232 <a href="mailto:jking@tvcc.edu">jking@tvcc.edu</a>
HEALTH SCIENCE CENTER.....	Provost, Health Occupations 903.932.4309 <a href="mailto:hreid@tvcc.edu">hreid@tvcc.edu</a>
TRINITY VALLEY COMMUNITY COLLEGE – PALESTINE.....	Provost, Palestine Campus 903.729.0256 <a href="mailto:cakin@tvcc.edu">cakin@tvcc.edu</a>
TRINITY VALLEY COMMUNITY COLLEGE – TERRELL.....	Provost, Terrell Campus 903.563.9573 <a href="mailto:cgann@tvcc.edu">cgann@tvcc.edu</a>

TRINITY VALLEY COMMUNITY COLLEGE – TDCJ PROGRAMS.....	Dean, Correctional Education 903.928.3289 <a href="mailto:shurley@tvcc.edu">shurley@tvcc.edu</a>
COMMUNITY SERVICES/ CONTINUING EDUCATION.....	Dean, Community Services 903.675-6212 <a href="mailto:groberts@tvcc.edu">groberts@tvcc.edu</a>
ADULT EDUCATION / GED CLASSES.....	Director, Adult Education 903.675.6330
LEARNING INITIATIVE.....	Director, Learning Initiative 903.675.6376 <a href="mailto:kpulley@tvcc.edu">kpulley@tvcc.edu</a>
DISTANCE LEARNING.....	Dean, Distance Learning 903.675.6324 <a href="mailto:tspurlock@tvcc.edu">tspurlock@tvcc.edu</a>
INSTITUTIONAL RESEARCH.....	Director of Inst'l. Research 903.675.6313
ADMISSIONS, TRANSCRIPT AND ACADEMIC RECORDS.....	Registrar 903.675.6217 <a href="mailto:chilliard@tvcc.edu">chilliard@tvcc.edu</a>
SCHOOL RELATIONS.....	Director, School Relations 903.675.6357 <a href="mailto:ahawkins@tvcc.edu">ahawkins@tvcc.edu</a>
HOUSING/ INTERNATIONAL STUDENTS.....	Vice President, Student Svcs. 903.675.6220 <a href="mailto:wpdrumgoole@tvcc.edu">wpdrumgoole@tvcc.edu</a>
GUIDANCE AND COUNSELING.....	Director, Guidance Services 903.675.6350 <a href="mailto:ldaniel@tvcc.edu">ldaniel@tvcc.edu</a>
TESTING.....	Office of Testing 903.675.6385 <a href="mailto:wmays@tvcc.edu">wmays@tvcc.edu</a>
VETERANS AFFAIRS.....	Veterans Affairs Officer 903.675.6228 <a href="mailto:lpool@tvcc.edu">lpool@tvcc.edu</a>

AFFIRMATIVE ACTION.....Affirmative Action Officer  
903.675.6215  
[snusko@tvcc.edu](mailto:snusko@tvcc.edu)

DISABILITIES.....Coordinator for ADA  
Compliance  
903.675.6343  
[gwilson@tvcc.edu](mailto:gwilson@tvcc.edu)

TVCC FOUNDATION,  
DEVELOPMENT AND  
ALUMNI RELATIONS..... Director, Development and  
Alumni Relations  
903.675.6620  
[dhubbard@tvcc.edu](mailto:dhubbard@tvcc.edu)

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# **PROCEDURAL HANDBOOK FOR FACULTY**

## **ACADEMIC ADVISEMENT**

Individual, academic, vocational, and personal counseling is available to all students. Instructors may consult the General Catalog as an excellent source of information for some student questions; however, students are strongly advised to seek academic counseling prior to enrolling each semester. Appointments may be made in the counseling office. Instructors should be available during posted office hours for consultations regarding their assigned courses. If students are having problems, these problems should be identified and analyzed and an attempt made to help the student succeed in the course.

## **ACADEMIC FREEDOM**

Instructors are accorded certain academic freedom within their specific discipline; however, academic freedom must exist within certain guidelines.

- Material introduced must have a clear and significant relationship to the specified curriculum.
- The class must not be used to promote personal agendas.  
(i.e. promoting a product and /or service, or a political or social idea)
- Profanity is considered inappropriate and will not be tolerated.

The concept of academic freedom must be accompanied by an equally demanding concept of responsibility shared by the Board, administrators, and faculty members.

## **ATHLETIC EVENTS**

All full-time employees will be provided two tickets to all regular-season home games. Contact the Athletic Office at 903.675.6359 or via email at [lstrom@tvcc.edu](mailto:lstrom@tvcc.edu) for information on obtaining tickets.

## **ATTENDANCE POLICY**

Instructors should keep accurate attendance records. The official TVCC attendance policy gives instructors the option to drop students for non-attendance. For a three-hour course during the a long semester the number of allowable absences in classes that meet twice per week (either Monday and Wednesday or Tuesday or Thursday) is six, with nine being the limit for Monday, Wednesday and Friday classes. Only two absences are allowed in classes that meet one time per week (again for a three hour courses). Information regarding other class absences can be found in the current General Catalog.

You may adjust your attendance policy accordingly. Your attendance policy must be clearly identified in the course guide you give students at the first class meeting.

## **BOARD POLICY**

Board Policies are available online at <http://www.tasb.org/policy/pol/private/107501/>

## **CHANGING GRADES**

If you make a mistake in a grade calculation or record the wrong grade on the grade report, contact the Vice President of Instruction for a change of grade form. Fill out the form with the necessary information and return it to the appropriate office. Changes should be made as soon as the mistake is found. No grade changes may be made after one year, unless special approval is obtained from the Vice President of Instruction.

## **CLASS ROLLS**

**FIRST DAY ROLLS:** Printed after regular registration, this roll is the starting point for the semester. It tells you who is enrolled as of the first day of class. It does not need to be signed nor returned to the Registrar's office. These rolls are for the instructor's use ONLY. After the twelfth class day, the official class rolls are printed. Student's marked Instructors must check these for accuracy, sign and return them on time to the appropriate office. If you mark a student never attended, the student is not automatically dropped. The final class rolls for the semester will then be printed and distributed soon afterwards and must be signed and turned in by the deadline specified by the Dean of Enrollment Management. Accurate class rolls must be maintained for each class taught.

## **CLASSROOM MAINTENANCE**

Smoking is not allowed in any campus building. Food and drinks are not allowed in classrooms. Instructors are expected to take an active role in monitoring student use of furniture, equipment and materials in the classrooms and buildings.

## **COMMITTEE PARTICIPATION**

All full-time faculty members are expected to actively perform their responsibilities as committee members and club sponsors. Faculty members are given an opportunity to select committees they prefer to serve on; however, the Vice-Presidents and President will make final decisions on committee assignments.

## COMPUTER LABS

Computer labs are provided at each campus. The “Computer Usage” section (below) outlines appropriate usage. Priorities for using the computers in the labs are as follows:

- Instructors teaching computer related classes
- Students completing assignments for computer related classes
- Students completing non-computer class assignments
- Faculty and staff for research and job-related functions
- Students for leisure learning
- Students, faculty, and staff for appropriate entertainment

## COMPUTER USAGE

The College reserves the rights to extend, restrict, and refuse access to College computer resources. Unauthorized use, misuse, or abuse of information technology resources by any user will result in appropriate disciplinary action. See policies on the TVCC Information Technology website (<http://www.tvcc.edu/netservices/policies>) for further information.

## CONFLICT OF INTEREST

It is important that all College employees maintain a professional attitude toward their assigned responsibility and act in the best interest of the College. Personal, financial and business interests should never conflict with a faculty member’s ability to properly discharge his/her duties. Any personal or business situation that could compromise the best interest of the College should be discussed with the immediate supervisor. For additional information see Board Policy DBD.

## CONTRACTS AND SPECIAL ASSIGNMENT AGREEMENTS

Full-time faculty will receive contracts for the academic year before the beginning of the fall semester—usually in August. Overloads, special assignments (such as Honors), and summer classes will be contracted individually with “Special Assignment Agreements.” **Part-time faculty** will receive their “Special Assignment Agreement” shortly after the beginning of the semester in which they are to teach.

All contracts and special assignment agreements should be reviewed, signed and returned by the requested deadline. Failure to do so may result in delayed payment for contracted work. A copy of the signed contract will be given to the instructor.

## COPYING

Large print jobs should be processed through the Graphic and Print Design Department. For small print jobs, copy machines are located in each facility for faculty use. Office

staff can show instructors the proper use of the machines. Copiers should be used for academic purposes, and laws regarding copyrighted material should be followed. A list of those guidelines is given in Board Policy EDD. Copy paper should not be used for desktop printers. Call Liz Smith at 903.675.6396 for paper for copiers. Call Graphic and Print Design Department at 903.675.6389 to purchase paper for printers.

## **DEVELOPMENTAL COURSES AND ATTENDANCE**

The Texas Higher Education Assessment (THEA) is required by Texas law to ensure that students enrolled in Texas public colleges possess the skills needed to perform effectively in college-level coursework. Students who fail the THEA test will be required to enroll in the prescribed developmental courses. Students enrolled in developmental courses will be blocked from some academic courses. Grades of “A, B and C” are given to students passing a developmental course. A non-punitive grade of “IP,” or “In Progress,” may be given in cases where students are attending class and working diligently to meet minimal course proficiencies, but need additional time. A grade of “F” will be given to students who are not attending class regularly and who are not completing required coursework.

Faculty must keep strict attendance in developmental courses. Students who accumulate excessive absences in any developmental course (including labs) are subject to being dropped from all courses in which they are enrolled. Students who have excessive absences should be reported to the Assistant Vice President of Instruction (Athens) or campus provost (Terrell and Palestine) as outlined in the *TVCC Developmental Education Plan* (for a copy see the Assistant Vice President of Instruction for Academic Education).

## **DISABILITY ACCOMMODATIONS**

TVCC is aware of the needs of students with disabilities and will work with students to make accommodations as the need arises. Students should have documentation on file with the College regarding the disability. Forms and Handbooks for students with disabilities are available in the Counseling Office. Counselors will notify instructors of necessary accommodations for disabled students. See the *Handbook for Students with Disabilities* for more information on disability services (available on the TVCC Guidance website, [www.tvcc.edu/guidance](http://www.tvcc.edu/guidance), or in the Guidance Office on any campus).

## **DRESS POLICY**

The need for the College to project a professional image at all times is ever present; therefore, when determining what constitutes appropriate attire, employees should use common sense and good judgment. Generally, jeans are not acceptable and shorts should be worn only in appropriate settings. If you question the appropriateness of your attire, then almost assuredly it is inappropriate for the workplace. Anyone needing assistance in interpreting the appropriateness of certain attire should consult with their immediate supervisor.

## **EMERGENCY CRISIS MANAGEMENT**

A college must provide a safe and orderly environment for its students and staff. In the face of an emergency, the need to maintain this environment is essential. The following steps are suggested:

1. Assess the situation and choose the appropriate response.
2. Respond within seconds.
3. Notify appropriate emergency responders if local security is not yet involved.
4. Evacuate the building as appropriate.
5. Contact local security personnel as soon as possible.

Campus Police 903-675-6235 and/or 911

Details of the TVCC Crisis Management Plan are available online at <http://www.tvcc.edu/instruction/crisis>.

## **EMPLOYMENT OF RELATIVES**

Spouses and relatives of District employees are eligible for employment at the institution. However, spouses and relatives may not be employed in positions where they serve under the same immediate supervisor. Faculty members may not initiate or participate in institutional decisions involving a direct benefit to members of their immediate family who are employed by the District. All nepotism policies are outlined in the Board Policy DBE.

## **EQUIPMENT REPAIR**

All requests for equipment service or repairs should be reported to the appropriate supervisor.

## **FACULTY E-MAIL**

Full-time and part-time faculty members will be assigned an email account as important memos and official correspondence will be distributed via email. It is very important for faculty members to check their email daily. This includes both full-time and part-time faculty.

Contact Network Services at 903.675.6293 or via email at [helpdesk@tvcc.edu](mailto:helpdesk@tvcc.edu) to get your office computer on-line and an e-mail address established. The “Computer Usage” section of this manual outlines appropriate usage.

## **FACULTY EVALUATIONS**

Evaluations for full-time faculty will be conducted annually. The evaluation program includes student evaluation of faculty, immediate supervisor evaluation of faculty, and faculty evaluation of immediate supervisor. Once student evaluations of faculty have been processed, each faculty member will be provided a copy of the results. The supervisors' evaluation of faculty shall be written on appropriate forms in response to the areas of classroom preparation and performance, contribution to the department and the institution as a whole and professional competence and growth. Appropriate forms will then be provided for faculty to evaluate their immediate supervisor. **New faculty** and **part-time faculty** should consult with supervisor for evaluation procedures. All evaluation procedures are outlined in Board Policy DLA.

## **FACULTY MAILBOXES**

Faculty members will be assigned mailboxes for receiving both postal and inner-campus correspondence. Very important memos and official correspondence will be sent through inner-campus mail. It is important for faculty members to check their mailboxes on a regular basis. If you are a part-time faculty member, please visit with your Division Chair or Campus Provost to determine if there is an inner-campus mail box available to you. If not, please check your mail at home and your email accounts for vital communications.

## **FACULTY ORGANIZATIONS**

All full-time faculty members are encouraged to become members of the Texas Community College Teachers Association. The TCCTA offers optional professional liability coverage. For more information, please visit <http://www.tccta.org/>.

All faculty members are invited to join the Trinity Valley Community College Faculty Association and are urged to take an active part. For more information, contact the Vice President of Instruction office on the Athens campus (903-675-6210).

## **FACULTY WEBSITES**

Full-time faculty members are encouraged to develop a web page on the college website at [www.tvcc.edu](http://www.tvcc.edu). Contact Network Services at 903.670.6210 or [helpdesk@tvcc.edu](mailto:helpdesk@tvcc.edu) for further assistance in posting a website. The "Computer Usage" section of this manual outlines appropriate usage.

## **FIELD TRIPS**

Prior approval must be obtained for all student trips from the immediate supervisor. If the trip occurs outside the regular class time and contributes to the student's grade, alternatives must be provided for students who cannot attend. During field trips, students

are expected to adhere to the guidelines outlined in the “student conduct” section of the College Catalog.

## GRADES

The level of success achieved by a student in his or her course work is designated by letter grades based upon attendance, class work and examinations.

A — Excellent (90-100)	I — Incomplete
B — Good (80-89)	IP — In Progress
C — Fair (70-79)	F — Failure (Below 60)
*D — Poor (passing) (60-69)	W — Withdrew - instructor or student initiated drop

Selected Health Occupations courses in Surgical Technology, Associate Degree Nursing, Vocational Nursing, Patient Care Technology, and Emergency Medical Technology programs, which are required for graduation or certification, use the following grading scale for theory courses. Grading for clinical courses is explained in each course syllabus.

A — 90 - 100
B — 80 - 89
C — 75 - 79
D — 65 - 74 (not passing)
F — Below 65 (not passing)

Grades are mailed to the student at the end of each semester.

An “I” (Incomplete) is given when illness, or other emergency, prevents the student from completing the course. The incomplete grade should be removed during the next long semester unless special arrangements have been made for an extension of time. (The “I” grade is calculated into the grade point average as an “F.”)

\*The grade of “D” may not transfer to some senior colleges. The policy on the transfer of “D’s” varies.

The grade of “IP” (In Progress) may only be given to students enrolled in developmental courses and is non-punitive. The “IP” grade requires the student to re-enroll in the developmental class until his or her skills reach the level needed to succeed in college level courses.

A student who officially withdraws or drops from one or more courses will receive the grade of “W” if such withdrawal is completed by the deadline specified in the College Calendar.

Students will not be allowed to appeal grades recorded on permanent records after one year from the date the grade was recorded.

## GRADE BOOKS

Instructors must keep a complete and accurate grade book for each course taught. Current pages of the grade book must be submitted with the final grade sheets at the end of the semester to the appropriate division chair, assistant vice president or provost. Faculty should make a copy of their grade book and keep for one year. ***All official grade sheets should be completed and returned by the designated deadline.*** These records will be kept only for the required length of time in case of a grade dispute or a problem involved with dates of attendance.

## GRADUATION

There are three (3) graduations annually. **Full-time faculty and professional staff members are expected to attend the May and December graduation ceremonies.** Faculty are encouraged to attend the August graduation ceremony; however, attendance is not mandatory. Academic regalia is to be worn at the May and December graduation ceremonies. If faculty do not own academic regalia, it should be ordered at the beginning of the semester through the Student Activities Office (903-675-6252) or via email at [mpeek@tvcc.edu](mailto:mpeek@tvcc.edu).

## HARASSMENT

Trinity Valley Community College forbids employees from engaging in conduct that constitutes sexual harassment or any other kind of harassment of other employees or students. An explanation of sexual harassment and the guidelines for handling a complaint are detailed in Board Policy FDLA located.

## ID CARDS

ID cards are issued to faculty members when they are hired, and are renewed on a two-year cycle. ID cards may be obtained from the Police department on the Athens campus or from the LRC on the Palestine and Terrell campuses. **Part-time faculty** members are issued ID cards during the first week of a semester.

## INCLEMENT WEATHER

In case of inclement weather, employees will be notified by college personnel of any College campus closings. The primary source of notification of campus closings is the TVCC homepage ([www.tvcc.edu](http://www.tvcc.edu)). Campus closings are also reported to all of the major television and radio stations which include:

- KETK REGION 56 NEWS
- KYYK RADIO- PALESTINE
- KCKL RADIO – MALAKOFF

- KDFW – FOX 4 NEWS
- KLTV CHANNEL 7
- KTVT CHANNEL 11 (CBS)
- WFAA TV CHANNEL 8
- KXAS TV NBC 5
- 107 The Ranch - Tyler

If you cancel any classes, it is expected that this class time will be made up during the course of the semester. Documentation of this make-up time must be approved by the appropriate Assistant Vice President or Campus Provost. In the event the College cancels classes, you will be notified whether that day will have to be made up. There has been a problem in the past with students, especially in the evening courses, traveling long distances to campus in bad weather when the College does not close, and being frustrated to find their classes canceled by the faculty member. It is imperative that if you are planning to cancel a class you seriously attempt to notify all your students, by putting a message on your campus phone mail and/or by sending them an email.

## **INITIAL EMPLOYMENT STEPS**

Before full-time employees begin employment, all required information must be completed and on-file in the Human Resources Office. Many of these forms are located on the HR website at <http://www.tvcc.edu/hr>. The following information is required:

- |                              |   |
|------------------------------|---|
| • Name                       | • I-9 with documentation  |
| • Social Security Number     | • All Official Transcripts (NOT “issued to student.”)   |
| • Campus Location            | • Copy of SS card   |
| • Application for Employment | • Check Routing Form  |
| • Resume                     | • Retirement  |
| • Job Description            | • Insurance   |
| • Primary Language           | • TVCC Data Card (Faculty must designate in writing whether they want their home phone and address withheld from public disclosure) |
| • Data Collection Sheet      |   |
| • W-4                        |   |

## **INSURANCE**

All full-time employees of the District shall be eligible for health, life, disability, and dental insurance. A new employee should contact Human Resources and enroll in the group plan during the first 30 days of employment. Failure to enroll in the first 30 days will result in limiting the options available to the employee and his or her dependents. There is a 90-day waiting period for health insurance only. Contact Human Resources at [snusko@tvcc.edu](mailto:snusko@tvcc.edu) if you have questions regarding your insurance.

Employees who are planning to retire must make arrangements with Human Resources for insurance coverage before retiring.

## **JURY DUTY**

An employee shall be granted leave with pay and without loss of accumulated leave for jury duty. The immediate supervisor should be notified in advance of jury duty.

## **LEARNING OUTCOMES LEARNING ENHANCEMENT ANNUAL PLANS (LEAPS)**

All faculty are required to work within the areas in which they teach to contribute to the construction, implementation, evaluation, and ultimate improvement of clearly defined, measurable student learning outcomes. This is expected to occur in every course in which a faculty member teaches, where the learning outcomes are identified in the course syllabus and measured and evaluated by the individual faculty members. Additionally, each year each academic program identifies learning outcomes that will be tracked within the division and will be reported publicly in a formalized process called Learning Enhancement Annual Plans (LEAPS).

## **LEARNING RESOURCE CENTER (LRC or Library)**

You may want to make assignments for your students requiring them to use the Learning Resource Center (LRC). If your entire class will be going to the LRC together, make arrangements with the librarian. Do not send your entire class unless you plan to stay in the library with them. LRC hours of operation will be posted each semester.

On the Athens campus, the LRC is responsible for videos, and the Media Department is responsible for providing media equipment (VCRs, DVDs, and Projectors). Librarians at the Palestine and Terrell campuses and the Health Science Center will be able to assist you with reserving and using video equipment, checking out videos, and putting material on reserve for your students. For additional information contact the library at your campus, or visit the website located at <http://www.tvcc.edu/lrc> .

## **MINOR CHILDREN**

Minor children are not allowed to visit the classroom, nor are they to be left unattended on campus while the adult is in class. This is an established Board policy and no exceptions should be made. Not only is this a distraction from the academic environment, but it could start a practice that is not acceptable. Unsupervised minor children create an opportunity for danger for the child and infringe on the rights of other students in the area.

## **OFF CAMPUS TEACHING ASSIGNMENTS**

All faculty members shall be expected to teach at the various off-campus locations including the Texas Department of Criminal Justice (TDCJ), concurrent enrollment

classes, and other off-campus extension classes offered during the day or at night as part of their regular assignments. Teaching assignments at locations other than the instructor's base campus shall be made on a rotating basis when possible.

Because travel time is such a fundamental part of teaching off-campus, adjustments in the hours of the regular workweek should be considered in planning the instructor's schedule. For example, an Athens campus instructor teaching a course at TDCJ or the Terrell Campus as part of the regularly assigned load can count this assignment as five hours of regular work. The time an instructor spends teaching an overload course or continuing education course for which the instructor receives overload pay shall not be considered as part of the instructor's workweek assignment.

## **OFFICE HOURS**

Full-time faculty members are expected to spend a minimum of 37-1/2 hours per week on campus involved in their teaching, counseling, committee and/or travel responsibilities. Each instructor must post office hours and provide a copy to the appropriate division chair, assistant vice president, provost, and to the Vice President for Instruction. Instructors are expected to be available during their posted office hours. **Part-time faculty** are encouraged to schedule time for counseling with students in addition to the regularly scheduled class period

## **OFFICIAL REPORTING DAY**

The official reporting day (ORD) is determined each semester based on a schedule established by the Texas Higher Education Coordinator Board and is calculated according to the length of the semester. Long semesters (fall and spring) are generally 16 weeks long and the ORD is the 12th day of class (commonly known as the "12th Class Day"). Short semesters (summer) are usually six weeks long and the ORD is the 4th day of class (aka "4th Class Day"). Mini-terms, long summer terms, and other terms that are irregular in length each have a different ORD depending on the length of the term. The semester's first class day is always the first official day of the semester, not the first day of an individual's class. When calculating the ORD, each day classes are offered (Monday-Friday) is counted in the total.

The official report day is the day of record for state reporting purposes. The number of students enrolled in each class is sent to the Texas Higher Education Coordinating Board who, in turn, sends the information to the Legislative Budget Board who determines the amount of state funding that the institution will receive based on enrollment and contact hours generated. The ORD serves as a "snapshot" of our enrollment on a given day and funding is based on that information. Therefore, students who are not properly enrolled in the correct courses cannot be counted in our enrollment which results in a decrease in the amount of funding we receive.

## **ORGANIZATIONAL CHART**

(See Insert - Appendix A1)

## **OUTSIDE EMPLOYMENT**

Outside employment that interferes with the regularly assigned duties of full-time faculty members shall not be permitted. Faculty members are expected to give full-time service to the District. Any outside employment shall be accepted only upon the approval of the College President.

During holidays or such time as faculty members are not employed by the District, faculty members shall be free to accept outside employment so long as the work is generally in keeping with the commonly accepted standards of dignity and social station for the instructor.

## **OVERLOAD PAY**

Overload pay for faculty members teaching more than a full-time teaching load shall be computed according to the current overload salary schedule. Full-time faculty members will be given priority in the assignment of extra classes for extra pay within areas of competency in both campus and extension programs. In some instances, faculty members may be required to teach one or more extension courses to complete a full-time teaching load. See Board Policy DJ.

Faculty members should express their desire to teach overload courses before commitments are made to **part-time faculty**. Once a commitment is made to a **part-time faculty** member, the District shall assume a moral obligation to its commitment, unless the class does not make or a regular full-time faculty member is assigned the class to complete a full workload.

## **PARKING**

All vehicles regularly driven on campus by both students and faculty must bear a current parking permit and must be parked in authorized areas. Faculty parking areas are marked with green paint. Faculty members may obtain a parking sticker from the Campus Police or LRC. For additional information visit the Campus Police website located at <http://www.tvcc.edu/police/>.

## **PAYROLL**

Full-time faculty salaries are divided into 12 equal payments issued monthly unless the instructor makes arrangements with the Business Office to be paid on a nine-month basis.

**Faculty** teaching overloads will be paid in four equal installments for the fall semester (September through December), four equal installments for the Spring semester (February through May), one installment for the first summer semester (June), and two equal installments for the second summer semester (July and August). Paychecks are issued on the fourth Friday of each month. If the fourth Friday falls over a holiday, the paycheck is issued on the last business day before the holiday. Payment for overloads is dependent upon timely submission of “Special Assignment Agreement” forms.

Faculty can elect to have their paycheck directly deposited into their bank account. Checks can also be picked up at their campus, or mailed to their home address. Notify the Business Office at of your preference.

## **PERSONAL LEAVE**

All full-time faculty will be eligible for two days of personal leave per year. The immediate supervisor, assistant vice president, provost and Vice President for Instruction must approve personal leave in advance. Personal leave shall not accumulate.

## **PROFESSIONAL DEVELOPMENT**

Faculty members must meet professional development requirements every three years with 3 to 6 semester hours of graduate course work or 45 to 90 clock hours of alternative professional development, depending on the educational objective for their teaching assignment. Attendance at seminars, workshops, and conferences that increase skills and competence in the job; teaching or consulting in seminars, workshops, and conferences; and publication in a national or regional journal or magazine may meet these requirements. Requests for professional growth credit must be approved in advance of the actual training; otherwise the credit requested may not be approved. Professional growth requests must be submitted within the year in which they occur (June 1<sup>st</sup> to the following May 31<sup>st</sup>). The professional development form can be printed at [http://www.tvcc.edu/instruction/Prof\\_Development](http://www.tvcc.edu/instruction/Prof_Development).

## **PURCHASES**

Most supplies are available in the College Bookstore. Therefore, employees should check with the Bookstore before purchasing supplies, materials and other items from outside sources. Supplies purchased at the Bookstore should be charged to the appropriate department with approval from the appropriate supervisor.

When supplies, equipment and/or services are needed, the instructor must submit a properly completed requisition form for approval by the Division Chair, assistant vice president, provost and/or vice president before the purchase is made. The following procedures are to be used:

- Complete a “Request for Purchase” form and submit for approval\*;
- If sufficient funds are available in the division’s budget, the Business Office will generate a “purchase order” hard copy with PO#’s that will be sent to the requestor;
- After the instructor receives the purchase order from the Business Office, the purchase may be made;
- When the store invoice is received, the instructor must sign and date when merchandise was received. This indicates to the Business Office that the invoice is approved for payment;
- If available, attach packing slips, freight tickets, and/or delivery tickets to invoice;
- Forward on for payment.

Once received in the Business Office, the invoice will be matched to its purchase order, and if all is in order, payment will be processed. The Business Office must receive the invoice and available attachments before payment will be processed.

\* The “Request for Purchase” form may be completed manually or electronically. The electronic version is on the Business Office website located at: [http://www.tvcc.edu/compcntr/PDF/PO/Request\\_PO.pdf](http://www.tvcc.edu/compcntr/PDF/PO/Request_PO.pdf). Contact the Business Office if you need further instructions.

## **RETIREMENT SYSTEMS (TRS & ORP)**

Full-time faculty are provided with a retirement plan. They may choose to participate in either the Teacher Retirement System of Texas (TRS) or the Optional Retirement Program (ORP). A faculty member may exercise the option to participate in the ORP only once. Election to participate in selection of an ORP company must be made before the ninety-first day of employment. For additional information regarding the retirement programs contact Human Resources at 903.675.6215 or email Sherry Nusko at [snusko@tvcc.edu](mailto:snusko@tvcc.edu) .

## **SCANTRONS AND SCANTRON READERS**

Students may purchase scantron answer sheets from the campus bookstore. On some campuses, scantrons may be purchased in the LRC after the bookstore closes. In some cases, instructors may keep scantrons on hand for student purchase. Instructors of evening classes should check the policy on their campuses. Scantron readers are available on each campus.

## **SCHOLASTIC DISHONESTY**

Scholastic dishonesty includes, but is not limited to, cheating on tests, plagiarism, and collusion. A more detailed list may be found in the College Catalog and the Board Policy

Manual. Any student violating this policy will be subject to discipline up to and including possible suspension. Instructors should have established guidelines regarding cases of dishonesty. Make sure your guidelines are consistent with Board policy, and be consistent in the application of your guidelines. Be cautious in approaching a student with suspicions of dishonesty, and make sure you have sufficient cause. Remain professional and protect the student's privacy while you are examining the facts. Explain your guidelines and any disciplinary actions you will take. Inform students who will be referred to administration for further disciplinary action.

## **SEMESTER SCHEDULES**

Semester schedules are prepared and printed several months before the beginning of the semester. Instructors will have input in scheduling; however, the final decision will rest with the division chair, assistant vice president, provost, and the Vice-President for Instruction.

A semester will usually include at least 15 weeks for instruction and one week for final exams for a total of 16 weeks. The two traditional summer terms include no less than five and one-half weeks including registration, instruction, and final exams.

A number of alternative semesters are scheduled including TDCJ Cycles, Fast Track, Choices and mini-semesters. They vary from two-and-a-half to twelve weeks.

## **SICK LEAVE**

Faculty members who are unable to meet their classes because of illness must report their absences to their supervisor or provost in advance. Eligible full-time faculty members are granted one sick leave day for each month of employment. The maximum number of sick leave days that can be accumulated is 45 days. Upon returning to work, the instructor must complete a sick leave authorization form and return it to the supervisor. Employees will not be compensated for unused sick leave. There is a Sick Day Donation program available (contact Human Resources for details).

## **STUDENT CONDUCT**

Discipline problems on the College campus are rare, but will occur from time to time. Prevention and the ability to handle problems begins with your first day course guide. While you cannot identify and address every possible issue, you can discuss the basics of what you expect from your students, and you **MUST** be consistent in enforcement. If you need to visit with a student regarding their behavior, respect the student's privacy as much as the student allows. Be cautious about being alone in a very isolated environment with the student.

If the student continues to disturb you or the class, you can tell the student to leave and make arrangements to meet with the division chair or provost before returning to class. If the student refuses to leave, call security and the student will be forced to leave.

Consult the TVCC Catalog for standard guidelines on student conduct and student disciplinary procedures.

### **SYLLABUS/COURSE GUIDE (First Day Handouts)**

This course syllabus serves as an introduction and link to the instructor, as well as a development tool to aid and document course design. On the first day of class all students should receive a course guide that will give them an overview of what to expect during the semester. This gives the student the opportunity to understand more about the content of the course. This will also help to establish and communicate rules and procedures. The form and style of the course guide is not rigidly prescribed, but a good course guide should include the following elements:

1. Title and course number
2. Textbook title, author, and edition
3. A list of the course's learning outcomes
4. An overall outline of the course
5. Instructional strategies such as active participation in class, lecture, labs, team projects, etc.
6. Course policies and guidelines
  - Grading procedures and final grade calculation
  - Class participation
  - Treatment of late assignments, paper, etc.
  - Attendance policy and any relationship to course grade
  - Make up policy
  - Drop policy
7. Consult catalog for recommended policies
8. Expected behavior and classroom decorum
9. Course bibliography (if applicable)

### **TEACHING LOADS**

For the most part, a full-time faculty member's teaching load is 15-24 hours per week. Full-time faculty members are expected to spend 37 ½ hours per week on campus involved in teaching, counseling, committee, and/or traveling responsibilities. Office hours should be posted and a copy given to the division chair or assistant vice president, provost, and the Vice President for Instruction. Hours for overload classes should not be counted in the 37 ½ hours of regular scheduled office hours. However, lunch is counted in the regular hours. **Part-time faculty** members are encouraged to schedule time for counseling with students in addition to the regularly scheduled class.

## TESTS AND FINAL EXAMS

All faculty members should give examinations at appropriate times throughout the semester. All tests should be created, produced, stored and administered in a secure environment. This is extremely important to the validity and fairness of testing and grade distribution. Though the number of tests is left to the discretion of the instructor, enough tests should be given to ensure ample scores on which to base the final grade. The general recommendation is no less than three tests and a final exam. A final exam schedule will be distributed to the faculty and students prior to the end of the semester. Final exams must be given at their scheduled times.

Individual students who have unusual circumstances and need an adjustment to the final exam schedule must have the request form (available in appropriate assistant vice president's or provost's office) approved by their instructor, the division chair, the appropriate assistant vice president or provost, and the Vice President of Instruction.

## TRAVEL

All faculty, staff, and College-sponsored student trips require prior approval whether or not the trip is budgeted. Instructors must fill out a travel request form in advance of the trip and submit it to the division chair or assistant vice president or provost and the Vice President for Instruction for approval. After returning from the trip, a travel report must be completed, and any differences in expenses must be noted. Instructors will be reimbursed for any additional approved expenses, and any funds not utilized will be returned to TVCC. Receipts for all expenses except meals in the approved amounts (generally \$6 for breakfast, \$8 for lunch, and \$12 for dinner) must be attached to the travel report.

TVCC employees should request a College vehicle for official travel from the Dean of Physical Facilities office by contacting them at extension 214 or via email at [jcostlow@tvcc.edu](mailto:jcostlow@tvcc.edu). Each campus has a TVCC vehicle and the Athens campus has a fleet of cars and vans. If a College vehicle is unavailable and the employee uses his or her personal vehicle, the employee will be reimbursed .25 cents a mile. If a College vehicle is available and the employee chooses to use his or her personal vehicle, the employee will be reimbursed .15 cents a mile.

A detailed "*Travel Policies and Procedures*" manual is available upon request in the Business Office. For more information on travel requirements, contact the business office at extension 269.

## TUITION GRANTS

After a year of full-time employment at TVCC, current full-time employees, their spouses, and unmarried dependent children (as defined by the IRS) are eligible to receive tuition grants at TVCC. These awards are given for enrollment in credit courses only. The recipient must meet the criteria for admission. To inquire about tuition scholarships,

contact Human Resources at extension 308. The form for tuition reimbursement is available online at [http://www.tvcc.edu/hr/pdf/faculty\\_employee\\_tuition\\_scholarship.pdf](http://www.tvcc.edu/hr/pdf/faculty_employee_tuition_scholarship.pdf) See Board Policy FBB (Local).

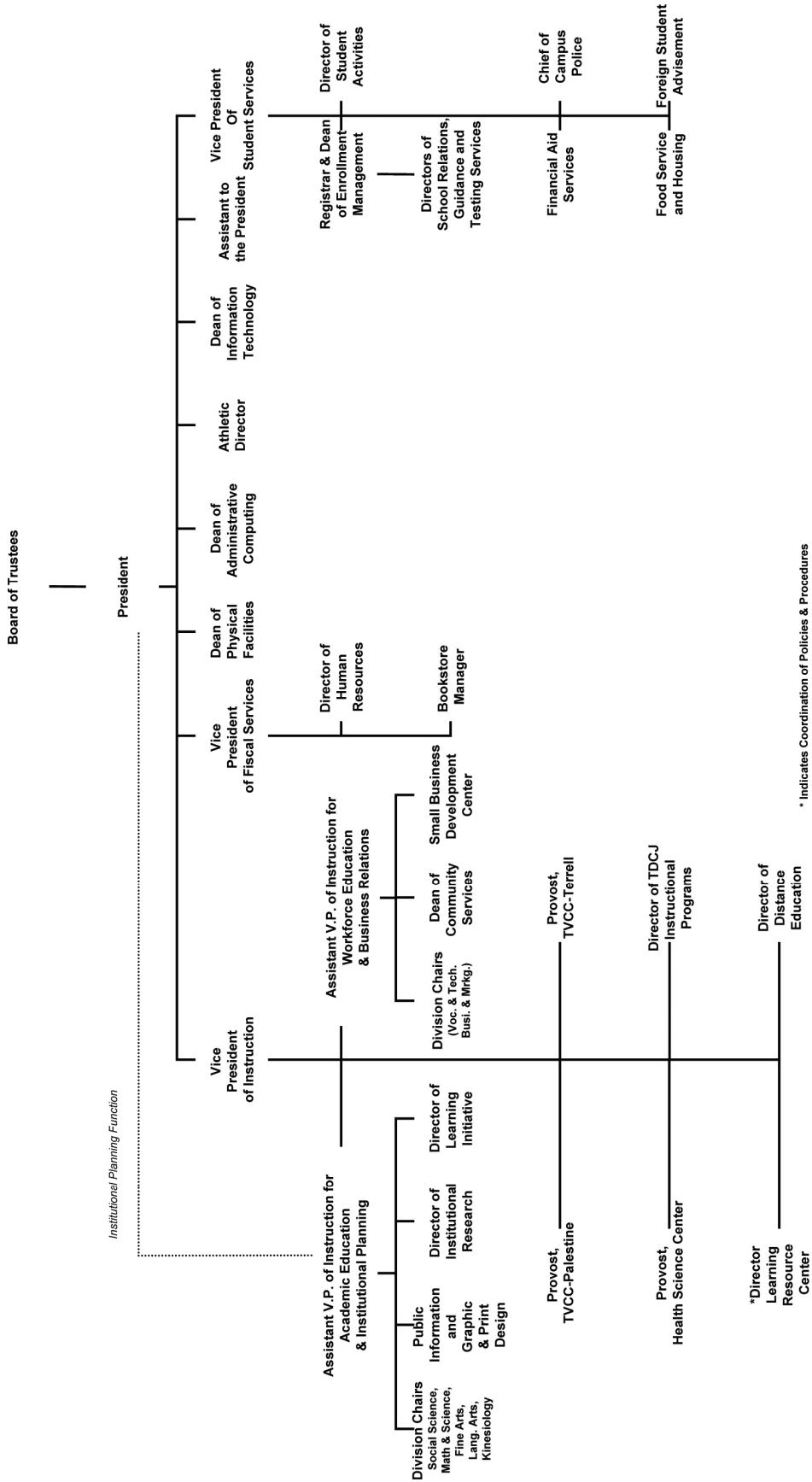
## **TUTORING**

Eligible students can receive free tutoring during the fall and spring semesters. Students may contact the Tutor Coordinators at the Palestine (903.729.0256 ext. 247) and Terrell (972.563.4924) campuses or Student Support Services on the Athens Campus (903.675.6323), or instructors may make referrals. Instructors may also be asked to make recommendations to the Tutor Coordinators or Student Support Services concerning students who might qualify as tutors.

One of the major projects of the Learning Initiative is the establishment and maintenance of open Learning Labs on all campuses. These labs are designed to help *any* student with any subject through supplemental instruction. Lab space and hours are individually established. Provosts and/or assistant vice president's can supply details of open lab operations each semester. One goal is to provide professional tutoring by available faculty/staff assisting students by donating one office hour per week to the lab. This offers students the opportunity to sit and speak with a professor outside of the traditional classroom setting. An additional goal of providing computer-assisted learning has been set along with allowing students to email, work on Distance Education courses, work on lab type assignments, and spend time on textbook websites.

Faculty are asked to embed information about these labs into their classrooms along with referring struggling students to the labs for any much needed help. If faculty/staff let students know that they will be available at particular times and then will require work do be done in the labs to support their grade structure then we can expect the supplemental instruction to be effective as intervention with reading, study skills, or engagement problems.

# Trinity Valley Community College General Organization



\* Indicates Coordination of Policies & Procedures

# NOTES