

FACULTY 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.

ACKNOWLEDGEMENT

We are indebted to the Trinity Valley Community College 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 Spring 2005

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 and objectives. 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.

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 make a commitment to engage in this type of reflection. Our commitment should lead 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 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 published in the 2005 Conference Program Publication of the 27th Annual NISOD International Conference on Teaching and Leadership Excellence.

DIRECTORY OF CORRESPONDENCE

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 www.tvcc.edu. Direct requests relating to the following areas to the appropriate office listed below:

INSTRUCTION.....	Vice President of Instruction 903.675.6210
ACADEMIC EDUCATION.....	Dean, Academic Education 903.675.6238
WORKFORCE EDUCATION.....	Dean, Workforce Education 903.675.6232
COMMUNITY SERVICES/ CONTINUING EDUCATION.....	Office of Community Services 903.675-6212
ADULT EDUCATION/ GED CLASSES.....	Director, Community Services 903.675.6212
DISTANCE LEARNING.....	Director, Distance Learning 903.675.6324
SCHOOL RELATIONS.....	Director, School Relations 903.675.6357
HOUSING/ INTERNATIONAL STUDENTS	Vice President, Student Services 903.675.6220
GUIDANCE AND COUNSELING.....	Director, Guidance Services 903.675.6350
TESTING.....	Office of Testing 903.675.6385
ADMISSIONS, TRANSCRIPT AND ACADEMIC RECORDS.....	Registrar 903.675.6217
PAYMENT OF ACCOUNTS.....	Vice President of Fiscal Services/Chief Fiscal Officer 903.675.6269
FINANCIAL SERVICES.....	Director of Financial Services 903.675.6233

DIRECTORY OF CORRESPONDENCE

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FOUNDATION.....	Director, Development and Alumni Relations 903.675.6620
TRINITY VALLEY COMMUNITY COLLEGE – PALESTINE.....	Dean 903.729.0256
TRINITY VALLEY COMMUNITY COLLEGE – TERRELL.....	Dean 903.563.9573
VETERANS AFFAIRS.....	Veterans Affairs Officer 903.675.6228
HEALTH SCIENCE CENTER.....	Dean, Health Occupations 903.932.4309
AFFIRMATIVE ACTION.....	Affirmative Action Officer 903.675.6215
DISABILITIES.....	Coordinator for ADA Compliance 903.675.6343
DEVELOPMENT AND ALUMNI RELATIONS...	Director, Development and Alumni Relations 903.675.6620

TABLE OF CONTENTS

Academic Advisement	1
Academic Freedom	1
Athletic Events.....	1
Attendance Policy	1
Changing Grades.....	2
Class Rolls	2
Classroom Maintenance.....	2
Committee Participation	2
Computer Labs.....	2
Conflict of Interest	3
Contracts and Special Assignment Agreements	3
Copying.....	3
Developmental Courses and Attendance	3
Disability Accommodations.....	4
Dress Policy	4
Emergency Crisis Management	4
Employment of Relatives.....	4
Equipment Repair	4
Faculty E-Mail Boxes	5
Faculty Evaluations.....	5
Faculty Mailboxes.....	5
Faculty Organizations	5
Faculty Websites	5
Field Trips.....	6
Grades	6
Grade Books.....	6
Graduations.....	6
Harassment.....	7
ID Cards	7
Inclement Weather	7
Initial Employment Steps.....	7
Insurance	8
Jury Duty.....	8
LRC.....	8
Minor Children.....	8
Off Campus Teaching Assignments	8
Office Hours.....	9
Organizational Chart.....	9
Outside Employment	9
Overload Pay.....	9
Parking	10
Payroll.....	10

TABLE OF CONTENTS

-continued-

Personal Leave	10
Professional Development	10
Purchases.....	10
Retirement Systems	11
Scantrons and Scantron Readers	11
Scholastic Dishonesty	11
Semester Schedules.....	12
Sick Leave.....	12
Student Conduct.....	12
Syllabus/Course Guide.....	13
Teaching Loads.....	13
Tests and Final Exams	14
Travel	14
Tuition Grants	14
Tutoring.....	15
Appendix 1A (Organizational Chart).....	16
Notes	17

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.

ATTENDANCE POLICY

Instructors should keep accurate attendance records. The official TVCC attendance policy gives instructors the option to drop students for non-attendance. For most classes the number of allowable absences is six or nine for a three-hour course during a full semester. 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 that you give students at the first class meeting.

CHANGING GRADES

If you make a mistake in a grade calculation or record the wrong grade on the grade report, contact your supervisor or dean 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.

CLASS ROLLS

At the beginning of the semester temporary class rolls are printed for each class taught. These rolls are for the instructor's use. After the twelfth class day, the official class rolls are printed. Instructors must check these for accuracy, sign and return them to the appropriate office. The final class rolls for the semester will then be printed and distributed soon afterwards. Accurate class rolls must be maintained for each class taught.

CLASSROOM MAINTENANCE

Smoking is not allowed in any of the campus buildings. Food and drinks are not allowed in the 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 the final decisions.

COMPUTER LABS

Computer labs are provided at each campus.

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

Unauthorized use, misuse, or abuse by any user will result in appropriate disciplinary action. The College reserves the rights to extend, restrict, and refuse access to College computer resources.

CONFLICT OF INTEREST

It is important that all College employees maintain a professional attitude toward their responsibility and the best interest of the College. Personal, financial and business interests should never conflict with an instructor'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 policy DBD in the TVCC Board Policy Manual.

CONTRACTS AND SPECIAL ASSIGNMENT AGREEMENTS

Full-time instructors 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 instructors** will receive their “Special Assignment Agreement” shortly after the beginning of the semester in which they are to teach. A cover letter indicating the date and office to which the contract is to be returned will accompany the contract. All contracts should be reviewed, signed and returned. A copy of the signed contract will be given to the instructor.

COPYING

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 the Official Board Policy Manual (EDD). Copy paper should not be used for desktop printers. Call Graphic and Print Design 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 grade of “IP,” meaning “In Progress” is a non-punitive grade and indicates that students are attending class and working diligently, but they need additional time to meet minimal course proficiencies. The grade of “F” will be given to students who are not attending class regularly and who are not completing the required coursework.

Strict attendance must be kept in developmental courses. Students who accumulate excessive absences in a required developmental course are subject to being dropped from all courses in which they are enrolled.

DISABILITY ACCOMMODATIONS

TVCC is aware of the needs of students with disabilities and will work with students to solve the problems and 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.

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 public school 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 involved yet.
4. Evacuate the building as appropriate.

Contact local security personnel as soon as possible.

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.

EQUIPMENT REPAIR

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

FACULTY E-MAIL BOXES

Contact Network Services to get your office computer on-line and an e-mail address established.

FACULTY EVALUATIONS

Evaluations for full-time faculty will be conducted annually. The evaluation program includes student evaluation of faculty, faculty self-evaluation, immediate supervisor evaluation of faculty and faculty evaluation of immediate supervisor. Once student evaluations of faculty have been processed, each faculty member will complete their self-evaluation and submit it to their immediate supervisor. 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.

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.

FACULTY ORGANIZATIONS

All full-time faculty members are automatically enrolled in the Texas Community College Teachers Association. The TCCTA offers optional professional liability coverage.

All faculty members are invited to join the Trinity Valley Community College Faculty Association and urged to take an active part.

FACULTY WEBSITES

Full-time faculty members are encouraged to develop a web page on the college website at www.tvcc.edu. Contact Network Services.

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.

GRADES

The level of student achievement in course work is designated by letter grades and based upon attendance, class work and examination. The TVCC grading scale is as follows:

A – Excellent (90 – 100)	D – Poor (Passing) (60 – 69)
B – Good (80 – 89)	F – Failure (Below 60)
C – Fair (70 – 79)	

Additional grades can be given for special circumstances.

“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.

“IP” (In Progress) may only be given to students enrolled in developmental courses and is non-punitive.

“W” is given to students who withdraw or drop from one or more courses if such withdrawal is completed by the deadline specified in the College calendar.

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 dean. 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.

GRADUATIONS

There are three (3) graduations annually. Full-time faculty and professional staff members are expected to attend the May graduation. Graduation regalia should be ordered at the beginning of the semester through the Student Activities Office. If attending the December graduation, faculty wears regalia. Though encouraged to attend, attendance at the August graduation is not required.

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 the policy FDLA in the official Board Policy Manual.

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 and 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 school closings. School closings are also reported to all of the major television and radio stations.

INITIAL EMPLOYMENT STEPS

BEFORE YOU MAY BEGIN EMPLOYMENT, ALL REQUIRED INFORMATION MUST BE COMPLETED AND ON FILE IN HUMAN RESOURCES FOR FULL-TIME EMPLOYEES.

Name

Social Security Number

Campus Location

Application for Employment

Resume

Official Transcripts

Job Description

Primary Language

Teacher Certification

Data Collection Sheet

W-4

I-9 with documentation

Copy of SS card

Check Routing Form

Retirement

Insurance

TVCC Data Card (Faculty must designate in writing whether they want their home phone and address withheld from public disclosure)

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 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 so that students can be notified.

LEARNING RESOURCE CENTER (LRC)

You may want to make assignments for your students requiring them to use the 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. The librarians at the Palestine and Terrell campuses and the Health Science Center will also be able to assist you with reserving and using video equipment, checking out videos, and putting material on reserve for your students. On the Athens campus, the Media Department is responsible for providing media equipment and the LRC for videos. LRC hours of operation will be posted each semester.

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 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, Dean 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.

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 instructors 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.

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 should get a parking sticker from the Campus Police or LRC.

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. **Part-time instructors** and instructors 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.

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 of your preference.

PERSONAL LEAVE

All full-time instructors will be eligible for two days of personal leave per year. The immediate supervisor, dean, and/or Vice President for Instruction or the College President 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.

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.

When supplies, equipment and/or services are needed, the instructor must submit a properly completed requisition form for approval by the division chair, dean 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 web page, under “Employee Forms.” Contact the Business Office if you need further instructions.

RETIREMENT SYSTEMS (TRS & ORP)

All full-time faculty members shall be in the Teacher Retirement System of Texas (TRS) or the Optional Retirement Program (ORP). A faculty member may exercise the option to participate in the optional retirement program only once. Election to participate in selection of ORP company must be made before the ninety-first day of employment. For additional information regarding the retirement programs and to sign up for your choice contact Human Resources.

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, and 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 also 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 policies regarding cases of dishonesty. Make sure your policies are consistent with Board policy, and be consistent in the application of your policy. 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 procedure 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, dean, and the Vice-President for Instruction. Full-time faculty members will have first opportunity to teach overload classes if they are qualified.

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 Fast Track, Choices and mini-semesters. They vary from two-and-a-half to twelve weeks.

SICK LEAVE

Instructors who are unable to meet their classes because of illness must report their absences to their supervisor or dean 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. See 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 his/her behavior, respect the student's privacy as much as the student allows, but remember to 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 that he/she should make arrangements to meet with the division chair or dean before returning to class. If the student refuses to leave, call for security and the student will be forced to leave.

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

SYLLABUS/COURSE GUIDE (First Day Handouts)

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 you 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 general course goals
4. An overall outline of the course
5. Instructional strategies such as:
 - Grading procedures and final grade calculation
 - Class participation
 - Treatment of late assignments, papers, etc
 - Attendance policy and any relationship to course grade
 - Make up policy
 - Drop policy

Consult catalog for recommended policies.

6. Expected behavior and classroom decorum
7. Course Bibliography (if applicable)

TEACHING LOADS

For the most part a full time instructor's teaching load is 15-24 hours per week. Full-time faculty members are expected to spend 37 1/2 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 dean and the Vice-President for Instruction. Hours for overload classes should not be counted in the 37 1/2 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 Dean's offices) approved by their instructor, the division chair, the appropriate dean and the Vice President of Instruction.

TRAVEL

All faculty, staff and school-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 dean 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. 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.

TUITION GRANTS

Full-time employees, after a minimum of one year of full-time employment at TVCC, 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.

TUTORING

Eligible students can receive free tutoring during the fall and spring semesters. Students may contact the Tutor Coordinators at the Palestine and Terrell campuses or Student Support Services on the Athens Campus, 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.

NOTES