

# **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.