

Faculty Handbook

2024 – 2025



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2024 - 2025 INSTRUCTIONAL CALENDAR

FALL 16WK 2024

08/14/2024: Division chairs return for the fall semester
08/19/2024: Faculty return for the fall semester
08/19/2024: Fall in-service, the Athens campus
08/26/2024: Fall 16WK semester begins
08/26/2024 to 08/27/2024: Schedule change period
09/02/2024: Labor Day Holiday
09/XX/2024: Curriculum and instruction committee meeting (TBD)
09/11/2024: Fall 16WK census date
09/23/2024: New spring/summer textbook adoption deadline submitted to bookstore
10/XX/2024: Curriculum and instruction committee meeting (TBD)
10/04/2024: Fall learning day, the Athens campus
10/07/2024 to 10/11/2024: Faculty select wintermester 2024/spring 2025 textbooks
(MyCardinalConnect)
10/07/2024 to 10/11/2024: Faculty load all wintermester 2024/spring 2025 syllabi (TVCC website)
10/17/2024 to 10/18/2024: Fall break
10/28/2024: Online registration begins for the spring 2025 term
11/XX/2024: Curriculum and instruction committee meeting (TBD)
11/21/2024: Last day for faculty to drop fall 16WK students
11/22/2024: Last day for students to drop fall 16WK courses
11/19/2024 to 12/5/2024: Instructor evaluation period, fall 16WK term
11/27/2024 to 11/29/2024: Thanksgiving Break
12/04/2024 to 12/10/2024: Fall 16WK semester final exams
12/11/2024 10:00 AM: Fall 16WK semester grades due
12/13/2024, 12:00 PM: Artifacts due to Institutional Research from selected classes
12/13/2024: AA/AAS/Certificate fall graduation **mandatory attendance unless excused by the Vice President of Instruction**

FALL 8WK1 2024

08/26/2024: Fall 8WK1 semester begins
08/26/2024 to 08/27/2024: Schedule change period
09/03/2024: Fall 8WK1 census date
09/26/2024: Last day for faculty to drop fall 8WK1 students
09/27/2024: Last day for students to drop fall 8WK1 courses

10/01/2024 to 10/10/2024: Instructor evaluation period, fall 8WK1 term

10/14/2024 to 10/15/2024: Fall 8WK1 final exams

10/16/2024 10:00 AM Fall 8WK1 semester grades due

FALL 8WK2 2024

10/21/2024: Fall 8WK2 semester begins

10/21/2024 to 10/22/2024: Schedule change period

10/28/2024: Fall 8WK2 census date

11/21/2024: Last day for faculty to drop fall 8WK2 students

11/22/2024: Last day for students to drop fall 8WK2 courses

11/19/2024 to 12/05/2024: Instructor evaluation period, fall 8WK2 term

12/09/2024 to 12/10/2024: Fall 8WK2 semester final exams

12/11/2024 10:00 AM: Fall 8WK2 semester grades due

WINTERMESTER 2024

12/16/2024: Wintermester semester begins

12/16/2024: Schedule change period

12/18/2024: Wintermester census date

12/18/2024: TVCC holiday break begins at 12:00 PM

01/06/2025: Last day for faculty to drop Wintermester students

01/07/2025: Last day for students to drop Wintermester courses

01/08/2025 to 01/09/2025: Wintermester final exams

01/10/2025 10:00 AM: Wintermester grades due

SPRING 16WK 2025

01/06/2025: 12-month employees return

01/08/2025: Division chairs return for spring semester

01/13/2025: Faculty return for spring semester

01/13/2025: Spring in-service, the Athens campus

01/20/2025: MLK holiday

01/21/2025: Spring 16WK semester begins

01/21/2025 to 01/22/2025: Schedule change period

02/XX/2025: Curriculum and instruction committee meeting (TBD)

02/05/2025: Spring 16WK census date

02/14/2025: FY25-26 departmental budgets due to AVP

02/28/2025: Catalog revisions due

03/XX/2025: Curriculum and instruction committee meeting (TBD)

03/10/2025 to 3/14/2025: Faculty select summer 2025 textbooks
 03/10/2025 to 03/14/2025: Faculty load summer 2025 syllabi
 02/24/2025: New fall 2025 textbook adoption deadline submitted to the bookstore
 03/07/2025: Spring learning day
 03/10/2025: FY25-26 budgets due to VPI
 03/10/2025 to 3/14/2025: Faculty select fall 2025 textbooks
 03/17/2025 to 3/21/2025: Spring break
 03/10/2025 to 3/28/2025: Faculty load all fall 2025 syllabi
 04/XX/2025: Curriculum and instruction committee meeting (TBD)
 04/07/2025: Online registration begins for the summer and the fall 2025 terms
 04/18/2025: Easter holiday
 04/24/2025: Last day for faculty drop spring 16WK semester students
 04/19/2025: Last day for students to drop spring 16WK semester courses
 04/22/2025 to 05/01/2025: Instructor evaluation period, spring 16WK term
 05/08/2025 to 05/14/2025: Spring 16WK semester final exams
05/15/2025 10:00 AM: Spring 16WK semester grades due
 05/16/2025, 12:00 PM: Artifacts due to Institutional Research from selected classes
 05/16/2025: ADN/ AA/AAS/Cert Spring graduation **mandatory attendance unless excused by the Vice President of Instruction **

SPRING 8WK1

01/21/2025: Spring 8WK1 semester begins
 01/21/2025 to 01/22/2025: Schedule change period
 01/28/2025: Spring 8WK1 census date
 02/27/2025: Last day for faculty to drop spring 8WK1 students
 02/28/2025: Last day for students to drop spring 8WK1 courses
 02/25/2025 to 03/06/2025: Instructor evaluation period; 8WK1 term
 03/11/2025 to 03/12/2025: Spring 8WK1 final exams
03/13/2025 10:00 AM: Spring 8WK1 semester grades due

SPRING 8WK2

03/24/2025: Spring 8WK2 semester begins
 03/24/2025 to 03/25/2025: Schedule change period
 03/31/2025: Spring 8WK2 census date
 04/24/2025: Last day for faculty to drop spring 8WK2 semester students
 04/25/2025: Last day for students to drop spring 8WK2 semester courses

04/22/2025 to 05/01/2025: Instructor evaluation period, spring 8WK2 term

05/13/2025 to 05/14/2025: Spring 8WK2 semester final exams

05/15/2025 10:00 AM: Spring 8WK2 semester grades due

SUMMER 12WK

05/26/2025: Memorial Day (school closed)

05/27/2025: Summer 12WK semester begins

05/27/2025 to 05/28/2025: Schedule change period

06/16/2025: Summer 12WK census date

06/19/2025: Juneteenth (school closed)

07/04/2025: Independence Day (school closed)

07/30/2025: Last day for faculty to drop summer 12WK semester students

07/31/2025: Last day for students to drop summer 12WK semester courses

07/29/2025 to 08/07/2025: Instructor evaluation period, summer 12WK term

08/11/2025 to 08/12/2025: Summer 12WK semester final exams

08/13/2025 10:00 AM: Summer 12WK semester grades due

SUMMER NURSING TRANSITION

05/21/2025: Nursing transition semester begins

05/21/2025 to 05/22/2025: Schedule change period

06/11/2025: Nursing transition census date

07/23/2025: Last day for faculty to drop Nursing transition semester students

07/24/2025: Last day for students to drop Nursing transition semester courses

08/05/2025 to 08/06/2025: Nursing transition semester final exams

08/07/2025 10:00 AM: Nursing transition semester grades due

TDCJ SUMMER TERM

05/21/2025: TDCJ summer semester begins

05/21/2025 to 05/22/2025: Schedule change period

06/11/2025: TDCJ summer census date

07/30/2025: Last day for faculty to drop TDCJ summer semester students

07/31/2025: Last day for students to drop TDCJ summer semester courses

07/22/2025 to 07/31/2025: Instructor evaluation period, TDCJ summer term

08/11/2025 to 08/12/2025: TDCJ summer semester final exams

08/13/2025 10:00 AM: TDCJ summer semester grades due

SUMMER 6WK1

05/27/2025: Summer 6WK1 semester begins

05/27/2025 to 05/28/2025: Schedule change period

06/02/2025: Summer 6WK1 census date

06/17/2025: Last day for faculty to drop summer 6WK1 semester students

06/18/2025: Last day for students to drop summer 6WK1 semester courses

06/17/2025 to 06/26/2025: Instructor evaluation period, summer 6WK1 term

07/01/2025 to 07/02/2025: Summer 6WK1 semester final exams

07/03/2025 10:00 AM: Summer 6WK1 semester grades due

SUMMER 6WK2

07/08/2025: Summer 6WK2 semester begins

07/08/2025 to 07/09/2025: Schedule change period

07/14/2025: Summer 6WK2 census date

07/30/2025: Last day for faculty to drop summer 6WK2 semester students

07/31/2025: Last day for students to drop summer 6WK2 semester courses

07/29/2025 to 08/07/2025: Instructor evaluation period, summer 6WK2 term

08/11/2025 to 08/12/2025: Summer 6WK2 semester final exams

08/13/2025 10:00 AM: Summer 6WK2 semester grades due

Instructional Timeline

Semester	Fall 16WK	Fall 8WK1	Fall 8WK2	Wintermester	Spring 16WK	Spring 8WK1	Spring 8WK2
First day of class	08/26/2024	08/26/2024	10/21/2024	12/16/2024	01/21/2024	01/21/2024	03/24/2024
ETS (core objective assessment)	09/19/2024 - 09/30/2024 (approximately)				04/03/2024 - 04/14/2024 (approximately)		
*Submit roster of students not attending courses (Certify class rosters)	*when Registrar notice email received; (approximately 09/11)	*when Registrar notice email received; (approximately 09/03)	*when Registrar email notice received; (approximately 10/28)	*when Registrar email notice received; (approximately 12/18)	*when Registrar email notice received; (approximately 02/06)	*when Registrar email notice received; (approximately 01/28)	*when Registrar email notice received; (approximately 03/31)
Dual credit grade checks (upon notification by DC director)	1 st check due to D/C director: 10/14/2024				1 st check due to D/C director: 03/10/2025		
	2 nd check due to D/C director: 11/11/2024				2 nd check due to D/C director: 04/14/2025		
New textbook adoption (bookstore)	03/05/2024	03/05/2024	03/05/2024	09/23/2024	09/23/2024	09/23/2024	09/23/2024
Textbook selection (MyCardinal Connect)	03/18/2024 03/22/2024	03/18/2024 03/22/2024	03/18/2024 03/22/2024	10/07/2024 10/11/2024	10/07/2024 10/11/2024	10/07/2024 10/11/2024	10/07/2024 10/11/2024
Online registration	04/08/2024 08/23/2024	04/08/2024 08/23/2024	04/08/2024 10/16/2024	10/28/2024 12/13/2024	10/28/2024 01/17/2025	10/28/2024 01/17/2025	10/28/2024 03/14/2025

Semester	Fall 16WK	Fall 8WK1	Fall 8WK2	Wintermester	Spring 16WK	Spring 8WK1	Spring 8WK2
Upload syllabi	03/18/2024 03/29/2024	03/18/2024 03/29/2024	03/18/2024 03/29/2024	10/07/2024 - 10/11/2024	10/07/2024 - 10/11/2024	10/07/2024 - 10/11/2024	10/07/2024 - 10/11/2024
Course withdrawal deadline (faculty)	11/21/2024	09/26/2024	11/21/2024	01/06/2025	4/24/2025	02/27/2025	04/24/2025
Student course evaluations	11/19/24 - 12/05/24	10/01/24 - 10/10/24	11/19/24 - 12/05/24		04/22/25 - 05/01/25	02/25/25 - 03/06/25	04/22/25 - 05/01/25
Faculty self- evaluation to be submitted to supervisor	10/01/2024 through 10/11/2024; Meet with supervisor on or before 10/29/2024						
Final exam period	12/04/2024 12/10/2024	10/14/2024 10/15/2024	12/09/2024 12/10/2024	01/08/2025 01/09/2025	05/08/2025 05/14/2025	03/11/2025 03/12/2025	05/13/2025 05/14/2025
Grade submission deadline	12/11/2025 10:00AM	10/16/2025 10:00AM	12/11/2025 10:00AM	01/10/2025 10:00AM	05/15/2025 10:00AM	03/13/2025 10:00AM	05/15/2025 10:00AM
Graduation	12/13/2025				05/16/2025		

Instructional Timeline

Semester	Summer 12WK	Summer 6WK1	Summer 6WK2	Nursing Transition	Cosmetology/TDCJ
First day of class	5/27/2025	05/27/2025	07/08/2025	05/21/2025	05/21/2025
*Submit roster of students not attending courses (Certify class rosters)	*when Registrar notice email received; (approximately 06/16)	*when Registrar notice email received; (approximately 06/02)	*when Registrar notice email received; (approximately 07/14)	*when Registrar notice email received; (approximately 06/11)	*when Registrar notice email received; (approximately 06/11)
New textbook adoption (bookstore)	02/24/2025	02/24/2025	02/24/2025	02/24/2025	02/24/2025
Textbook selection (TBD)	03/10/2025 03/14/2025	03/10/2025 03/14/2025	03/10/2025 03/14/2025	03/10/2025 03/14/2025	03/10/2025 03/14/2025
Online registration	Begins 04/07/2025	Begins 04/07/2025	Begins 04/07/2025	Begins 04/07/2025	Begins 04/07/2025
Upload syllabi	No later than 03/14/2025	No later than 03/14/2025	No later than 03/14/2025	No later than 03/14/2025	No later than 03/14/2025
Student withdrawal deadline	07/31/2025	06/18/2025	07/31/2025	07/24/2025	07/31/2025
Student course evaluations	07/29/25 - 08/07/25	06/17/25 - 06/26/25	07/29/25 - 08/07/25	07/29/25 - 8/07/25	07/22/25 - 07/31/25
Final exam period	08/11/2025 08/12/2025	07/01/2025 07/02/2025	08/11/2025 08/12/2025	08/05/2025 08/06/2025	08/11/2025 08/12/2025
Grade submission deadline	08/13/2025 - 10:00AM	07/03/2025 - 10:00AM	08/13/2025 - 10:00AM	08/07/2025 - 10:00AM	08/13/2025 - 10:00AM
Graduation					

2024-2025 FINAL EXAM SCHEDULES

All exams will be given at regularly scheduled class times according to class periods, specific days those classes meet, and exam dates listed below.

Fall 2024 Final Exam Schedule	
CLASS BEGINNING TIME	EXAM DATE
9:25 AM MW, 12:15 PM MW, 3:05 PM MW, 3:20 PM & 4:20 PM W, 5:40 PM MW, 6:00 PM & 7:00 PM W	WEDNESDAY, DEC. 04, 2024
9:25 AM TTH, 12:15 PM TTH, 3:05 PM TTH, 3:20 PM & 4:20 PM TH, 5:40 PM TTH, 6:00 PM & 7:00 PM TH	THURSDAY, DEC. 05, 2024
8:00 AM F, 10:50 AM F, 1:45 PM F (Friday only)	FRIDAY, DEC. 06, 2024
8:00 AM MW, 10:50 AM MW, 1:40 PM MW, 3:20 PM & 4:20 PM M, 6:00 PM & 7:00 PM M	MONDAY, DEC. 09, 2024
8:00 AM TTH, 10:50 AM TTH, 1:40 PM TTH, 3:20 & 4:20 PM TH, 6:00 PM & 7:00 PM TH	TUESDAY, DEC. 10, 2024

Spring 2025 Final Exam Schedule	
CLASS BEGINNING TIME	EXAM DATE
9:25 AM TTH, 12:15 PM TTH, 3:05 PM TTH, 3:20 PM & 4:20 PM T, 5:40 PM TTH, 6:00 PM & 7:00 PM T	THURSDAY, MAY 08, 2025
8:00 AM F, 10:50 AM F, 1:45 PM F (Friday only)	FRIDAY, MAY 09, 2025
9:25 AM MW, 12:15 PM MW, 12:53 PM MW, 3:05 PM MW, 3:20 PM & 4:20 PM MW, 6:00 PM & 7:00 PM W	MONDAY, MAY 12, 2025
8:00 AM TTH, 10:50 AM TTH, 1:40 PM TTH, 12:45 PM TTH, 3:20 & 4:20 PM TH, 6:00 PM & 7:00 PM TH	TUESDAY, MAY 13, 2025
8:00 AM MW, 10:50 AM MW, 1:40 PM MW, 3:20 PM & 4:20 PM M, 5:40 PM MW, 6:00 PM & 7:00 PM M	WEDNESDAY, MAY 14, 2025

INTRODUCTION

Trinity Valley Community College (TVCC) presents this handbook to support your role as an instructor and to serve as a resource throughout the academic year. As TVCC frequently updates the content within these guidelines, faculty members are advised to regularly consult the online version available on the TVCC website. This handbook outlines various policies, procedures, and guidelines but is not exhaustive regarding TVCC-specific information. For detailed information, please contact your supervisor or visit the TVCC website at www.tvcc.edu. In cases where the content of this handbook conflicts with or is inconsistent with TVCC policies (current or future), TVCC policies will prevail. All TVCC Board policies are accessible online at <http://pol.tasb.org/Home/Index/624>.

Accreditation

See the TVCC Employee Handbook, page 7. Trinity Valley Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to confer associate and baccalaureate degrees. Additionally, Trinity Valley Community College may offer credentials such as certificates and diplomas at approved degree levels. Inquiries regarding the accreditation of Trinity Valley Community College should be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by utilizing the information available on SACSCOC's website at www.sacscoc.org.

ASSOCIATE DEGREE NURSING PROGRAM ACCREDITATION

The Department of Education (DOE) recognizes the Accreditation Commission for Education in Nursing for TVCC's Associate Degree Nursing Program, which received its last reaffirmation of accreditation in 2017 with no sanctions or negative actions.

RN-TO-BSN PROGRAM ACCREDITATION

The Department of Education (DOE) recognizes the Accreditation Commission for Education in Nursing for TVCC's Bachelor's Degree Nursing Program, accredited in March 28, 2022.

Accreditation Commission for Education in Nursing (ACEN)

3390 Peachtree Road NE, Suite I 400

Atlanta, GA 30326

(404) 975-5000

<https://www.acenursing.org/candidacy/>

Note: Upon granting initial accreditation by the ACEN Board of Commissioners, the effective date of initial accreditation is when the ACEN approved the nursing program as a candidate program that concluded in the Board of Commissioners granting initial accreditation.

PROGRAM APPROVAL

The Texas Higher Education Coordinating Board approves Trinity Valley Community College's programs, courses, and degrees. The Texas Higher Education Coordinating Board provides leadership and coordination for the Texas higher education system. Since being created by the Texas Legislature in 1965, the Board has worked to achieve excellence for the college education of Texas students. The Board meets four times a year. Meetings occur in Austin but are usually also broadcast on the Web. Additional information is available on the THECB website, www.thecb.state.tx.us. The Texas Higher Education Coordinating Board's mission is to work with the legislature, governor, governing boards, higher education institutions, and other entities to help Texas meet the goals of the state's higher education plan. 60x30 was launched in 2015, providing the people of Texas with the broadest access to higher education of the highest quality in the most efficient manner. In its leadership and coordinator roles, the THECB routinely calls upon college faculty and administrators to prepare or review procedural or implementation documents and actively implement grant activities.

HISTORY

See the TVCC Employee Handbook, page 7. Henderson County Junior College was established by a group of civic leaders from Athens, led by J. P. Pickens and Orval Pirtle, along with public school administrators, between late 1945 and early 1946. The college's creation was officially approved by voters in the May 4, 1946, election. The initial registration occurred in temporary facilities at Athens High School on June 3, 1946, with classes commencing three days later. On June 24, 1946, the Board of Trustees provided the college with its own facilities at the current location of the Athens campus, and the college moved to this new campus for the fall semester of 1946.

The college expanded into a multi-campus institution beginning in the spring of 1969 with the initiation of an off-campus instructional program at the Texas Department of Corrections' Coffield Unit. Course offerings were subsequently extended to the Beto, Powledge, and Michael Units. The Palestine campus was established in 1972 and relocated to its current facility three miles north of Palestine in 1975. The Terrell campus was founded in 1973 to serve the northern part of the expanded Henderson County Junior College District, with its current campus opening in the fall of 1986.

In May 1983, a new Health Science Center complex was completed in Kaufman to provide various health occupation programs, and the M.L. Risinger LRC building was added to the campus in 2006. Reflecting its continued regional expansion, the Board of Trustees approved a name change from Henderson County Junior College to Trinity Valley Community College in September 1986. Today, Trinity Valley Community College takes pride in its heritage of service to the region and is actively engaged in growth and development to realize its full potential in higher education.

MISSION STATEMENT

See the TVCC Employee Handbook, page 8. In accordance with TVCC Board Policy AD (LOCAL), Trinity Valley Community College (TVCC) is transforming lives through affordable and accessible education.

VISION

See the TVCC Employee Handbook page 8. Trinity Valley Community College will be a leader in providing quality education, innovative programs, and purpose for our students, employees, and communities.

STATEMENT OF PURPOSE

See the TVCC Employee Handbook, page 8. The TVCC Statement of Purpose is determined in the statute identified in the Texas Education Code, Section 130.003, which states that the charge of each public community college shall be to provide the following:

- Technical programs up to two years in length leading to an associate degree or certificates;
- Vocational programs leading directly to employment in semi-skilled or skilled occupations;
- Freshman and/or sophomore courses in arts and sciences;
- Continuing adult education programs for occupational or cultural upgrading;
- Compensatory education programs designed to fulfill the commitment of an admissions policy that allows the enrollment of disadvantaged students;
- A continuing program of counseling and guidance designed to assist students in achieving their individual educational goals;
- Workforce development programs designed to meet local and statewide needs;
- Adult literacy and other basic skills programs for adults; and
- Other purposes may be prescribed by the Texas Higher Education Coordinating Board for post-secondary education in Texas.

CARDINAL WAY VALUES

See the TVCC Employee Handbook, page 9. Trinity Valley Community College adopted “The Cardinal Way” as its service standard.

Courageous

Accountable

Respectful

Driven

Inspirational

Networker

Authentic

Life-long learner

STRATEGIC PLANNING GOALS

See the TVCC Employee Handbook, pages 8-9. The plan for TVCC identifies three overarching goals:

- Enhance the Student, including Student Engagement, Student Success, Academic Success, Workforce Success, and Learning Resources
- Enhance the College, including Business Operations, Finance, Facilities, Technology, Human Resources, and Institutional Effectiveness
- Enhance Communities, including Institutional Advancement, Outreach, and Community Service

For more information, visit [TVCC's strategic planning webpage](#).

EQUAL OPPORTUNITY STATEMENT

See the TVCC Employee Handbook, page 12. Trinity Valley Community College does not discriminate against any employee or applicant for employment because of race, color, religion, sex (including pregnancy), gender, national origin, age, disability, military status, genetic information, or on any other basis prohibited by law. Additionally, the college does not discriminate against an employee or applicant who acts to oppose such discrimination or participates in the investigation of a complaint related to a discriminatory employment practice. Employment decisions will be based on each applicant's qualifications, experience, and abilities.

In accordance with Title IX and 34 C.F.R. part 106, the college does not discriminate based on sex. It prohibits discrimination based on sex in its educational programs or activities. The prohibition against discrimination extends to employment. Inquiries about the application of Title IX may be referred to the college's Title IX coordinator, the Assistant Secretary for Civil Rights of the U.S. Department of Education, or both.

The college designates and authorizes the following employee as the Title IX coordinator to address concerns or inquiries regarding discrimination based on sex, including sexual harassment: Dr. Janene Dotts, Director of Human Resources, 100 Cardinal Dr. #AD214, 903-6756215, orjanene.dotts@tvcc.edu.

The college designates and authorizes the following employee as the ADA/Section 504 coordinator to address concerns regarding discrimination based on a disability: Mrs. Melinda Berry, Director of Student Access and Counseling, 100 Cardinal Dr. #AT324, 903-6756224, mlberry@tvcc.edu.

Questions or concerns relating to discrimination for any other reason should be directed to the college president or chancellor. Reports of discrimination may be made as described in the Discrimination, Harassment, and Retaliation sections.

PREGNANT WORKERS FAIRNESS ACT

See the TVCC Employee Handbook, page 15. The Pregnant Workers Fairness Act (PWFA) provides consideration of accommodations to employees who have known limitations related to pregnancy, childbirth, or related medical conditions. An employee seeking a PWFA accommodation should contact TVCC Human Resources Department at (903)670-6308 to begin the interactive process.

OUTSIDE EMPLOYMENT

See the TVCC Employee Handbook, page 15. Employees must disclose in writing to their immediate supervisor any outside employment that may create a potential conflict of interest with their assigned duties and responsibilities or in the college's best interest.

A faculty member shall give full-time service to the College District. Any non-school employment by a faculty member shall be permitted only upon the approval of the College President. Non-school employment that interferes with the regularly assigned duties of the faculty member shall not be permitted.

A faculty member shall be allowed to engage in non-school employment during extended holidays or other such periods so long as the work is generally in keeping with the commonly accepted standards of dignity and social station for faculty members.

FACULTY COMMITMENT TO STUDENT LEARNING

Trinity Valley Community College (TVCC) is a student-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 college personnel 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:

1. *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.
2. *Assessment of all functions is necessary for improvement and continued 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 using comprehensive and systematic assessment.

Faculty are expected to engage in a variety of learning support activities, including, but not limited to:

- Participating in professional development to gain updated knowledge in 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 regularly, using multiple measures and strategies that address student learning styles and needs;
- Using the results of assessments to improve teaching and learning;
- Providing feedback on ways to improve instructional/institutional practices;
- Participating in College committees and related college governance activities; and
- Contributing to TVCC's collaborative work environment.

To learn more about TVCC's learning-centered initiatives, please email Spencer Wagley at spencer.wagley@tvcc.edu or Holley Collier at holley.collier@tvcc.edu.

FACULTY JOB DUTIES

As designated by the College President, the Vice President of Instruction defines the qualifications, duties, and responsibilities of all instructional positions and shall ensure that job descriptions are current and accessible to employees and supervisors.

In accordance with TVCC Board Policy DDA (LOCAL), faculty members shall be responsible for the content, quality, and effectiveness of the curriculum. Faculty members shall be supervised by the appropriate Division Chairpersons and campus leadership. The duties of the faculty shall be to:

- a. Teach assigned classes according to approved course syllabi and minimum competencies;
- b. Arrive on time for classes or notify the appropriate supervisor, including the Director of Dual Credit, if there are dual credit students in the class, as early as possible of an inability to meet a class;
- c. Schedule, post, and keep office hours as required by College policy;

- d. Keep class record books, keys, lesson assignments, and other necessary materials or equipment available for substitute instructors;
- e. Assist with advising and registration of students;
- f. Submit all required student grade reports for all scheduled classes to the appropriate Division Chairperson, Associate Vice President, and Campus Director; submit student artifacts to Institutional Research when selected;
- g. Maintain accurate attendance records for all classes, particularly for class attendance before the census date;
- h. Attend all faculty meetings, commencements, and other special meetings called by the Division Chairperson, Associate Vice Presidents, the Vice President of Instruction, or the College President;
- i. Inform the administration regarding all matters affecting the welfare of students, faculty, and the institution;
- j. Serve as committee members;
- k. Recommend the purchase of library books and instructional materials;
- l. Perform other duties as assigned by the Division Chairperson, Associate Vice Presidents, Vice President of Instruction, and College President;
- m. Participate in curriculum development, including establishing departmental learning outcomes and reporting results for learning outcomes, as required by departmental procedures.

TVCC EMPLOYEE STANDARDS OF CONDUCT

See Employee Handbook pages 31 – 33. All employees are expected to work together in a cooperative spirit to serve the college's best interests and be courteous to students, one another, and the public. The following code of conduct shall apply to all faculty, staff, employees, and volunteers while they are on the college's premises or when they are away representing the College or attending a College function.

An employee shall:

- Recognize and respect the rights of students, parents, other employees, and community members.
- Maintain confidentiality in all matters relating to students and coworkers.
- Report to work according to the assigned schedule.
- Notify their immediate supervisor in advance or as early as possible if they must be absent or late. Unauthorized absences, chronic absenteeism, tardiness, and failure to follow procedures for reporting an absence may be cause for disciplinary action.
- Know and comply with department and college policies and procedures.
- Express concerns, complaints, or criticism through appropriate channels.
- Observe all safety rules and regulations and immediately report injuries or unsafe conditions to a supervisor.
- Use college time, funds, and property only for authorized college business and activities.

All employees should perform their duties per state and federal law, college policies and procedures, and ethical standards. Violation of policies, regulations, or guidelines may result in disciplinary action, including termination. The college holds all employees to the ethical standards expressed in the Texas Community College Teachers Association Code of Professional Ethics, which is reprinted below:

Texas Community College Teachers Association Code of Professional Ethics
(Revised February 20, 1997)

1. Professional Educators affirm the inherent worth and dignity of all persons and the right of all persons to learn. Learning best occurs in an environment devoted to the pursuit of truth, excellence, and liberty. These flourish where both freedom and responsibility are esteemed.
2. To express more adequately the affirmation of our professional responsibilities, we, the members of the Texas Community College Teachers Association, do adopt, and hold ourselves and each other subject to, the following Code of Professional Ethics:
3. The Professional Educator shall treat all persons with respect, dignity, and justice, discriminating against no one on any arbitrary basis such as ethnicity, creed, gender, disability, or age.
4. The Professional Educator shall strive to help each student realize his or her full potential as a learner and as a human being.
5. The Professional Educator shall by example and action encourage and defend the unfettered pursuit of truth by both colleagues* and students, supporting the free exchange of ideas, observing the highest standards of academic honesty and integrity, and always seeking an attitude of scholarly objectivity and tolerance of other viewpoints.
6. The Professional Educator shall work to enhance cooperation and collegiality among students, faculty, administrators, and other personnel.
7. The Professional Educator shall recognize and preserve the confidential nature of professional relationships, neither disclosing nor encouraging the disclosure of information or rumor which might damage or embarrass or violate the privacy of any other person.
8. The Professional Educator shall maintain competence through continued professional development, shall demonstrate that competence through consistently adequate preparation and performance, and shall seek to enhance that competence by accepting and appropriating constructive criticism and evaluation.
9. The Professional Educator shall make the most judicious and effective use of the college's time and resources.
10. The Professional Educator shall fulfill the employment agreement both in spirit and in fact, shall give reasonable notice upon resignation, and shall neither accept tasks for which he or she is not qualified nor assign tasks to unqualified persons.

11. The Professional Educator shall support the goals and ideals of the college and shall act in public and private affairs in such a manner as to bring credit to the college.
 12. The Professional Educator shall not engage in sexual harassment of students or colleagues and shall adhere to the college's policy on sexual conduct.
 13. The Professional Educator shall observe the stated policies and procedures of the college, reserving the right to seek revision in a judicious and appropriate manner.
 14. The Professional Educator shall participate in the governance of the college by accepting a fair share of committee and institutional responsibilities.
 15. The Professional Educator shall support the right of all colleagues to academic freedom and due process and defend and assist a professional colleague accused of wrongdoing, incompetence, or other serious offense so long as the colleague's innocence may reasonably be maintained.
 16. The Professional Educator shall not support a colleague whose persistently unethical conduct or professional incompetence has been demonstrated through due process.
 17. The Professional Educator shall accept all rights and responsibilities of citizenship, always avoiding use of the privileges of his or her public position for private or partisan advantage.
- *In this Code the term "colleague" refers to all persons employed by colleges in the educational enterprise

DIRECTORY OF CORRESPONDENCE

Athens Main Campus 100 Cardinal Drive Athens, TX 75751 903-677-TVCC; Fax: 903-675-6316	Kaufman Workforce Education Center 800 Ed Hall Drive Kaufman, TX 75142 972-932-4309; Fax: 972-932-5751
Palestine Satellite Campus 2970 North State Hwy. 19 PO Box 2530 Palestine, TX 75802 903-729-0256; FAX: 903-724-7074	Terrell Satellite Campus 1200 East I-20 Terrell, TX 75161 972-563-9573; Fax: 972-563-4960
TDCJ, Tennessee Colony Satellite Campus Correctional Education Programs 2970 North State Hwy 19 Palestine, TX 75802 903-724-7008; Fax: 903-724-7071	Terrell Health Science Center 1551 TX-34 Terrell, TX 75160 469-614-3800

PRESIDENT.....	President of TVCC Dr. Jason Morrison 903-675-6205 jason.morrison@tvcc.edu
INSTRUCTION	Vice President of Instruction And Chief Academic Officer Dr. Spencer Wagley 903-675-6282 Spencer.wagley@tvcc.edu
ACADEMIC EDUCATION.....	Associate Vice President of Academic Affairs Ms. Erica Richardson 903-675-6262 erichardson@tvcc.edu
WORKFORCE EDUCATION.....	Associate Vice President of Workforce Education/Director of Corporate Training Mr. Rich Crosby 903-675-6266 rcrosby@tvcc.edu

INSTRUCTIONAL INNOVATION AND SUPPORT	Associate Vice President of Instructional Innovation and Support Dr. Holley Collier 903-675-6259 holley.collier@tvcc.edu
HEALTH SCIENCE CENTER.....	Associate Vice President, Health Occupations Mr. Jason Smith 903-932-4309 Jason.smith@tvcc.edu
TVCC – KAUFMAN CAMPUS	Campus Director, Kaufman Ms. Amanda Leyva 903-932-5720 aleyva@tvcc.edu
TVCC – PALESTINE CAMPUS.....	Campus Director, Palestine Ms. Karen Shipman 903-724-7024 kshipman@tvcc.edu
TVCC – TERRELL.....	Campus Director, Terrell Dr. Debra Airheart, Interim 903-563-4947 debra.airheart@tvcc.edu
TVCC – TDCJ PROGRAMS.....	TDCJ Program Director Mr. Randall VanDertuin 903-928-3289 Randall.vandertuin@tvcc.edu
TVCC – DUAL CREDIT.....	Director, Dual Credit Ms. Mary Helen Kelm 903-675-6338 mary.kelm@tvcc.edu

COMMUNITY SERVICES/CONTINUING EDUCATION	Director, Adult and Continuing Workforce Education Ms. Chris Hicks 903-675-6247 chicks@tvcc.edu
STRATEGIC PLANNING, EFFECTIVENESS & ACCREDITATION	Director, Strategic Planning, Effectiveness & Accreditation Dr. Spencer Wagley 903-675-6282 Spencer.wagley@tvcc.edu
INSTITUTIONAL RESEARCH.....	Coordinator, Institutional Research Dr. Spencer Wagley 903-675-6282 Spencer.wagley@tvcc.edu
STUDENT SERVICES	Vice President of Student Services, Ms. Tammy Denney (Interim) 903-670-2617 tdenney@tvcc.edu
ADMISSIONS, TRANSCRIPTS AND ACADEMIC RECORDS	Associate Vice President of Enrollment Management, Ms. Tammy Denney 903-675-2617 tdenney@tvcc.edu
STUDENT ADVOCACY, FOSTER CARE LIAISON.....	Associate Vice President, Student Advocacy, ADA Coordinator, Foster Care Liaison, Ms. Melinda Berry 903-675-6224 mberry@tvcc.edu

REGISTRAR.....	Registrar Ms. Caroline Whitaker 903-670-2690 Caroline.whitaker@tvcc.edu
STUDENT ENGAGEMENT.....	Director, School Engagement Ms. Audrey Hawkins 903-675-6257 ahawkins@tvcc.edu
HOUSING/DINING	Director, Housing and Dining Mr. Harold Jones 903-675-6256 hjones@tvcc.edu
TESTING.....	Coordinator II, Testing Ms. Diane Milner 903-675-6386 dmilner@tvcc.edu
HUMAN RESOURCES/AFFIRMATIVE ACTION/TITLE IX	Director, Human Resources, Title IX Coordinator/Affirmative Action Officer, Title IX Officer Ms. Janene Dotts 903-675-6215 janene.dotts@tvcc.edu

INSTRUCTIONAL DIVISION CHAIRPERSONS AND LEAD FACULTY

ACCOUNTING, BUSINESS, & TECHNOLOGY PROGRAMS – ROBERT BRITTAIN – DIVISION CHAIRPERSON

Courses	Coordinators
Accounting.....	David Loper
Business and Management.....	Afton Rumsey
Computer Science.....	Robert Brittain
Electrical Line Worker.....	Robert Brittain

CAREER, & TECHNICAL PROGRAMS – MICHAEL FELTY – DIVISION CHAIRPERSON

Courses	Coordinators
Cosmetology.....	Valerie Holmes
Drafting.....	Donald Fulford
Electrical.....	Maurice Caines
Esthetician.....	Janet Elledge
HVAC.....	Michael Fely
Nail Tech.....	Janet Elledge
Plumbing.....	Joseph Pattillo
Welding.....	Tom Sheram

CIVICS – CADE ALLEN – DIVISION CHAIRPERSON

Courses	Coordinators
Geography.....	Cade Allen
Government.....	Donna Godwin
History.....	Rob Risko
Humanities.....	James Reed
Philosophy.....	Matt Cleaver

ECONOMICS, MATHEMATICS, ALLIED HEALTH – VACANT, DIVISION CHAIRPERSON

Courses	Coordinators
Economics.....	Matt Cleaver
Mathematics – MATH 1332.....	Jenny Cooper
Mathematics – MATH 1342.....	Karen Shipman
Mathematics – STEM.....	Tyson Spizzirri
Pharmacy Tech.....	Cindy Darragh
Surgical Tech.....	Maricela Chavez

EDUCATION & PUBLIC SERVICES –SUZZETTE STRINGER, DIVISION CHAIRPERSON

Courses	Coordinators
Early Childhood, Education.....	Suzzette Stringer
Criminal Justice.....	Donna Bennett
Legal Assistant.....	Donna Bennett

Fire ScienceSuzzette Stringer
 Court ReportingSuzzette Stringer

FINE ARTS AND KINESIOLOGY – KRISTIN HUGGINS – DIVISION CHAIRPERSON

Courses	Coordinators
Art.....	September Kirk
Drama	Craig Lee
Music	Ashley Holder
Dance.....	Emma Cox
Kinesiology	Guy Furr

LANGUAGE ARTS AND SPEECH – AMY ROGERS, DIVISION CHAIRPERSON

Courses	Coordinators
English.....	Amy Rogers
Foreign Language (Spanish).....	Bill Monds
Speech	Jennifer Hannigan

SCIENCE – JOHN PLACYK, DIVISION CHAIRPERSON

Courses	Coordinators
Biology.....	John Placyk
Chemistry.....	Michael Felty
Physics/Physical Science.....	Anil Sharma
Agriculture.....	Brent Bratton, Marc Robinson

SOCIAL SCIENCE & EDUCATION – DANA CURRY, DIVISION CHAIRPERSON

Courses	Coordinators
Learning Framework	Melanie Ward
Psychology.....	Vickie Geisel
Sociology	Angel Mallory
EMT	Jason Smith
Medical Nursing Assistant.....	Angel Turner
Patient Care Tech	Cindy Darragh

NEW EMPLOYEES

Upon hire at TVCC, employees will receive an email notification containing their TVCC employment offer letter, which they will sign digitally. They will also be reminded of the documentation that is still outstanding and needs to be submitted to complete their personnel file. Applicants and new hires may find answers to frequently asked questions on our [FAQ page](#).

The [HR New Employee Information page](#) provides details of their Cardinal ID and TVCC password. Employees can use these credentials to access their TVCC email (the required method of communication), the syllabus system, and Canvas. If employees have difficulty setting their passwords, they may contact [TVCC IT services](#) at 903-675-6300.

All new faculty will be required to complete a new faculty orientation on the Friday before the beginning of the fall semester. Within their first semester at the college, new faculty will also be required to participate in a college teaching education course under the direction of the Associate Vice President of Instructional Support and Innovation. Next, they will be required to attend a faculty retreat, the first opportunity they have after beginning at TVCC. Finally, faculty must complete Canvas training by October 1st if hired for the fall and March 1st for the spring.

ACADEMIC ADVISING

Instructors should be available during posted office hours for consultations regarding their assigned courses.

If students are experiencing difficulties, the instructor is encouraged to reach out to the student and attempt to identify the source of their problems. If personal issues are discovered outside of the purview of the instructional setting or instructor's expertise, the instructor should refer the student(s) to the advising office. Instructors are encouraged to submit an Academic Alert Form to Daniela (Dani) Martinez to request academic support for students not performing well in their courses. You may find the [Academic Alert Form](#) using the Maxient link here or the Report IT link on the TVCC website. The instructor is also encouraged to refer students to the Behavioral Intervention Team (BIT), in which the team will conduct an evaluation, and appropriate referrals will be made. In the event of imminent danger to the student or others, instructors are expected to make a referral promptly to the BIT. Referral to the BIT team should be promptly directed to at least one of the following individuals: Melinda Berry (mlberry@tvcc.edu; ext. 6224), Chief Heath Cariker (heath.cariker@tvcc.edu; ext. 6254), Janene Dotts (janene.dotts@tvcc.edu; ext. 6215), Harold Jones (hjones@tvcc.edu; ext. 6256).

Please refer to the following TVCC Board Policies for comprehensive information about the obligations and channels by which faculty report students' issues: DDA (LOCAL) and DHB (LEGAL).

ACADEMIC FREEDOM AND RESPONSIBILITIES

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

1. The material must clearly and significantly align with the current ACGM or WECM learning outcomes.
2. The class must not be used to promote personal agendas, including political and religious beliefs (i.e., promoting a product and /or service or a political or social idea).
3. Profanity is considered inappropriate and will not be tolerated.

Academic freedom must be accompanied by an equally demanding concept of responsibility shared by the Board, administrators, and faculty members [TVCC Board Policy DGC (LOCAL)].

- Faculty members will respect the rights of others to hold and articulate opinions, whether the faculty member shares the opinion – especially the students that disagree with the faculty member’s views.
- Faculty members are expected to promote and maintain an environment that supports a high expectation of teaching, service, and scholarly expectations of their assignments. This includes the promotion of equitable learning and working environments free from harassment, discrimination, or bias based on culture, national origin, race, sex, disability, sexual orientation, gender identity and/or expression, age, religion, family structure or relationships, economic status, veteran status, or intellectual point of view.
- The following is a list of statements that are not included in academic freedom...this is not an exhaustive list (adapted from Inside Higher Ed):
 - Does not mean a faculty member can harass, threaten, intimidate, ridicule, or impose their views on students.
 - Does not deny faculty members the right to require students to master course material and the fundamentals of their teaching disciplines.
 - Does not protect faculty members not performing to the college’s standards from losing their jobs.
 - Does not protect faculty members from colleague or student challenges or disagreements with their educational philosophy and practices.
 - Does not protect faculty members from non-college penalties if they break the law.
 - Does not give students or faculty the right to ignore college regulations, though it does give them the right to question regulations they believe are unfair using professional etiquette.
 - Does not protect faculty or students from disciplinary action, but it does require that they receive fair treatment and due process.
 - Does not protect faculty from sanctions for professional misconduct, though sanctions require clear proof established through due process.
 - Does not protect faculty members from various sanctions, including teaching desired classes and committee assignments, for poor performance, though sanctions require clear proof established through due process.

- Does not protect faculty members who are repeatedly late, miss class, or refuse to teach the subject matter outlined by ACGM/WECM.
- Does not protect a faculty member from investigations into allegations of misconduct or violations of college policies, nor from appropriate penalties should allegations prove true.

ADDING AND/OR DROPPING COURSES

Administrative personnel will run a CSAR report the next to last day before classes begin to establish the “teach per head numbers.” These are the minimum number of students a faculty member agrees to teach the section for on a per-head basis for the term. Administrative personnel will run another CSAR report the morning after the last day to add/drop a class for the official number of students in a class. These are the number of students used to calculate each faculty member's overload unless the per-head number was greater. In cases where the per-head number was higher, the number will be noted on the official CSAR in a different colored ink during the calculation. One LAST CSAR REPORT will be run after the census date. These numbers will be compared to ensure the overloads were calculated using the highest enrollments and noted on the official report in a different color. Any changes made during the last calculation must be sent to HR immediately.

ATHLETIC EVENTS

Upon request, all full-time employees will be provided with two tickets to all regular-season home games. Contact the Athletic Office at 903-675-6356 or visit the TVCC athletic webpage for information on obtaining tickets [TVCC Board Policy DEB (REGULATION)].

CANCELLING CLASS

WHAT IF I NEED TO MISS A SCHEDULED CLASS(es)?

On occasion, faculty members need to be absent when they are scheduled to teach a class for TVCC. All faculty and supervisors must adhere to TVCC’s process for such instances:

1. Faculty are expected to contact their immediate supervisor and the office administrative assistant (so a sign may be posted to notify students) to inform them of their need to be absent from class(es) **before** the absence(s) OR as quickly as possible in the case of an emergency that warrants a sudden leave.
2. In consultation with the immediate supervisor, a determination is made on whether the class needs to meet without the instructor. If this is decided, a “substitute” will need to be arranged to cover the class(es) in which the faculty will miss.
 - a. **The supervisor should work with the AVP of Academics and/or Workforce to approve a selected substitute BEFORE the substitute is used to cover a class for the absent faculty member.**

- b. It is preferred that current part-time or full-time TVCC employees be used as substitutes. In the case where there is not a qualified current TVCC employee and we require a long-term substitute, an outside employee may be interviewed and hired.
 - c. Approved substitute faculty members will be compensated according to the rate outlined on the currently posted overload schedule. *IMPORTANT NOTE – PLEASE remind the appropriate AVP that he/she is responsible for completing the SAA to ensure the approved substitute is compensated.*
3. Any faculty member who will be out for three or more consecutive days is required to notify the TVCC human resources department of this leave. Depending upon the nature and length of the anticipated leave, the human resources department may require the faculty member to complete and submit FMLA paperwork.

Covering classes when instructors are absent is intended to protect the students and the college. **A class must NEVER be allowed to meet without a current part-time or full-time TVCC employee assigned to supervise for the class period.**

HOW DO I NOTIFY STUDENTS WHEN I NEED TO CANCEL CLASS?

If you know ahead of time that you cannot convene class, notify your students as early as possible of the class dismissal. Send an email to the class through the MyCardinalConnect self-service portal (Faculty --> Section Name --> Email All) and the Canvas Inbox, post an announcement in Canvas, and post a sign on the classroom door stating the name of the class canceled, the instructor's name, and the date of the cancellation.

If an unforeseen emergency arises that does not allow adequate notice to your students, contact your immediate supervisor AND the office administrative assistant by telephone AND email. During your contact, provide the dates/times of the class(es) that will be missed, the location of the class(es), the assignment details to provide to the student, and the expected date of return. Upon the first day of your return, an absence from duty form is to be submitted to your immediate supervisor. An electronic version of this form can be found on TVCC's human resources webpage. Download the form from the website before filling it out; do not complete it online.

CARDINAL ID

WHAT IS MY CARDINAL ID?

Your Cardinal ID is the portion of your email address before the "@tvcc.edu." You must have it to gain access to much of TVCC's technology. Employees must also have the Cardinal ID password to log in to their TVCC accounts.

The initial password assigned to all employees follows the combination of first initial, last 4 digits of SSN, last initial (capitalized), and birth year *Ex: John Doe's (SSN 124-45-6789 and year of birth 1970) Cardinal ID password is j6789D1970.* **Once logged into a computer on the TVCC network (with Cardinal ID and Cardinal ID password), employees may change their default assigned password. Although newly hired**

employees are not required to change their assigned password immediately, it is best practice to change it as soon as they are able to when logged into a computer on the TVCC network.

CHEATING/PLAGIARISM POLICY

Scholastic dishonesty includes, but is not limited to, cheating on an assignment, plagiarism, and collusion.

"Cheating" shall include, but not be limited to:

1. Copying from another student's test or class work;
2. Using test materials not authorized by the person administering the test;
3. Collaborating with or seeking aid from another student during a test without permission from the test administrator;
4. Knowingly using, buying, selling, stealing, or soliciting, in whole or in part, the contents of an unadministered test, paper, or another assignment;
5. The unauthorized transporting or removal, in whole or in part, of the contents of the unadministered test;
6. Substituting for another student, or permitting another student to substitute for oneself, to take a test;
7. Bribing another person to obtain an unadministered test or information about an unadministered test; or
8. Manipulating a test, assignment, or final course grades.

"Plagiarism" shall be defined as the appropriating, buying, receiving as a gift, or obtaining by any means another's work and the unacknowledged submission or incorporation of it in one's own written work.

"Collusion" shall be defined as the unauthorized collaboration with another person in preparing written work to fulfill course requirements. [TVCC Board Policy FLB (LOCAL)].

*Instructors define their classroom policy regarding cheating/plagiarism and the appropriate punishment. Punishment may include, but is not limited to, receiving a failing grade on the assignment or a failing grade in the course. **The course syllabus should clearly delineate the instructor's position for identifying plagiarism and cheating and their SPECIFIC consequences. If instructors plan to penalize their students for using AI, their policy should be clearly defined in their syllabus.***

CIVILITY STATEMENT

Students and faculty are expected to help maintain a classroom environment conducive to learning. Inappropriate or distracting classroom behavior is prohibited to ensure that everyone has the opportunity to gain from time spent in class. If a disruptive classroom incident occurs, the faculty member in charge should consult their leadership team regarding the best course of action to resolve issues, including removing the student temporarily or permanently. Students have the right to appeal through the appropriate channels.

CLASS ROSTERS

HOW DO I RETRIEVE CLASS ROSTERS?

Class rosters are available in MyCardinalConnect during the registration period, after the semester begins, and after the semester ends. **Because only the students who appear on the MyCardinalConnect class roster are eligible to receive a grade in the course at the end of the semester, faculty are expected to regularly verify student attendance and reconcile the official roster with the students who are attending the class and the students who have withdrawn.**

WHAT IS THE CENSUS DATE?

The census date is the official report day of record for state reporting.

WHY IS THE CENSUS DATE IMPORTANT?

The number of students enrolled in each class on that day is sent to the Texas Higher Education Coordinating Board for state reporting and financial aid eligibility. Generally, the courses for which a student is enrolled and attending as of the census date will determine the amount of financial aid grant money they will receive. Also, the census date is the last day for a student to be reclassified as a Texas resident for tuition purposes. To be counted for state aid, students must be registered on or by the census date, and the institution must collect tuition and fees from each student in full, or have formal, documented payment arrangements on record with the college.

HOW MANY ROSTERS DO I HAVE TO CERTIFY?

When prompted by the Registrar via email, you will have to certify your rosters for every section you teach.

IF I KNOW THE CENSUS DATE FOR EACH SECTION THAT I AM TEACHING, HOW WILL I KNOW WHEN TO CERTIFY MY ROSTER ON THAT DAY?

The Registrar will email you at your TVCC address on the census date with instructions on how to certify your roster.

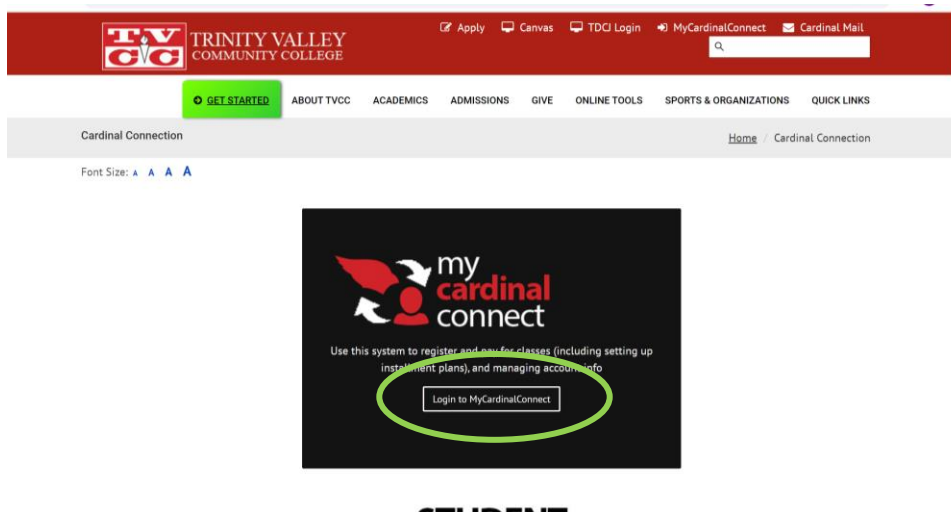
SHOULD I CERTIFY MY ROSTER BEFORE RECEIVING THE EMAIL FROM THE REGISTRAR?

No. Only begin certifying your roster once you receive the email from the Registrar on census day.

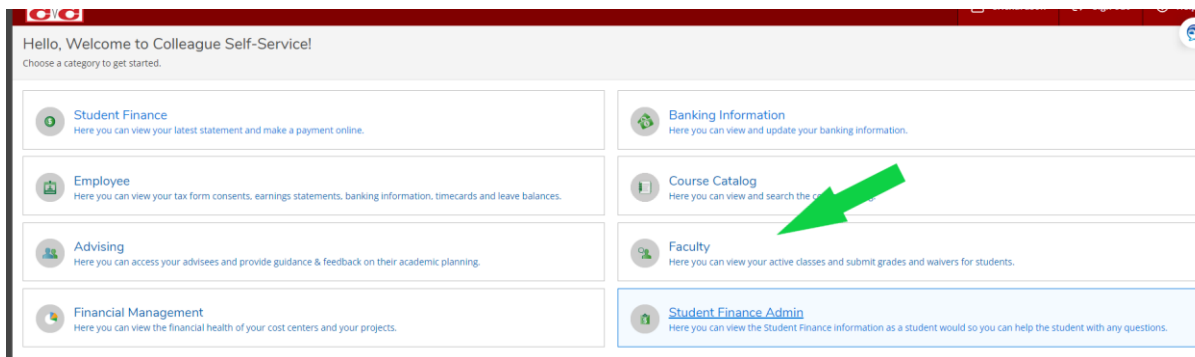
WHAT WILL MYCARDINALCONNECT LOOK LIKE ON THE CENSUS DATE?

On the census date you will have access to the “census” tab for your section(s) on your MyCardinalConnect. You can access the census tab for each section on the day of census by the following steps.

- Login to MyCardinalConnect



- Click the faculty tab and choose your course



- Click on the **name of the course** you want to certify.

Manage your courses by selecting a section below

Section	Times	Locations	Availability	Books	Census Dates
Fall 2022					
BIOL-2420-ONL04: Microbio Non-Sci	8/22/2022 - 12/5/2022 8/22/2022 - 12/5/2022	Online, ONLN Lecture - Distance Ed Online, ONLN Lab - Distance Ed	6 / 30 / 0	(2)	9/7/2022 Census - Certification Opens On 9/7/2022
June-Aug 2022 (Qtr 4 2022)					
SCIT-1000-4ONJ01: Essentials of Human A&P	M/T/WTh 8:00 AM - 5:00 PM 6/1/2022 - 8/9/2022	Online, ONLN Lecture - Distance Ed	40 / 100 / 0		
Summer 2022					
BIOL-2420-ONL19: Microbio Non-Sci	5/31/2022 - 6/29/2022 5/31/2022 - 6/29/2022	Online, ONLN Lecture - Distance Ed Online, ONLN Lab - Distance Ed	9 / 30 / 0	(2)	
BIOL-2420-ONL20: Microbio Non-Sci	7/6/2022 - 8/9/2022 7/6/2022 - 8/9/2022	Online, ONLN Lecture - Distance Ed Online, ONLN Lab - Distance Ed	11 / 30 / 0	(2)	7/12/2022 Census - Certification Opens On 7/12/2022

- Go to the census tab

Seats Available 11 / 30 / 0

[Deadline Dates](#)

Waitlisted 0

Roster Attendance **Census** Grading Books

Student Name	Student ID	Class Level
Baker, Ashley E.		Sophomore
Bolt, Rachel L.		Sophomore
Castillo, Jennifer		Unclassified
Delacruz, Jonathan A.		Freshman

WHAT WILL I BE DOING IN THE CENSUS TAB? WHAT ARE THE CRITERIA TO MARK A STUDENT AS 'NOT ATTENDING'?

Compare the roster listed in MyCardinalConnect with the one in Canvas or your face-to-face attendance records.

Mark any student who has NOT completed the Student Success Agreement (or attended your F2F class at least once) as required for financial aid as 'Never Attended.'

[Deadline Dates](#)

Waitlisted 0

Roster Attendance **Census** Grading Books

7/12/2022 Census

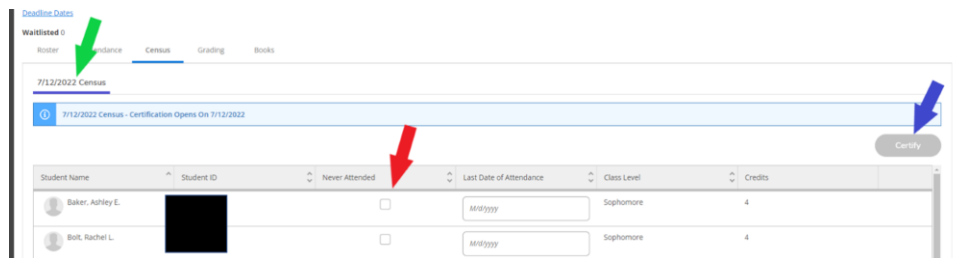
7/12/2022 Census - Certification Opens On 7/12/2022

Student Name	Student ID	Never Attended	Last Date of Attendance	Class Level	Credits
Baker, Ashley E.		<input type="checkbox"/>	M/d/yyyy	Sophomore	4
Bolt, Rachel L.		<input type="checkbox"/>	M/d/yyyy	Sophomore	4

- If a student is on your MyCardinalConnect roster, but not in Canvas:
 - Contact ecoursehelp@tvcc.edu for assistance in adding the student to Canvas
- If a student is in your Canvas course/gradebook, but not on your MyCardinalConnect roster:
 - Contact Distance Learning for help to conclude their enrollment in Canvas
 - Have the student visit the Advising Office
 - A student not on your MyCardinalConnect roster should NEVER be attending class
 - If you teach a TDCJ class, contact a TDCJ advisor as soon as possible.

AFTER I RECONCILE/MARK MY ROSTER, WILL I CLICK ‘CERTIFY’?

Yes. Click the BLUE CERTIFY button in the right corner to certify your rosters. If the Registrar has sent the notification to certify rosters, and the Certify button in the upper right corner is not blue, click on the date to activate the button.



IF I MARK STUDENTS AS ‘NEVER ATTENDED’, WILL THEY BE DROPPED FROM THE COURSE/MY ROSTER?

YES. Marking ‘Never Attended’ WILL prompt the Registrar to drop the student from your course. It is vital for instructors to properly monitor students’ attendance before the census date to prevent errors in marking students as “Never Attended” when they have attended at least once. If an instructor makes an error, we will return the student to the course as quickly as possible. Otherwise, there are no appeals to this process.

The best practice is to report students not participating in your classes before the census date to Daniela Martinez using Maxient. Select “Academic Early Alert Reporting Form” from the dropdown menu to begin the report. Dani will contact the student to determine the barriers the student is experiencing that are preventing them from participating in your class and how best to remove those barriers.

WHAT HAPPENS IF I INCORRECTLY CERTIFY MY ROSTER OR MISMARK ATTENDANCE?

Faculty failure to accurately certify their roster could result in incorrect financial aid funding disbursement for the student. It could also prevent a student from receiving aid for a class for which they should be eligible.

****Instructors can NO LONGER change their student's attendance status outside the census period. If you make a mistake, you must complete the [Census Roster Adjustment Form](#) to change a student’s**

attendance status. You have two business days after the census date to change the student's attendance status. **

WHAT DO I DO IF I HAVE A QUESTION REGARDING UPDATING MY CENSUS ROSTER?

Please DO NOT ask students to contact financial aid or the Registrar. If you made a mistake while certifying your rosters, you should complete the [Census Roster Adjustment Form](#) within two business days of the census date. If you did not make a mistake when certifying your roster, there are NO appeal processes to get the student back into your class. Please advise your student to visit with advising to arrange a class for the next term.

Reporting Reminders:

- If a student physically attends a faculty's face-to-face class, NOT using Canvas, at least once **BEFORE** the census date, then that student is considered and should be reported as **ATTENDING**.
- If a student **NEVER** physically attends a face-to-face course, NOT using Canvas, the faculty should mark them as **NEVER-ATTENDED** when they certify their rosters.
- To be considered attending, a student must complete the **Student Success Agreement** in any class using **Canvas, regardless of modality**. This is the **ONLY** activity students must complete.

CENSUS REPORTING SYLLABUS ACTIVITY STATEMENT:

Non-Attendance and Financial Aid:

If students receive financial aid, federal regulations require them to have **begun** attending the courses they are enrolled in on or before the census date (e.g., the 12th day of each fall and spring semester, the third class day for summer semesters). Attendance in an **F2F** course not using Canvas is verified by attending at least one class session before the census. Students completing the Student Success Agreement on or before the census date verify attendance in any course using Canvas, regardless of modality.

You should **ONLY** use the Student Success Agreement for Canvas courses to verify attendance.

CLASSROOM MAINTENANCE

Smoking or the use of any tobacco product (including smokeless tobacco, e-cigarettes, e-cigars, vape pens, mods, pod mods, Juul, suorin, IQOS, Elf Bar, etc.) is not allowed at any location on any TVCC campus. This includes the prohibition of e-cigarettes, or any electronic nicotine, or other substance, delivery device. It is up to the faculty if they allow food and drinks in classrooms. However, it is the faculty's responsibility to monitor the cleanliness of the classroom and deposit all trash in the trashcans before leaving the classroom. Instructors are expected to take an active role in monitoring student use of furniture, equipment, and materials in the classrooms and buildings [TVCC Board Policy FLB (LOCAL); TVCC Board Policy FLBD (LEGAL)].

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 a committee they prefer to serve on; however, the Vice Presidents and President will make final decisions on a committee assignment. Committee service is part of the faculty evaluation [TVCC Board Policy DLA (LOCAL)]. All faculty will serve on at least one, but not more than three committees. One committee selection may be replaced if you are selected to serve as a faculty mentor in the pilot program in the fall 2024 term. Also, one committee selection may be replaced if you serve as an active community committee member that meets regularly. The Vice President of Instruction and President must approve the replacement of a TVCC committee with a community committee membership.

COMMUNICATION SERVICES

Communication services within the IT Services department consist of Quick Start Guides for Microsoft Teams Calling, Microsoft Videos on making calls through Teams, and device information for the phones and headsets the school provides for college personnel. For more information, visit the [IT Services webpage](#).

COMPUTER LABS

Computer labs are available on each of the TVCC campuses. The “Computer Usage” section (below) outlines appropriate usage. Priorities for gaining access to the computers in the labs are as follows:

1. Instructors teaching computer-related classes
2. Faculty and staff for research and job-related functions
3. Faculty advising students they may take non-proctored exams in these spaces.

CONCEALED CARRY

Effective August 1, 2017, individuals holding an (LTC), otherwise known as a license to carry a firearm, may carry their concealed handgun on TVCC property. The weapon must always be concealed and must be kept in a holster that covers the trigger guard or a case designed to hold the weapon.

License to Carry holders may only carry their handguns if they are concealed. Therefore, you should never see a handgun being carried openly. Should you ever see a firearm on campus, whether it is a handgun or otherwise, please call the TVCC campus police department immediately and we will investigate the sighting.

The LTC policy on concealed handguns on campus as approved by the Board can be found on the police department’s web page under the firearms on campus tab. Please take the time to read and become familiar with this policy. It is located on TVCC’s campus police web page at: <https://www.tvcc.edu/Police/category.aspx?z=1075>.

In 2021, the Texas Legislature passed HB 1927 effectively allowing Texas residents to openly carry a firearm in public. This law does not affect Institutions of Higher Education. Therefore, no one may open carry on any TVCC campus.

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 interests of the College should be discussed with the immediate supervisor. For additional information, refer to TVCC Board Policies DBD (LOCAL) and DBD (LEGAL).

An employee shall not recommend, endorse, or require students to purchase any product, material, or service in which the employee has a financial interest or that is sold by a company that employs or retains the employee during non-school hours, unless the product, material, or service is recommended, endorsed, or required for a course the employee teaches and is reasonably related to the subject matter of the course and the course syllabus.

In accordance with TVCC Board Policy FD(LOCAL), no fees of any kind shall be assessed and collected from students by faculty members unless approved in advance by College policy. Faculty shall not sell supplies of any kind to students. All course materials and supplies shall be made available at the bookstore.

No employee shall require students to purchase a specific brand of supplies if other brands are equal and suitable for the intended instructional purpose.

COPIER SERVICES

GENERAL

Administrative Services manages the College's long-term contract with Xerox through which all TVCC copy machines are leased. For assistance in acquiring, moving, or releasing a Xerox machine, contact Administrative Services by email and CC the requestor's division chair or immediate supervisor. Emergency contact can be made via x6214. For all copier service information, please refer to the TVCC Business Services webpage.

PAPER

- Athens Campus and Tennessee Colony Office: transportation@tvcc.edu
- Palestine Campus and Palestine Workforce Education Center: suzanna.sexton@tvcc.edu (x7022)
- Terrell Campus: heidi.edwards@tvcc.edu (x4901)
- Terrell Health Science Center: sgoldman@tvcc.edu (x5725)

COPY MACHINE ACCESS CODES

Copy machine access codes are tied to departmental accounting codes and are used to bill the College's copier and copier paper costs to the user's department or instructional program based on usage. You will need to use a separate code for copies made for TDCJ classes. The charge is currently \$.06 per copy; no charge for scan-to-email or outgoing faxes. To request or change a copy code, contact the administrative assistant of the appropriate Associate Vice President of Campus Director, CC your supervisor, and provide the departmental accounting code to charge. Copiers should ONLY be used for college business pertaining to your roles as a TVCC instructor.

DISCRIMINATION, HARASSMENT, AND RETALIATION

See the TVCC Employee Handbook, pages 33 - 35. In accordance with TVCC Board Policy DAAA, DH, DHC, DIAA, DIAB, FA, FFDA, AND FFDB (LOCAL). Employees shall not engage in prohibited harassment, including sexual harassment, of other employees, unpaid interns, student teachers, or students. While acting in the course of their employment, employees shall not engage in prohibited harassment of other persons, including board members, vendors, contractors, volunteers, or parents. A substantiated charge of harassment will result in disciplinary action.

Report of Actions Targeting Employees. An employee who believes he or she has been discriminated, retaliated against, or harassed is encouraged to promptly report such incidents to the employee's supervisor, the Title IX coordinator, Janene, Dotts, or the college president. An employee is not required to report prohibited conduct to the person alleged to have committed it. If the supervisor or college official is the subject of a complaint, the complaint may be directed to the college president or designee. A complaint against the college president or chancellor, as appropriate, may be made directly to the board.

Allegations of sexual harassment, sexual assault, dating violence, or stalking may also be reported electronically through the college district's website at www.tvcc.edu/titleix. An electronic report may be submitted anonymously.

The college's policy which includes definitions and procedures for reporting and investigating discrimination, harassment, and retaliation, is reprinted below:

Discrimination. Discrimination against an employee is defined as conduct directed at an employee on the basis of race, color, religion, national origin, age, disability, or any other basis prohibited by law, that adversely affects the employee's employment.

Harassment. Prohibited harassment of an employee is defined as physical, verbal, or nonverbal conduct based on an employee's race, color, religion, national origin, age, disability, or any other basis prohibited by law when the conduct is so severe, persistent, or pervasive that the conduct:

- Has the purpose or effect of unreasonably interfering with the employee's work performance;
- Creates an intimidating, threatening, hostile, or offensive work environment; or

- Otherwise adversely affects the employee's performance, environment, or employment opportunities.

Retaliation. The College District prohibits retaliation against an employee who makes a claim alleging to have experienced discrimination or harassment, or another employee who, in good faith, makes a report, serves as a witness, or otherwise participates in an investigation. An employee who intentionally makes a false claim, offers false statements, or refuses to cooperate with a College District investigation regarding harassment or discrimination is subject to appropriate discipline.

Prohibited Conduct. In this policy, the term "prohibited conduct" includes discrimination, harassment, and retaliation as defined by this policy, even if the behavior does not rise to the level of unlawful conduct. Reporting Procedures. An employee who believes that he or she has experienced prohibited conduct or believes that another employee has experienced prohibited conduct should immediately report the alleged acts. The employee may report the alleged acts to his or her immediate supervisor. Alternatively, the employee may report the alleged acts to one of the College District officials below. For the purposes of this policy, College District officials are the ADA/Section 504 coordinator and the College President or designee.

The College District designates the following person to coordinate its efforts to comply with Title II of the Americans with Disabilities Act of 1990, as amended, which incorporates and expands upon the requirements of Section 504 of the Rehabilitation Act of 1973, as amended:

Name: Melinda Berry

Position: Director of Student Access and Counseling

Address: 100 Cardinal Drive, Athens, TX 75751

Telephone: (903) 675-6224

For the complete policy, please visit DIAB (LOCAL).

CONFIDENTIALITY

To the greatest extent possible, TVCC shall respect the privacy of the complaint, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary to conduct a thorough investigation and comply with applicable law.

Additional information regarding discrimination, harassment, sexual harassment, including hostile working environment, or retaliation can be found in TVCC Board Policy DIAA and DIAB (LOCAL).

APPEAL

A complainant who is dissatisfied with the outcome of the investigation may appeal through DGBA (LOCAL), beginning at the appropriate level. The complainant may have a right to file a complaint with the appropriate state or federal agency.

For more information, contact the Director of Human Resources at 903-675-6215 or via email humanresources@tvcc.edu.

DISTANCE LEARNING

In accordance with TVCC Board Policy EBA (LEGAL), a distance learning course refers to a course in which a majority (more than 50 percent) of the instruction occurs when the student(s) and the instructor(s) are not in the same place. Two categories of distance learning courses are defined, as follows:

- Fully distance education course: A course that has 100% of the instruction online. Requirements for on-campus or in-person orientation, testing, academic support services, internships/fieldwork, or other non-institutional activities do not exclude a course from this category.
- Hybrid/blended course: A distance education course in which more than 50 percent but less than 100 percent of the instructional activity takes place when the student(s) and instructor(s) are in separate physical locations. This occurs when the students and instructor(s) are not in the same place.
- Hyflex: A course that allows the students to change modalities within the semester between face-to-face, zoom, or online instruction. The definition of this modality is under review for the 2025-2026 academic year.

Faculty teaching distance learning courses at Trinity Valley Community College should reference the Faculty Resource Center, found in Canvas, where various instructor resources exist.

All distance learning faculty requesting to teach online courses will be required to complete the TVCC distance learning training prior to being scheduled to teach a distance learning class. This requirement applies to full-time and adjunct faculty. Additionally, before teaching online courses, all faculty members will be required to submit their course for review by the Instructional Innovation and Support team. This review will be conducted to confirm that required elements and course structure aligns with the TVCC course certification checklist. A copy of the current TVCC course certification checklist is found within the Faculty Resource Center in Canvas.

DEVELOPMENT OF ONLINE COURSES

To ensure consistent and quality elements in all the TVCC online courses, distance learning instructors will be expected to include, *at a minimum*, the following components as outlined by the course re/certification rubric provided by the Instructional Innovation and Support department:

1. A standard “Homepage”, “Start Here” module, and “Textbook/Course Material” module that are prominently located and provide guidance to the students as they begin the semester
2. A COMPLETE syllabus, using the most up to date template, which includes at least the following:
 - a. Instructor information (i.e., name, contact information, office hours)
 - b. Expected response time from the instructor
 - c. Course description
 - d. Textbook and required course materials information
 - e. Measurable instructional or learning objectives

- f. Course grading framework
 - g. Assessment/evaluation information
 - h. Drop policy
 - i. Cheating policy
 - j. ADA policy
3. Communication about the TVCC course evaluations in announcements
4. Instructor-created course materials, with activities, assessments, interactions, etc.
5. Closed captioning for all video content and resources provided in an accessible format and does not require special software to open
6. Communication with students shall be made using TVCC authenticated accounts ONLY (e.g., Canvas or TVCC email accounts). Exceptions to this can only be made if the student requests alternative contact options within a TVCC-authenticated account.
7. All material outlined in the course certification checklist must be met for all online courses taught by TVCC full-time and adjunct faculty.

ONLINE COURSE APPROVAL PROCESS

Each trained instructor is required to have all online courses certified before adding them to the schedule. The distance learning committee developed the course certification review to ensure the upholding of minimum standards for best practices in online teaching design. The course certification checklist is included in the appendices.

New faculty participating in training “build” their online course shell, and a review team ensures all minimum standards are included in the online course shell and will determine that the course meets the TVCC standards.

REVIEW OF ONLINE COURSE CERTIFICATION

Online courses will be evaluated using the Course Certification Rubric on a rotation. The selection of the courses to be reviewed will be prioritized, first identifying high-enrollment courses and then targeting instructors who teach multiple online courses and maintain a current two-year certification for all online courses.

DRESS CODE

All College personnel are expected to always project a professional image, including but not limited to bathing, clean teeth, combed hair, clean clothing, etc. Therefore, when determining what constitutes appropriate attire, employees should practice professional-level hygiene, use good judgment and common sense, and err on the side of caution. On workdays, faculty and staff members should conform to the general rules set by the President of the college. Failure to follow the proper dress code will result in disciplinary action. If jeans are worn, they should be hemmed and without holes. Generally, TVCC-themed collared shirts are acceptable attire Monday through Thursday, t-shirts are acceptable attire on Friday. Shorts, workout attire, or other non-conforming attire should only be worn in appropriate

settings with prior approval from your immediate supervisor. Those needing assistance in interpreting the appropriateness of certain attire should consult with their immediate supervisor or the director of human resources.

The TVCC bookstore stocks and sells a wide assortment of college-themed clothing. **TVCC does not provide these items for employees.** However, staff members and faculty members who wish to wear TVCC-related clothing can purchase those items. Regularly priced apparel items are sold to TVCC employees at a 20% discount.

DROP POLICY (FACULTY)

Each course syllabus should clearly outline the instructor's position for dropping students with regard to attendance (outside of census), limited participation, or other reasons. Furthermore, the instructor is expected to adhere to the stated drop policy and consistently apply it to all students enrolled in their course. The decision to initiate a student drop based on non-attendance or limited participation is that of the instructor and must be clearly and consistently represented in course syllabi posted online and distributed in class. [TVCC Board Policy ECC (LEGAL)].

After the official published census date of the semester and the day before the official published drop date of the semester, faculty may drop a student by completing and submitting the Drop Form found on the [Employee Portal](#). *NOTE: TDCJ vocational faculty should complete the form made available to them by the TDCJ enrollment or counseling staff. Upon completion, it should be submitted to TDCJ enrollment or counseling staff.*

Upon completion, this faculty drop form will be emailed to the appropriate Associate Vice President and assessed based on the drop policy in the syllabus. If approved, the request will be sent to TVCC Advising, and the advising staff will enter the student drop.

- After 3 business days, faculty should access class rosters on [MyCardinalConnect](#) to confirm that the student has been dropped from their class according to the request submitted. *To confirm whether the drop has been processed, refer to the "Grading" tab "Overview" menu and determine if the student's name has (Dropped) following it.*
- If the student drop has NOT been recorded after 3 business days of submitting the drop form, contact advisinghelp@tvcc.edu to inquire of the status of the drop request.

Students who are dropped will NOT be eligible to receive a grade at the end of the semester. Marking a student as never attended during the census certification process, WILL drop the student from your class.

HOW DO I KNOW WHO HAS DROPPED MY CLASS?

After logging in to class section (found within the faculty menu within MyCardinalConnect), select the "GRADING" tab; Note that students who have dropped this course have the "(dropped)" suffix following their name in the "Student Name" column.

Waitlisted 0

Roster Attendance **Grading** Books

Overview

Student Name	Student ID	Never Attended	Last Date of Attendance	Final Grade	Expiration Date	Class Level	Credits
Adame, Carlos							3
Arceneaux, Eric M.							3
Bailey, Megan A.							3
Barkston, Neeley A.						Freshman	3
Barnett, Cassie D.							3
Berryhill, Whitney J.							3
Chavez, Michael J. (Dropped)						Freshman	3
Cook, Anael K.							3

WHEN IS THE LAST DAY TO DROP?

Drop (withdrawal) deadline dates are published in the calendar (included within the TVCC catalog) each year and in the TVCC catalog published on the TVCC webpage. After the drop deadline has passed, all students remaining in the class will receive a grade of A, B, C, D, or F.

If the attendance policy outlined within the syllabus states that students will be dropped after a designated number of absences, it is strongly recommended that they be emailed a “warning” before they are dropped. Student TVCC email addresses are displayed on the class roster within MyCardinalConnect.

DROP POLICY (STUDENT) – 6 DROP POLICY

In 2007, a Texas Higher Education Coordinating Board (THECB) rule was established to comply with a law regarding the number of withdrawals (“W’s”) that a student may have during their academic career (THECB Rules: Chapter 4, Subchapter A, 4.10). The law states that any student whose first semester in college is fall 2007 or later may not have more than six unexcused withdrawals (W’s) during their academic career. This rule applies to a student’s academic record from all higher education institutions attended. If a student has six unexcused withdrawals, they will no longer be allowed to withdraw from a course without receiving a grade in the course (which will likely be an “F”). To determine if a withdrawal is excused, a student must initiate a withdrawal request through the advisement office or, in special circumstances, through the faculty member. It is the student’s responsibility to officially withdraw from a course and to verify that the withdrawal has been posted to their transcript. Faculty will not be involved in verifying the eligibility of a student’s ability to withdraw but are encouraged to direct students to the advisement center. [TVCC Board Policy ECC (LOCAL and LEGAL)].

HOW DOES A STUDENT DROP A COURSE?

Students may drop their class by consulting with an advisor OR through their MyCardinalConnect portal. They do not have the ability to withdraw from all courses without first consulting with an advisor. When

students consult with an advisor to seek assistance in dropping their course, they are presented with the following note:

DROPPING A CLASS

Please make sure you consider all these that may apply to you. If you still wish to withdraw/drop a class or classes, log into MyCardinalConnect, select calendar, click the blue drop button to remove the class. If your button is grey, please reach out to advisinghelp@tvcc.edu for assistance.

- a. Thinking about withdrawing/dropping a class or classes?*
- b. Have you spoken with someone in the Financial Aid Office/VA Representative? Make sure you understand the possible financial aid/scholarship consequences of dropping.*
- c. If you live in a dorm, have you spoken with Housing? Generally speaking, you need to be in at least 12 college credit hours to live in the dorm.*
- d. Have you spoken with your instructor? Things may not be as bad as you think.*
- e. Have you considered how this will change your graduation plans?*
- f. If you are involved in extracurricular programs, have you spoken with your coach or director? The Advising Office requires a coach/director's signature to proceed with a drop.*

If it is an instructor's policy (as clearly communicated and outlined in the course syllabus) NOT to drop students for any reason, faculty should clearly inform students of the drop date deadline and the process by which students can withdraw/drop a course. Withdrawing/dropping a course is NOT allowed to be completed via a telephone call. Rather, students should be instructed to go to the nearest TVCC advising office and talk to an advisor.

DUAL CREDIT

Dual credit refers to the process by which a high school student enrolls in a college course and receives simultaneous credit for the course from both the college and the high school. Concurrent enrollment refers to the process by which an eligible high school student enrolls in college-level academic or technical courses while still enrolled in high school and receives college credit without receiving high school credit for these courses. Dual credit and concurrent courses include both academic courses as well as technical courses.

Faculty teaching dual credit courses at Trinity Valley Community College are expected to possess the same qualifying credentials as those teaching non-dual credit students. The rigor and learning outcomes for dual credit courses are expected to parallel the non-dual credit courses. TVCC faculty should not alter their expectations for dual credit students/classes. Dual credit faculty should refer to the [dual credit webpage](#) to access a variety of instructor resources. The dual credit faculty are strongly encouraged to access the Frequently Asked Questions and TVCC Manual for Administration and Embedded Faculty resources located on the TVCC dual credit webpage [TVCC Board Policy EFA (LEGAL)].

EMERGENCY NOTIFICATION – TVCC ALERT

TVCC ALERT is a mass notification system that can alert students, faculty, and staff with text messages on their cell phones. With more than 90% of college students, faculty, and staff having cell phones, this method of communication can increase safety on all TVCC campuses. Time-sensitive messages can now go out to parents, students, faculty, and staff wherever they are. In addition to cell phones, TVCC ALERT enables TVCC to send important campus information to all registered users via TVCC website, RSS, PDA, email, or text. Employees are STRONGLY ENCOURAGED to register with the [TVCC ALERT](#) on the [TVCC.IT webpage](#). *Furthermore, faculty are asked to encourage their students to register with the TVCC ALERT.*

Authorized TVCC officials will immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation occurring on the campus involving an immediate threat to the health and safety of students, faculty, and staff unless issuing a notification will compromise efforts to contain the emergency.

Upon receiving the report of an emergency, the responding officer will determine the appropriate level of response required and will communicate with appropriate personnel at the scene. Emergency messages will include information detailing what has occurred and directions to the community regarding what to do next. The TVCC ALERT system will be activated to provide an emergency notification to registered users through email and text messages. The emergency notification process does not replace the timely warning requirement. Instead, the emergency notification addresses a much wider range of threats, such as gas leaks, fires, weather (tornado/hurricane), bomb threats, contagious viruses, etc. [TVCC Board Policy CGC (LOCAL)]

Note: TVCC faculty are encouraged to carry personal cell phones in the classroom. This recommendation assists in notifying emergency personnel in the event of an incident or receiving TVCC ALERTS.

EMERGENCY OPERATIONS PLAN (EOP)

In order to be prepared for any emergency that may arise at TVCC, students and employees are encouraged to access and review the current [TVCC Emergency Operations Plan](#) (EOP).

HOW WILL I KNOW THERE IS AN EMERGENCY ON CAMPUS?

Notification of campus emergencies will be done through the TVCC ALERT to all registered individuals. The TVCC ALERT system is a mass notification system that allows designated administrators to send time-sensitive messages to the mobile phones, email, and/or pagers of their subscribers (students, faculty, staff, radio stations, TV stations, and others). In the event of an emergency, subscribers will be notified immediately of the situation, wherever they are. There is also an emergency broadcast siren on top of the Baugh Technology Center on the Athens campus that will sound in the event of severe weather, emergency evacuation, or a hazardous material incident. The siren will be used in conjunction with the TVCC ALERT whenever possible.

WHAT DO I NEED TO DO IN CASE OF AN ARMED INDIVIDUAL ON CAMPUS?

You will be notified through the TVCC ALERT system. Lock and barricade doors, turn off lights, close blinds, block windows, and silence cell phones. Keep occupants calm and out of sight. Remain where you are unless you are told to evacuate through TVCC ALERT. A short video on what to do in the event of an armed intruder on campus can be viewed at www.tvcc.edu/police.

WHAT DO I DO DURING INCLEMENT WEATHER?

In case of inclement weather, employees will be notified by the TVCC ALERT system. The primary sources of notification of campus closings are the TVCC homepage (www.tvcc.edu), TVCC ALERT system, and official TVCC social media outlets. Campus closings are also reported to all major television and radio stations, which include

- KETK REGION 56 NEWS
- KYYK RADIO- PALESTINE
- KCKL RADIO – MALAKOFF
- KDFW – FOX 4 NEWS
- KLTW CHANNEL 7
- KTVT CHANNEL 11 (CBS)
- WFAA TV CHANNEL 8
- KXAS TV NBC 5
- 107 The Ranch - Tyler
- KXAS TV NBC 5

If a class is canceled for any reason, instructors are expected to notify their immediate supervisors as well as their students via email (MyCardinalConnect). Furthermore, a sign should be posted on the classroom door notifying the students of the class cancellation and providing them with important information on what to complete prior to the next class meeting. If the college decides to open late, the class is expected to meet at the start time of the class period involved. For example, if the college opens at 11:00, then the 10:50 classes would meet at 11:00. Any faculty member who is not able to make it to campus due to weather issues should notify the appropriate supervisor and AVP as well as the students. Be mindful of the fact that students may attempt to brave the weather to make it to class, so a prompt notification to them is a common courtesy. Upon returning to work, an absence slip should be submitted for the time missed.

WHAT DO I DO IN CASE OF A MEDICAL EMERGENCY?

Contact 911, then contact Campus Police at the numbers listed below:

Athens: Campus Police at 903-675-6245.

Palestine: Campus Police at 430-502-4121.

Terrell: Campus Police at 903-681-4572

Terrell Health Science Center: Campus Police at 903-675-6245

Kaufman: Campus Police at 903-675-6245

WHAT DO I DO IN CASE OF AN EVACUATION?

In the event of an evacuation, all subscribers will receive a message on TVCC Alert. Monitor your email or cell phone for subsequent TVCC Alert messages and notifications on how to proceed. If advised, evacuate the building as fast and safely as possible. Assist students and other individuals from the building. Do not use elevators. Once outside, gather your students at least 500 feet from the building and determine if all students were safely evacuated. If not, notify emergency personnel immediately. Do not reenter the building until it is advised to do so by emergency personnel.

WHO DO I CONTACT FOR OTHER EMERGENCIES?

IN ALL CASES OF EMERGENCIES, NOTIFY CAMPUS POLICE AT 903-675-6245 REGARDLESS OF CAMPUS, AND 911, IF NECESSARY.

EMERGENCY INFORMATION FOR TERRELL CAMPUS

NON-EMERGENCY PROCEDURES

If you need an officer for any **non-emergency** situation and they are not located in your building, call 903-681-4572.

EMERGENCY PROCEDURES

In the event of an **emergency**, call 911 and inform the dispatcher of your location, the nature of the emergency, and your immediate needs. Once contacted by the dispatcher, the officer on duty will request backup if he/she believes it is needed.

GENERAL COMMENTS

- The officer on duty will typically walk through each of the buildings and out in the parking lots during the beginning or end of classes.

Note: After normal business hours when administrative personnel are not on campus, the security officer on duty has the right to dismiss classes or move faculty and students to a designated safe area.

EMPLOYEE BENEFITS AND LEAVE

INSURANCE

See Employee Handbook, pages 16-20. All full-time employees of the College are eligible for health, life, disability, and dental insurance. A new employee should contact the human resources department to enroll in the group plan during the first 30 days of employment. Failure to enroll within the first 30 days will limit the options available to the employee and his or her dependents. There is a 60-day waiting period for health insurance only. Employees who are planning to retire are encouraged to make arrangements with human resources for insurance coverage before retiring. Contact the Director of

Human Resources, at humanresources@tvcc.edu if you have questions regarding your insurance. Additional information can be obtained on the TVCC Human Resources webpage.

JURY DUTY

See Employee Handbook, page 28. The college provides paid leave to employees who are summoned to jury duty. An employee's pay or leave balances will not be impacted. Employees may keep any compensation the court provides.

An employee should report a summons for jury duty to the supervisor as soon as it is received and may be required to provide the college with a copy of the summons to document the need for leave.

An employee may be required to report back to work as soon as they are released from jury duty. The college may consider the travel time required and the nature of the individual's position when determining the need to report to work.

PERSONAL LEAVE

See Employee Handbook, page 25. All full-time employees who do not earn vacation leave shall be eligible for two days of personal leave per year. Twelve-month faculty earn three days of personal leave per year. For the faculty and professional staff, personal leave must be approved in advance by the Division Chairperson, Associate Vice President, Vice President of Instruction, and/or the College President. For auxiliary staff, the immediate supervisor, the appropriate Vice President, and/or the College President shall approve in advance all personal leave. Personal leave may not be taken during the week preceding nor during the first three weeks of a long semester unless the leave is taken as a result of an emergency. Personal leave shall not accumulate. [TVCC Board Policy DEC (LOCAL)]

RETIREMENT SYSTEMS (TRS & ORP)

See Employee Handbook, page 20. All TRS-eligible employees are automatically enrolled in the Teacher Retirement System (TRS) on their first day of employment.

ORP-eligible employees such as Administrators, Faculty, and Professional-level staff may elect to participate in the Optional Retirement Program (ORP) in lieu of TRS.

The option to enroll in the ORP must be made by the employee and received by TRS no later than the 90th calendar day of the first day of employment. Failure to elect the ORP option during the 90-day election period shall constitute a default election into TRS. This is a one-time irrevocable decision (except for two very specific circumstances) and cannot be changed. Therefore, ORP-eligible employees are advised to make this decision very carefully after considering both plans and personal circumstances.

Employees who plan to retire should notify the Benefits Coordinator as soon as possible. Information on the application procedures for TRS benefits is available from TRS at the Teacher Retirement System of Texas, 1000 Red River Street, Austin, TX 78701-2698, or call 800-2238778 or 512-542-6400. TRS information is also available on the web (www.trs.texas.gov).

SICK LEAVE

See the Employee Handbook, page 23. To accrue sick leave, an employee must be employed full-time by the College District for at least nine months per year. Eligible employees shall be granted one sick leave day for each month of full-time employment.

The maximum accumulation of sick leave days shall be 45 days. Sick leave benefits shall accrue only during active periods of employment and may not accrue while an employee is on academic leave, sick leave, or any other extended absence from official duty.

Reporting Absences. Employees who are unable to be present for duty because of illness must make every effort to report their absence in advance to their immediate supervisor and/or the next person in the chain of command. Upon returning to work, the employee will complete a sick leave authorization form and file it with the immediate supervisor, who shall forward it to the appropriate supervisor. This must be accomplished on the day the employee returns to work or the leave will be considered unauthorized, and the appropriate salary deduction shall be made. This policy shall apply to all personnel. [TVCC Board Policy DEC (LOCAL)].

TUITION AND FEE REIMBURSEMENT (OUT OF COLLEGE)

See Employee Handbook, page 21. In accordance with TVCC Board Policy DEB (LOCAL), a full-time College District employee shall be eligible to apply for tuition and fee reimbursement for college-level coursework, programs, or degrees taken at an accredited institution of higher education that are related to the employee's current position or profession.

- Be employed for a minimum of 90 continuous days;
- Be in paid status;
- Be in good standing with his or her department with no disciplinary action (written reprimands, attendance probations, and the like) at least six months prior to beginning the coursework in which reimbursement is requested; and
- Not currently receiving the College employee tuition scholarship for themselves.

APPLICATION

Tuition and fee reimbursement application forms shall be available on the human resources website (www.tvcc.edu/Human-Resources), in accordance with administrative procedures. Application forms shall be submitted at least two weeks prior to beginning the course of study.

REIMBURSEMENT

An employee shall be eligible for reimbursement of the actual cost of tuition and fees up to \$500 per semester or \$1,000 per fiscal year, whichever is less. The employee shall be required to submit receipts and proof of his or her final course grade prior to reimbursement. Reimbursement shall be made upon successful completion of the course based on the final course grade as follows:

Grade Reimbursement

- A 100%
- B 85%
- C 70%
- Below C 0%

CONTINUED EMPLOYMENT OBLIGATION

Upon reimbursement, an employee shall be required to continue employment in the College District. A reimbursement of \$500 or less shall require six months of continued employment for staff or one-half of the contract term for faculty. A reimbursement of more than \$500 shall require 12 months of continued employment for staff or an additional one-year term contract for faculty.

TUITION GRANTS/SCHOLARSHIPS (IN COLLEGE FOR TVCC COURSES)

See Employee Handbook, page 21. After a minimum of 90 days of continuous employment and in accordance with TVCC Board Policy DEB (LOCAL), a full-time employee, the employee's spouse, and the employee's dependents shall be eligible to receive a tuition scholarship for credit courses at the College in accordance with administrative procedures.

An employee, spouse, or dependent shall obtain approval from the human resources office prior to enrolling in a course. An employee shall be eligible to enroll in job-related courses and shall be prohibited from enrolling in courses that conflict with the employee's work schedule without supervisory approval.

Scholarship recipients must satisfy admission requirements, including any additional course admission requirements [see FB], and meet satisfactory academic progress requirements published in the catalog.

Tuition scholarships shall be subject to budgeted funds available for this program and any individual or family caps established by the Board or administration.

EMPLOYEE EMAIL

Full-time and part-time faculty and staff are assigned an email account at the time they are hired. This is the REQUIRED means of communication at TVCC and is considered the sole receptacle of campus-wide messages.

Note: Faculty are REQUIRED to use either their TVCC email accounts or their TVCC Canvas accounts as the exclusive form of all electronic communication with their students. Furthermore, faculty are expected to require their students to communicate using their TVCC student email account or through the TVCC Canvas account in which they are enrolled to ensure the identity of the individual.

EMPLOYMENT OF RELATIVES

See Employee Handbook, page 37. Spouses and relatives of TVCC employees are eligible for employment at the institution in accordance with TVCC Board Policy DBE (LOCAL). However, spouses and relatives may not be employed in positions where they serve in supervisory roles of relatives. Faculty and staff 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.

EQUAL EMPLOYMENT OPPORTUNITY

See the Employee Handbook, page 12. Trinity Valley Community College does not discriminate against any employee or applicant for employment because of race, color, religion, sex (including pregnancy), gender, national origin, age, disability, military status, genetic information, or on any other basis prohibited by law. Additionally, the college does not discriminate against an employee or applicant who acts to oppose such discrimination or participates in the investigation of a complaint related to a discriminatory employment practice. Employment decisions will be made based on each applicant's job qualifications, experience, and abilities.

In accordance with Title IX and 34 C.F.R. part 106, the college does not discriminate based on sex and is prohibited from discriminating on the basis of sex in its educational programs or activities. The prohibition against discrimination extends to employment. Inquiries about the application of Title IX may be referred to the college's Title IX coordinator, to the Assistant Secretary for Civil Rights of the U.S. Department of Education, or both.

The college designates and authorizes the following employee as the Title IX coordinator to address concerns or inquiries regarding discrimination based on sex, including sexual harassment: Dr. Janene Dotts, Director of Human Resources, 100 Cardinal Dr. #AD214, 903-6756215, or janene.dotts@tvcc.edu.

The college designates and authorizes the following employee as the ADA/Section 504 coordinator to address concerns regarding discrimination on the basis of a disability: Mrs. Melinda Berry, Director of Student Access and Counseling, 100 Cardinal Dr. #AT324, 903-6756224, mlberry@tvcc.edu.

Questions or concerns relating to discrimination for any other reason should be directed to the college president or chancellor. Reports of discrimination may be made as described in the Discrimination, Harassment, and Retaliation sections. [TVCC Board Policy DAA series, DIAA, DIAB].

CUSTODIAL/MAINTENANCE REQUESTS

See the TVCC Employee Handbook, page 38. SchoolDude, located on the TVCC website, is the portal by which employees are to submit a request for equipment repair and/or maintenance needs. Logging in to the portal requires requesters to have an individual password. To create your password for use in all work requests:

For help or service with the following:

- Maintenance
- Custodial
- Grounds
- Events Set-up, please submit a work order

Please enter work requests using the:

SchoolDude Work Order System

TVCC Homepage → Departments → Physical → Facilities → Work Request Form.

Enter your email and follow the prompts.

Maintenance Request Submittal Password is “cardinal”

Contacts:

Director of Building Services

903.675.6247

FACULTY CONTRACTS

Faculty contracts for the following school year will be renewed and approved by the board of trustees at the June or July board meeting each year. Contracts for the new school year will be distributed to all contracted employees within 30 days of the start of the academic year. The Human Resources department will notify faculty electronically when the new contract is ready for signature. For more information, please see DCA (LEGAL).

If the Board of Trustees approves employee pay raises with the adoption of the next fiscal year's budget (August board meeting), all contracted employees will receive an addendum to their contract noting the salary adjustment.

FACULTY CREDENTIALS

Upon hiring, the faculty member's immediate supervisor will complete a Credential Evaluation Summary to confirm acceptable credentials for faculty membership. This form, along with the employee's transcripts, verification of employment forms, and other supplemental documentation, will be forwarded to human resources to be retained in the employee's personnel file. During the hiring process, applicants are required to present official transcripts from all post-secondary school sources to the Human Resources office. Additional documentation, including but not limited to verification of employment forms, that are needed to substantiate relevant credentials may be requested upon hire. The Southern Association of Colleges and Schools: Commission on Colleges (SACSCOC) outlines the following criteria for faculty credentialing, as published in the 2012 edition of the Resource Manual for *The Principles of Accreditation: Foundations for Quality Enhancement*.

Standard 6 of the Principles of Accreditation reads as follows:

Qualified, effective faculty members are essential to carry out the mission of the institution and to ensure the quality and integrity of its academic program. The tradition of shared governance within American higher education recognizes the importance of both faculty and administrative involvement in the approval of educational programs. Because student learning is central to the institution's mission and educational degrees, the faculty has responsibility for directing the learning enterprise, including overseeing and coordinating educational programs to ensure that each contains essential curricular components, has appropriate content and pedagogy, and maintains discipline currency. Achievement of the institution's mission with respect to teaching, research, and service requires a critical mass of full-time qualified faculty to provide direction and oversight of the academic programs. Due to this significant role, it is imperative that an effective system of evaluation be in place for all faculty members that takes into account the institution's obligations to foster the intellectual freedom of faculty to teach, serve, research, and publish.

- The institution employs a sufficient number of full-time faculty members to support the mission and goals of the institution. (Full-time faculty) [CR]
- For each of its educational programs, the institution
- Justifies and documents the qualifications of its faculty members. (Faculty qualifications)
 - Employs a sufficient number of full-time faculty members to ensure curriculum and program quality, integrity, and review. (Program faculty)
 - Assign appropriate responsibility for program coordination. (Program coordination)
- The institution publishes and implements policies and procedures for preserving and protecting academic freedom. (Academic freedom)
- The institution provides ongoing professional development opportunities for faculty members as teachers, scholars, and practitioners, consistent with the institutional mission. (Faculty development)

CREDENTIAL GUIDELINES

Trinity Valley Community College (TVCC) defines faculty qualifications using faculty credentials; therefore, we have developed the following guidelines:

To teach **transfer courses**, a faculty member must:

- Hold a master's degree in the teaching discipline;
- **OR:** Hold a master's degree in any discipline, with 18 graduate hours in the teaching discipline.

To teach **non-transfer** physical education activity or kinesiology courses, a faculty member must:

- Hold a master's degree in the teaching discipline;
- **OR: Hold** a master's degree in any discipline, with 18 graduate hours in the teaching discipline;
- **OR:** Hold a bachelor's degree in physical education or kinesiology (*NOTE: Any number in the ranges 1100-1150 and 2100-2150 may be used for physical education activity courses, as opposed to theory/classroom courses, as defined by the Academic Course Guide Manual*).

To teach **workforce associate degree courses not designed for transfer** to the baccalaureate degree must:

- Hold a master's degree or higher in the teaching discipline;
- **OR:** Hold a master's degree in any discipline, with 18 graduate hours in the teaching discipline;
- **OR:** Hold a bachelor's degree in the teaching discipline;
- **OR:** Hold a bachelor's degree in any discipline, with 12 undergraduate and/or graduate hours in the teaching discipline or related field
- **OR:** an associate's degree **PLUS** have demonstrated competencies in the teaching discipline and must have **3 years** of relevant full-time non-teaching work experience.

To teach **workforce certificate only courses**, including the basic computation/communication skills courses, not intended for transfer, a faculty member must:

- Hold a master's degree or higher in the teaching discipline;
- **OR: Hold** a bachelor's degree or higher in the teaching discipline;
- **OR: Hold** a bachelor's degree in any discipline, with 12 undergraduate and/or graduate hours in the teaching discipline or related field
 - **OR:** Hold an associate's degree (in the teaching discipline) and a minimum of **3 years** relevant full-time non-teaching work experience;
 - **OR:** Hold a certificate in the teaching field **PLUS** provide (in a continuously updated portfolio) documentation of demonstrated competencies in the teaching field, work experience in the field, licensure, certification, honors and awards, continuing education, continuous documented excellence in teaching and other demonstrated competencies and achievements that contribute to effective teaching and student learning outcomes. **PLUS**, have a minimum of **3 years** of relevant full-time non-teaching work experience.

To teach **associate degree nursing courses**, a faculty member must:

- For **full-time** employment, a faculty member must hold a doctorate or master's degree in nursing;
- For **part-time** employment, a faculty member must hold a doctorate or master's degree in nursing, or master's or doctoral degree in a discipline other than nursing with a bachelor's degree in nursing and at least six (6) graduate semester hours in nursing appropriate to assigned teaching responsibilities;
- **OR:** For **part-time** employment, a faculty member must have an earned bachelor's degree in nursing, enrolled in and completed at least 50% of a master's nursing education program.

FACULTY DEFINITIONS

Full-Time Faculty—A full-time instructor is hired as a full-time employee for TVCC and is responsible for teaching 15 hours per semester (all faculty except science and welding disciplines) in the fall and spring. The science and welding full-time faculty are responsible for teaching 18 hours per semester in the fall and spring.

Adjunct (Part-Time) Faculty – An adjunct instructor is a part-time instructor hired on a contractual basis who is responsible for teaching no more than two sections in a semester except in cases of extreme need.

FACULTY EVALUATIONS

TVCC meets the standards for making end-of-course evaluations available online every semester for every section taught as set forth in House Bill 2504, Chapter 4: Rules Applying to All Public Institutions of Higher Education in Texas. Subchapter N: Public Access to Course Information related to Faculty Evaluations: Undergraduate Classroom Course - Any lower- or upper-division credit course offered to five or more students. This includes all courses, regardless of location or mode of instructional delivery (e.g., on-campus, off-campus, distance education, and dual credit courses). It excludes courses with highly variable subject content that are tailored specifically to individual students, such as Independent Study and Directed Reading courses. It excludes laboratory, practicum, or discussion sections that are intrinsic and required parts of larger lecture courses and are directly supervised by the same instructor(s) of record for those large courses.

A sample Evaluation of Faculty Form by Supervisor is included in the appendix section of this handbook.

Once student evaluations of faculty have been processed and grades have been posted each semester, the office of institutional research will email faculty their student evaluation results from the completed semester.

Beginning in the fall 2024 term, faculty who have worked at TVCC for at least three years will be evaluated by their immediate supervisor on a three-year rotation. For new faculty, they will be evaluated for the first three years of employment, then they will be placed on a three-year evaluation rotation as well. This evaluation will include goal setting for the upcoming academic year. A segment of this instrument includes the results of the student evaluations from the three prior academic years. Additional information regarding the faculty evaluation process should be directed to the faculty member's immediate supervisor. The current faculty evaluation tool is in the appendix section of this handbook and can also be found on the institutional research webpage under the Faculty Evaluations link. All evaluation procedures are outlined in TVCC Board Policy DLA (LOCAL).

WHO COMPLETES THE STUDENT EVALUATIONS?

Students complete the evaluations each semester, which are accessible during a designated period announced by the Office of Institutional Research. TDCJ students are provided with paper versions to complete their evaluations.

STUDENT INCENTIVES

To increase the response rate, faculty may consider offering students who complete the course evaluation incentives.

WHEN WILL I KNOW IT IS TIME FOR EVALUATIONS?

A notice is posted on Canvas with details of the evaluation period and instructions on how students can access and complete them. Instructors are encouraged to remind their students of the deadline for completing the evaluations.

HOW WILL I KNOW THE RESULTS OF MY STUDENT EVALUATIONS?

Instructors will receive an email with the evaluation results after the semester has ended.

WHERE CAN I LOCATE THE FACULTY EVALUATION FORMS?

A copy of the most recent faculty evaluation form is included in the appendix section of this handbook. Additionally, the institutional research department can provide you with a copy of the most recent instrument. The IR web page of the TVCC website also contains instructions related to the Faculty Evaluations.

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. Annual TCCTA conferences provide valuable professional development opportunities for each discipline. TVCC pays the registration fee and will reimburse all full-time faculty up to \$400 to cover travel-related expenses for the annual TCCTA conference that is conducted in January or February of each year. Faculty must submit a travel advance report to their immediate supervisor for approval prior to the convention. To be

reimbursed for the travel-related expenses of up to \$400 to attend TCCTA, faculty must complete and submit a travel expense report with receipts to their immediate supervisor within 2 weeks of return. For more information about the TCCTA conference, please visit www.tccta.org. TVCC does not pay the dues for TCCTA or other professional organizations.

All faculty members are invited to join the Trinity Valley Community College Faculty Association and urged to take an active part. Annual dues (\$15) can be payroll deducted. The purpose of the Faculty Association is to improve TVCC's academic environment and promote faculty needs and goals. The Faculty Association cultivates consideration and understanding to the president on policies that affect instruction and general faculty welfare. During the fall and spring semesters, the Faculty Association officers meet monthly with the College President and Vice President of Instruction to make recommendations on general policies and offer a line of communication with other institutional constituencies. Please visit the Faculty Association page to view a list of the faculty association officers, agendas, and minutes from these meetings (<https://www.tvcc.edu/faculty-association/?d=272>). For more information, contact the office of the Vice President of Instruction.

FACULTY TEACHING LOAD

The following guidelines, outlined in TVCC Board Policy DJ (LOCAL), establish a reasonable teaching/workload. Exceptions may be made by the Vice President of Instruction, in rare cases. The appropriate instructional administrator, in consultation with the College President, shall be responsible for assigning and adjusting an employee's teaching/workload.

During the fall and spring semesters, an instructor's load shall be determined with the following considerations:

1. All full-time faculty members are expected to teach face-to-face classes as dictated by the college's needs. The expectation is that faculty will have a balanced schedule composed of face-to-face and online classes.
 - a. A balanced schedule means that instructors will teach as many face-to-face classes as online classes.
2. All full-time faculty members are expected to teach on any campus or ISD as dictated by students' needs.
3. All full-time faculty members are expected to teach evening and weekend classes as dictated by students' needs.
4. All full-time faculty members are expected to meet the academic course needs for TDCJ classes.
5. The instructor is teaching 15 to 18 semester hours. Instructors who have small class sizes may be asked to teach 18 semester hours as part of their regular load.
6. The instructor is teaching 18 semester hours of lecture and/or laboratory classes in science.
7. In some disciplines, lecture and/or lab enrollments may be combined and counted as one course in computing loads.

8. The instructor teaching art, drama, music, or kinesiology should refer to the overload compensation manual for load calculations.
9. The instructor is teaching 24 semester hours of music classes, including applied music lessons.
10. Coaching staff are considered adjunct instructors and may only teach two courses per term.
11. The instructor teaches certain occupational courses (health occupations, cosmetology, welding, College occupational programs, and other programs as determined by the Division Chairperson and/or appropriate AVP) that require a teaching/workload of 30 to 40 hours per week as part of the contracted hiring requirements.
12. This policy shall not preclude a faculty member from receiving extra compensation for teaching in a program of continuing education or from carrying an assignment more than assigned duties during any semester.

FACULTY OVERLOADS AND TEACHING ASSIGNMENTS

When enrollment dictates it, full-time faculty may teach additional classes for overload compensation each semester. To equalize the ability of all faculty to teach overloads, the Vice President of Instruction and instructional administrators may limit the number of courses that faculty can teach each semester beyond their assigned load.

When assigning overloads, the number of courses that full-time faculty may teach each semester should not exceed two (2) courses beyond their full-time teaching load. Adjunct faculty loads should not exceed two (2) courses. In circumstances in which all full-time faculty in a specific discipline are teaching two (2) courses beyond their full-time teaching load AND all available/qualified adjunct faculty in a specific discipline are teaching two (2) courses, exceptions to the overload limit may be made, giving full-time employees the first opportunity to teach an additional overload course. A third overload may be scheduled based on enrollment needs with the approval of the Vice President of Instruction. Faculty who agree to teach a Saturday course are able to teach one additional section for the semester (not term) above the overload limit.

Assignment of section offerings:

- All full-time faculty members will have priority when schedules are created. College administration will ensure all full-time faculty members have the opportunity to request the accepted number of overloads during the schedule-building process. However, classes will not be redistributed after registration begins unless it is to make a load. All full-time faculty members must adhere to the expectations for load requirements (balanced load).
- Next, open classes will be scheduled and assigned to adjunct faculty members. TVCC defines an adjunct faculty member as anyone who teaches for TVCC and is not employed as a full-time faculty member.
- TVCC division chairperson loads should not be greater than full-time faculty course loads within the division.

- A CSAR report that contains the official per-head enrollment numbers will be run the Thursday before classes begin. Another CSAR report with the official enrollment numbers for each semester will be run the morning **after** the last day to drop-add for the semester. These official numbers will be used by the Division Chairpersons, Associate Vice Presidents, and Vice President of Instruction to determine whether a class makes. Finally, a final CSAR will be run the morning after the census date. The Division Chairpersons, Associate Vice Presidents, and Vice President of Instruction will use the highest numbers of the three to calculate the official overload calculations.
- Faculty should work with the appropriate supervisor to review their overloads during the communicated timeframe to make corrections.

Consideration for assigning course overloads will always comply with TRS guidelines, with retired TRS employees limited to teaching no more than the equivalent of two courses per semester.

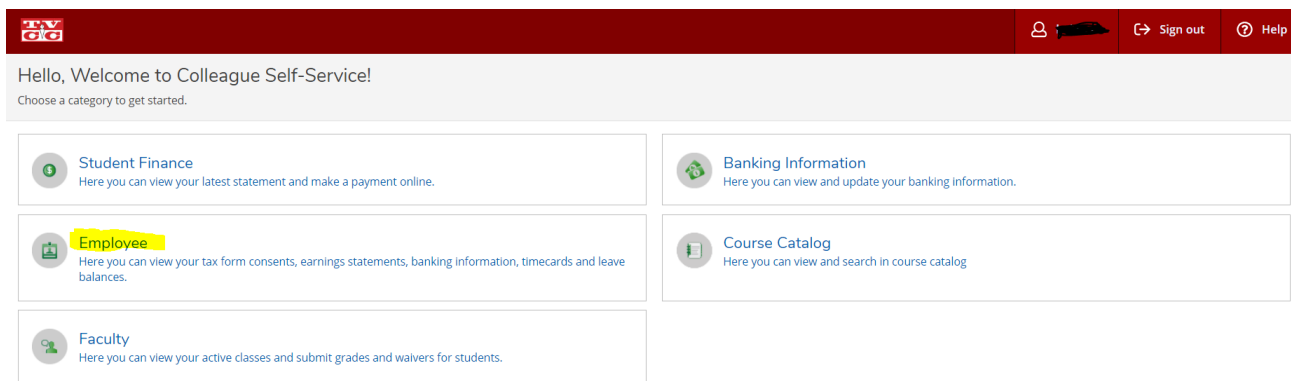
Overload pay for instructors teaching beyond a full-time teaching load shall be computed according to the current [overload salary schedule](#) located under the Human Resources link on the TVCC website. In some instances, faculty members may be required to teach one or more extension courses to complete a full-time teaching load.

HOW DO FACULTY REVIEW THEIR COURSE LOAD ASSIGNMENTS AND OVERLOADS?

Faculty teaching assignments for all full-time and adjunct faculty (excluding TDCJ vocational), including load and overload coursework, can be accessed and reviewed in MyCardinalConnect self-service on or around the census date of each semester. All active courses, including load and overload coursework, should be visible through the faculty contracts portal.

All faculty (excluding TDCJ vocational and continuing education) will be expected to review their faculty assignment contract in MCC and notify their immediate supervisor with any questions or concerns as soon as possible.

- Log in to MyCardinalConnect and access the “**Employee**” menu



- Access the “**Faculty Contracts**” menu

Welcome to Colleague Employee Self-Service!

Tax Information
 Here you can change your consent for e-delivery of tax information.

Banking Information
 Here you can view and update your banking information.

Earnings Statements
 Here you can view your earnings statement history.

Faculty Contracts
 Here you can view your contract assignment details.

Leave
 Here you can view your leave balances.

- Depending upon the employee faculty status, faculty contracts will display different information:

Full-time faculty (excluding TDCJ vocational) – “Overload” section and “Course Load” section:

- the overload section notes the courses that are being taught beyond the load and the amount being paid for each course,
- the full-time course load section notes the courses that are being taught for the instructor’s load and the percentage that the course counts towards the load.

Faculty Contracts

19FL | 19 Fall | 8/26/2019 - 12/9/2019

Overload

Position	Description	Start	End	Load	Amount
Instructor	SOCI-1306-ONL01 Social Problems (T: Lecture)	8/26/2019	12/9/2019	20	\$1,650.00
Instructor	SOCI-2301-ONL01 Marriage & Family (T: Lecture)	8/26/2019	12/9/2019	20	\$1,650.00
					\$3,300.00

Full Time 5 Course Load

Position	Description	Start	End	Load	Amount
Instructor	SOCI-1301-ATH01 Intro Sociology (T: Lecture)	8/26/2019	12/9/2019	20	\$0.00
Instructor	SOCI-1301-ONL01 Intro Sociology (T: Lecture)	8/26/2019	12/9/2019	20	\$0.00
Instructor	SOCI-1301-ONL02 Intro Sociology (T: Lecture)	8/26/2019	12/9/2019	20	\$0.00
Instructor	SOCI-1301-ONL03 Intro Sociology (T: Lecture)	8/26/2019	12/9/2019	20	\$0.00
Instructor	SOCI-1301-ONL04 Intro Sociology (T: Lecture)	8/26/2019	12/9/2019	20	\$0.00
					\$0.00

Adjunct faculty – “Adjunct Faculty” section notes the courses that are being taught and the amount being paid for each course

Faculty Contracts

19FL 19 Fall 8/26/2019 - 12/9/2019					
Adjunct Faculty					
Position	Description	Start	End	Load	Amount
Adjunct Instructor	PSYC-2301-ONL02 General Psychology (T: Lecture)	8/26/2019	12/9/2019	20	\$1,650.00
Adjunct Instructor	PSYC-2314-ONL02 Lifespan Grow Deve (T: Lecture)	8/26/2019	12/9/2019	20	\$1,650.00
					\$3,300.00

Important information to note when reviewing faculty contracts:

- Confirm that all active courses during the term are listed in either the overload/adjunct faculty section OR the full-time course load section. ***Canceled courses will not be included.*** Contact your immediate supervisor as soon as possible if you determine that a credit course is NOT listed in your faculty contract portal.
- Pay dates will be determined based on the number of pay periods in the term. If you have questions regarding pay dates, please contact the appropriate AVP or VPI.
- If you have questions regarding your overload payment or calculation, please contact your division chair, AVP, or VPI. Please do not contact payroll in HR, as they do not calculate the overloads.
- In cases where enrollment minimums are not met, or the instructional delivery method includes travel/ITV, there will be adjusted amounts to the standard rates of pay. There is no way to note the reasons for the adjustments to the standard rates of pay in the faculty contract portal. Contact your immediate supervisor if you have a question regarding the adjustment.

FACULTY VITAE**WHAT IS A VITAE?**

All TVCC instructors must provide a vitae that has to be uploaded on the TVCC website. The vitae contain the following information: degrees earned, current teaching position, professional publications, honors, and awards. Faculty should update their vitae as their information changes. All vitae are located on the TVCC website by selecting the public-facing schedule of classes in the online tools of the webpage. Within the online semester schedule of classes, faculty vitae are available when the instructor's name is selected. The Faculty Vitae Template is available in the appendix section of this manual. Campus leadership and division chairs can assist faculty in uploading their vitae. [TVCC Board Policy EFA (LEGAL)].

FIELD TRIPS

Faculty wishing to schedule a field trip for their classes or organizations must gain **prior** approval from their immediate supervisor BEFORE scheduling the trip. 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 [TVCC Board Policy ED (LOCAL)].

FINAL EXAMS

The final exam period is published in the TVCC catalog, and the detailed schedule is established by the Vice President of Instruction.

Note: Faculty are expected to strictly adhere to the published final exam schedule and administer their final exams during the assigned date and time. Individual students who have unusual circumstances and need an adjustment to the final exam schedule must have the approval of the instructor, the Division Chairperson, the appropriate Associate Vice President, and the Vice President of Instruction **PRIOR** to scheduling an alternative option.

The final exam schedules are also located on the TVCC Vice President of Instruction webpage [TVCC Board Policy EGAB (LOCAL)].

GRADES

The level of success achieved by a student in his or her course work is designated by letter grades calculated by student attendance, class work, and examinations scale publicized in the course syllabus. [TVCC Board Policy EGA (LOCAL)]. TVCC uses the following scale to determine letter grades in non-health occupations courses:

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

Selected health occupations courses in pharmacy technician, 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 with grading for clinical courses having explanations outlined in the respective course syllabus:

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

Instructors post the semester grades via the MyCardinalConnect self-service at the end of each semester. Refer to the section below for detailed instructions on submitting semester grades.

Students will have access to their grades via the MyCardinalConnect Self-Service Portal after the semester has ended.

An “I” (incomplete) is generally only considered for instances occurring **after** the posted drop date in which illness or other emergency prevents the student who was otherwise in good standing from completing the course. Upon request of an “I” from the student, instructors are to inform the student that they are to complete the required outstanding work **within one year**, preferably during the next long semester.

Important information about issuing a grade of “I” to students:

- All “I” incomplete grades will automatically “expire” and convert to an “F” at the end of the next long semester after the I is assigned. When faculty enter an “I”, they will enter an expiration date. This date should be the last date of the next long semester (i.e., fall or spring).
- The “I” grade is calculated into the grade point average as an “F”.
- Faculty are to complete a [grade change](#) when the student completes outstanding work and submits it to their supervisor for approval and processing.

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

Important information about students who have withdrawn or been dropped:

- DO NOT ENTER anything for students who have dropped.
- 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.
- NOTE – if a student has withdrawn from your class, there will already either be a “W” or a “blank” for the grade entered.
- Contact the registrar’s office ONLY if a grade has already been entered that is NOT a “W” or “BLANK.”

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

HOW DO I SUBMIT GRADES MANUALLY BY ENTERING THEM IN MyCARDINALCONNECT? FOR INSTRUCTIONS ON HOW TO ENTER GRADES THROUGH THE SUBMIT GRADES OPTION IN CANVAS, PLEASE SEE THE FACULTY RESOURCE CENTER IN CANVAS.



- Access MyCardinalConnect Self Service
- Select the Faculty menu
- Select the section that you want to work with, confirming that you are working in the correct term.
- Select the “Grading” tab

PSYC-2301-ONL02: General Psychology

Fall 2019
Online (06)
Su 11:00 PM - 11:00 PM
8/26/2019 - 12/9/2019
TBD

Seats Available 33 of 35

Waitlisted 0

Roster	Attendance	Grading	Books	Permissions
<div> Print Email All Export </div>				
Student Name	Student ID	Class Level	Preferred Email	
 Clary, Grace M.			claryg141@tvcc.edu	
 Smith, Elizabeth M.		Freshman	lizj9412@gmail.com	

- Select the “Final Grade” tab

PSYC-2301-ONL02: General Psychology

Fall 2019
Online (06)
Su 11:00 PM - 11:00 PM
8/26/2019 - 12/9/2019
TBD

Seats Available 33 of 35

Waitlisted 0

Roster

Attendance

Grading

Books

Permissions

Overview

Final Grade

Please enter missing final grade(s).

Student Name	Student ID	Never Attended	Last Date of Attendance	Final Grade	Expiration Date	Class Level	Credits
<div><div></div><div>Clary, Grace M.</div></div>							3
<div><div></div><div>Smith, Elizabeth M.</div></div>						Freshman	3

- Tab to the “final grade” cell and either type in the NUMERIC AVERAGE or use the drop-down menu to select the NUMERIC AVERAGE.

PSYC-2301-ONL02: General Psychology

Fall 2019
Online (06)
Su 11:00 PM - 11:00 PM
8/26/2019 - 12/9/2019
TBD

Seats Available 33 of 35

Waitlisted 0

Roster

Attendance





Grading

Books

Permissions

Overview

Final Grade

Student Name	Student ID	Never Attended	Last Date of Attendance	Final Grade	Expiration Date	Class Level	Credits
 Clary, Grace M.		<input type="checkbox"/>	<input type="text" value="MM/dd/yyyy"/>	<div>Select Grade</div>	<input type="text" value="MM/dd/yyyy"/>		3
 Smith, Elizabeth M.		<input type="checkbox"/>	<input type="text" value="MM/dd/yyyy"/>	<div>Select Grade</div>	<input type="text" value="MM/dd/yyyy"/>	Freshman	3

- If the grade is failing or the student withdrew, faculty will be prompted to enter the last date of attendance in MM/DD/YYYY format.

- If the grade is an “I”, faculty will be prompted to enter the last date of attendance and the expiration date for the “I”. **The expiration date should be the last day of the next LONG semester (i.e., fall or spring).**
- NOTE: there is **NOT** a “submit” button.
- Upon entering each NUMERIC average, faculty can review and edit the entries until the posted deadline for grade submissions. **Faculty ARE NOT to contact the registrar’s office if they revise any grades that are entered or updated BEFORE the posted deadline for grade submissions.**

To review the entries and check that grades have been properly recorded, select the “Overview” tab and confirm that there is an entry for every student. NOTE – grades below 60 will require a last date of attendance to be entered. If this date is not entered, the grade will not be recorded and must be reentered with the last date of attendance (submission of work in online courses) entered.

Student Name	Student ID	Never Attended	Last Date of Attendance	Final Grade	Expiration Date	Class Level	Credits
Bass, Madelyn R.	[REDACTED]			81			3
Baugh, Carey D.	[REDACTED]			80			3
Bell, William T.	[REDACTED]			92			3

NOTE: Once the deadline for entering grades has passed, faculty will NOT be able to enter or update any grades. ALL grade changes must be submitted via a grade change form created by the faculty member and sent through the approval process to the Vice President of Instruction.

Important reminder: If a student receives an “I”, outline all assignments/work to be completed to earn a final grade and provide a copy to the student. The student has until the last day of the next long semester to complete the work, or the “I” will become an “F” on their transcript.

GRADE BOOKS

Instructors must keep a complete and accurate grade book for each course taught during the semester and after.

Faculty must submit a copy of their full grade books (in EXCEL format) to their Division Chairs and Associate Vice Presidents to their office at the end of each semester. To assist in resolving grade disputes during the timeframe in which students may appeal grades, instructors are expected to retain a copy of the grade books and grade sheets for each semester for at least one year following the semester.

GRADE CHANGES

Only the instructor of record has the authority to initiate a change to a student's final grade after it has been posted to their transcript. If a grade change is needed, the instructor should complete a [Grade Change Form](#) and submit it to their immediate supervisor. Changes should be made as soon as possible, and no grade changes may be made **after one year** unless special approval is granted by the Vice President of Instruction. Electronic [Grade Change Form](#) is in the Faculty Resources accessed through the faculty resources page in the Employee portal.

- Instructors should only accept work from students after the course ends if they are allowing it from all students in the section.
- Instructors should be willing and able to provide justification as to why the grade change is warranted.

GRADE DISPUTES

TVCC encourages students to discuss their concerns and complaints, including academic grade appeals, through informal conferences with the appropriate instructor. Regardless of the instructional mode of delivery or location, concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level. If an informal conference regarding a complaint fails to reach the outcome requested by the student, the student may initiate the formal process delineated in TVCC Board Policy FLD (LOCAL) and outlined below by timely filing a written complaint form with the appropriate College personnel. Even after initiating the formal complaint process, students are encouraged to seek informal resolution of their concerns.

If students want to appeal a grade after a formal conference with the instructor, direct them to the immediate supervisor of the faculty member. The faculty member is requested to provide all supporting documents that will be reviewed during the appeal process (e.g., course syllabus, grade book, etc.). Students may not appeal grades recorded on permanent records after one year from the date the grade was recorded.

GRADUATION

TVCC holds graduation ceremonies in May and December. Full-time faculty are required to attend, part-time faculty are encouraged to attend. Full-time faculty must attend the ceremony in which they teach and are highly encouraged to assist in the other ceremonies. All Instructional professional staff are required to assist in the graduation ceremonies.

Faculty must request permission to be excused from December or May graduation from the Vice President of Instruction at least one week prior to graduation, and if approved, they will be required to submit an absence from duty form for missing the required event.

Faculty members who teach in the Associate of Applied Science (AAS) and certificate programs are required to attend the December and May AAS/certificate ceremonies. Faculty members who teach in

the Associate of Arts (AA) degree program are required to attend the December and May AA ceremonies. The ADN nursing faculty are required to attend the December and the May ADN ceremonies. Academic regalia is to be worn at the graduation ceremonies and can be purchased at **the beginning of the semester** through the Athens bookstore. Faculty should expect an email from bookstore personnel with instructions for ordering graduation regalia.

Faculty are expected to wear graduation regalia reflecting their educational attainment and/or institutional affiliation during the fall and spring graduation ceremonies. Faculty who do not have appropriate graduate regalia may contact the director of the TVCC bookstore for information about ordering it.

ID CARDS

The TVCC ID Card provides employees with free access to all sporting and most performance events at TVCC. This card will also display your Trinity Valley identification number (TVIN). Faculty teaching at TDCJ must present a TVCC ID card to enter the correctional facility.

Employees can acquire their ID Cards from the Athens campus police department, located in the Math Journalism building. Employees working at the Terrell, Palestine, Terrell HSC, Kaufman, and TDCJ campus can acquire their ID cards at the following locations:

Terrell Campus	Palestine Campus	Terrell HSC Campus	TDCJ Campus
LRC building	Library	Terrell Campus LRC	Athens Campus (The Rock)

IT SERVICE DESK

The TVCC Service Desk utilizes Service Now, a service desk solution that will make managing service incidents easier. The product is web-based. If you are connected via a TVCC computer or device and using Microsoft Edge, you will see “TVCC Service Desk” as a shortcut under your “TVCC Favorites,” which will take you directly to the interface where you can log in using your Cardinal ID and password.

SERVICE-NOW

Access to the site can be gained through the [IT Services page](#) of the TVCC Website. Upon your first visit, a brief tutorial screen will be presented. Once the screen is closed, access to the dashboard for the TVCC Service Desk will be gained so that technical assistance from IT Services and Administrative Computing Services can be requested. Hardware, software, and media services are all requested using the Service Now platform.

Access a [Getting Started Guide](#) for a short guide to help you get started creating and viewing incidents.

CALL THE SERVICE DESK

Technical support is only a phone call away. Call the TVCC Service Desk for quick answers to your technology questions. If the problem cannot be easily resolved, a trouble ticket will be created, and a technician will contact you when a resolution is available. During Service Desk business hours, the Service Desk staff can be reached by calling (903)-675-6300.

COME BY THE SERVICE DESK OFFICE

To expedite your request, call (903)-675-6300 and schedule an appointment before dropping by the Service Desk to talk with a technician. The Service Desk is located upstairs in the Ginger Murchison Learning Resource Center in Room LRC 221. Stop by to ask a quick question, report a problem, or get technical assistance. Full-time or part-time instructors can bring their laptops by for assistance in getting their wireless connection working or if there are any other issues they would like help with. Note that some issues may require scheduling. If you have questions, contact the Service Desk staff during office hours by calling (903)-675-6300.

INFORMATION TECHNOLOGY SERVICES (ITS)

Information Technology Services (ITS) provides technology leadership, guidance, and support in the selection, acquisition, application, and management of information resources to enhance the college's instructional and administrative environments. We do this by:

- Providing technology that is reliable, scalable, and sustainable
- Supporting innovation
- Being good stewards of the college's resources
- Optimizing technology and processes
- Hiring, training, and retaining the technology expertise needed by the college

ITS provides information resources for several areas, including networks (wired and wireless), servers, desktops, laptops, tablets, data, video, media, security, and software. For a complete list of services and up-to-date information, visit the IT web page at <https://www.tvcc.edu/it-services>. You may also visit ITS, located on the 2nd floor of the Learning Resource Center (LRC) on the Athens campus, or with one of the technicians located on the satellite campuses to ask a question, report a problem, or seek technical assistance.

- Service Desk Hours: 8:00 AM - 4:30 PM (closed during regularly scheduled holidays and Friday during the summer)
- Service Now Website: <https://tvcc.service-now.com>
- Locations:
 - Athens Campus, Learning Resource Center (LRC), Room 221 (2nd Floor of the LRC)
 - Terrell Campus – Room 102
 - THSC Campus

- Palestine Campus – Room 106

IT SERVICES DESK

The TVCC ITS Service Desk uses Service Now, our service desk solution, to track and staff all requests for IT Services. This product is web-based and makes service incident management easier. The link below takes you directly to Service Now, where you can log in using your Cardinal ID and password.

- [TVCC Service Desk](#)

INFORMATION SECURITY

Trinity Valley Community College considers information technology to be a critical enabler in meeting its mission and has made significant investments in information technology assets and capabilities to meet the requirements of that mission. TVCC recognizes the inherent value of these information technology resources to the state and the College. Texas Administrative Code Title 1, Part 10, Chapter 202 (TAC 202) requires the institution head of each public institution of higher education to protect their institution's information resources by establishing an information security program consistent with TAC 202 standards. Compliance with TAC 202 and these guidelines contribute to the availability, integrity, and confidentiality of the information technology resources of TVCC.

All College faculty, staff, students, and guests shall use the College's information technology resources, including hardware, software, email, and other systems that require a password, in a manner that is professional, lawful and does not harass others. Use of the College's information technology equipment or services by faculty, staff, students, or guests shall be in accordance with the conditions outlined in TVCC Board Policy CR (LOCAL). It is everyone's responsibility to be familiar with these conditions and abide by them.

The College reserves the right to extend, restrict, and refuse access to the college's computing resources. Unauthorized use, misuse, or abuse of information technology resources by any user will result in appropriate disciplinary action outlined in TVCC policy. Carefully read TVCC Board Policy_CR (LOCAL) for the current Technology Acceptable Use Policy.

INFORMATION TECHNOLOGY RESOURCE SECURITY GUIDELINES

ACCOUNT MANAGEMENT

Each user is given a unique identifier (e.g., Cardinal ID) to access Information Resources of the College. You should never share or give your assigned login or password to anyone, including, but not limited to, supervisors, coworkers, family members, student workers and/or students, or members of Information Technology Services (ITS). No member of ITS will ask for your password. **All accounts shall be for use by a single individual – the person for whom the account was approved.** Please remember that you are responsible for anything that is done while logged in with your Cardinal ID.

LOGON SYSTEM USAGE AGREEMENT

When logging into any TVCC network or information technology resource, you must agree to the TVCC System Usage Agreement presented on the screen.

INSTALLATION OF SOFTWARE

Because of the threat of viruses and malware, users will no longer be allowed to install software on their college computers or devices. All software will have to be approved and installed by Information Technology Services.

AUTOMATIC SCREEN LOCK AFTER A PRE-DETERMINED TIME

All computers will be set to lock the screen after 20 minutes of inactivity. Once the screen is locked, you will be required to reenter your password to access your computer.

INTELLECTUAL PROPERTY AND COPYRIGHT

DEFINITION AND IDENTIFICATION OF INTELLECTUAL PROPERTY

TVCC Board Policies CT (LOCAL) and CT (LEGAL), in accordance with Texas Education Code Chapter 51, Subchapter A, define and identify intellectual property as copyrightable, patentable, and trademarked works. Copyright extends to original works of authorship fixed in any tangible medium of expression, now known, or later developed, from which they can be perceived, reproduced, or otherwise communicated, either directly or with the aid of a machine or device.

OWNERSHIP OF INTELLECTUAL PROPERTY

TVCC Board Policy CT (LOCAL) stipulates that “All copyrights, trademarks, and other intellectual property rights shall remain with the College at all times.” As an agent of the College, an employee, including a student employee, shall not have rights to work he or she creates on college time or using college technology resources.

The College shall own any work or work product created by a College employee in the course and scope of his or her employment, including the right to obtain copyrights. A College employee shall own any work or work product produced in his or her own time, away from his or her job, and with personal equipment and materials, including the right to obtain patents or copyrights. Students shall retain all rights to work created as part of instruction or using College technology resources.

In no case does copyright protection for an original work of authorship extend to any idea, procedure, process, system, method of operation, concept, principle, or discovery, regardless of the form in which it is described, explained, illustrated, or embodied in such work **17 U.S.C. 102.**

POLICIES GOVERNING INTELLECTUAL PROPERTY

Policies governing intellectual property are clearly established and are detailed below:

TVCC Board Policy CT (LOCAL) defines intellectual property and establishes all rights of ownership for TVCC-supported work, specially commissioned work, and student-created work. Work and work

products created by a college employee in the course and scope of his or her employment, including the right to obtain copyrights. If the employee obtains a patent for such work, the employee shall grant a non-exclusive, non-transferable, perpetual, royalty-free, College-wide license to the College for use of the patented work. College employees may apply to the President or designee to use College materials and equipment in his or her creative projects, provided the employee agrees either to grant to the College a non-exclusive, non-transferable, perpetual, royalty-free, College-wide license to the College to use the work or permits the College to be listed as co-author or co-inventor if the College contribution to the work is substantial.

CT (LEGAL) outlines copyright protection and specifies that, “Copyright protection subsists, in accordance with United States Copyright Law, 17 U.S.C. 101–1332, in original works of authorship fixed in any tangible medium of expression, now known or later developed, from which they can be perceived, reproduced, or otherwise communicated, either directly or with the aid of a machine or device. Works of authorship include the following categories:

- Literary works
- Musical works, including any accompanying words
- Dramatic works, including any accompanying music
- Pantomimes and choreographic works
- Pictorial, graphic, and sculptural works
- Motion pictures and other audiovisual works
- Sound recordings
- Architectural works

In no case does copyright protection for an original work of authorship extend to any idea, procedure, process, system, method of operation, concept, principle, or discovery, regardless of the form in which it is described, explained, illustrated, or embodied in such work.

Exceptions to the exclusive rights of copyright owners are established through the doctrine of fair use. CT (LEGAL) identifies the following factors in determining fair use:

- The purpose and character of the use, including whether the use is of a commercial nature or for nonprofit educational purposes.
- The nature of copyrighted work.
- The amount and importance of the portion used in relation to the copyrighted work as a whole.
- The effect of the use upon the potential market for or value of the copyrighted work.

TVCC’s Board Policy CR (LOCAL) “Technology Resources,” states that information technology equipment or services by an employee, student, or guest shall follow all federal, state, and local laws and policies

governing the use of technology resources and strictly prohibits software piracy and the illegal use or attainment of copyrighted materials, or the distribution of copyrighted materials or software. In addition, Compliance with the Higher Education Opportunity Act (HEOA) and Peer-To-Peer File Sharing Requirements provide students' responsibilities regarding unauthorized duplication of copyrighted works, the College's Acceptable Use Policy [CR (LOCAL)], and unauthorized duplication, use, or distribution of copyrighted materials, including but not limited to music and video files. The College considers the unauthorized peer-to-peer file sharing of copyrighted music and video to be an inappropriate use of its network resources. Furthermore, such activity is illegal under the Digital Millennium Copyright Act (DMCA) and exposes users to serious civil and criminal penalties.

TVCC Board Policy FLB (LOCAL); Student Rights and Responsibilities: Student Conduct expressly prohibits students from inappropriate use of information technology, including copyright infringement as defined under TVCC Board Policy CR (LOCAL) Technology Resources.

VIDEO CONFERENCE

TVCC IT Services provides Zoom professional licenses to faculty and staff to provide quality video conference capabilities to meet the needs of students and faculty at TVCC, both near and far. This software, in conjunction with encryption, allows TVCC to provide quality, synchronous instruction to various classes across the entire TVCC system, including dual credit students and those enrolled with the Texas Department of Criminal Justice (TDCJ). TDCJ courses are only allowed to be transmitted from designated rooms on the TVCC campuses; they are not allowed to be transmitted from faculty offices or homes.

LEARNING OUTCOMES/LEARNING ENHANCEMENT ANNUAL PLANS (LEAPS)

All faculty are expected to collaborate with their departmental colleagues and contribute to the construction, implementation, evaluation, and subsequent improvement of clearly defined, measurable, student learning outcomes. Learning outcomes should be identified for every course, detailed in the course syllabus, measured, and evaluated by all faculty members each semester. Additionally, all faculty within each academic program are required to assess the departmental learning outcomes (referred to as Learning Enhancement Annual Plans, LEAPs) and provide the data to the respective division chair using their designated reporting forms and process each semester [TVCC Board Policy DDA (LOCAL)].

LEARNING RESOURCE CENTER (LRC OR LIBRARY)

Trinity Valley Community College has a Learning Resource Center (LRC) on each campus to provide academic support for all students. These centers are located on the first floor of the Ginger Murchison Learning Resource Center building on the Athens campus, the Anderson Building on the Palestine campus, the M. L. Risinger Learning Resource Center building on the Terrell campus, and the Administration Building on the Health Science campus.

In addition to the four campus LRCs, remote access to the library catalog and online databases is available for all students, including those enrolled in distance education and off-campus instructional sites. Support is available (either in person or virtually) to any group or individual student who seeks assistance with any of the services provided by the LRC.

Generally, all campuses have study areas, circulating books, reference books, digital books, reserve materials, copy machines, newspapers, computers, periodicals, print and electronic journals, and access to online databases. Books are classified by the Library of Congress Classification system and housed in open stacks. Online public access catalogs are available in each Learning Resource Center for searching the collection. For orientation, training, and information about online services, see the library staff.

The hours of operation are posted on the LRC's webpage and at each campus location, and a current identification card is required for transactions. Books, computers, and other materials are available for academic research and class assignments. All provided resources are designed for use by the college student for academic use and personal enrichment.

Faculty are encouraged to assign activities in which their students are required to use the Learning Resource Center (LRC). If an entire class needs access to the LRC, make advanced reservations with the campus 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 can assist 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://libguides.tvcc.edu/c.php?g=218366>.

MAILBOXES

Faculty members will be assigned mailboxes for receiving both postal and inter-campus correspondence. Official correspondence will be sent through your TVCC-assigned email address and inter-campus mail, so it is important to check your email and your TVCC-assigned mailbox daily. All part-time and adjunct faculty are encouraged to visit with their Division Chair or branch campus leadership to determine if there is an inter-campus mailbox designated for them. Regardless of intra-campus mailbox availability, faculty are expected to regularly check *email accounts* for vital communications.

MEDIA SERVICES

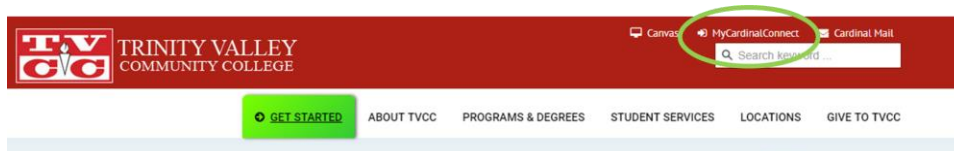
Information related to reserving or scheduling equipment can be found on the TVCC IT webpage, Media Services link, or by submitting a Service Now ticket via the [TVCC Service Now Support link](#).

MINOR CHILDREN

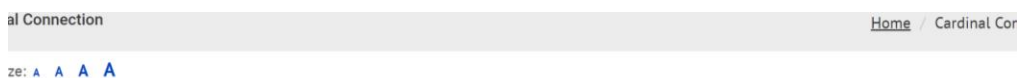
See Employee Handbook, page 37. Employees are not allowed to bring children to work. Exceptions can be made at the discretion of the department director. However, this is not encouraged. [TVCC Board Policy CG (LOCAL)].

MYCARDINALCONNECT SELF-SERVICE

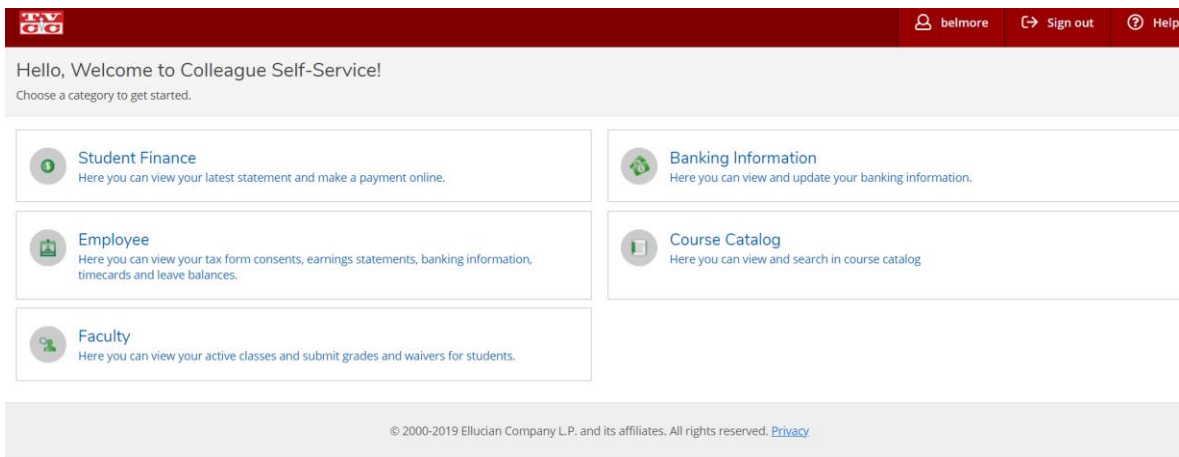
TVCC's MyCardinalConnect self-service portal is available to students and faculty for many applications. To access the MyCardinalConnect self-service portal, access the TVCC website and select the **"MyCardinalConnect"** along the top of the webpage.



Enter TVCC login credentials in the "Login to **My CardinalConnect**" link to access the portal.



Once logged in to the TVCC My CardinalConnect portal, employees have access to a variety of features including employee earnings statements, banking information (to review and change banking deposit information), faculty access (to review class rosters, enter grades, etc.).



OPEN EDUCATIONAL RESOURCE (OER) COURSES

Statute for the Texas OER definition: <https://statutes.capitol.texas.gov/Docs/ED/htm/ED.51.htm#51.451>

(4-a) "Open educational resource" means a teaching, learning, or research resource that is in the public domain or has been released under an intellectual property license that permits the free use, adaptation, and redistribution of the resource by any person. The term may include full course curricula, course materials, modules, textbooks, media, assessments, software, and any other tools, materials, or techniques, whether digital or otherwise, used to support access to knowledge.

An OER-designated course at TVCC requires students only to access openly licensed, freely available, high-quality educational resources (textbooks, media, videos, articles, and more). Faculty should have an open license to adapt the materials based on their course and students' needs. Access to course materials should be available on day one, at no cost to the students. Please remember, for a course to be listed as OER on the TVCC schedule, faculty must work with the Associate Vice President of Instructional Innovation and Support for course certification.

A 'low cost' course at TVCC indicates the required resources (textbook/materials) cannot exceed \$50 in total. The designation "low-cost" will refer to any textbook/course material under \$50 when purchased new, and includes copyrighted material, materials used under Fair Use, and materials accessed on the open web.

An Inclusive Access course is not OER. Faculty do not have access to adapt the materials. Access to course materials should be available on day one, and students will be directly billed for the cost later.

While courses with a lecture and lab component cannot be distinguished by separate designations on the TVCC course schedule, a lecture can be OER, and a lab can be low-cost based on the course design.

The OER and low-cost designations are based on two different (but related) pieces of information: cost and open copyright license. The OER designation is the more restrictive of the two groups; for a class to be designated as OER, it must use materials that are free to access and have an open license. Classes using materials that total \$50 or less may be designated as low-cost, regardless of the materials' license.

Example designations:

- Traditional materials with a price under \$50 (new) - Low-cost.
- No cost high-quality materials (found on the web, instructor's own notes, fair use) – OER.
- OER (digital) - OER.
- OER (digital w/ print copy optional) - OER.
- OER (print copy required) - Low-cost if under \$50.
- OER-based paid subscription service (Lumen, Waymaker, etc.) - Low-cost if under \$50.

OFFICE HOURS (STUDENT SUPPORT HOURS)/FACULTY SCHEDULES

Instructional faculty members shall be expected to consider their employment with the College as their full-time responsibility. Each full-time faculty member shall be expected to spend a minimum of 37.5 hours per week during the regular fall and spring semesters, **beginning with Monday of the week of in-service and ending with graduation**. During this workweek, they should be involved in teaching, advising, committee responsibilities, club sponsorship, preparing, and/or travel as associated with their job responsibilities (does not include travel from home to campus).

NOTE: Each instructor **NOT** teaching a “block scheduled program” or responsible for the oversight of health science clinicals, shall be expected to spend ten (10) hours per instructional workweek (defined as 7:00 a.m. – 7:00 p.m.) available to **support students on campus**. Instructors should spend a minimum of five hours in their office **on campus**, available to meet with students face-to-face or virtually, **and** a minimum of five hours **on campus**, assisting students, such as in the tutoring center, hosting small group instruction, etc. These additional student support hours must be approved by the AVP and VPI by the end of the first week of instruction. Any changes to the posted office hours schedule must be approved in writing by the appropriate AVP and reposted as soon as possible. All ten office/student support hours should be posted outside the faculty’s office door and submitted to the appropriate AVP. The remaining balance of the regular workload should be used for class prep, which consists of classroom instruction, advising, committee obligations, club sponsorship, and course preparation time.

Faculty teaching “block scheduled” programs, including cosmetology, plumbing trades, electrical trades, and welding technology, satisfy the 10-hour availability to students each instructional workweek through their lecture and lab teaching assignments. Health science faculty and continuing education faculty responsible for the oversight of clinicals will be expected to schedule a minimum of 5 hours per week in their office to be available for students.

TDCJ vocational faculty are expected to work 32.5 hours each workweek, which is comprised of class time and additional activities outlined by TVCC TDCJ leadership.

Every fall and spring semester, each instructor shall be required to complete, post, and submit their detailed weekly schedule using the provided Excel template to the Division Chairperson and Associate Vice President. In instances in which students are unable to convene with instructors during the scheduled and posted office hours, appointments should be coordinated to accommodate the instructor

and student schedule. The administration recognizes that most faculty members will spend considerably more time than this in the performance of their duties.

Instructors shall be expected to meet all scheduled classes. Instructors shall arrive at the class before the scheduled starting time of the class and are expected to keep the class for the entire period.

Instructors shall not schedule or permit “cuts” or “walks” without the prior approval of the Division Chairperson and Associate Vice President. This practice is only acceptable in dire and unusual circumstances.

Refer to TVCC Board Policy DI (LOCAL) for the most recent version.

OFFICIAL REPORTING (CENSUS) DAY

The official reporting day (ORD) is determined each semester based on a schedule established by the Texas Higher Education Coordinating 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. 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 that 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 on that day is sent to the Texas Higher Education Coordinating Board. The ORD serves as a “snapshot” of our enrollment on a given day. Also, a student’s attendance status is used to award financial aid. If a student is marked as “Never Attended,” they will be administratively dropped from the course and will lose a portion of their financial aid. Instructors are expected to carefully reconcile their class rosters within the Cardinal Connection Portal with the students who are attending class. **NOTE: Only students who are enrolled in the course on the official census day will be eligible to earn a grade at the end of the semester. For detailed instructions on how to properly certify class rosters, please refer to the “[CLASS ROSTERS](#)” section in this handbook.**

OFF-CAMPUS TEACHING ASSIGNMENTS

All faculty members are expected to be willing to teach classes regardless of location or mode of delivery, including the Texas Department of Criminal Justice (TDCJ), offered during the day, evening, or weekend as part of their regular assignments, based on student need. Faculty who teach on more than one campus during the same semester are expected to use a TVCC vehicle to travel between campuses. Travel to and from the teaching site will not be reimbursed for the use of their personal vehicle.

ORGANIZATIONAL ACCOUNT MANAGEMENT

TVCC faculty and staff may oversee institutional and/or agency accounts as part of their assigned duties. In this role, it is critical that the employee abide by all TVCC policies and procedures related to handling cash and depositing funds into the institutional and/or agency account. For specific details regarding account management guidelines and procedures, contact your supervisor or the TVCC Controller, Stephanie Golem (stephanie.golem@tvcc.edu).

ORGANIZATIONAL CHART

Please contact Human Resources for the current TVCC organizational chart.

OUTSIDE EMPLOYMENT

See Employee Handbook, page 15. A full-time faculty member shall give full-time service to the College. Any outside employment by a faculty member shall be permitted only upon the advanced and written approval of the Vice President of Instruction. ***Outside employment that interferes with the regularly assigned duties of full-time faculty members is not permitted.***

During holidays or such time as faculty members are not employed by the College, faculty members are 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 [TVCC Board Policy DBF (LOCAL)].

OVERLOAD PAYROLL

The current overload pay schedule is sent out through your instructional leadership team during the time in which semester overloads are calculated. We strive to ensure that the overload payment begins as quickly as possible within each semester.

Paychecks, including overload amounts, are directly deposited into the employee's bank account.

Changes to deposit accounts must be made through an employee's MyCardinalConnect portal. Human resource personnel will NOT accept requests for banking changes.

PARKING

HOW DO I GET A PARKING STICKER?

Full-time and part-time employees should visit the TVCC police department on the Athens, Palestine, or Terrell campuses or the campus administration office on satellite campuses to secure a parking sticker for their personal vehicles.

See Employee Handbook, page 51. Upon employment, employees will be issued a TVCC parking sticker to be placed on the lower left corner of the back glass of their vehicle. Parking for TVCC employees is designated by the green-painted curbs.

Fines will be incurred for the lack of a parking sticker or improper parking, which could lead to disciplinary measures. Employees are required to park in the areas designated by the college-issued parking permit. Restricted parking areas are clearly marked, and employees are prohibited from parking in areas reserved for visitors, no parking areas, marked fire lanes, areas reserved for the disabled, or any area not specifically designed for vehicle parking.

More information can be found on the Parking section of the police department webpage. All questions regarding parking should be directed to the campus police.

PAYROLL

FACULTY SALARY SCHEDULE (FULL-TIME)

See Employee Handbook, pages 15-16. For comprehensive information regarding TVCC payroll, review TVCC Board Policy DJ (LOCAL).

Full-time 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 College 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 as approved by the Vice President of Instruction.

Full-time faculty salaries are divided into 24 equal payments issued monthly unless the instructor makes prior arrangements with the payroll office (located within the TVCC business office) to be paid on a nine-month basis.

Employees are paid on the 5th and the 20th of each month. If the pay date falls on a holiday or weekend, the employee is paid on the last business day preceding the stated pay date.

Courses or assignments that are taught in addition to your regular load are eligible for overload pay, calculated in accordance with the current overload salary schedule posted on the human resource webpage. Overload compensations may be reviewed under the Faculty tab in MCC. Please review these after being prompted by your division chair to ensure prompt payment. Questions regarding your overload calculations should be directed toward your division chair, NOT payroll. Be aware that overload payments for 8WK2 or 6WK2 classes may not be accurate in MCC due to the timing of processing payroll for 8WK1 or 6WK1. Adjustments due to low enrollment will be made to these overloads the day after the last day to add/drop a class for 8WK2 and 6WK2 but will not be reflected in MCC.

POLICY OF RIGHTS, CONDUCT, AND RESPONSIBILITIES

All College District employees shall perform their duties in accordance with state and federal law, College District policy, and ethical standards [Texas Community College Teachers Association Code of Professional Ethics](#).

All College District personnel shall recognize and respect the rights of students, other employees, and members of the community and shall work cooperatively with others to serve the best interests of the College District.

Employees wishing to express concern, complaints, or criticism shall do so through appropriate channels. [See TVCC Board Policy DGBA].

Employees shall comply with the standards of conduct set out in this policy and with any other policies, regulations, and guidelines that impose duties, requirements, or standards attendant to their status as College District employees. Violation of any policies, regulations, or guidelines may result in disciplinary action, including termination of employment. [See TVCC Board Policy DCC, DIAA, and DM series].

Employees shall be held to the same professional standards in their public use of electronic media as they are for any other public conduct. If an employee's use of electronic media violates state or federal law or College District policy or interferes with the employee's ability to perform his or her job duties effectively, the employee is subject to disciplinary action, up to and including termination of employment.

All employees shall adhere to College District safety rules and regulations and shall report unsafe conditions or practices to the appropriate supervisor.

The following code of conduct shall apply to all faculty, staff, employees, and volunteers while they are on the College District's premises, when they are away representing the College District, or when they are attending a College District function.

An employee shall not:

- Solicit, accept, or agree to accept any benefit, gift, favor, or service that might reasonably tend to influence the employee in the discharge of official duties, or that the employee knows or should know is being offered with the intent to influence official conduct.
- Intentionally or knowingly solicit, accept, or agree to accept any benefit for having exercised the employee's official powers or performed official duties in favor of another.
- Disclose confidential information, information that is excluded from public disclosure under the Texas Public Information Act (PIA) or the Family Educational Rights and Privacy Act (FERPA), or disclose information that has been ordered sealed by a court and was acquired by reason of the employee's official position. Additionally, the employee shall not accept other employment, including self-employment, or engage in a business, charity, nonprofit organization, or professional activity that the employee might reasonably expect would require or induce the employee to disclose confidential information, information that is excluded from public disclosure under the Texas PIA, FERPA, or information that has been ordered sealed by a court that was acquired by reason of the employee's official position.
- Accept employment, including self-employment or compensation, or engage in a business, charity, nonprofit organization, or professional activity that could reasonably be expected to impair the employee's independence of judgment in the performance of official duties.

- Make personal investments or have a personal or financial interest that could reasonably be expected to create a substantial conflict between the employee's private interest and the public interest.
- Utilize College District time, property, facilities, or equipment for any purpose other than official College District business, unless such use is reasonable and incidental and does not result in any direct cost to the College District, interfere with official duties, or interfere with College District functions.
- Engage in theft of federal or state funding (including loans or grants), College District property, another employee's property, or a student's property.
- Utilize the employee's official position or College District-issued items, such as a badge, to obtain financial gain or privileges or to avoid consequences of illegal acts.
- Knowingly make misleading statements, either oral or written, or provide false information in the course of official College District business or falsification of College District records, including, but not limited to, timesheets or timecards, leave forms, expense reports, and employment records. This shall also include "punching out" on another employee's timecard or completing another employee's timesheet without a supervisor's permission.
- Possess an illegal weapon on College District property or property controlled by the College District.
- Engage in any criminal act, except a traffic offense, on College District property or property controlled by the College District.
- Possess alcohol or illegal drugs without authority, be under the influence of alcohol or illegal drugs on College District property or property controlled by the College District, or violate the applicable prohibitions regarding alcohol and illegal drugs in accordance with law and College District property.
- Knowingly make false and damaging statements about the College District, its students, or employees, regardless of the means and environment in which the statements are made.
- Be insubordinate to the employee's supervisor in relationship to the employee's job function or job responsibilities.
- Deliberately refuse to follow a job-related directive or assignment that is legal and does not violate safety rules or regulations.
- Engage in any political activity while on College District time or utilize College District resources for any political activity.
- Use the employee's own public office for private gain.
- Misappropriate or use without authorization any College District property, equipment, supplies, tools, monies, or credit cards.
- Engage in any act or threat of an act that would place at risk the health or safety of the students, employees, guests, or other individuals on campus and during off-campus activities.
- Engage in any conduct, whether on or off the job, that adversely affects the College District, subjects the College District to negative publicity or criticism, or that affects the employee's ability to appear at work or perform the employee's work.
- Engage in any conduct or act in any way that is detrimental to or negatively affects the College District due to favoritism for any individual or related in any way to a relationship with an individual, whether related or not. Employees must put the best interest of the College District first at all times during their employment.

An employee shall:

- Perform the employee's official duties in a lawful, professional, and ethical manner benefiting the College District.
- Report any conduct or activity that the employee believes to be in violation of this ethics policy to the College District's human resources department or legal counsel.
- Endeavor to avoid any actions that would create the appearance that the employee is violating the law or the ethical standards of the College District.
- Maintain a positive and professional work atmosphere by acting and communicating in a manner where the employee gets along with guests, students, faculty, and staff while on campus or at any time the employee is representing the College District.
- Follow and comply with all College District policies, regulations, or rules.

[TVCC Board Policy DH (LOCAL)]

PROFESSIONAL DEVELOPMENT

Faculty and staff will be provided with a positive environment for employee professional growth and development. The College maintains a program, Team Student, to encourage professional growth and development by providing ongoing internal professional development activities such as learning days, seminars, in-service meetings, and classes for the purpose of faculty and staff development. In addition, a faculty member may attend off-campus workshops, seminars, TCCTA, or other professional development activities with prior approval from his or her supervisor and/or the appropriate administrator [TVCC Board Policy DK (LOCAL)].

All faculty are expected to attend the designated TVCC Learning Day each fall and spring semester. The dates are published in the TVCC catalog each year. Faculty who are unable to attend learning day will be expected to secure prior approval from the Vice President of Instruction AND submit an absence from duty form for not attending.

PROMOTIONAL REQUEST FORM

Faculty are to submit their promotional requests with adequate advance notice for events that need promotion. Submit a Service-Now ticket requesting the event be publicized on the digital marquee, campus-wide digital signage, or TVCC webpage. Additionally, email events@tvcc.edu with your promotional request so that social media, possible newspaper coverage, and possible photography services may be provided.

Should faculty need to reserve a building, room, or grounds for an event, they should contact Suzan Mullins (903-675-6206, suzan.mullins@tvcc.edu) with the date, time, and location of the reservation.

PURCHASES

Most office and classroom supplies are available in the college bookstore on each campus. 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 prior approval from the appropriate supervisor. **Employees should only charge for purchases made to the department in which they work. Classroom and/or office supplies are generally allowable charges to TVCC institutional accounts.** Personal items should not be purchased using TVCC institutional budget funds.

Departmental/institutional charges to the bookstore should only be for classroom or office-related supplies. Food, drinks, clothing, and other non-classroom or office supplies (headphones, cell phone chargers, etc.) are not to be purchased at the TVCC bookstore (or elsewhere) using departmental/institutional funds WITHOUT prior approval from the VPI or AVP responsible for overseeing the account/department.

Although you may technically purchase supplies under \$200 without a requisition, it is preferable for you to go through the requisition process when possible for all purchases. If you know you will be purchasing a large number of items from a vendor multiple times throughout the academic year, it is better to open a requisition in September and spend off of it throughout the year rather than submit separate requisitions for each order. When considering purchasing supplies, forward an electronic purchase order request to the Division Chair, who will forward it to the appropriate Associate Vice President, etc., **before** the purchase is made. The following procedures are to be used, per TVCC Board Policy CFD (LOCAL):

- Complete a “Request for Purchase” form and submit it to your immediate supervisor for approval.
- The instructor may order/make the purchase after receiving the approved purchase order from the business office.
- When the invoice is received, the instructor must sign and date when the merchandise was received and forward it with a payment approval form to their immediate supervisor for signature. 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 the invoice.
- The payment approval form then travels to the appropriate Associate Vice President and Vice President of Instruction. Then, the paperwork will be forwarded to the business office 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 must be completed electronically. The [electronic version](#) is on the business office webpage. If you have any additional questions, you can contact the Business Services staff.

SCHOLASTIC DISHONESTY

Scholastic dishonesty includes, but is not limited to, cheating on assignments, plagiarism, and collusion. Any student violating this policy will be subject to discipline up to and including possible suspension and may be referred to the campus judicial officer [TVCC Board Policy FLB (LOCAL)]. Instructors should establish guidelines regarding the consequences for students engaging in scholastic dishonesty. **The course syllabus should clearly delineate specific consequences that students will encounter regarding scholastic dishonesty.**

It is the instructor’s responsibility to ensure that the scholastic dishonesty guidelines and respective consequences are in accordance with Board policy. Instructors are to consistently apply the consequences to all students who engage in scholastic dishonesty. Additionally, faculty are to cautiously approach students with their suspicions of scholastic dishonesty, providing evidence of sufficient cause while remaining professional and protecting the student’s privacy while examining the facts. It is important that faculty explain their guidelines, referring to the class syllabus and the disciplinary actions. IF further disciplinary action is assigned, inform the student and provide written documentation.

SEMESTER SCHEDULES

Semester schedules are prepared, finalized, printed, and publicized on the TVCC website a few months before the beginning of the semester in order to align with the opening of online registration for students. While instructors have input in their schedule, the final schedule will be approved by the Division Chair, Associate Vice President, and Vice President of Instruction based on enrollment trends for the semester. Instructors are required to post all their semester syllabi based on the scheduled due dates before the first day of online registration. The Vice President of Instruction will notify all faculty of the deadline to post their syllabi to the TVCC webpage.

A long 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 fewer than five and one-half weeks that include registration, instruction, and final exams. Several alternative semesters are scheduled, including TDCJ terms, Fast Track, Choices, all summer, and mini-semester. They vary from two-and-a-half to 13 weeks in length. Regardless of the duration of the semester, instructional administrators are required to ensure that appropriate contact hours are met with the class scheduled times [TVCC Board Policy EFA (LEGAL)].

SMART MULTIMEDIA CLASSROOMS

Currently available on all TVCC campuses, smart multimedia classrooms bring together a variety of tools that enhance the learning environment for TVCC students. Each of the multimedia smart classrooms is equipped with a touchscreen, a Viewboard, and a microphone/speaker playback system. At the front of each room is a custom-designed lectern. This lectern includes a desktop computer, laptop video and audio connection, a document camera, an S-VHS VCR, and a DVD player. A detailed description, including pictures, of each smart classroom is available on the IT Services website. We are in the process of replacing the above technology with Viewboards due to difficulties obtaining replacement parts. Please be on the lookout for new technology in your classrooms, and the removal of the old equipment!

STUDENT ATTENDANCE POLICY

Responsibility for class attendance falls to the student. Regular and punctual attendance to all classes is expected. When a student has a legitimate reason for being absent, the instructor has the option of permitting the student to make up for work missed and may require an explanation for the absence. The college reserves the right to evaluate individual cases of non-attendance. If a student's absence is the result of them representing the College (or ISD) and attending a school-sponsored activity or event, the student WILL be permitted to make up work missed during the absence.

In general, students are graded based on intellectual effort and performance. In many cases, class participation is a significant measure of performance, and nonattendance can adversely affect a student's grades. When, in the judgment of the instructor, a student has been absent to such a degree as to jeopardize the chances of success in the course, the instructor may recommend to the Advisement Office the student be dropped from the course based on the policy in their syllabus. However, instructors are not required to drop students from a course. It is the student's responsibility to officially drop a course or verify that the instructor has initiated the drop procedure. **The course syllabus should clearly outline the instructor's position for tracking attendance and/or withdrawing students for excessive absences beyond those that are accrued for school-sponsored events.**

To provide consistency to the attendance policy, instructors may drop students for non-attendance after they have accumulated the following number of absences if clearly stated in their syllabus:

FALL/SPRING SEMESTER

- Nine absences — Monday, Wednesday, and Friday classes
- Six absences — Tuesday and Thursday classes
- Six absences — Monday and Wednesday classes
- Three absences — Classes meeting one time per week

SUMMER SEMESTER

- Two absences — Classes meeting two days/evenings per week

- Four absences — Classes meeting four days per week

The current catalog provides information regarding other class absences. Attendance policies must be clearly identified in the syllabus or course guide distributed to students by the instructor [TVCC Board Policy FC (LEGAL)].

STUDENT CONDUCT

Discipline problems on the College campus are rare but will occur from time to time. **Student conduct management should be clearly outlined within the course syllabus.** As the syllabus cannot identify and address every potential issue, basic expectations with respective consequences for misconduct should be clearly outlined and shared with the students. Consistency in enforcing consequences is of the utmost importance.

When discussing conduct and behavioral issues with a student, respect the student's privacy as much as possible while being cautious about being alone in an isolated environment with the student. If the student continues to disrupt the class, firmly and calmly request the student to leave and instruct them to arrange a meeting with the judicial officer or Associate Vice President before returning to class. Faculty should file a report to the BIT outlining the class disturbance after class ends. If the student refuses to leave, call security, and the student will be escorted out of class by campus police. Inform the division chair and/or branch campus leadership of the details of the misconduct and how it was handled. [TVCC Board Policy FLB (LOCAL)].

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

STUDENTS WITH DISABILITIES ACT/504 EQUAL ACCESS TO EDUCATION

As a faculty member, you play an important role in promoting equal access to higher education for all Trinity Valley Community College students. Students who request accommodations are encouraged to collaborate with their instructors to ensure that the student's approved accommodations are in place prior to their need. This allows the student equal access to education.

FROM THE OFFICE OF CIVIL RIGHTS

"OCR enforces Section 504 of the Rehabilitation Act of 1973 and Title II of the American with Disabilities Act, which prohibit discrimination based on disability. Every institution of higher education that receives federal funding is subject to Section 504 and Title II".

Institutions of higher education must provide appropriate academic accommodation based on students' disabilities and individual needs when necessary to avoid discrimination. In providing academic accommodation, a postsecondary institution does not have to eliminate or lower essential requirements or make modifications that would fundamentally alter the programs or activities being offered or impose an undue burden on the institution.

FACULTY ROLES

- Make reasonable accommodations as directed by the Director of Student Access & Counseling/campus coordinator
 - o Upon receipt of the Accommodation approval form, the faculty member is required to sign the document immediately
- Provide access to classroom and materials
- Maintain confidentiality
 - o Store accommodation advisement forms in a locked cabinet after the signed receipt.
 - o Do not discuss any student's accommodations in the classroom or with another faculty member. For questions regarding any accommodations, please contact the Director of Student Access and Counseling.

While it is the faculty member's responsibility to ensure that the learning environment is accessible, students who need accommodations must initiate the request via the proper process. It is strongly recommended that faculty include a statement in their syllabus, so students are aware of the process for requesting accommodations.

The dual credit student requesting accommodations is required to meet with the disabilities coordinator or identified ADA TVCC campus designee (listed below) in person and provide appropriate diagnosis documentation that will support the request for accommodations. The reasonable accommodations that are established for students taking college-level classes are determined by the college disabilities coordinator or the local campus ADA liaison based upon their review of the "Request for Accommodation Form" and supporting documentation.

TVCC campus ADA accommodation coordinators

Athens and Health Science Campuses

Melinda Berry
Technology Building 325 (Access and Counseling Office)
mlberry@tvcc.edu,
903-675-6224

Terrell Campus

Abigayl Delarosa
Administration Building
Abigayl.delarosa@tvcc.edu
972-563-4904

Palestine Campus

Christy Seibel
Administration Building, A110
Christy.seibel@tvcc.edu

STUDENT WORKERS/WORK STUDY

Faculty and/or departments may have an opportunity to hire student workers to assist them with non-instructional tasks that do not involve confidential access or records. Faculty should seek the permission of their immediate supervisor before employing a student worker. If the immediate supervisor permits the faculty member to utilize a student worker, the considerations/events below should be followed BEFORE a student worker is authorized or allowed to assist the faculty member/department.

TVCC employs student workers who are paid either the following:

- Federal/state financial aid funds (known as work-study); OR
- TVCC institutional budget funds

Student workers who qualify for financial aid are eligible to work as student workers using federal or state money. NOTE: Students who qualify for this opportunity will often reach out to faculty members to determine their willingness to “hire” them. TVCC prefers that faculty members employ student workers who qualify for federal or state work study.

Full-time faculty members who are interested in hiring and supervising a student worker should follow this process:

Hiring Student Workers/Work Study

1. Seek approval from the department supervisor to “hire” student work study. The supervisor should then proceed with emailing either Financial Aid or Human Resources to confirm that a student is eligible to work using federal funds. If the student is not eligible to work utilizing federal or state funds, then institutional budget funds must be used to hire student workers, and the process will be coordinated through Human Resources, not Financial Aid. Student workers should be encouraged to complete a FAFSA to determine eligibility for federal/ state aid.
2. Supervisor: Email the financial aid office (finaidinfo@tvcc.edu) with Federal Work-Study in the subject line, the student’s name, TVIN, and whether institutional budget funds are available to pay the student worker/work study. Once the financial aid office confirms eligibility, the supervisor will receive an email with the number of hours, and which fund the student will be paid through. Respond by providing the proposed weekly work schedule, including days and times the student will work. NOTE: work must not be scheduled during the student’s class time.
3. The Financial Aid office will determine whether the student you are requesting qualifies to work as a student worker/work study paid via federal or state funds or whether they must be paid via institutional budget.
4. If the student qualifies for federal or state funds, the Financial Aid office will prepare a clearance form for the student workers/work study supervisor. The student should receive the prepared

clearance form from the financial aid office and deliver the paperwork to the hiring faculty/staff member for a signature.

5. If the student does not qualify for federal or state funds, the supervisor should request hiring through the Human Resources department with institutional funds.
6. All completed and signed paperwork should be delivered to the Human Resources office by the student.

Before Beginning a student worker/work study duty:

7. The student worker and supervising faculty/staff member are to review the student worker job description, sign, and submit the signed copy to Human Resources.
8. Student workers are to complete the required FERPA/confidentiality training and confidentiality agreement. Required training is provided by the U.S. Department of Education and can be accessed online at: <https://training.wecomply.com/wc2/doelogin.aspx?id=10821>
 - a. Note. Students must present certification of completion to the hiring supervisor before beginning worker duties. Hiring supervisors should save and file the certification.
9. Faculty/staff supervisors assign the student worker/work study tasks that are identified as “allowable” on the job description.

During the semester:

10. Faculty/staff supervisors prepare the student worker/work study timesheets (an Excel document provided by Human Resources), ensuring the hours being reported as worked are accurate and within the range of allowable hours. The VPI must approve any hours worked outside of normal business hours or during TVCC holidays.
11. If the student worker/work study is being paid with institutional budget money, ensure there is sufficient money in the TVCC budget account being charged. If there is not sufficient money, seek guidance from the immediate supervisor on how to subsidize the payroll account and whether the student worker can continue with their duties.

End of the semester:

12. Complete the evaluation of the student worker (provided by the Financial Aid office) and submit it to the Financial Aid office (finaidinfo@tvcc.edu).
 - a. Note. Not returning an evaluation will impact the supervisor’s ability to hire work-study students in future semesters.

SYLLABUS/COURSE GUIDE

All faculty are expected to prepare and post a syllabus for each course they are assigned to teach by the scheduled due date. They should also make their syllabus available to students in their class and discuss it with them within the first week of the semester. The division chairs can provide a master syllabus for the courses to the faculty within their division as a guide for creating new syllabi. Faculty are expected to model their course syllabi using the information provided within the respective master syllabus.

WHAT IS A SYLLABUS?

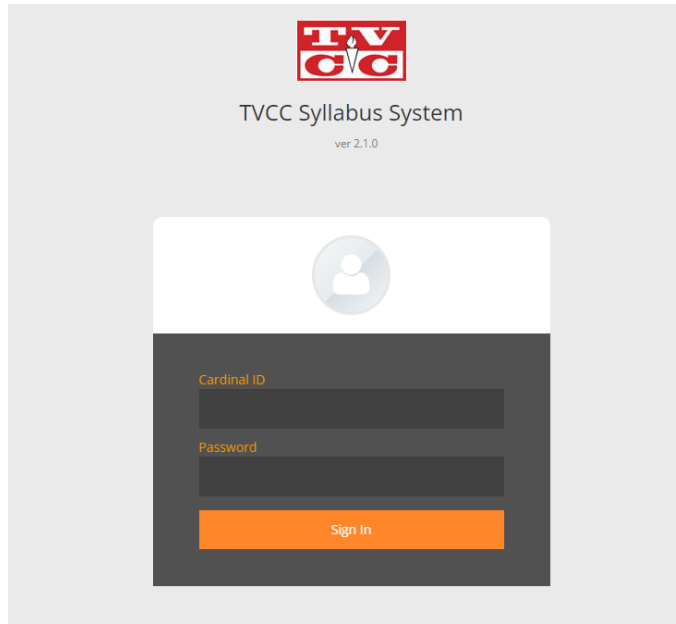
A syllabus is the information that explains the primary goals, expectations, and policies for the course. The syllabus you provide to your students should match the syllabus posted on the TVCC website. The syllabus is expected to explain how you determine course grades (in accordance with department policy), any required textbook information (link to the TVCC bookstore), attendance policy, testing, Americans With Disabilities Act (ADA) policy, cheating policy, and any other important/relevant information. [TVCC Board Policy EF (REGULATION)].

SYLLABUS TEMPLATES

To ensure thorough coverage and consistent formatting, faculty are expected to complete all fields in the syllabus template found in the Syllabus Management System accessed from the Faculty Resources page on the TVCC website. Prior to the due dates posted in the schedules at the beginning of this document, faculty will be required to post a syllabus for all sections they are scheduled to teach. The syllabus should be created with customized information, specific to the instructor and course requirements.

HOW DO I CREATE A SYLLABUS IN THE SYLLABUS SYSTEM?

- A. To access the Syllabus System:
 - a. Navigate to the TVCC homepage
 - b. Scroll to the bottom of the homepage and select the Employee Portal
 - c. Next, select the Faculty Resources category at the bottom of the page
 - d. Select Syllabus Management from the menu in the middle of the page
 - e. Use your TVCC Cardinal ID and password to log into the system



- Screen Information: The following is an example of the screen upon logging in.

1

2

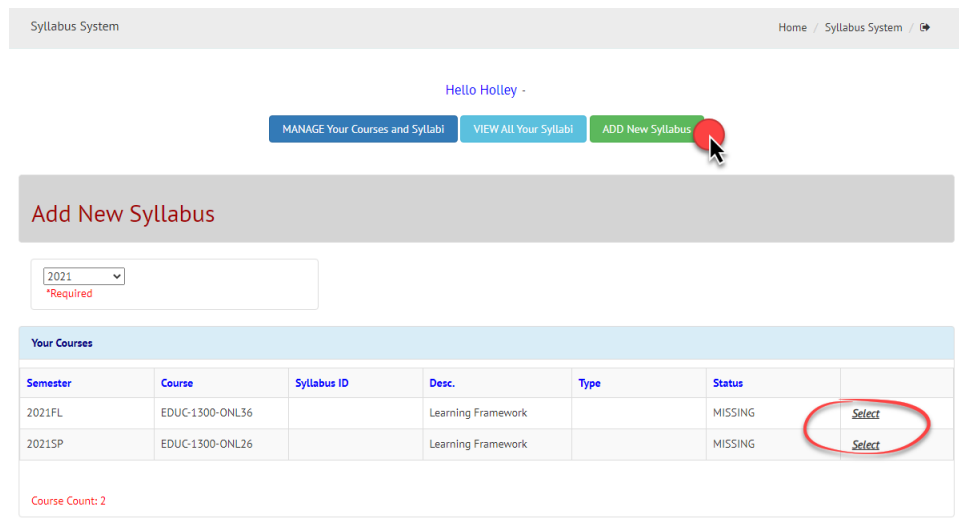
3

Semester	Course	Syllabus ID	Desc.	Type	Status
2021FL	EDUC-1300-ONL36		Learning Framework		MISSING
2021SP	EDUC-1300-ONL26		Learning Framework		MISSING

Course Count: 2

1. Interactive buttons to create, update, and view your syllabi.
 - Manage (dark blue): Existing syllabi to update.
 - View (light blue): Look at existing syllabi.
 - Add (green): Create new syllabi.
2. Select the semester year for the syllabi options to load.
3. Overview of courses with status information.

- B. **ADD New Syllabus:** Click the green button titled ADD New Syllabus to initially begin. Ensure your year is chosen correctly. Note the status chart changes to Select.



Syllabus System Home / Syllabus System /

Hello Holley -

MANAGE Your Courses and Syllabi VIEW ALL Your Syllabi **ADD New Syllabus**

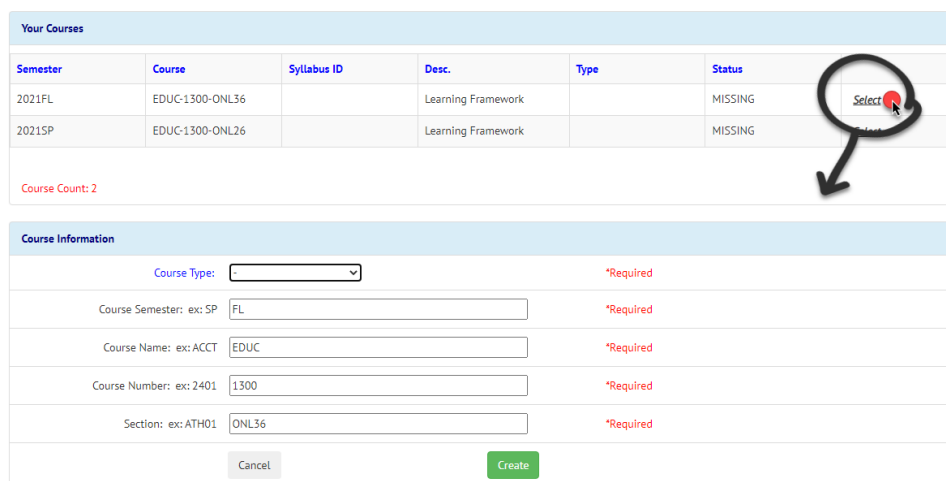
Add New Syllabus

2021
*Required

Semester	Course	Syllabus ID	Desc.	Type	Status	
2021FL	EDUC-1300-ONL36		Learning Framework		MISSING	Select
2021SP	EDUC-1300-ONL26		Learning Framework		MISSING	Select

Course Count: 2

- **Enter Course Information:** Click on Select for your course and begin adding your Course Information. Choose your course type from the drop-down list. Click ADD New Syllabus New Syllabus button to approve.



Semester	Course	Syllabus ID	Desc.	Type	Status	
2021FL	EDUC-1300-ONL36		Learning Framework		MISSING	Select
2021SP	EDUC-1300-ONL26		Learning Framework		MISSING	Select

Course Count: 2

Course Information

Course Type: *Required

Course Semester: ex: SP FL *Required

Course Name: ex: ACCT EDUC *Required

Course Number: ex: 2401 1300 *Required

Section: ex: ATH01 ONL36 *Required

Cancel Create

- **Edit Syllabus:** Upon clicking the green Create button, the Edit Syllabus page will load, where you will begin to create your first draft of each course syllabus. *Copy and paste content is encouraged for placeholders where you have content written previously.

Syllabus System Home / Syllabus System /

Edit Syllabus

Cancel
Save and Return to List

Syllabus ID: 188

Year

2021

Semester

FALL

Type

ONLINE COURSE

<input checked="" type="radio"/> DOES NOT <input type="radio"/> DOES Require Cengage Unlimited / or textbook
<input checked="" type="radio"/> DOES NOT <input type="radio"/> DOES Use Open Education Resources(OERs)
<input checked="" type="radio"/> DOES NOT <input type="radio"/> DOES Utilize Inclusive Access(IA)
<input checked="" type="radio"/> DOES NOT <input type="radio"/> DOES Require Exams to be Proctored
<input checked="" type="radio"/> DOES NOT <input type="radio"/> DOES Require a Purchase of Textbook(s)
<input checked="" type="radio"/> DOES NOT <input type="radio"/> DOES Require a Purchase of Other / Lab Materials
<input checked="" type="radio"/> DOES NOT <input type="radio"/> DOES Require a Lab

Save and Return to List

Course Information



**Scroll on
your screen
to select and
enter your
syllabus
information.**

- Details for Fields: *blue text preloaded should be edited but not removed.
 - Other/Misc.
 - Explanations for requirements (ex. OER, Inclusive Access, materials, etc.)
 - Course Description
 - Course Prerequisites
 - Learning Outcomes
 - Upon completion of this course, the student should demonstrate a mastery of the following learning outcomes: [input WECM or ACGM course outcomes]
 - Course Requirements
 - Additional required course resources and materials
 - Course activities and expectations for participation
 - Grade Policy
 - Time Requirements
 - Time Requirements for Course: Approximately how much time per week should be spent on your course? How could a student expect to spend that time?
 - Outline of Course Schedule
 - Overview of the course design (weeks, days, modules, units, etc.)
 - Classroom Policies
 - Communication procedure between student and instructor
 - Attendance

- Late Work
 - Cheating, Plagiarism, and Collusion Consequences
 - Drop Policies
 - Additional Information
 - Consider time management and study tips and special instructions.
- Save and Return to List: When you save and return to the dashboard, you will see updated information about the status of your syllabus.

[MANAGE Your Courses and Syllabi](#)
[VIEW All Your Syllabi](#)
[ADD New Syllabus](#)

Your Courses And Syllabi

2021 ▼

Your Courses

Semester	Course	Syllabus ID	Desc.	Type	Status		
2021FL	EDUC-1300-ONL36	188	Learning Framework	ONLINE COURSE	INCOMPLETE	Edit	Delete
2021SP	EDUC-1300-ONL26		Learning Framework		MISSING		

Course Count: 2

1. Status Options:
 - a. Missing – The syllabus has not been started.
 - b. Incomplete – Information is missing from the fields in your syllabus.
 - c. Complete – Approval has been requested.
 - d. Locked – Approval has been granted, and the syllabus cannot be edited.
2. VIEW ALL Your Syllabi: Click the middle light blue button to view your syllabi once you have a complete syllabus.
3. Click Display to see the current version of your syllabus. Instructors and students should use the Print Syllabus button to create handouts. The Copy Syllabus Link button can be used by instructors to share with students in Canvas.

[MANAGE Your Courses and Syllabi](#)
[VIEW All Your Syllabi](#)
[ADD New Syllabus](#)

All Your Syllabi

Semester	Course	Syllabus ID	Type	Created Dt.	Status		
2021FL	EDUC-1300-ONL36	188	ONLINE COURSE	09-23-2021	COMPLETE	Duplicate	Display
2021SP	EDUC-1300-ONL26	189	ONLINE COURSE	09-22-2021	INCOMPLETE	Duplicate	Display

Course Name and Section: **EDI**

[Print Handouts](#)

[Share Link](#)

[Copy Syllabus Link](#)

[Print This Syllabus](#)

- Use the Duplicate option to save time and reuse your syllabus for future semesters.

MANAGE Your Courses and Syllabi VIEW All Your Syllabi ADD New Syllabus

All Your Syllabi

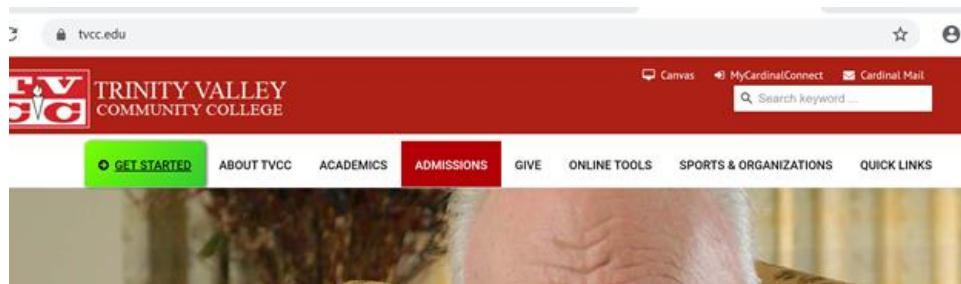
Semester	Course	Syllabus ID	Type	Created Dt.	Status		
2021FL	EDUC-1300-ONL36	188	ONLINE COURSE	09-16-2021	INCOMPLETE	Duplicate	Display

TEXTBOOKS

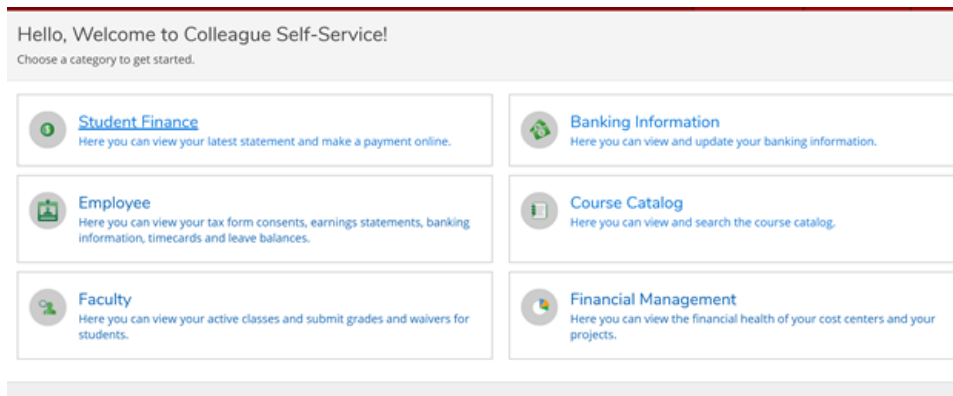
Instructors are required to select the textbooks and required materials for all courses assigned to them every semester. During the period in which the textbook selection is conducted (see Instructional Calendar), faculty will receive information on how to select their textbooks and materials.

HOW DO I SELECT MY REQUIRED TEXTBOOK/MATERIALS?

- Log into your MyCardinalConnect from the TVCC homepage. (www.tvcc.edu)



- Open the 'Faculty Tab.'



2.

- Click on the course within the semester for the textbook selection.

Manage your courses by selecting a section below

Wintermester 2020			
Section	Times	Locations	Books
MATH-2413-ONL02: Calculus I	TBD 12/16/2020 - 1/8/2021	Online, ONLN T: Lecture	

- Click on the 'Books' tab.

MATH-2413-ONL02: Calculus I

Wintermester 2020
Online (06)

TBD
12/16/2020 - 1/8/2021
Online, ONLN T: Lecture

Seats Available 35 of 35

[Deadline Dates](#)

Waitlisted 0

Roster Attendance Grading **Books**

No registered students

- Click on the blue 'Add Book' tab located on the right side of the screen.

Waitlisted 0

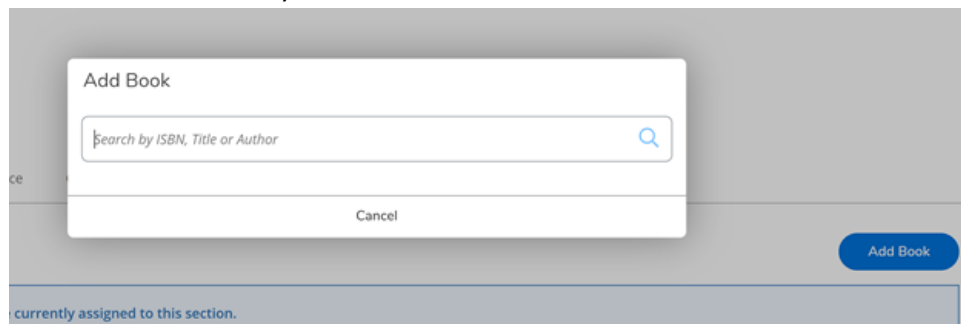
Roster Attendance Grading **Books**

Assigned Books Add Book

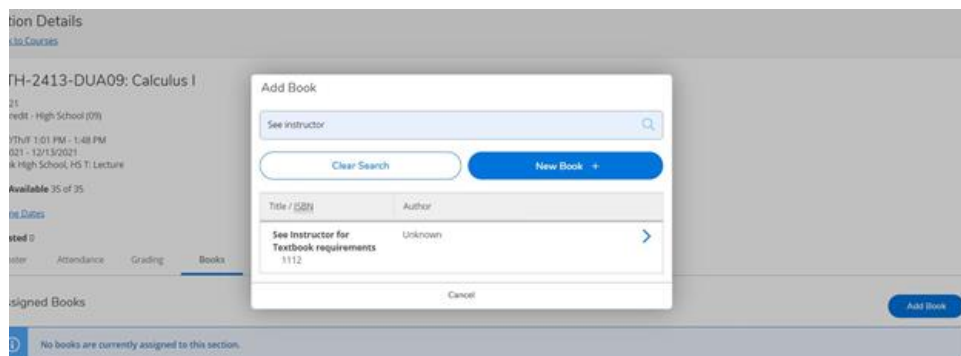
No books are currently assigned to this section.

- In the pop-up box, type in your course name and number (if you select a textbook or access code option) WHICH STUDENTS NEED TO PURCHASE.
 - Do NOT search by ISBN, Title, or Author. Please type in your course name: Math 2413 or BUSI 2401.

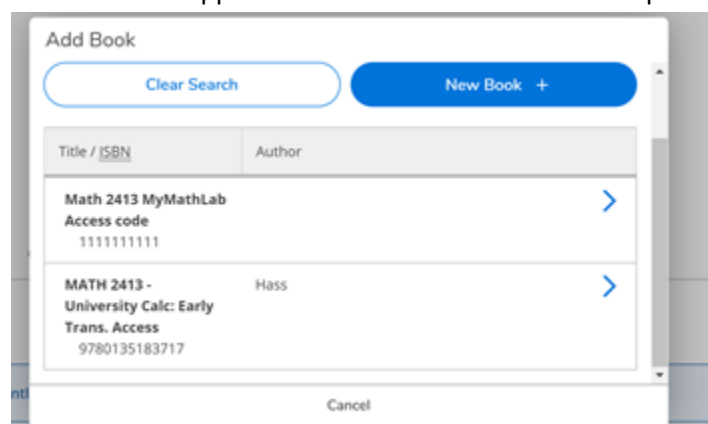
- If you select OER, please type in Open Education Resources and search. You should ONLY choose OER if Distance Learning has approved your course as OER.
- Note, if you are using Cengage Unlimited, you must select both the Cengage Unlimited option and the textbook selection.
- If you are using Inclusive Access, you only need to choose Inclusive Access as your book.
- If you are not using a textbook, you may select No Textbook Required or See Instructor.
- (Please see the notes below for additional information). Do not add any additional resources beyond those listed under your course name!!



- If you use See Instructor, type it into the search box. After you click “enter” or the magnifying glass, you will see the dialogue box that gives you the option to select See Instructor or enter your course name. Click on the blue arrow.



- Select the textbook from the approved course list for the course in question.



- You will see a drop-down menu in the pop-up box that says select an option. You should choose required, recommended, or optional. Then select 'Add Book' to add the book selection to your course.

Book Details

Required for Section *

Select an option...

ISBN
9780135183717

Title
MATH 2413 - University Calc: Early Trans. Access

Edition

Author

Cancel Add Book

- You should now see the book showing as the assigned textbook for your course.

Waitlisted 0

Roster Attendance Grading **Books**

Assigned Books

Title / ISBN	Author
MATH 2413 - University Calc: Early Trans. Access 9780135183717	Hass

- Important Notes
 - Note that **you should never add a book to the list from MyCardinalConnect**. The department and department chair must approve all textbook options before adding them to the list. Then, for the textbook selection to connect all Colleague areas, Beth Ann must enter the book through production.
 - If you do not see your approved book listed with your course when you search by the course number (Math 2413, BUSI 2401, etc.), you need to notify your department chair and Beth Ann Kidd.
 - There will be separate options for selecting Inclusive Access and Cengage Unlimited. If you plan to use Cengage Unlimited (CU), please select the textbook and select CU and use the textbook you choose-pick one option when prompted for required, optional, or pick 1.

- For MyMathlab/Mastering access code selections, you will need to ensure that you select the access code associated with the book in which you built the course. Please remember if you use Inclusive Access (the business office applies the fee for the access code to the student's tuition bill), you only select IA as the textbook.
- For OER courses, you will select OER (Open Education Resources); however, only approved OER courses (certified by Holley) should select this option. If your selection requires a book or code purchase, it is a textbook selection, not an OER.

TOBACCO

See Employee Handbook, pages 43-44. An employee shall not use any tobacco product on College District property, in College District vehicles, or at College District-related activities unless authorized by the College President or designee. This includes all buildings, parking facilities, and facilities used for athletics and other activities. E-cigarette means an electronic cigarette or any other device that simulates smoking by using a mechanical heating element, battery, or electronic circuit to deliver nicotine or other substances to the individual inhaling from the device, including smokeless tobacco, e-cigarettes, e-cigars, vape pens, mods, pod mods, Juul, suorin, IQOS, Elf Bar. The term does not include a prescription medical device unrelated to the cessation of smoking but does include a component, part, or accessory for the device. [TVCC Board Policy DH and GDA (REGULATION)].

TRAVEL

FIELD TRIP TRAVEL

All faculty, staff, and College-sponsored student trips require prior approval from their immediate supervisor, even if the trip is budgeted or advance funds have been requested and approved. At a minimum, the TVCC Request for Travel Authorization or Other Expense Advance form should be completed and submitted to the employee's immediate supervisor with supporting documentation that outlines the nature of requested encumbrances attached. If the travel request includes expenses/fees for individuals other than the employee requesting to travel, the names and roles of each prospective attendee should be itemized and submitted with the TVCC Request for Travel Authorization.

TRAVEL EXPENSE REPORT

Travel, or other expense advances, shall be authorized solely for the purpose of conducting official TVCC business, and reimbursement for travel expenditures to employees is subject to the following conditions:

- Except in cases of emergency, all travel or other expenses will be authorized in advance using TVCC's Request for Advance: Travel or Expense form.
- Out-of-state or international travel must be approved in advance by the President of TVCC.

- Personal business conducted in conjunction with official travel or expenses will not be reimbursed. Also, non-TVCC travelers' expenses (spouse, relatives, etc.) will not be reimbursed.
- Reimbursement for travel will be at TVCC-stated rates unless provisions within grants state otherwise. All rates for reimbursement are the maximum amounts that may be reimbursed. Requests for reimbursements that are less than the maximum amount are authorized at the traveler's request. In addition, departments that have substantial travel costs may elect less than the maximum reimbursement amounts.
- Travel advances or other expense advances will be requested using TVCC'S Request for Advance: Travel or Expense form. These requests are NOT submitted electronically at this time. This includes all forms of travel advances such as registration fees, meals, hotel, airfare, etc., whether paid directly to the vendor or employee. Advances paid directly to the employee will not be issued more than thirty (30) days in advance.
- A Travel Report or Other Expense Report form, which reconciles travel/event advances with actual travel/event expenses, must be turned in to Accounting Services within fifteen (15) days after the travel/event is completed. Failure to turn in a Travel Report or Other Expense Report form, along with excess advances, if any, in a timely manner could cause your advances and/or reimbursements to be included in your taxable income. Original itemized receipts for all expenses (excluding meals) are required and must be attached to the Travel or Other Expense Report form. Meals are paid on a per diem basis at the rate stated on the TVCC Request for Travel Advance form.
- Personnel who are not currently receiving a travel stipend (even built-in travel stipends), who regularly travel on short trips between campuses and miscellaneous errand trips, and who desire mileage reimbursement should submit a monthly Travel Report form with the proper documentation that substantiates time, place, business purpose, and mileage for each trip. Although a monthly report is not required for this type of travel, it is preferable to individual travel reports, because it limits the number of checks that need to be issued. The monthly travel report should be turned into Accounting Services during the month following the month of travel being reported. Failure to turn in a Travel Report form in a timely manner could cause your reimbursement to be included in your taxable income. For more information concerning travel time and determining compensable travel time for nonexempt employees, please see guidelines from Accounting Services. [TVCC Board Policy DEE (REGULATION)].

OUT-OF-STATE TRAVEL

All faculty, staff, and college-sponsored student trips that are out of state require written permission to attend the conference. The employee should request this in writing to their immediate supervisor, who may approve the request and then send it to the Vice President of Instruction. Once written permission has been granted, it must be included with the request for travel authorization form.

Faculty and instructional administrators who are approved to travel are expected to present the information gained from the event to TVCC colleagues and/or committees upon their return.

TVCC VEHICLES

The transportation department at TVCC is responsible for all TVCC vehicles. If a vehicle is needed for a college-related trip (not including instructional assignments), the employee's supervisor should be notified, and a Vehicle Request Form (VRF) completed. The request should be made as soon as possible to secure a vehicle. The VRF is located at <http://www.tvcc.edu/Logistics/files/VRF.pdf>. Refer to TVCC Board Policy CJ (LOCAL) for specific information about TVCC transportation management policies.

Each campus has a TVCC vehicle, and the Athens campus has a fleet of cars and vans. If a College vehicle is unavailable (as confirmed by the director of transportation) and the employee uses his or her personal vehicle to travel, the employee will be reimbursed at the state-allowed rate. To receive the state-allowed rate, the Vehicle Request Form documenting that no school car was available must be attached to the Travel Report. If a College vehicle is available and the employee chooses to use his or her personal vehicle, the employee will be reimbursed at a lower rate (currently 30 cents per mile).

All travel that is supported through Carl Perkins funds must be approved by the Associate Vice President of Workforce Education. As such, the TVCC Request for Travel Authorization or Other Expense Advance form and the Travel or Other Expense Report form must be approved by the Associate Vice President of Workforce Education. Additional paperwork and information may be requested of the employee who travels using Perkins funds, documenting the impact the trip had on supporting workforce students.

For more information on travel requirements, contact your immediate supervisor.

TVWIRELESS

TVWireless is an initiative of the IT Services department to provide TVCC with wireless network access to the TVCC Network in most areas across the four campuses. Access to TVWireless is available to TVCC staff, faculty, adjunct faculty, students, and guests. It provides unencrypted access for most 802.11b/g (Wi-Fi) equipped computers. Note that the actual TVWireless login is still encrypted even when other network communications are not. For information regarding the TVCC Wireless network, please visit the webpage at: <http://www.tvcc.edu/ITServices/wireless>.

APPENDIX A: FACULTY VITAE

Instructor's Name:

Office Location:

Office Telephone:

Campus Address:

Institution(s) attended and Degree(s) Earned:

Current Teaching Position:

Previous Teaching Positions:

Professional Publications:

Honors, Awards, Service and Publications:

APPENDIX E: TVCC EMPLOYEE CODE OF CONDUCT

The following code of conduct shall apply to all faculty, staff, employees, and volunteers while they are on the premises of the College or when they are away representing the College or attending a College function.

An employee shall not:

- Solicit, accept or agree to accept any benefit, gift, favor or service that might reasonably tend to influence the employee in the discharge of official duties or that the employee knows or should know is being offered with the intent to influence official conduct.
- Intentionally or knowingly solicit, accept or agree to accept any benefit for having exercised the employee's official powers or performed official duties in favor of another.
- Disclose confidential information, information that is excluded from public disclosure under the Texas Public Information Act (PIA) or the Family Educational Rights and Privacy Act (FERPA) or disclose information that has been ordered sealed by a court and was acquired by reason of the employee's official position. Additionally, the employee shall not accept other employment, including self-employment or engage in a business, charity, non-profit organization or professional activity that he or she might reasonably expect would require or induce the employee to disclose confidential information, information that is excluded from public disclosure under the Texas PIA, FERPA or information that has been ordered sealed by a court that was acquired by reason of the employee's official position.
- Accept employment, including self-employment or compensation or engage in a business, charity, nonprofit organization or professional activity that could reasonably be expected to impair the employee's independence of judgment in the performance of official duties.
- Make personal investments or have a personal or financial interest that could reasonably be expected to create a substantial conflict between the employee's private interest and the public interest.
- Utilize College time, property, facilities or equipment for any purpose other than official College business, unless such use is reasonable and incidental and does not result in any direct cost to the College, interfere with official duties or interfere with College functions.
- Utilize the employee's official position or College-issued items, such as a badge, to obtain financial gain or privileges or to avoid consequences of illegal acts.
- Knowingly make misleading statements, either oral or written, or provide false information in the course of official College business.
- Knowingly make false and damaging statements about the College, its students or employees, regardless of the means and environment in which the statements are made.
- Deliberately refuse to follow a job-related directive or assignment that is legal and does not violate safety rules or regulations.

- Engage in any political activity while on College time or utilize College resources for any political activity.
- Use the employee's own public office for private gain.
- Misappropriate or use without authorization any College property, equipment, supplies, tools, monies or credit cards.
- Be insubordinate to the employee's supervisor in relationship to his or her job function or job responsibility.
- Engage in any conduct, whether on or off the job, that adversely affects the College, subjects the College to negative publicity or criticism or that affects the employee's ability to appear at work or perform his or her work.

An employee shall:

- Perform the employee's official duties in a lawful, professional and ethical manner benefiting the College.
- Report any conduct or activity that the employee believes to be in violation of this ethics policy to the College's human resources department or legal counsel.
- Endeavor to avoid any actions that would create the appearance that the employee is violating the law or the ethical standards of the College.
- Maintain a positive and professional work atmosphere by acting and communicating in a manner where the employee gets along with guests, students, faculty and staff while on campus or at any time the employee is representing the College.
- Follow and comply with all College policies, regulations or rules.

APPENDIX F: FACULTY EVALUATION BY IMMEDIATE SUPERVISOR

NAME:	Click here to enter a date.
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Rate the following items from 0 to 3 using the following scale:

3 – Meets Expectations (100 % compliance);

2 – Not Applicable;

1 – Needs Improvement (< 100% compliance);

0 –Out of compliance/PIP needed (< 75% compliance)

<i>Faculty Self Evaluation and Supervisor Rating</i>		Faculty Self-Rating	Supervisor Rating
	Instructor cooperates with other TVCC personnel including immediate supervisor, administration, other faculty members, and support staff.		
	Instructor notifies the division chairperson, their immediate supervisor, or appropriate administrator via email and telephone message as early as possible of an inability to meet a class.		
	Instructor participates in curriculum development, including, but not limited to: Syllabus review and update Learning outcome identification, evaluation, and reporting Program reviews Library book/resources recommendations Instructional material and textbook review and recommendation		
	Instructor willingly accepts his/her share of department/division tasks, including, but not limited to: <ul style="list-style-type: none"> • Counseling and registration of students • Informing administration of all matters that affect the welfare of students, faculty, or the institution • Serving as member of committees (list committees actively serving) • Performing other duties as assigned by immediate supervisor, associate vice president, Vice President of Instruction, or president 		

	<p>Instructor is present and punctual in attending meetings and assigned events, including, but not limited to:</p> <ul style="list-style-type: none"> • Scheduled faculty meetings • Learning Day • Commencement • Committee meetings • Special meetings called by the immediate supervisor, associate vice president, Vice President of Instruction, or president 		
	<p>Instructor completes assigned non-instructional record-keeping tasks properly and in a timely manner, including, but not limited to:</p> <ul style="list-style-type: none"> • Posting updated/current syllabi to TVCC website • Verifying and authorizing special assignment agreements, when applicable • Selecting textbooks in Cardinal Connection • Certifying class rolls for each assigned course in Cardinal Connection • Verifying and confirming future schedules, including room assignments, course offerings and class times • Posting semester grades in Cardinal Connection • Other requested and assigned activities 		
	Instructor teaches assigned classes according to approved course syllabi and minimum competencies.		
	Instructor maintains office hours in accordance with TVCC Board Policy DJ (LOCAL). Part-time faculty are available to students outside of their regularly scheduled classes for consultation/assistance with class-related items on an as needed-basis.		
	Instructor publishes office hours in their syllabus and posts on their office door (if applicable) to meet the requirements outlined in TVCC Board Policy DJ (LOCAL).		
	Instructor participates in the identification and evaluation of student learning outcomes (LEAPs).		

	<p>Instructor keeps accurate and current student records, including, but not limited to:</p> <p>Attendance</p> <p>Class grade records</p> <p>Exam answer keys</p> <p>Lesson assignments</p> <p>Student artifacts for outcome assessment</p>		
	Instructor attends professional development opportunities as assigned and is proactive with maintaining professional development hours relevant to their instructional assignment.		
	Instructor has completed the mandatory training assigned to them by the Human Resource Office, the Information Technology Department, or their supervisor(s) for compliance of State and Federal requirements.		

Faculty Evaluation Components

To Be Completed by Faculty and/or Supervisor (See Instructions Below)		Overall Assessment (check one)			
QUESTIONS FROM THE COURSE EVALUATIONS:		Exceeds Expectations	Meets Expectations	Improvement Needed	Comments
	The instructor relates the importance of the subject matter to real life.				
	The instructor is very knowledgeable of the subject matter.				
	The instructor encourages questions and discussions from students.				
	The instructor follows the provided syllabus for classroom instruction and				
	The instructor gives class assignments (tests, projects, presentations, etc.) that measure what was covered.				
	The instructor's teaching methods are effective in helping me learn.				
	The instructor expects students to take responsibility for their learning.				
	The instructor establishes a climate of				
	The instructor is well organized and prepared for each class.				
	The instructor is available to me on matters pertaining to the class.				
	The instructor provides feedback or grades for all assignments, quizzes, or exams within one week.				
	The instructor meets and starts class on time, do not answer the question if class				
	This instructor has challenged me to think.				

The "Overall Assessment" box should be filled out based upon the overarching pattern that emerges from the student course evaluation results. Judgments about an instructor's need to improve or his/her strength in an area should be based upon a review of the student evaluations submitted for the courses they are teaching. Below is a suggested guideline for judging performance; however, faculty and division chairs are encouraged to use their professional judgment for unique situations. In circumstances where limited participation of student evaluation is an issue, the faculty member is encouraged to provide strategies for improving participation rates in their faculty comment section.

***Exceeds Expectations** is assigned to questions for which the average for the instructor is rated a 4.0 score or above;*

***Meets Expectations** is assigned to questions for which the average falls between 3.0 and 3.9;*

***Improvement Needed** is assigned to questions for which the average falls below 3.0.*

FACULTY IMPROVEMENT SECTION

Professional Development activity that you've engaged in since the last evaluation.

Date(s):	Title:	Description:	Total Hours Overall	Hours Related to Distance Education

From last year's evaluation, review the goals and objectives for improvement and indicate whether these were accomplished. Why, or why not?

Faculty Comments:

Supervisor Comments:

Goals and objectives for improvement for the upcoming year.

Faculty Comments:

Supervisor Comments:

Please use this space below for any additional comments.

Faculty Comments:

Supervisor Comments:

Signature of Supervisor

Date

Signature of Instructor

Date

Please attach copies of your *Student Evaluations of Course and Instructor*
Immediate Supervisor **MUST** keep a copy of these results on file.