2014

TRINITY VALLEY COMMUNITY COLLEGE

Faculty
Handbook

TABLE OF CONTENTS

INTRODUCTION

Trinity Valley Community College (TVCC) publishes this handbook to help prepare you for your experience as an instructor to utilize throughout the school year. These guidelines and processes are updated throughout the year. Since this is a "living" document, faculty should consult the online version at https://www.tvcc.edu/Vice-President-of-Instruction/zone.aspx?deptid=212&zoneid=846 to be sure they are using the most current information. While this handbook contains a number of policies, procedures, and guidelines, it does not cover all of the available information regarding this institution. For more precise, detailed information regarding other questions, please contact the responsible area or the TVCC website, http://www.tvcc.edu .To the extent that any content of this handbook conflicts with or is inconsistent with TVCC policies (current or as amended in the future), then College policies will control and govern. All TVCC Board policies can be found online at http://pol.tasb.org/Home/Index/623.

ACCREDITATION

Trinity Valley Community College (TVCC) is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) 1866 Southern Lane, Decatur, Georgia, and telephone number: (404) 679-4500 to award the associate of arts degree and the associate of applied science degree. General inquiries about TVCC admission requirements, financial aid, educational programs or other offerings should be directed to the SACSCOC TVCC Liaison at trummel@tvcc.edu or by calling 903-675-6282.

HISTORY

Trinity Valley Community College (TVCC) has provided quality education and training for both students and citizens in its service area since its founding in 1946. TVCC was founded as Henderson County Junior College by a group of Athens, Texas, civic leaders, headed by J.P. Pickens, Orval Pirtle, and public school administrators in late 1945 and early 1946. Creation of the College was formally approved by voters in the spring of 1946, and the first courses were conducted in temporary facilities at Athens High School in the summer of 1946. In fall 1946, classes were moved to a dedicated property provided by the Board of Trustees which remains as the main campus in Athens, Texas. The school became a multi-campus institution with the initiation of instructional programs at the Texas Department of Criminal Justice Coffield, Beto I, Powledge, and Michael units beginning in 1969. TVCC established additional campuses in Palestine, Texas, in 1972 and Terrell, Texas, in 1973 and the Health Science Center in Kaufman, Texas, in 1983. As a result of the continued regional expansion of the college, the Board of Trustees authorized and approved a name change from Henderson County Junior College to Trinity Valley Community College in September 1986. Trinity Valley Community College has a proud heritage of service to the people within the region and is currently engaged in continuing growth and development toward realization of its full potential in higher education. Since its founding, the school has grown from a single campus of 311 students and 12 faculty members, primarily from Henderson County, to a four-campus college district with more than 7,600 students, 157 full-time faculty, and 111 part-time faculty (Fall 2011).

MISSION STATEMENT

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

STATEMENT OF PURPOSE

TVCC exists for the following purposes:

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

STRATEGIC PLANNING GOALS

The plan for TVCC identifies three overarching goals:

- Enhance Learning including Student Engagement, Student Services, and Academic Success
- Enhance the College including Fiscal and Business Affairs, Facilities & Logistics, Technology, and Human Resources
- Enhancing Community Life including Development, Outreach, and Community Services

AFFIRMATIVE ACTION/EQUAL OPPORTUNITY STATEMENT

Recruitment, hiring, promotions, training, lay-offs, termination, rate of pay, and other forms of compensation; the recruitment and admission of students; the availability of student loans, grants, and scholarships; the opportunity to participate in student activities; the provision of student services; the use of college housing; and the operation of any programs and activities shall be administered without regard to race, color, religion, sex, national origin, age, disability, or veteran's status.

TVCC is an affirmative action/equal opportunity institution, which provides educational and employment opportunities on the basis of merit and without discrimination or harassment in full compliance with the Civil Rights Act of 1964, as amended; the Age Discrimination in Employment Act of 1967, as amended; the Rehabilitation Act of 1973 (Section 503, 504); Americans with Disabilities Act, as amended, Title IX of the Educational Amendments of 1972; the Vietnam Era Veterans Assistance Act of 1974; Article 522lk V.A.C.S.; and Executive Orders 11246 and 11758.

TVCC will take steps to assure that lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs. Questions or problems related to Title IX and Section 504 compliance activities should be directed to the Affirmative Action Officer in the Human Resource Department, 100 Cardinal Drive, Athens, Texas 75751, 903-675-6215.

TEXAS HIGHER EDUCATION COORDINATING BOARD (THECB)

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, Closing the Gaps by 2015, and thereby provide the people of Texas the widest 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, as well as actively implement grant activities.

FACULTY COMMITMENT TO STUDENT LEARNING

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

- How does what I am doing contribute to learning?
- How do we know?

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

The above questions are predicated upon the following two assumptions:

- *Learner success is at the center of all College endeavors.*
  Students are responsible for their learning, and quality teaching is expected, recognized, and rewarded. TVCC is dedicated to the highest quality education that develops learners for success in life and work. The needs of learners, not the preferences of the institution, guide priorities for academic planning, policies, and programs.
- *Assessment of all functions is necessary for improvement and 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 through the use of comprehensive and systematic assessment.

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

- maintaining up-to-date knowledge of teaching field(s), adult learning, use of technology, utilization of pedagogies that support best learning practices, and trends in community colleges;
- participating in curriculum development and evaluation of courses and programs, including general education;
- establishing intentionality in learning outcomes by stating learning outcomes on course syllabi, Learning Enhancement Annual Plans (LEAPs), and through general education outcomes;
- facilitating student learning through in-class and out-of-class activities;
- developing knowledge, skills and abilities of students, while recognizing the needs of diverse learners;
- holding students to high expectations – academic and behavioral - in the classroom, in extracurricular activities, and in the community;
- assessing student learning on a regular basis, using multiple measures and strategies that address student learning styles and needs;
- using the results of assessment to improve teaching and learning;
- providing feedback on ways to improve instructional/institutional practice;
- 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 the Quality Enhancement Plan director at kdriskell@tvcc.edu .

DIRECTORY OF CORRESPONDENCE

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

TVCC - Terrell
I-20 at Wilson Road
Terrell, Texas 75162
(972) 563-9573

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

TVCC-Health Science Center
800 Ed Hall Drive
Kaufman, Texas 75142
(972) 932-4309

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

INSTRUCTION .... Vice President of Instruction
903.675.6210
jking@tvcc.edu

ACADEMIC EDUCATION .... Associate Vice President of
Academic Affairs
903.675.6238
wmays@tvcc.edu

WORKFORCE EDUCATION .... Associate Vice President of
Workforce Education
903.675.6232
dmcanally@tvcc.edu

HEALTH SCIENCE CENTER .... Provost, Health Occupations
903.932.4309
hreid@tvcc.edu

TVCC – PALESTINE .... Provost, Palestine Campus
903.729.7023
jwatson@tvcc.edu

TVCC – TERRELL... Provost, Terrell Campus
903.563-9573
aallen@tvcc.edu

TVCC – TDCJ PROGRAMS .... Associate Vice President of
Correctional Education
903.928.3289
shurley@tvcc.edu

TVCC – DUAL CREDIT.. Director, Dual Credit
903.675.6338
ktownsend@tvcc.edu

COMMUNITY SERVICES/CONTINUING EDUCATION .... Dean, Community Services
903.675-6212
groberts@tvcc.edu

ADULT EDUCATION / GED CLASSES .... Director, Adult Education
903.675-6389
chicks@tvcc.edu

DISTANCE LEARNING.. Director, Distance Learning
903.675.6324
renda.garner@tvcc.edu

INSTITUTIONAL PLANNING, EFFECTIVENESS & ACCREDITATION .... Director of Institutional
Planning, Effectiveness &
Accreditation
903.675.6282
accreditation@tvcc.edu

QUALITY ENHANCEMENT PLAN .... Director of Quality
Enhancement Plan
903.675.6315
kdriskell@tvcc.edu

INSTITUTIONAL RESEARCH.. Coordinator of Institutional
Research
903.675.6376
research@tvcc.edu

ADMISSIONS, TRANSCRIPT AND ACADEMIC RECORDS .... Dean of Enrollment
Management/Registrar
903.675.6217
chilliard@tvcc.edu

SCHOOL RELATIONS .... Director of School Relations
903.675.6357
ahawkins@tvcc.edu

HOUSING/INTERNATIONAL STUDENTS.. Vice President of Student
Services
903.675.6213
jkinzer@tvcc.edu

GUIDANCE AND COUNSELING .... Interim Director of Guidance
903.675.6350
dnolley@tvcc.edu

TESTING...Director of Testing
903.675.6386
gstclair@tvcc.edu

VETERANS AFFAIRS ....Veterans Affairs Officer
903.675.6228
jjenkins@tvcc.edu

AFFIRMATIVE ACTION...Affirmative Action Officer
903.675.6315
jrobertson@tvcc.edu

DISABILITIES ....Coordinator for ADA
Compliance
903.675.6310
dmilner@tvcc.edu

TVCC FOUNDATION, DEVELOPMENT AND ALUMNI RELATIONS ....Vice President Institutional
Advancement
903.670-2664
mnicholson@tvcc.edu

ACADEMIC ADVISING

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

ACADEMIC FREEDOM

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

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

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

CHANGING CLASS SCHEDULES

Students may receive permission from the Guidance and Counseling Center to change from one class to another only during the time designated in the college calendar. After classes begin, schedule change procedures must be initiated in the Guidance Center. Appropriate signatures must be secured, and the Schedule Change form must be returned to the registrar's office before the change is official. No course may be changed or added after the date designated by the college calendar.

ATTENDANCE POLICY

Responsibility for class attendance rests with the student. Regular and punctual attendance at 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 work missed and may require an explanation for the absence. The college reserves the right to evaluate individual cases of nonattendance. In general, students are graded on the basis of intellectual effort and performance. In many cases, class participation is a significant measure of performance, and nonattendance can adversely affect a student's grade. 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 Guidance and Counseling Center that the student be dropped from the course. 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. Students that drop all developmental classes will be placed on developmental probation. To provide some consistency to the attendance policy, instructors may drop students for non-attendance after they have accumulated the following number of absences:

FALL/SPRING SEMESTER
- 9 absences — Monday, Wednesday, Friday classes
- 6 absences — Tuesday, Thursday classes
- 6 absences — Monday, Wednesday classes
- 3 absences — Classes meeting one time per week

SUMMER SEMESTER
- 2 absences — Classes meeting 2 evenings per week
- 4 absences — Classes meeting 4 days per week

Information regarding other class absences can be found in the current general catalog. Attendance policies must be clearly identified in the syllabus or course guide distributed to students by the instructor.

BACTERIAL MENINGITIS

As of January 1, 2012, Texas state law (Senate Bill 1107) requires that college students under 30 years of age provide proof of receiving an initial bacterial meningitis vaccination dose or booster within the last 5 years. Dual credit students who are not taking classes on a TVCC campus are exempt from this requirement. Therefore, if students are enrolling only in classes taught on their high school campus, they are not required to show proof of vaccination. However, dual credit students seeking to enroll in a course taught on a TVCC campus or an online course with proctored exams must provide proof of vaccination prior to registration. Exemptions from the vaccine are available in cases in which a physician has determined that receiving the vaccination is not in the best interest of the student or through completion of the conscientious objection (including religious belief) process through the Texas Department of State Health Services. Visit http://www2.tvcc.edu/cardinal-connection/article.aspx?deptid=206&zoneid=339&articleid=987 for more information.

CHANGING GRADES

If an instructor makes a mistake in a grade calculation or records the wrong grade on the grade report, that instructor should contact her/his immediate supervisor or the vice president of instruction for a grade change form and submit the completed form to the supervisor. Changes should be made as soon as the mistake is found. No grade changes may be made after one year, unless special approval is obtained from the vice president of instruction.

CHEATING/PLAGIARISM POLICY

Scholastic dishonesty includes, but is not limited to, cheating on a test, plagiarism, and collusion. "Cheating on a test" includes

- copying from another student's test paper;
- using test materials not authorized by the person administering the test;
- collaborating with or seeking aid from another student during a test without permission from the test administrator;
- knowingly using, buying, selling, stealing, or soliciting, in whole or in part, the contents of an un-administered test;
- unauthorized transporting or removal, in whole or in part, of the contents of the un-administered test;
- substituting for another student, or permitting another student to substitute for oneself, to take a test; and
- bringing another person to obtain an un-administered test or information about an un-administered test.

"Plagiarism" is 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" is defined as the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements.

Instructors define their own classroom policy regarding cheating/plagiarism and the appropriate punishment in their course syllabus. Punishment might include receiving a failing grade on the assignment or receiving a failing grade in the course.

CANCELLING CLASS

WHAT IF I NEED TO MISS CLASS?

If you know ahead of time that you will be unable to meet class, let your students and your immediate supervisor know. You may want to send out an e-mail to the entire class by using Cardinal Connection. If you are sick or something happens at the last minute, please contact your TVCC campus representative to allow them time to put a note on the door so the students will know there will be no class.

HOW DO I SEND AN E-MAIL TO THE ENTIRE CLASS?

- Go to TVCC web page
- Go to Cardinal Connection
- Select "Faculty and Staff"
- Enter (TVIN or SS#, last 5 digits of SS#, month and year of birth)
- Click "Work With My Classes"
- Right click on the course that you want to work with and a list of choices will show up OR highlight the course and use the function key (Email Class) at the top of the screen
- Click "E-mail Class"
- Type the message you want to send out to your class
- Click "Send"
- Click "Exit"

CARDINAL CONNECTION

Cardinal Connection is located on the TVCC web page (http://www.tvcc.edu/) in the right corner. When you click on Cardinal Connection, you will always choose "Faculty & Staff". There are two areas in Cardinal Connection. They are "Class Functions" and "Personnel Functions." The "Class Functions" can be used to work with past semesters, work with current classes, approve class rosters, display and enter grades, drop students, review # the number of students submitting a faculty evaluation, and send emails to your entire class. The "Personnel Functions" can be used to request a parking permit or display W-2 information. See below for additional instructions for using Cardinal Connection.

WHERE IS CARDINAL CONNECTION?

Cardinal Connection is located on the TVCC web page (www.2.tvcc.edu) on the right corner.

HOW DO I ACCESS CARDINAL CONNECTION?

- Go to the TVCC web page at www.tvcc.edu

- Click on Cardinal Connection icon
- Click on Faculty & Staff

If you don't have Java on your computer, you will need to install it before you can continue.

HOW DO I INSTALL JAVA?

When you go to Cardinal Connection, you will be asked to download Java. Look for the yellow bar under the tool bars and right click on it and allow the pages to run.

- Click "Agree & Start Free Download"
- Click "Run" (a screen will verify Java setup)
- Once it has been downloaded you will see "Do You Want to Run This Software?"
- Click "Run"
- Click "Install"
- Click "Close"
- Click on "Verify Java Version"
- You should now be able to continue with Cardinal Connection

Once Java has been installed, select "Faculty and Staff" and follow the prompts. For additional information related to Cardinal Connection, please contact IT Administrative Computer Services at admincomputing@tvcc.edu.

WHAT IS CARDINAL CONNECTION USED FOR?

This is where you will work with your current classes, approve class rosters, display and enter grades, drop students and send e-mails to entire class.

CARDINAL ID

WHAT IS MY CARDINAL ID?

Your Cardinal ID is the part of your e-mail address before the @tvcc.edu. Your Cardinal ID will be used to access much of the technology available at TVCC.

Another part of your Cardinal ID is the password. Your initial password is set to a combination of your first initial, last 4 digits of your SSN, last initial capitalized and your birth year. Your Cardinal ID will be used as your TVCC Alert name. *Ex: First Initial + Last 4 digits of SSN + Last Initial (capitalized) + year (Ex. T8888J1975) Y*ou can change your password by logging on to any computer on the campus using the initial password.

DO I NEED AN ID CARD?

It is up to you if you want a TVCC ID Card. Having an ID card will allow you free access to all sporting events at TVCC and access to TDCJ units. This card will also have your Trinity Valley identification number (TVIN) on it.

WHERE DO I GET MY ID CARD?

The campus police department can provide you with an ID Card. Their office is located in the Student Union Building on the Athens campus, first office on the left. On the off-campus locations, an ID card can be obtained at the following locations

Terrell Campus	Palestine Campus	Kaufman HSC Campus	TDCJ Campus
LRC building in the Library	Library	Terrell Campus (LRC building in the Library)	Athens Campus (Student Union Ballroom)

CLASS ROSTERS

HOW DO I GET TO MY CLASS ROSTERS?

Class rosters are now located using Cardinal Connection. You will receive an e-mail after the 12th class day letting you know the class rosters need to be approved. Before submitting your approval of class roster(s), you will need to indicate any student that has never attended and any student that has been attending class but is not listed on the class roster.

HOW DO I INDICATE ON MY CLASS ROSTER STUDENTS THAT HAVE NEVER ATTENDED?
- Go to Cardinal Connection
- Click on "Faculty & Staff"
- Enter (TVIN or SS#, last 5 digits of SS#, month and year of birth)
- Click "Work With My Classes"
- Right click on the course that you want to work with and a list of choices will show up **OR** highlight the course and use the function key (**Approve Roster**) at the top of the screen
- Click on the course that the student is enrolled in
- Put an "X" next to their name under the column labeled "Flag" (do this for each student that has never attended)
- Click "Continue"

HOW DO I ADD STUDENTS TO MY 12TH DAY CLASS ROSTER?
- Go to Cardinal Connection
- Click on "Faculty & Staff"
- Enter (TVIN or SS#, last 5 digits of SS#, month and year of birth)
- Click "Work With My Classes"
- Right click on the course that you want to work with and a list of choices will show up **OR** highlight the course and use the function key (**Approve Roster**) at the top of the screen
- Click "Add Student"
- On the next screen enter the student's TVIN (if you have it), if not go to the next line and enter the last name and the first name
- Click "Continue"
- Select the student from the list and click "Continue"
- This will take you back to the Approve Roster screen
- Click "Continue"

HOW DO I SUBMIT MY 12TH DAY CLASS ROSTER?
- Go to Cardinal Connection
- Click on "Faculty & Staff"
- Enter (TVIN or SS#, last 5 digits of SS#, month and year of birth)
- Click "Work With My Classes"

- From this screen, you will see a list of your current courses and how many students are enrolled in each course.
- Right click on the selected course and a list of choices will show up **OR** highlight the course and use the function key (**Approve Roster**) at the top of the screen
- If a student has not attended place an "X" in front of the name (see information below for indicating students that have never attended)
- Also add any students that are attending but are not listed on the roster (see information below for adding students to the roster)
- After you have made all the changes to the roster, click "Continue" (you may have to do this several times)
- You will see message "Official Class Roster Has Been Approved"
- Click "Continue"

CAN I PRINT A CLASS ROSTER?
- Go to Cardinal Connection
- Click on "Faculty & Staff"
- Enter (TVIN or SS#, last 5 digits of SS#, month and year of birth)
- Click "Work With My Classes"
- Right click on the selected course and a list of choices will show up **OR** highlight the course and use the function key (**Print Class List**) at the top of the screen
- Click the "Print Class List" button
- Click "Print"
- Click "Continue" and select another class to print another roster or
- Click "Exit"

CLASSROOM MAINTENANCE

Smoking or the use of any tobacco products is not allowed at any location on any TVCC campus. The instructor determines whether or not to allow ecigarettes in the classroom**.** Food and drinks are not allowed in classrooms. Instructors are expected to take an active role in monitoring student use of furniture, equipment and materials in the classrooms and buildings.

COMPUTER LABS

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

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

COMPUTER USAGE

The College reserves the rights to extend, restrict, and refuse access to College computer resources. Unauthorized use, misuse, or abuse of information technology resources by any user will result in appropriate disciplinary action. Please read TVCC Board Policy CR Local for the latest IT Policy. For additional information, always refer to the online TVCC Board Policy Manual for the latest policies online at http://pol.tasb.org/Home/Index/623.

COPIER SERVICES

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 at x6214. For all copier service information, please reference the TVCC Business-Services webpage at http://www.tvcc.edu/Business-Services/files/COPIER%20SERVICES.pdf

DEVELOPMENTAL COURSES AND ATTENDANCE

Students will be placed in Developmental Courses based on TSI scores. The developmental studies program is intended to assist students in acquiring the essential skills needed to succeed in college. All students are expected to do their utmost to complete the courses in the shortest possible time. Recognizing, however, that individuals learn at different rates, the program provides a flexible grading scheme. Grades of A, B, and C indicate that the student is satisfactorily meeting the specified performance criteria for the course. A grade of D cannot be given in developmental courses. An IP (in progress) is a non-punitive grade; however, students receiving an IP must re-enroll in the course. The grade of F will be given to students who are not attending class regularly and who are not completing the required coursework.

If a student does not receive the minimum required scores on an approved TSI test, the student will be required to enroll and attend prescribed developmental courses and remain in those courses until passing test scores are submitted or the developmental sequence is successfully completed. Students enrolled in developmental classes will NOT be allowed to withdraw from ANY developmental courses. Furthermore, instructors can NOT withdraw their students from the developmental course. ALL developmental students will earn a grade of A, B, C, IP, or F and are NOT eligible to receive a "W" in any developmental class. If a student accumulates excessive absences in any developmental class, that student may receive an "F" in the class.

DISTANCE EDUCATION

Faculty who are interested in teaching distance education courses for TVCC must first contact their division chair for approval. Once approved, they will then contact the Distance Learning Department at ecourseshelpf@tvcc.edu to complete the mandatory training and necessary paperwork for creating their course inside of TVCC's e-Courses (utilizing the Blackboard Learning Management System). Ideally, the faculty member should take a full semester to build their online course shell. For additional resources, distance learning faculty should refer to the Distance Learning Department webpage at http://www.tvcc.edu/Distance-Ed/. The Distance Learning Faculty handbook, e-Courses request form and other important documents can be found within the Instructor Resources area of the webpage (password protected).

DUAL-CREDIT

Faculty teaching dual credit course as Trinity Valley Community College should reference the Dual-Credit webpage at http://www.tvcc.edu/dual-credit/default.aspx?zoneid=169&deptid=154 where various instructor resources exist. The Dual Credit Faculty can access the Frequently Asked Questions webpage at http://www.tvcc.edu/Dual-Credit/article.aspx?deptid=154&zoneid=731&articleid=2243. The TVCC Dual-Credit office also has a TVCC Dual Credit Manual for Administration and Embedded Faculty located at http://www.tvcc.edu/Dual-Credit/files/TVCC%20Adm-Faculty%20Handbook(2).pdf .

STUDENTS WITH DISABILITIES AND SPECIAL NEEDS

Trinity Valley Community College welcomes the student with academic potential who has a special need as a part of the student body. This institution is committed to assisting qualified students. Trinity Valley Community College provides equal opportunities for academically qualified students with disabilities and ensures access to a wide variety of resources and programs. TVCC is committed to assisting qualified students.

A copy of the TVCC's Students with Disabilities Handbook is available on the Guidance webpage (http://www2.tvcc.edu/CAPS/files/Student%20with%20Disabilities%20Handbook.pdf). The passage of Section 504, Federal Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990 requires that the college make certain special arrangements for students with disabilities such as moving classes to accessible locations when necessary, allowing the use of tape recorders, sign language interpreters, or other educational auxiliary aids, making special test arrangements, etc. This does not mean that less should be required of the student with a disability than that of others, but only that reasonable accommodations should be made to ensure that students with a disability have access to an education.

The college will make reasonable accommodations for qualified students with a diagnosed physical and/or learning disability who have been admitted to the college and request accommodations regardless of campus location or mode of delivery (face-to-face, distance education, dual credit, etc. The disability coordinator on the Athens campus is in the Cardinal Success Center, located in the Baugh Technology Building, Room, 320, 903.675.6310, the coordinator serves as a liaison for students with disabilities. Students that attend on one of our other campuses can contact the counselor on that campus for services available. Dual credit students should contact their high school counselor, the TVCC campus closest to their high school site, or call the Dual Credit Director on the Athens campus at 903.675.6338.

DROP POLICY (STUDENT)

The Texas Higher Education Coordinating Board(THECB) rule was established to address a law enacted by the legislature 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 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 guidance services 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.

DROP POLICY (FACULTY)

TVCC's drop policy is a policy that must be thoroughly covered in the course syllabus. Since the decision to initiate a drop is yours, make sure your policy is clear in your syllabus and that your students understand whether you will drop them or if it will be their responsibility.

WHEN IS THE LAST DAY TO DROP?

Drop dates are published in the calendar each year and in the TVCC catalog published on the TVCC webpage at http://www.tvcc.edu/catalogs/default.aspx?zoneid=715&deptid=249 . Once this date has passed, all students remaining in the class will have to receive a grade.

HOW DO I DROP A STUDENT?

- Go to Cardinal Connection
- Click on "Faculty and Staff"
- Enter (TVIN or SS#, last 5 digits of SS#, month and year of birth)
- Click "Work With My Classes"
- Right click on the selected course, and a list of choices will show up OR highlight the course and use the function key (Warn/Drop) at the top of the screen
- Click "Warn/Drop"
- Click on the student that you are going to drop, notice that there is a box on the left side of their name
- Enter a "3" in that box to drop student (do this for each student that you are going to drop)
- Click "Continue"
- Click "Exit"

The student will automatically receive an e-mail message at their TVCC e-mail address letting them know that they have been dropped from the class. You will receive a copy of the same e-mail for your records. If the course has a lab you will need to drop them from the lab class also.

If your attendance policy states that you will drop a student after a certain number of absences you may want to send a warning to a student.

HOW DO I SEND A WARNING TO A STUDENT?

- Go to Cardinal Connection
- Click on Faculty and Staff
- Enter (TVIN or SS#, last 5 digits of SS#, month and year of birth)
- Click "Work With My Classes"
- Right click on your course the student is enrolled in that you are going to drop, and a list of choices will show up **OR** highlight the course and use the function key (**Warn/Drop**) at the top of the screen
- Click "Warn/Drop"
- Click on the student that you are going to warn, notice that there is a box on the left side of their name
- Enter a "1" in that box to Warn Student (a "W" will show up on the right side after their TVIN#. You will need to do this for each student that you are going to warn.
- Click "Continue"
- Click "Exit"

The student will automatically receive an e-mail message at their TVCC e-mail address letting them know that they may be dropped from the class unless they contact you. You will receive a copy of the same e-mail for your records. If the course has a lab, you will need to send them a warning for the lab as well.

HOW DOES A STUDENT DROP A COURSE?

If you are not going to drop students, remind them when the drop date is so that if they wish to drop the course, they can. They will need to go to the Guidance and Counseling Center and talk to a counselor; this cannot be done over the phone. They can go to any counselor on any of our campuses to drop a course. Students may also drop classes after the census date and before the drop deadline online in Cardinal Connection.

EMERGENCY NOTIFICATION

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 message. 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.

HOW WILL I KNOW THERE IS AN EMERGENCY ON CAMPUS?

You will be notified through the TVCC ALERT! System (if you registered for it). 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 that will sound when 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?

You will be notified through the TVCC ALERT! System.   In case of tornado, safe zones are listed on the TVCC webpage at http://www.tvcc.edu/IT-Services/zone.aspx?deptid=148&zoneid=164

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) and the TVCC ALERT! System. Campus closings are also reported to all of the major television and radio stations which include

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

It is imperative that if a class is canceled that instructors seriously attempt to notify all their students by putting a message on their campus phone mail and/or by sending them an e-mail.

WHAT DO I DO IN CASE OF A MEDICAL EMERGENCY?

You can always contact 911, and the campus police at 903-675-6235. We also have two medically trained TVCC staff members on the Athens campus: Troy Scott at 903-670-2671 or John Miles 903-675-6268. The TVCC Police Department also has a licensed EMT on staff. Their schedules vary, so they may not always be on campus.

WHAT DO WE DO IN CASE OF AN EVACUATION?

You will receive a message on TVCC Alert, in some cases staying put in an interior space (safe zone) or locking down the classroom is the best possible action. You will be advised through TVCC Alert what to do and when you can leave shelter.

FOR OTHER EMERGENCIES, WHO DO I CONTACT?

For emergencies on the Terrell, Palestine, and Kaufman campuses you can always call 911 or the local police department along with campus police. Terrell Police 972-551-6622, Palestine Police 972-729-2254, Anderson County Sheriff 903-729-6068, and Kaufman Police 972-932-3094. You can always call 911 or the campus police at 903-675-6235. Campus police are on campus 24 hours a day. Their office is located in the Student Union Building on the first floor, the first office on the left.

EMERGENCY INFORMATION FOR TERRELL CAMPUS

Non-Emergency Procedures:
If you need an officer for any non-emergency situation and they are not in your building at the time there is a need, call the non-emergency number at the TPD dispatch office: 972.551-6622. Please do not hesitate to use this number. Inform the dispatch of your location and request that the campus officer on duty come to your location. They will contact the officer immediately.

Emergency Procedures:
If you have a true emergency, call 911 and inform the dispatcher of your location, the emergency, and the immediate need of an officer to come to your location. The officer on duty, once contacted by the dispatcher, will request backup if he thinks it is needed.

General Comments:

- The officer on duty will typically walk through each of our buildings and out in the parking lots during the beginning or ending of classes.
- At times, officers who may report to an officer on campus will come to the campus for a brief meeting. I certainly encourage this. I believe it is a positive thing anytime squad cars can be seen on campus.
- Please understand that if the officer on campus is called to respond to a crisis in Terrell, they must go.

Note: Please know that after normal business hours and administrative personnel have gone home, the security officer on duty has the right to dismiss classes or move faculty and students to a designated safe area.

EMERGENCY INFORMATION FOR PALESTINE CAMPUS

Daytime Non-Emergency Procedures:
During the daytime, if a non-emergency issue arises please call Dr. Watson at ext. 7023 or Gail McInnis at ext. 7022. Let them know what the issue is and what action/help is needed.

Daytime Emergency Procedures:
If you have a true emergency, call 911 and inform the dispatcher of your location, the emergency, and the immediate need of an officer to come to your location. If the situation allows you should then call Ms. McInnis at ext. 7022 to let the front office know of the situation.

Evening Emergency Procedures:

In the evening the Palestine Campus Security officer on duty will have a cell phone for immediate contact. They may be reached by calling 903-221-4717. Please do not hesitate to use this number. If you feel a dangerous emergency exist do not hesitate to call 911 first.

EMERGENCY INFORMATION FOR KAUFMAN CAMPUS

For more detailed information contact Dr. Reid at the Health Science Center, 972-932-4309 or visit their webpage, http://www.tvcc.edu/Health-Science-Center/default.aspx?zoneid=732&deptid=251.

FAMILY EDUCATION RIGHTS & PRIVACY ACT OF 1974

In compliance with the Texas "Open Records" Act and the Buckley Amendment (Public Law 93-579), TVCC will consider the following information to be "public or directory information" unless the individual student properly advises the registrar's office in writing that his/her name not be included or released as public information:

- Name
- Date and place of birth
- Current & permanent address
- Telephone listing
- Major & minor
- Current class schedule
- Number of hours enrolled current semester
- Classification
- Marital status
- E-mail address
- Degrees & awards received
- Dates of attendance
- Participation in officially recognized activities & sports
- Weight & height of members of athletic teams
- All previous educational agencies or institutions attended

FIELD TRIPS

Prior approval must be obtained for all student trips from the immediate supervisor. If the trip occurs outside the regular class time and contributes to the student's grade, alternatives must be provided for students who cannot attend. During field trips, students are expected to adhere to the guidelines outlined in the "Student Conduct" section of the College catalog and board policy.
http://pol.tasb.org/Policy/Download/623?filename=ED(LOCAL).pdf

FACULTY VITAE

WHAT IS A VITAE?

Everyone who teaches for TVCC must provide a vitae that has to be uploaded on the TVCC website, along with the syllabi. The vitae contains the following information: degrees earned, current teaching position, professional publications, honors and awards. All vitaes are located on the TVCC Website by selecting the schedule of classes at the bottom of the website, after selecting that, pull a list of instructors by name and click on the instructors name to view their Vitae.

FINAL EXAMS

When do I give the final exams for my course(s)? Final exam schedules will be emailed to your TVCC email address and posted on campus bulletin boards. It is very important that you schedule your final exams according to the date and time on the Final Exam Schedule. Final Exam Schedules are also located on the Vice President of Instruction webpage, https://www.tvcc.edu/Vice-President-of-Instruction/zone.aspx?deptid=212&zoneid=847 . Any exception to the final exam schedule must be approved by your immediate supervisor.

GRADES

The level of success achieved by a student in his or her course work is designated by letter grades based upon attendance, class work, and examinations. TVCC uses the following scale to determine letter grades:

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

Selected health occupations courses in surgical technology, associate degree nursing, vocational nursing, patient care technology, and emergency medical technology programs, which are required for graduation or certification, use the following grading scale for theory courses. Grading for clinical courses is explained in each course syllabus.

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

At the end of each semester, grades are available to access online at www.tvcc.edu. Access "current students/student record access".

An "I" (incomplete) is given when illness or other emergency prevents the student from completing the course and is generally considered after the drop date and only when a student is in good standing in the course. The student should complete the required work and a grade assigned within the next long semester, unless special arrangements have been made for an extension of time. (The "I" grade is calculated into the grade point average as an "F.")

*The grade of "D" may not transfer to some senior colleges. The policy on the transfer of "D's" varies.

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

A student who officially withdraws or drops from one or more courses will receive the grade of "W" if such withdrawal is completed by the deadline specified in the College calendar. A grade of "W" does not count towards the student's GPA.

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

Grades are submitted through Cardinal Connection on the TVCC web page.
To submit grades:

- Go to the Cardinal Connection to the TVCC webpage
- Click "Faculty and Staff"
- Enter (TVIN or SS#, last 5 digits of SS#, month and year of birth)
- Click "Continue"
- Click "Work With My Current Classes"
- Right click the selected course and choose from the list OR click on the course and use the function key ("Enter Grad Grades" or "Enter Grades") at the top of the page
- Click "Enter Grades" or "Enter Grad Grades"
- Enter the grades and click "Continue"
- If you have entered an "I" or an "F", you will be prompted on the next screen to enter the last date that the student attended class, then click "Continue"
- You will see the message "Do You Want to Save or Submit?"
- If you are ready to submit, click "Continue" (you may have to do this several times)
- You will receive the message "Your Grades Have Been Successfully Submitted"
- If you don't receive the message that your grades have been submitted, click "Continue" until you receive the message.

HOW WILL I KNOW IF I HAVE GRADUATE GRADES?

- Go to the Cardinal Connection to the TVCC webpage
- Click "Faculty and Staff"
- Enter (TVIN or SS#, last 5 digits of SS#, month and year of birth)
- Click "Continue"
- Click "Work With My Current Classes"
- Right click the selected course and choose from the list OR click on the course and use the function key ("Enter Grad Grades") at the top of the page
- Click on "Enter Grad Grades."   If you click "Enter Grad Grades" and nothing shows up, that means you do not have any graduates in that class. You will need to check all of your courses to see if you have graduates in class or not.

The graduates will show up on both rosters, even though you submitted their grades earlier than the rest of the class. Put a grade for them on the regular grade sheet as well before you submit it. Be sure to enter a grade for each student; otherwise, you will not be able to submit the grades.

If you dropped a student during the semester, be sure and check on the grade sheet that a "W" is beside their name. If not, insert a "W".

When entering grades for high school students, you have to give them a numerical and letter grade. There is a place on the grade sheet for this information.

If any student receives an "I" or "F", you will be required to enter the last date the student attended. After you have filled out the grade sheet and clicked "Continue", another screen will show up and you will be able to provide the dates on that screen.

If a student receives an "I", you will also need to fill out a form that states what the student needs to do in order to complete the class and get a grade. The student has through the next long semester to complete the work or the "I" will become an "F" on their transcript.

GRADE BOOKS

"Faculty has the sole responsibility for keeping grade information for one-year in case a student appeals a grade." It is up to the respective Provost or Associate Vice President whether you are to submit a grade book to their office each semester.

GRADUATION

There are three (3) graduations annually. Full-time faculty is required to attend and part-time faculty is encouraged to attend the May and December ceremonies; the August ceremony is optional. Professional staff attendance is decided at the departmental level by the assigned vice president. Faculty who teach in the associate of applied science (AAS) and certificate programs are required to attend that graduation only, and faculty who teach in the associate of arts (AA) degree program will be required to attend that graduation only. The AAS nursing faculty will be required to attend the nursing graduation only. Academic regalia are to be worn at the graduation ceremonies. If you do not own academic regalia, it should be ordered at the beginning of the semester through the Student Activities Office (903-675-6252).

LEARNING OUTCOMES/LEARNING ENHANCEMENT ANNUAL PLANS (LEAPS)

All faculty are required to work within the areas in which they teach to contribute to the construction, implementation, evaluation, and ultimate improvement of clearly defined, measurable, student learning outcomes for assessment purposes at TVCC. Learning outcomes should be identified for every course, described in the course syllabus, and measured and evaluated by the faculty member each semester. Additionally, each academic program identifies learning outcomes referred to as learning enhancement annual plans (LEAPS) that are tracked within the division, and results are reported in a formalized process each year.

LEARNING RESOURCE CENTER (LRC OR LIBRARY)

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

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

MINOR CHILDREN

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

SCANTRONS AND SCANTRON READERS

Students may purchase Scantron answer sheets from the campus bookstore, including the e-bookstore. On some campuses, Scantrons may be purchased in the LRC after the bookstore closes. In some cases, instructors may keep Scantrons on hand for students to purchase. Instructors of evening classes should check the policy on their campuses. Scantron readers are available on each campus; contact your immediate supervisor for locations.

You have to fill out a Scantron form with the correct answers and mark it as the "Key". Run this through the Scantron machine before you run the student forms. If a form jams and causes a disruption in the process, turn the machine off and start over by running the key back through.

SCHOLASTIC DISHONESTY

Scholastic dishonesty includes, but is not limited to, cheating on tests, 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. Instructors should establish guidelines regarding cases of dishonesty. Include these guidelines in a clearly defined format within your course syllabus. Make sure your guidelines are consistent with Board policy and also be consistent in the application of your guidelines. Be cautious in approaching a student with suspicions of dishonesty and make sure you have sufficient cause. Remain professional and protect the student's privacy while you are examining the facts. Explain your guidelines and any disciplinary actions you will take. Inform the students if they will be referred to administration for further disciplinary action.

SEMESTER SCHEDULES

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

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

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

STUDENT CONDUCT

Discipline problems on the College campus are rare but will occur from time to time. Prevention and the ability to handle problems begin with your course syllabus. While you cannot identify and address every possible issue, you can discuss the basics of what you expect from your students. Of utmost importance is that you be consistent in enforcement.

If you need to visit with a student regarding his/her behavior, respect the student's privacy as much as the student allows. Be cautious about being alone in an isolated environment with the student. If the student continues to disturb you or the class, you can tell the student to leave, and tell her/him to make arrangements to meet with the division chair or provost before returning to class. If the student refuses to leave, call security, and the student will be forced to leave.

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

SYLLABUS/COURSE GUIDE

WHAT IS A SYLLABUS?

A syllabus is the information that explains the primary goals, expectations, and policies for the course. This needs to be given to students within the first week of class. The syllabus you give to your students in class should match the syllabus that you posted to the TVCC website. The syllabus needs to explain how you determine their grade, textbook information (title, author, edition, ISBN), attendance policy, testing, Americans with Disabilities Act (ADA) policy, cheating policy and anything else you deem

important. Please provide the textbook title, author, and edition and ISBN #on your syllabi. "Current Textbook in Bookstore" is not acceptable.

SYLLABUS TEMPLATES

There are two syllabus templates available for your use; one is for regular lecture courses and another one for internet/distance learning courses. A current syllabus will need to be created for each course each semester and uploaded to the TVCC website. Once you have made the changes to the syllabus, you will need to save it in PDF format for uploading. The directions for uploading the syllabus are below.

HOW DO I UPLOAD MY SYLLABUS TO THE TVCC WEBSITE?
- Go to the TVCC web page
- Click "Faculty and Staff" (top of page)
- Enter your name and password.
- The first time you login your username will be your Cardinal ID and the password is first1. Ex. Username: mike.rowe
- Password: first1
- You will then need to change the password in order to upload your syllabi
- After you have changed your password, go back to the website to upload your syllabi
- Click on "Faculty and Staff" (top of the page)
- Select "Login Central"
- Select "Syllabus System" Enter your Cardinal ID and new password that you just created
- Click on "Manage Courses"
- Select the semester; this will need to be done for each syllabus you are uploading.
- Find your syllabi in list and click "Select Syllabus"
- Click "Upload"
- Click "Browse" and go to wherever you stored your syllabus (computer, flash drive etc.)
- Double click on your syllabi so it shows up beside "File 1"
- Click "Upload"
- Click "Choose" (it will show up in a list on the next screen)
- Select the syllabi you want to upload (Select the one in .pdf format)
- Click "Submit". You can then go back to the syllabus list and view it to be sure it uploaded correctly

WHAT IF I UPLOAD THE WRONG SYLLABI?
- Go back to the syllabi list
- Select the semester you are working with
- Find the syllabus that needs to be taken out and click "Manage"
- On the list you will see the active syllabi marked, click on the dot next to it
- Click "Delete Selected Files"; this will remove the syllabus so you can follow the steps and upload a different one
- The syllabi list is in alphabetical order by course prefix and campus. You can also look up syllabi by course or instructor by clicking the appropriate heading at the top of the list.

CAN I VIEW MY SYLLABUS AFTER I HAVE UPLOADED IT?
- Go back to the syllabi list
- Select the appropriate semester
- Find the syllabus you want to look at and click "View"

TEXTBOOKS

For specific information on Selecting and Viewing Class Books in the Cardinal Connection, please see detailed instructions on the VPI webpage under Faculty Handbook https://www.tvcc.edu/Vice-President-of-Instruction/zone.aspx?deptid=212&zoneid=846.

FINAL EXAMS

All faculty members should give final examinations according to the published schedule that is provided each semester by the Vice President of Instruction. All final exams should be created, produced, stored and administered in a secure environment. This is extremely important to the validity and fairness of testing and grade distribution. Individual students who have unusual circumstances and need an adjustment to the final exam schedule must have the request form approved by their instructor, the division chair, the appropriate associate vice president or provost, and the vice president of instruction.

CARDINAL SUCCESS CENTERS (CSC)

Cardinal Success Centers (CSC) are located on the Athens, Palestine and Terrell campuses. The CSC Centers provide tutoring by faculty, staff, and peer students. Professional tutors, consisting of TVCC faculty, donate time weekly to assist students. An extensive tutoring assistance program is offered without charge to all credit students. Qualified tutors conduct individual and group tutoring sessions in English, Math, History, Government, Science, General Business, Spanish, Economics, and Accounting. Drop-in tutoring sessions are available throughout the day, and more intense one-on-one sessions are scheduled for students needing individualized assistance. Two full-time coordinators, two full-time specialists, and student workers staff the CSC on the Athens campus.

The center is located in the Baugh Technology Center on the third floor in rooms 319 and 320, and is open during all semesters at TVCC including summer. The hours of operation are Monday-Thursday 7:30 am – 8 pm; Friday 7:30 am – 3:30 pm, and Sunday 5 pm – 9 pm. The CSC provides 50+ computers for academic and personal use, a quiet place for study groups to meet and other resources such as textbooks, calculators, headphones, access to computer-assisted learning, and an assortment of software. A valid student ID card is required for entry.

Tutoring is located in the Anderson building on the Palestine Campus in Room A126 inside the Learning Resource Center. The hours are Monday –Thursday 8 am-7 pm; and Friday 8 am-4 pm. This is a quiet location that offers six computers for students to use as needed, as well as plenty of room for homework and studying. Faculty and students offer free professional tutoring and homework help at different times during these hours of operation. In addition to tutoring and homework help, students use the services for personal reasons such as checking email and studying. If a student makes a request the CSC have headphones available for their use.

On the Terrell campus, students have the same student support services available to them as they do on the other campuses. Professional tutoring is available by professional faculty members based on a student's needs. The Terrell campus Guidance office is open Monday-Friday 8 am - 4:30 pm. Peer tutoring is also available, depending on individual situations. The guidance office will make every effort to accommodate student's needs.

For information about any student support services, students may contact the campus of their choice. Additional information is available on the TVCC website at www.tvcc.edu.

INFORMATION TECHNOLOGY SERVICES (ITS)

TVCC IT Services provides data, video, media, multimedia, hardware, and software support for TVCC. Below is an abbreviated list of the many services offered by IT Services. For a complete list of services and up to date information about technology issues please visit our web page, http://www.tvcc.edu/it-services

We encourage you to expedite requests by calling 903-670-2621 and scheduling an appointment prior to dropping by the Help Desk to talk with one of our technicians.

Stop by to ask a quick question, report a problem, or get technical assistance. Full-time or part- time instructors can bring their laptop by for assistance in getting their wireless connection working or to discuss other issues. If you have questions, contact the Help Desk staff during business hours. *Note that some issues may require scheduling.*

IT SERVICES HELP DESK

The IT Services Help Desk is available to assist with technology issues. It is easy to get help from the IT Services Help Desk.

- Help Desk Hours: Monday – Friday, 8 a.m. - 4:30 p.m. (closed during regular scheduled holidays)
- Help Desk Website: http://www.tvcc.edu/it-services
- Location: Athens Campus, Ginger Murchison Learning Resource Center, Room LRC 221 (2nd Floor of the LRC)
  Live Support is available on the IT Services webpage
- Frequently Asked Questions are available on the TVCC IT Services webpage

COMMUNICATION SERVICES

Communication services within the IT Services department consist of Service Catalog, Telecommunications Request Form, Cisco Phone Interactive Tutorial, Cisco Phone Guide, and information related to scheduling a WebEx meeting. For more information visit the webpage at http://www.tvcc.edu/it-services/zone.aspx?deptid=148&zoneid=808

EMAIL THE HELP DESK

Employees can send an e-mail any time from any place to helpdesk@tvcc.edu . During business hours, the Help Desk staff constantly monitors the Help Desk e-mail account and will quickly reply with the requested information. If an employee is reporting a technical problem with a TVCC-owned machine that cannot be resolved via e-mail, the Help Desk staff will log a trouble ticket and a service technician will contact the employee to make arrangements to resolve the problem. E-mails sent after business hours will be addressed the next business day.

FACULTY WEBPAGES

Full-time faculty members are encouraged to develop a web page on the college website at www.tvcc.edu . Contact IT Services at 903.670.6210 or helpdesk@tvcc.edu for further assistance in developing a web page. Please make sure that you read the Computer Usage Policy for information on appropriate content.

EQUIPMENT REPAIR

All requests for equipment service or repairs should be reported to the appropriate supervisor, who will guide you on how to submit a helpdesk@tvcc.edu ticket through IT Services.

TVCC ALERT

TVCC ALERT is a mass notification system that can alert students, faculty, and staff with text messages on their cell phones. With 90% of college students, faculty, and staff having mobile 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 you via: web page, RSS, PDA, email, or Text Pager. The choice is yours! To sign up, please visit the IT-Services webpage at: http://www2.tvcc.edu/IT-Services/zone.aspx?deptid=148&zoneid=164

IT FACULTY AND STAFF RESOURCES

Additional resources for instructors and staff can be found such as Blackboard Video Streaming, Microsoft Campus Agreement, Work at Home Software, Hardware Replacement, Login Central, and an archive of general daily announcements can be found on the IT Services webpage, http://www.tvcc.edu/IT-Services/zone.aspx?deptid=148&zoneid=91

INTERACTIVE VIDEO CONFERENCE

TVCC IT Services maintains 8 video conference rooms and a video bridge to meet the ITV needs of TVCC and our clients. Below is a list of information about the video conference rooms located on each campus, TVCC video conference capabilities, and a link to frequently asked questions.

MEDIA SERVICES

Information related to reserving or scheduling equipment is found on the Media Services webpage at http://www.tvcc.edu/IT-Services/article.aspx?deptid=148&zoneid=122&articleid=191 or by contacting Media Services at helpdesk@tvcc.edu or calling 903-675-6234.

MULTIMEDIA SMART CLASSROOMS

Many of the classrooms on all TVCC campuses contain multimedia Smart Classrooms. These smart classrooms bring together new tools to enhance the classroom environment. Each of the multimedia smart classrooms has been equipped with a new projector mounted in the ceiling, a retractable screen and stereo audio playback system via 4 speakers in the ceiling.

At the front of the room is a new custom designed lectern which houses all the audio visual equipment. This equipment includes a desktop computer, laptop video and audio connection, document camera, S-VHS VCR, DVD player and closed circuit campus TV channel feed (closed circuit campus channel feed may not be available on all campuses).

If you will be teaching in a smart classroom please contact the IT Services help desk at helpdesk@tvcc.edu to schedule training. Additional information is available via the webpage at: http://www.tvcc.edu/IT-Services/zone.aspx?deptid=148&zoneid=122. A detailed description of each smart classroom is available via the webpage at https://www.tvcc.edu/ITServices/smartrooms/smartclassrooms.aspx

PROMOTIONAL REQUEST FORM

Need your event promoted? IT Services may be able to help you by placing an ad on our digital marquee, campus-wide digital signage or even our web homepage. Email events@tvcc.edu with your submission and any relevant graphics.

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. TVWireless 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.

ATHLETIC EVENTS

Students & employees are admitted free to all home games with current ID. Contact the Athletic Office at 903.675.6359 or visit the athletic webpage for additional information http://www.tvcc.edu/athletics/default.aspx?zoneid=212&deptid=190.

COMMITTEE PARTICIPATION

All full-time faculty members are expected to actively perform their responsibilities as committee members and club sponsors. Faculty members are given an opportunity to select committees on which they prefer to serve; however, the vice presidents and president will make final decisions on committee assignments. Most committees will meet on Fridays to avoid conflicts with classes.

COMPUTER USAGE

The College reserves the rights to extend, restrict, and refuse access to College computer resources. Unauthorized use, misuse, or abuse of information technology resources by any user will result in appropriate disciplinary action. Please read TVCC Board Policy CR Local for the latest IT Policy. For additional information, always refer to the online TVCC Board Policy Manual for the latest policies online at http://pol.tasb.org/Home/Index/623.

CONFLICT OF INTEREST

It is important that all College employees maintain a professional attitude toward their assigned responsibility and act in the best interest of the College. Personal, financial, and business interests should never conflict with a faculty member's ability to properly discharge his/her duties. Any personal or business situation that could compromise the best interest of the College should be discussed with the immediate supervisor. For additional information see TVCC Board Policy DBD, located at http://pol.tasb.org/Policy/Code/623?filter=DBD .

CREDENTIALS

The Southern Association of Colleges and Schools: Commission on Colleges (SACSCOC) states the following criteria on faculty credentialing as published in the 2012 edition of the Resource Manual for *The Principles of Accreditation: Foundations for Quality Enhancement*.
Comprehensive Standard 3.7.1 of the Principles of Accreditation reads as follows:

> The institution employs competent faculty members qualified to accomplish the mission and goals of the institution. When determining acceptable qualifications of its faculty, an institution gives primary consideration to the highest earned degree in the discipline. The institution also considers competence, effectiveness, and capacity, including, as appropriate, undergraduate and graduate degrees, related work experiences in the field, professional licensure and certifications, honors and awards, continuous documented excellence in teaching, or other demonstrated competencies and achievements that contribute to effective teaching and student learning outcomes. For all cases, the institution is responsible for justifying and documenting the qualifications of its faculty.

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

1. Faculty teaching general education courses at the undergraduate level: doctorate or master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline).
2. Faculty teaching associate degree courses designed for transfer to a baccalaureate degree: doctorate or master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline).
3. Faculty teaching workforce associate degree courses not designed for transfer to the baccalaureate degree: bachelor's degree in the teaching discipline, or associate's degree and demonstrated competencies in the teaching discipline. In addition, faculty teaching workforce education courses must have 3 years of relevant full-time work experience.

4. Faculty teaching certificate courses are required to hold an associate's or higher degree in the teaching discipline and a minimum of 3 years of relevant full-time work experience OR have some college or specialized training PLUS provide documented work experience in the field and where appropriate documentation of licensure or certification in the field.

5. Faculty teaching associate degree nursing courses must meet the following qualifications: If full-time, doctorate or master's degree in nursing; if part-time, doctorate or master's degree in nursing, or masters or doctoral degree in a discipline other than nursing with bachelor's degree in nursing and at least six (6) graduate semester hours in nursing appropriate to assigned teaching responsibilities, or earned bachelor's degree in nursing, enrolled in and completed at least 50% a master's nursing education program.

DRESS POLICY

The need for the college to project a professional image at all times is ever present. Therefore, when determining what constitutes as appropriate attire, employees should use common sense and good judgment. On weekdays, faculty and staff members should conform to the general rules of business casual attire. Though jeans are not generally acceptable, nice jeans (those that are hemmed and without holes) may be worn on Fridays. Shorts should only be worn in appropriate settings. Those needing assistance in interpreting the appropriateness of certain attire should consult with an immediate supervisor or the human resources director.

The TVCC bookstore stocks 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 at a discount. Generally, TVCC-themed items are acceptable attire.

EMPLOYEE EMAIL

Full-time and part-time faculty and staff are assigned an e-mail account at the time they are hired. This is the preferred means of communication at TVCC and is considered the receptacle of campus-wide messages. Event information and emergency notifications will be distributed via this method. IT Services may be contacted at helpdesk@tvcc.edu if you have issues with your e-mail account.

EMPLOYEE ID CARDS

Employee ID cards are issued upon hire and are renewed on a two-year cycle. ID cards may be obtained from the campus police department on the Athens campus or from the LRC on the Palestine and Terrell campuses. Part-time faculty members are issued ID cards during the first week of a semester.

EMPLOYMENT INFORMATION

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

- Name
- Social Security Number
- Campus Location
- Application for Employment
- Resume
- Job Description
- Primary Language
- Data Collection Sheet
- W-4

- I-9 with documentation
- If you are a new instructor, you will need to request Official Transcripts (NOT "issued to student.") if we do not have them on file in the HR office

  All Official Transcripts must be mailed to:
  Trinity Valley Community College
  ATTN: Vice President of Instruction (unless otherwise noted by immediate supervisor)
  100 Cardinal Dr.
  Athens, TX 75751

- Copy of SS card
- Check Routing Form
- Retirement
- Insurance
- TVCC Data Card (Faculty must designate in writing whether they want their home phone and address withheld from public disclosure)

All new instructors must also have a current TVCC application and work packet on file. These can be picked up at the Human Resource office on the second floor of the administration building. This paperwork must be completed before the first day of class.

EMPLOYMENT OF RELATIVES

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

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 or at night as part of their regular assignments. Because travel time is such a fundamental part of teaching off-campus, adjustments in the hours of the regular workweek may be considered in planning your weekly schedule. For example, an Athens campus instructor teaching a course at TDCJ or the Terrell Campus as part of the regularly assigned load can count this assignment as five hours of regular work. However, the time you spend teaching an overload course or continuing education course for which you receive overload pay may not be considered as part of your workweek assignment.

EVALUATIONS OF FACULTY

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 on-campus, off-campus, distance education, and dual-credit courses (including those taught on high school campuses). 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.

Once student evaluations of faculty have been processed, and grades have been posted each semester, faculty member will be provided a copy of the results electronically via email.

During the spring semester of each year, all full-time and part-time faculty will be evaluated using the results from the fall semester. Additional information on the faculty evaluation process should be directed to the faculty member's immediate supervisor and forms can be found on the Institutional Research Webpage under Faculty Evaluations.   All evaluation procedures are outlined in TVCC Board Policy DLA local located at: http://pol.tasb.org/Policy/Download/623?filename=DLA(LOCAL).pdf .

WHO COMPLETES THE EVALUATIONS?

Students complete the evaluations each semester and they have to be filled out on a computer. TDCJ students are provided paper versions to complete their evaluations.

WHEN WILL I KNOW IT IS TIME FOR EVALUATIONS?

You will receive an e-mail that the evaluations are ready, along with instructions on how students can access them via the Cardinal Connection. Students will need to fill out the evaluations on a computer each semester. Please remind them of the deadline for completing the evaluations. It is very important that you get as many of your students to complete the evaluations as possible because you will use the evaluation results to fill out your Self Evaluation.

CAN I SEE HOW MANY OF MY STUDENTS HAVE COMPLETED THE EVALUATIONS?

> Go to the TVCC Web Page
> Go to Cardinal Connection
> Enter (TVIN or SS#, last 5 digits of SS#, month and year of birth)
> Click "Work With My Classes"
> The next to the last column "**Num Eval**" will show how many students have completed the evaluations.

HOW WILL I KNOW THE RESULTS OF MY EVALUATIONS?

You will receive an e-mail with the evaluation results. There will be an attached file in the e-mail with the evaluation results. Once you receive the information back you will need to save the files that are emailed to you from acom@tvcc.edu so that you can use them to carry out the remaining portion of the faculty evaluation process. You can also view your evaluation results in the Cardinal Connection.

WHERE ARE THE FORMS LOCATED?

> Go to the TVCC Web page
> Go to "Departments"
> Click on "Institutional Research"
> Scroll down until you see "More Institutional Research"
> Click on "Faculty Evaluations"
> On the next screen will be the "Faculty Eval" forms and the "Assoc. V.P., Provost & Division Chair by Faculty" forms

http://www.tvcc.edu/institutional-research/zone.aspx?deptid=185&zoneid=320

FACULTY MAILBOXES

Faculty members will be assigned mailboxes for receiving both postal and inner-campus correspondence. Official correspondence will be sent through your TVCC assigned email address and inner-campus mail, so it is important to check your email and your TVCC assigned mailbox on a daily basis. If you are a part-time faculty member, please visit with your division chair or campus provost to determine if there is an inner-campus mail box available to you. If not, please check your mail at home and your *email accounts* for vital communications.

FACULTY ORGANIZATIONS

All full-time faculty members are encouraged to become members of the Texas Community College Teachers Association. The TCCTA offers optional professional liability coverage. For more information, please visit http://www.tccta.org/ . All faculty members are invited to join the Trinity Valley Community College Faculty Association and are urged to take an active part. For more information, contact the vice president of instruction office on the Athens campus (903-675-6210).

ASSIGNMENTS AND SCHEDULES (OFFICE HOURS)

Instructional faculty shall be expected to consider their employment with the College District as their full-time responsibility. All employees shall be subject to assignment and reassignment by the College President at any time. Instructional faculty shall be expected to consider their employment with the College District as their full-time responsibility. Faculty members shall be expected to spend a minimum of 37.5 hours per week on campus involved in their teaching, counseling, committee and/or travel responsibilities. Virtual office hours, as outlined below, and may be used to satisfy part of the 37.5 hour per week requirement. Each instructor shall be required to post office hours and provide a copy to the division chairperson, associate vice president, or provosts. The administration recognizes that most faculty members will spend considerably more time than this in the performance of their duties.

College District faculty members shall be eligible to use virtual office hours in accordance with the following:

1. The maximum number of virtual office hours counted as part of the required 37.5 hours of full-time responsibility shall be six hours per week.
2. A faculty member's virtual office hours shall be posted on his or her office door and included in the course syllabus posted on the College District's Web site.
3. A faculty member may count a maximum of two virtual office hours per week for each College District Internet course taught as part of the employee's regular load. Overload Internet courses shall not count for virtual office hours.
4. A faculty member may count a maximum of one virtual office hour per week for each Internet laboratory course taught.
5. A faculty member may count a maximum of one virtual office hour per week for each course taught that incorporates Blackboard as part of the instructional process and is part of the employee's regular load.
6. All College District faculty members shall have one virtual office hour per week to accommodate working with students via the Internet and Blackboard. Students shall be provided a clear method for communicating electronically via e-mail and/or Blackboard.

All faculty members shall be expected to actively perform their responsibilities as committee members and club sponsors.

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

Instructors shall not schedule or permit cuts or walks without prior approval of the division chairperson, associate vice president, or provosts, and only then in the most dire and unusual circumstances.

TVCC Board Policy DI local addresses the information above and the current copy of the policy should be referenced at all times for any clarification that may be needed.
http://pol.tasb.org/Policy/Download/623?filename=DI(LOCAL).pdf

OFFICIAL REPORTING DAY

The official reporting day (ORD) is determined each semester based on a schedule established by the Texas Higher Education Coordinator Board and is calculated according to the length of the semester. Long semesters (fall and spring) are generally 16 weeks long, and the ORD is the 12th day of class (commonly known as the "12th Class Day"). Short semesters (summer) are usually six weeks long and the ORD is the 4th day of class (aka "4th Class Day"). Mini-terms, long summer terms, and other terms that are irregular in length each have a different ORD, depending on the length of the term. The semester's first class day is always the first official day of the semester, not the first day of an individual's class. When calculating the ORD, each day 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 who, in turn, sends the information to the Legislative Budget Board who determines the amount of state funding that the institution will received based on enrollment and contact hours generated. The ORD serves as a "snapshot" of our enrollment on a given day, and funding is based on that information. Therefore, students who are not properly enrolled in the correct courses cannot be counted in our enrollment which results in a decrease in the amount of funding we receive.

OUTSIDE EMPLOYMENT

Outside employment that interferes with the regularly assigned duties of full-time faculty members is not permitted. Faculty members are expected to give full-time service to the District. Outside employment must be approved by the College president.

During holidays or such time as faculty members are not employed by the District, 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.

PURCHASES

Most supplies are available in the college bookstore. Therefore, employees should check with the bookstore before purchasing supplies, materials and other items from outside sources. Supplies purchased at the bookstore should be charged to the appropriate department with approval from the appropriate supervisor.
When supplies, equipment and/or services are needed, only those over $200 require submission of a purchase order. When considering purchasing supplies, submit a completed requisition form for approval by the division chair, dean, associate vice president, provost and/or vice president before the purchase is made. The following procedures are to be used:

- Complete a "Request for Purchase" form and submit for approval*.
- If sufficient funds are available in the division's budget, the business office will generate a "purchase order" hard copy with a PO number that will be sent to the requestor.
- After the instructor receives the purchase order from the business office, the purchase may be made.
- When the store invoice is received, the instructor must sign and date when merchandise was received. This indicates to the business office that the invoice is approved for payment.
- Please indicate if the PO is complete, or if the PO should remain open (this normally takes place when shipment of product is shipped on different dates).
- If available, attach packing slips, freight tickets, and/or delivery tickets to invoice.

- Forward to 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 website located at http://www.tvcc.edu/Business-Services/files/Request_PO.pdf . Business Services Staff can be located at http://www.tvcc.edu/Business-Services/zone.aspx?deptid=220&zoneid=819 for any additional questions you may have.

HARRASSMENT

Trinity Valley Community College forbids employees from engaging in conduct that constitutes sexual harassment or any other kind of harassment of other employees or students. An explanation of sexual harassment and the guidelines for handling a complaint are detailed in the TVCC Board Policies found online at http://pol.tasb.org/Home/Index/623 for more information; contact Jennifer Robertson, director of Human Resources, at (903)675-6215 or via e-mail at jrobertson@tvcc.edu.

INSURANCE

All full-time employees of the District are eligible for health, life, disability, and dental insurance. A new employee should contact Human Resources and enroll in the group plan during the first 30 days of employment. Failure to enroll in the first 30 days will result in limiting the options available to the employee and his or her dependents. There is a 90-day waiting period for health insurance only. Employees who are planning to retire must make arrangements with Human Resources for insurance coverage before retiring. Contact Human Resources at jrobertson@tvcc.edu if you have questions regarding your insurance. Additional information can be obtained on the Human Resources webpage at http://www.tvcc.edu/human-resources/zone.aspx?deptid=202&zoneid=315 .

JURY DUTY

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

PARKING

DO I NEED A PARKING STICKER?

If you teach during the day, you will need to get a parking sticker from the campus police department. If you are only here in the evenings for night classes, it is not mandatory for you to get a parking sticker. You can request a parking sticker by logging into your Cardinal Connection account on the TVCC webpage at   http://www2.tvcc.edu/Cardinal-Connection/default.aspx?zoneid=339&deptid=206 . The parking policy for TVCC is as follows: Only TVCC faculty, staff, and students displaying proper TVCC permits may enter or park on the campus. Ownership of the permit remains with the institution and is not transferable. Any change affecting ownership of a vehicle on which a permit has been displayed must be properly reported to the campus police department. Parking permits must be properly affixed to the lower left-hand rear window of the vehicle. Permits which are taped or affixed by unauthorized materials will subject the holder to a citation. Additionally, the permit will be revoked and the holder may lose all parking privileges. All vehicles regularly driven on campus by both students and faculty must bear a current parking permit and must be parked in authorized areas. Faculty parking areas are marked with green paint. Faculty members may obtain a parking sticker from the campus police. For additional information, visit the campus police website located at www.tvcc.edu/police.

PAYROLL

FACULTY SALARY SCHEDULE (FULL-TIME)

See TVCC Board Policy DJ Local online at
http://pol.tasb.org/Policy/Download/623?filename=DJ(LOCAL).pdf

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 District shall assume a moral obligation to its commitment, unless the class does not make or a regular full-time faculty member is assigned the class to complete a full workload.

Salary schedules are located on the TVCC Human Resources webpage located at
http://www.tvcc.edu/human-resources/zone.aspx?deptid=202&zoneid=314. Full-time faculty salaries are divided into 12 equal payments issued monthly unless the instructor makes arrangements with the Payroll office located within the TVCC business office to be paid on a nine-month basis.

Paychecks are issued on the fourth Friday of each month. If the fourth Friday falls on a holiday, the paycheck is issued on the last business day before the holiday. If you teach during the summer, payroll is distributed on the fourth Thursday of each month due to the 4-day work week in the summer.

Courses or assignments that are taught in addition to your regular load are eligible for overload pay. Overload calculation is computed according to the current overload salary schedule, available from the TVCC Vice President for Instruction's office.   When arrangements are made for you to teach additional courses outside of your assigned teaching duties, a Special Assignment Agreement will be completed by your supervisor, requiring your signature.

OVERLOAD PAYROLL

Overloads are contracted with the use of a Special Assignment Agreement (SAA) with payroll distribution listed in the table below.

Semester Overloads	Payroll Distribution
Fall	September, October, November, and December
Spring	February, March, April, and May
Summer 1	June and July
Summer 2	August
Mini 3 (All Summer)	June, July and August
Summer TDCJ	June, July and August

Please view the current overload pay schedule on the Vice President of Instruction webpage.

For the latest overload and adjunct pay schedule, please see V. P. of Instruction webpage on the TVCC website at https://www.tvcc.edu/Vice-President-of-Instruction/default.aspx?zoneid=534&deptid=212

Monthly paychecks, including overload amounts, are directly deposited into your bank account. A Direct Deposit Enrollment Form is available on the TVCC website at http://www.tvcc.edu/Human-Resources/files/Direct%20Deposit%20Form(1).pdf . It must be filled out completely. A schedule of payroll dates is also available on the TVCC website at http://www.tvcc.edu/Business-Services/files/payrolldates2013-2014(2).pdf.

PERSONAL LEAVE

All full-time faculty will be eligible for two days of personal leave per year. The immediate supervisor, dean, associate vice president, provost and vice president of instruction must approve personal leave in advance. Personal leave does not accumulate.

Revised July, 2014

PROFESSIONAL DEVELOPMENT

The College District shall seek to provide a positive environment for employee professional growth and development. The College District shall maintain a program 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, or other professional development activities with prior approval from his or her supervisor and/or the appropriate administrator.

FUNDING FOR PROFESSIONAL DEVELOPMENT

All faculty members shall be required to participate in professional development activities. The College District shall budget funds in its annual operating budget to cover the associated costs of providing professional development activities for faculty and staff.

RETIREMENT SYSTEMS (TRS & ORP)

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

SICK LEAVE

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

TRAVEL

All faculty, staff, and College-sponsored student trips require prior approval whether or not the trip is budgeted or whether or not advance funds are requested. Instructors must complete and sign a Request for Travel Authorization form in advance of the trip and submit it to the division chair or associate vice president or provost and the vice president for instruction for approval. After returning from the trip, a Travel Report form must completed, signed by the traveling employee, and submitted to your division chair for submission to the business office within 15 days of travel.

Instructors will be reimbursed for any additional approved expenses, and any funds not utilized will be returned to TVCC. Original itemized receipts for all expenses are required and must be attached to the Travel Report. The only exception to "receipts required" is for meals and incidental expenses if the per diem method rather than the actual cost method is used. The per diem is currently $32 ($8 for breakfast, $10 for lunch, and $14 for dinner).

The transportation department at TVCC is in charge of all TVCC vehicles. If you desire to request a TVCC vehicle for a college trip, please consult your immediate supervisor and fill out the Vehicle Request Form (VRF) located at http://www.tvcc.edu/Logistics/files/VRF.pdf, allowing an adequate amount of time. Please refer to TVCC Board Policy CJ Local for specific information about the transportation management policies at TVCC. http://pol.tasb.org/Policy/Download/623?filename=CJ(LOCAL).pdf

Each campus has a TVCC vehicle and the Athens campus has a fleet of cars and vans. If a College vehicle is unavailable and the employee uses his or her personal vehicle, the employee will be reimbursed at the

state-allowed rate. In order 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).

For more information on travel requirements, see the "Travel Policy and Procedures" manual or contact the business office at TVCC. For additional information regarding the use of the actual cost method vs. the per diem method, see the "Travel Policy and Procedures" manual at http://www.tvcc.edu/Business-Services/files/Travel%20Policy%20and%20Procedures.pdf.

TUITION GRANTS

Tuition and fee reimbursement is available to all eligible employees as stated in TVCC Board Policy DEB local http://pol.tasb.org/Policy/Download/623?filename=DEB(LOCAL).pdf. For additional information contact the TVCC Human Resource office at 903-675-6259.

ORGANIZATIONAL CHART

Since this is a "living" document, faculty should consult the online version http://www.tvcc.edu/Human-Resources/files/TVCC_Organization_Chart_06_16_14.pdf to be sure they are using the most current organizational chart at TVCC.

Trinity Valley Community College
Organizational Chart

Board of Trustees

President

Executive Assistant III

VP - Administrative Services/CFO
- Executive Assistant II
- Assoc. VP – Facilities Management
  - Director – Building Services
  - Director – Transportation, Shipping & Receiving
  - Energy Education Specialist
  - * Custodial Services
  - * Groundskeeping Services
- Director – Accounting Services/Controller
- Director – Human Resources
- Director – Bookstore Services
- Manager – Purchasing, Contracts & Insurance

VP - Information Technology
- Executive Assistant II
- Assoc. VP – Information Technology
  - Administrative Computing Services
  - Client Support Services
  - Media Services
  - Network Support Services
  - Systems Support Services
  - Web Development & Design

VP - Institutional Advancement
- Public Information Officer
- Sports Information Officer
- Graphic Artist & Print Design Coordinator
- Community & Government Relations
- Alumni Relations
- TVCC Foundation

VP - Instruction
- Executive Assistant II
- Assoc. VP – Workforce Education
  - Executive Assistant I
  - Division Chair – Business & Computer Science
  - Division Chair – Career & Technology
  - Dean – Community Services
  - Director – Adult Education
  - Director – Small Business Development Center
- Assoc. VP – TDCJ Correctional Programs
  - Executive Assistant I
  - Provost – Health Science Center – Kaufman Campus
  - Provost – Anderson Co. Campus - Palestine
  - Provost – Terrell Campus
  - Director – Distance Education
  - Director – Dual Credit
  - Director – Learning Resource Center
  - Director – Strategic Planning, Effectiveness & Accreditation
  - Grant Coordinator
  - Director – Quality Enhancement Plan
- Assoc. VP – Academics
  - Executive Assistant I
  - Division Chair – Developmental Studies
  - Division Chair – Fine Arts
  - Division Chair – Health & Kinesiology
  - Division Chair – Language Arts
  - Division Chair – Math & Science
  - Division Chair – Social Sciences

VP – Student Services
- Executive Assistant II
- Director – Athletics
- * Campus Dining Services
- Director – Campus Police & Public Safety
- Cardinal Success Center
- Dean of Enrollment Mgt./Registrar
- Director – Student Completion/Assistant Registrar
- Admissions
- Director – Advisement Center
- Director – School Relations
- Director – International Students/Recruiter
- Director - Testing
- Director - Student Engagement
- Director – Student Financial Aid & Veterans Services
- Director – Student Housing/Judicial Officer
- Student Retention Coordinator

* outsourced service provider