ADJUNCT FACULTY HANDBOOK 2015-2016

This handbook is provided as a "How-To" guide for faculty. It is intended to serve as a reference guide for all faculty. In addition to this handbook, faculty members should also be familiar with the College Catalog, the Student Handbook, VSU's policy manual and the TBR's policy manual. For individuals who want to read or refer to a complete policy statement, a copy of the TBR manual is in the library. Volunteer State Community College, a Tennessee Board of Regents institution, is an AA/EEO employer and does not discriminate on the basis of race, color, national origin, sex, disability, age, religion, sexual orientation, or veteran status in its programs and activities. Questions concerning areas covered and not covered in this handbook should be directed to the Vice President of Academic Affairs. Volunteer State Community College and the Office of Academic Affairs reserve the right to make changes to the handbook. Revised 02/15
NOTICE

All faculty are expected to follow all College policies and procedures. This Handbook includes specific information about those policies and guidelines as well as general information you will need in the performance of your duties. When you sign the "NOTICE OF EMPLOYMENT" (contract) to teach for Volunteer State, you will be asked (#13) to affirm, by your signature, that you have READ and UNDERSTAND the information contained in this Adjunct Faculty Handbook AND that you agree to abide by all directives. Please read this Handbook before you sign your contract and address any questions to your Division Dean, Department Chair or Coordinator, or the appropriate College official, prior to signing.

1. Your contract must be signed by all parties PRIOR TO the first session of any class you teach. Sign your contract and return it to the Division Secretary as soon as possible after you receive it, but only after you have reviewed and affirm the requirements of this Handbook.

2. CHECK CLASS ROLLS: Only those students who have enrolled and PAID are eligible to attend your class. It is IMPORTANT that you check student attendance against the CURRENT class roll during the first weeks of the semester. Check your current class rolls on the Vol State web page at <https://portal.volstate.edu/cp/home/displaylogin> Any student attending who is not on the roll should be referred to the Business Office and not allowed to re-enter class until his/her name is on the official, current roll. IT IS THE RESPONSIBILITY OF FACULTY TO INFORM STUDENTS THAT THEIR NAME IS NOT ON THE ROLL.

3. PARKING DECALS REQUIRED: All employees, including adjunct faculty, and students MUST display a parking decal, day and evening. All employees must complete the Parking Permit Application by going to https://volstate.edu/campuspolice/ParkingPermit_form.php to request a decal

4. FINANCIAL AID ATTENDANCE PROCESS: NOTE the Financial Aid Attendance Reporting Procedures in this Handbook. These requirements apply to EVERY INSTRUCTOR and should be adhered to WITHOUT FAIL.

5. E-MAIL POLICY. Note the section on "e-Mail and Voice Mail" on page 15. Place be aware that there is a NEW POLICY requiring you to carefully manage your official Vol State e-mail.

6. REQUIRED TRAINING. All faculty must complete TBR, Vol State and other required training in a timely manner. Employment-related training will be conducted through the Office of Human Resources or Information Technology department, Academic unit or Divisional training may also be required. Completion of required trainings will be considered as part of faculty members’ evaluations. See Appendix for notice of required annual Title VI and Title IX training.
August 9, 2015

MEMBERS OF THE ADJUNCT FACULTY
VOLUNTEER STATE COMMUNITY COLLEGE

Dear Colleagues:

In the 40 plus years Volunteer State Community College has been in existence, it has been fortunate to have involved a large number of well qualified, dedicated adjunct faculty in our effort to provide the highest levels of instruction for our students. I am pleased to have you among those ranks. I appreciate your willingness to give of yourself to assist students in achieving their educational potential and success in life.

My career in public higher education began when I served as an adjunct teaching evening Biology classes for Chattanooga State. I know sometimes you feel like the Lone Ranger. Let me assure you our goal is to provide you the support you need to help our students succeed. This handbook has been prepared to give you some of the essential information you will need to do the best job with our students. Some of the material is policy to which you must attend. Please review the handbook thoroughly and seek clarification on any points you may need. We hope the information helps to make your experience here a rewarding and enjoyable one. Please don’t hesitate to contact your respective Dean’s Office or the Academic Affairs Office at any time you feel you need additional information or support.

I expect the coming academic year to be one of the most exciting and most successful in the history of the institution. I look forward to working with you as, together, we move Volunteer State Community College into the future.

Sincerely,

Jerry L. Faulkner, Ph.D.
President
Welcome to Volunteer State Community College!

Thank you for your decision to join the adjunct faculty at Volunteer State Community College. We appreciate your willingness to become a part of the instructional program at Volunteer State and look forward to working with you as a part of this team.

This handbook is designed as a quick reference guide, but if you have further questions, those can be directed to your Department Chair or Division Dean.

I wish you a successful year and hope that your teaching experience at Volunteer State is rewarding. Thanks again, and best wishes for a great academic year.

Dr. George Pimentel

Vice President for Academic Affairs
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SECTION I.

PHILOSOPHY AND MISSION

PHILOSOPHY

The instructional program at Volunteer State is designed to meet the needs, interests, and expectations of the various populations in the community. Dedicated to the philosophy of lifelong learning, courses, programs, class schedules, and meeting locations are reviewed on a regular basis to improve the offerings and program content and to ensure that meeting the needs of the community. The College is particularly aware of and sensitive to the needs of the population who are primarily engaged in earning a living or making a home. Every effort is made to offer a wide range of courses through a variety of delivery methods—evenings, weekends, distance learning—to satisfy the diverse goals of this special clientele. Courses are offered for credit and for non-credit during the day and evening hours both on and off-campus. Students may earn credit toward a college degree or pursue credit or non-credit study in an area of professional or personal interest.

A growing number of the students attending Vol State are enrolled as part-time students. Students who are not pursuing a degree enroll in one or more courses to enrich their personal or professional life. Part-time students who are pursuing a college degree generally take from three to nine credit hours of coursework each term. The academic load should be developed after consultation with an academic advisor and consideration of the student's educational background and personal and professional demands.

MISSION

Volunteer State Community College is a public, comprehensive community college offering associate degrees, certificates, continuing education, and service to northern Middle Tennessee. The College is committed to providing quality innovative educational programs; strengthening community and workforce partnerships; promoting diversity, and cultural and economic development; inspiring lifelong learning; and preparing students for successful careers, university transfer, and meaningful civic participation in a global society.
SECTION II.

ACADEMIC FREEDOM, CONDITIONS OF EMPLOYMENT, AND FACULTY EVALUATION

Conditions of Employment

Appointment— Adjunct faculty members are employed on the basis of credentials and interviews, and they must meet the same minimum education preparation requirements as full-time faculty (See pages following for credentialing requirements). Credentials include personal data, official transcripts of college work, and other appropriate documentation (e.g., evidence of valid licenses or certificates, description and verification of work experience, etc.). Adjunct faculty are responsible for ensuring that their Human Resources file is complete: employment application, W-4 form, 1-9 form (plus documentation), and official transcripts. Paychecks will not be issued until all Human Resources requirements have been met. The final paycheck will not be issued until all contractual obligations have been met. Faculty members must update their files annually to include official transcripts of courses taken or degrees earned relevant to their teaching and to include current licenses and certifications.

Adjunct appointments are only for the semester or dates as specified on the contract. Contracts should not be interpreted as an ongoing commitment by the College on a semester-by-semester basis. If enrollment is not sufficient to warrant holding the class, the contract will be cancelled.

The normal adjunct faculty load will be between six and nine hours. When necessary, adjunct teaching loads may increase to twelve hours.

Evaluation

Academic divisions conduct student evaluations of courses and instructors, peer evaluations, and supervisor evaluations. The evaluation process is essential in the College’s efforts to constantly improve upon teaching and learning. (See VSCC Policies 11.01.02 Faculty Evaluation and 11.07.00 Comprehensive Policy on Part-Time Faculty)

Adjunct faculty are evaluated by students in each course each semester they teach. The student/course evaluation is conducted at a predetermined date near the end of each semester. Evaluation instructions will be disseminated in class, and the evaluation will be completed by students on-line through the Internet or in-class by paper-and-pencil, as determined by the instructor. Results of the evaluations will be available to faculty, Department Chairs, and Division Deans after the final date for recording grades at the end of each semester. Individual faculty will receive a report of their evaluation by email. Immediately following the end of the term, faculty should review the results of the student/course evaluation in order to plan improvements in the course in succeeding terms.
In addition, an in-class "observation of teaching" is conducted by a full-time faculty member within the first year an adjunct teaches. Thereafter, adjuncts will be evaluated by a "peer" at least once in every three semesters of teaching (including summer term). During the observation of teaching, full-time faculty evaluate the adjunct faculty member on some, if not all, of the following criteria:

- Communication Skills – oral and written
- Organizational Skills
- Knowledge of Subject Matter
- Teaching Methodologies
- Enthusiasm/Interest in Subject Matter
- Evidence of Preparation
- Evidence of Teaching and Learning
- Time Management Skills
- Promptness/Punctuality
- Use of Audio-Visuals/Technology
- Level of Student Involvement/Participation/Interaction
- Approachability
- Student Comfort Level

Observations of laboratory, clinical, or practicum settings may vary based upon the discipline taught.

No less frequently than the year when the adjunct faculty member is evaluated by peers, the Division Dean will communicate and discuss the results of the student evaluations and peer evaluations with the adjunct (Supervisor Evaluation). In some academic divisions, the evaluation process also includes a self-evaluation. If the review indicates the need for individual improvements, a meeting is scheduled to discuss corrective actions.

**Academic Freedom and Professional Ethics**

Fundamental to the proper functioning of a college is a healthy tradition of academic freedom. This freedom places upon faculty members certain obligations to their colleagues, to the college, and to the state which guarantees this freedom. Volunteer State Community College grants to faculty members a full measure of academic freedom. This freedom demands behavior reflecting the highest measure of professional standards and personal responsibility, and it does not exempt them from evaluation of their qualifications for continued employment. (See VSCC Policy 11:01:06 Academic Freedom and Responsibility in Appendices Section)

1. Faculty members are free to conduct a search for the truth in an honest, courageous, and persistence manner. It is the responsibility of the faculty member to communicate the truth as they find it.

2. Faculty members are entitled to freedom of discussion in the classroom; however, they should be cautious about expressing their personal views on controversial matters which have no relation to the subject being taught. They should be especially wary concerning matters in which they have no special training or competence and in which their views cannot claim the authority accorded their professional statements.

3. Although the emphasis of the community college is placed on the instructional function, full freedom in research and publication of the results is granted to faculty members, subject to the adequate performance of their other academic duties.
4. The faculty members should maintain a high level of personal integrity and professional competency, consistent with accepted professional principles and standards.

5. In addition to the responsibility which citizens have to the state and nation, faculty members owe loyalty to their colleagues and their institution. They should be willing to cooperate fully in maintaining a wholesome atmosphere of mutual respect and confidence. When faculty members, as citizens, speak outside the classroom or write for publication, they are free to express their personal opinions without fear. The public often judges their profession and their institution by faculty members’ conduct and utterances; therefore, it is important that faculty members make every effort to indicate that they are speaking and acting for themselves and not for the institution of which they are members.
FACULTY CREDENTIALING REQUIREMENTS & PROCEDURES

Volunteer State guarantees that only appropriately credentialed individuals serve on the faculty. All original documents are held by the Office of Human Resources. The credentialing process is maintained by the Office of the Vice President of Academic Affairs and the respective academic Divisions.

It is the responsibility of each individual faculty member to provide to the Office of Human Resources current, official transcripts of all collegiate coursework or other documentation necessary to meet Volunteer State credentialing requirements. Only original, not "issued-to student", college transcripts are acceptable.

The credentialing file content is compiled and approved by the appropriate Division Dean. The Vice President of Academic Affairs reviews and certifies that all faculty credentials meet established criteria. Division Deans conduct periodic reviews of the files to assure current content (at least annually).

The Vice President of Academic Affairs will coordinate the credentialing process between Division Deans and the Office of Human Resources. Academic Affairs will ensure that credentialing files include the matching of degrees, coursework, training, certifications, and experience to the specific Vol State course(s) the person is qualified to teach. The Office of Human Resources will maintain the official credentialing documents including applications, transcripts, the credentials sheet, and other required documents.

Volunteer State faculty credential requirements meet current SACSCOC criteria. Our faculty will meet or exceed SACSCOC minimum requirements.

The following chart establishes credentialing requirements for Volunteer State Community College. The requirements may change subject to accrediting requirements, Tennessee Board of Regents policy, or College policy.

<table>
<thead>
<tr>
<th>Type of Program</th>
<th>Degree Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>AS/AA, AST program (transfer courses)</td>
<td>Full-time and part-time faculty members teaching credit courses in humanities/fine arts, social/behavioral sciences, and natural sciences/mathematics must have completed at least 18 graduate semester hours in the teaching discipline and hold at least a master's degree, or hold the minimum of a master's degree with a major in the teaching discipline. In exceptional cases, outstanding professional experience and demonstrated contributions to the teaching discipline may be presented in lieu of formal academic preparation in the above areas.</td>
</tr>
<tr>
<td>AAS degree program (professional, occupational, technical) (courses not designed to transfer)</td>
<td>Associate degree plus work experience in the field. Baccalaureate degree preferred. In exceptional cases, outstanding professional experience and/or demonstrated contributions to the discipline may be presented in lieu of formal academic preparation.</td>
</tr>
<tr>
<td>Technical Certificate program (courses not designed for transfer)</td>
<td>Some college or documented specialized training plus work experience. Licensure demonstrating competence may be required.</td>
</tr>
<tr>
<td>Learning Support</td>
<td>Baccalaureate degree in a related field and either teaching experience in a related field or graduate training in remedial education see remedial or developmental math footnote*</td>
</tr>
<tr>
<td>ESOL (English for Speakers of Other Languages)</td>
<td>Bachelor’s degree with 12 or more hours in English for Speakers of Other Languages (ESOL) at Bachelor’s level or higher; or Bachelor’s degree and a recognized ESOL teaching certification.</td>
</tr>
<tr>
<td>---------------------------------------------</td>
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</tr>
<tr>
<td>Physical Education Activity Courses</td>
<td>Preferred: Master's degree in physical education, master's degree with 18 hours in physical education, or master's degree with related professional or teaching experience.</td>
</tr>
<tr>
<td></td>
<td>Also considered: Bachelor's degree in physical education or recreation or professional certification in specific areas such as aerobics, golf, tennis, etc.</td>
</tr>
</tbody>
</table>

These degree and credential requirements meet or exceed the standards set by our principal accrediting body -- The Southern Association of Colleges and Schools (SACSCOC). The College holds a number of specialized accreditation and program approvals for areas including and Technology, Health Sciences, Paralegal Studies, and Social Science/Education. Additional specific faculty credentials such as professional licensure, professional certifications, appropriate work experience and/or educational preparation may be required for teaching in specific course and program areas. Details on faculty credentials for these programs are available through the Academic Deans in the divisions housing specific programs.

* The minimum requirements for teaching Learning Support mathematics at Volunteer State Community College are as follows:

To teach Learning Support mathematics requires successful completion of college coursework through MATH 1910, Calculus and Analytic Geometry, or the equivalent. [August 2011]
SECTION III.

PROFESSIONAL TEACHING RESPONSIBILITIES

Classroom Responsibilities:

Course Outlines (Syllabi)--
The course syllabus is one of the basic documents to which students, faculty, and the administration refer for specific information on a course. For this reason, the importance of a syllabus cannot be understated. The syllabus not only communicates to the student what he or she needs to know about the course, but it also protects faculty members in hearings and lawsuits. To prospective students, faculty, TBR staff, and accreditation teams, the syllabus forms the recognized record of what is conveyed in a course. Each student should receive a copy of the course syllabus that includes the following minimum elements:

VSCC Course Syllabus Requirements

(Remember to change the date on your revised syllabus! Instructor prepared course syllabi should include items 1-6 below):

1. Course Description-Use catalog description plus other instructor details.
2. Goals and Outcomes
   - General Education Goals and Outcomes-Check catalog, "College Graduation" section for general education goals and outcomes.
   - Other Goals-Other course goals should be established by division and available in division office.
   - Other Outcomes-Other course outcomes should be established by division and available in division office.

3. Course Assessment Techniques Assessment of General Education Goals/Outcomes Assessment of Other Goals/Outcomes

4. Instructor grading and attendance policies based on college policies identified on pages 54-55 of the catalog.

5. Required college policy statements:
   
   ADA statement: In compliance with the American Disabilities Act, it is the students' responsibility to contact their instructors concerning any special accommodations required, for the completion of course requirements.

   Equal Opportunity Statement: Volunteer State Community College is at equal opportunity Affirmative Action Educational Institution. No person shall be excluded from the participation in, be denied the benefit of or be subjected to discrimination under any program or activity of the College because of race, color, national origin, age or handicap.

6. Topical Outline (and/or dated schedule of readings and assignments)

7. Other Suggested Syllabus Information:
   - Instructor Name, campus office and phone number;
   - Textbook(s) for the course; Special Projects/Assignments;

Assignment descriptions; Information on tests, exams, essays, etc. *Copies of course syllabi for each course should be placed on file in the division office. If the course is one which is taught only by the part-time faculty, the division
Division of Academic Affairs

dean or department chair should be contacted about the development of the course outline. Every student should receive a syllabus on the first evening or day of class. Faculty are required to notify students on the syllabus how they may contact faculty concerning problems. The following statement must appear on all course outlines:

For Students With Disabilities-- It is the student's responsibility to self-identify with the Office of Disability Services to receive accommodations and services in accordance with The Americans with Disabilities Act (ADA). Only those students with appropriate documentation and who are registered with the Office of Disability Services will receive accommodations. For further information, contact the Office of Disability Services at (615) 230-3472, TDD (615)-230-3488, or visit the office which is located in Room 108, Wood Campus Center.

Volunteer State Community College is an equal opportunity Affirmative Action Educational Institution. No person shall be excluded from the participation in, be denied the benefit of, or be subjected to discrimination under any program or activity of the College, because of race, color, national origin, age or handicap.

Course Instruction-- During the first meeting of the class, the faculty member should discuss the specific objectives of the course and the system of grading that will be used. In addition, the faculty member should outline briefly topics to be studied, the number and nature of outside reports, reading requirements, experiments, tests, and other expectations of students. The first class meeting, including the longer evening class sessions, should be planned to meet for the entire period.

Faculty Attendance-- If for some unforeseen reason a faculty member cannot meet class as scheduled, the division dean or department chair should be notified as early as possible. This will allow the division dean or department chair time to make arrangements for the class so that students will not be deprived of a class meeting.

Student Attendance-- Although the College has no set policy regarding class attendance, students are expected to regularly attend all classes for which they are registered. Each faculty member should explain class attendance requirements for their course. Persistent unexcused absences may be cause for initiating the Administrative Withdrawal procedure, which is explained in the Records and Registration section.

Guest Lecturers-- If a guest lecturer is to be invited to the campus it is the responsibility of the faculty member to notify the dean of the division in which the course is being taught.

Room Assignments-- When a room assignment has been made for a class, the room should be utilized until a change of room assignment has been made. Should there be a problem with size, facilities, number of chairs, or other difficulties, the faculty member should notify the division dean or department chair to determine if a change is possible.

E-Mail and Voice Mail-- Official Vol. State E-mail accounts will be provided to all adjunct faculty. This is to be the only E-mail used for communication with students and for administrative purposes; home or other E-mail accounts should not be used. Voice mail will be set up for all adjunct faculty and will be used by students and the administration to contact the faculty member. Voice mail messages should be checked regularly. Adjunct faculty are encouraged to utilize e-mail and other technical enhancements to communicate regularly with students. E-mail policy must be strictly followed (See Policy VII:01:24 in the Appendix). Note particularly, the mailbox size restrictions and keep your "box" well below the maximum. Your e-mail should always be managed so you can respond to official communication.
Library Use and Services:

Library Hours—The Volunteer State Library/Learning Resources Center is open Monday through Thursday from 7:30 a.m. to 9:00 p.m., and from 7:30 a.m. to 4:30 p.m. on Fridays. Saturday hours are 8:00 a.m. until 4:00 p.m. during the fall and spring semesters. Any exceptions to normal service hours will be posted outside the library doors and on the Library's web page, www.volstate.edu/library, under, "About the Library." Videocassettes and DVDs are available in the library. An online catalog listing print and non-print materials, computerized periodical indexes, reference sources and databases, as well as Internet access, are available.

The library hours at the McGavock Center are generally 5:00 to 8:00 p.m., Monday through Thursday while classes are in session. A librarian is available to assist faculty and students with resource and reference information.

The Livingston Center Library provides basic reference books, several magazines, and newspapers. Computers give access to the collections held at the main campus and at Tennessee Tech and to all the databases available at the main campus, as well as on the Internet.

Faculty Services—Refer to the Library Home Page, http://www.volstate.edu/library, or the Faculty Library Guide, http://www.volstate.edu/Library/FacLibGuide.php, for information on library services.

Library Instruction—When you assign a lesson that requires research, the Library faculty offers instruction sessions for you and your students, using the cooperative classroom/library faculty team-teaching method. Also, an online student tutorial is provided at http://www.volstate.edu/iris in which students learn the basics for locating books, journal articles and dependable web sites.

Copyright—What is fair use? What can I legally place on reserve in the library? May I put this video in my D2L course? For answers to these questions and for further information on copyright, refer to links provided at http://www.volstate.edu/Library/copyright.php.

Reserve Materials—You and your students can view a listing of your reserve materials on the catalog under "Course Reserves." The listing is accessed by instructor's name and course. See http://www.volstate.edu/library/Circulation/reserves.php for instructions.

Adjunct and full time faculty reserve requests for each semester are processed in the order in which they are received by the Library Circulation Staff. A minimum of 48 hours processing time will be needed depending upon the number of materials being requested for reserve. A reserve request form is available at http://www.volstate.edu/library/Circulation/placing reserves.php.

Off-campus reserve requests and materials need to be given to a site librarian or site coordinator. Arrangements will be made for providing reserves for your students.

For questions about reserves, please contact Circulation Services at 615-230-3402 or 1-888-VSCC Extension 3402.

Grades And Quality Points—At the end of each term, instructors report to the Office of Records and Registration the standing of all students in their classes (see Section V. Grades). The grade of a student in any course is determined by the progress of the student as outlined in each course syllabus.
The instructor's evaluation of the quality of the student's work is expressed by letters as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Instructor's Evaluation</th>
<th>Quality Points Awarded Per Semester Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Superior</td>
<td>4.0</td>
</tr>
<tr>
<td>B</td>
<td>Above average</td>
<td>3.0</td>
</tr>
<tr>
<td>c</td>
<td>Average</td>
<td>2.0</td>
</tr>
<tr>
<td>D</td>
<td>Passing but below average</td>
<td>1.0</td>
</tr>
<tr>
<td>F</td>
<td>Failing</td>
<td>0.0</td>
</tr>
</tbody>
</table>

For the purpose of computing averages, grades are converted to quality points (as indicated above) the Scholastic standing of a student is expressed in terms of a scholarship ratio, or quality point average.

The quality point average is determined by dividing the total number of quality points earned by the total number of credit hours which the student attempted.

A student has the privilege of repeating a course in which he or she earned a grade of "C", "D", "F" or "W". Students may be permitted to repeat a course in which a grade of "B" or higher was earned only with the approval of the Vice-President of Academic Affairs.

The grade earned the last time the course is taken will be considered the final grade. A symbol of "W", "I", "N", "P", "CR", "NC", or "YC" received for any course cannot replace a grade of "A", "B", "C", "D", or "F" received for the same course taken at an earlier time. In the event that a student repeats a course more than twice, the grade and hours attempted in the third and subsequent attempts will be used in determining the quality point average. The course can only be used once to meet graduation requirements. A course with a symbol of "W" does not count as a time attempted.

Other marks which may appear on the instructor's grade report (and on the student's permanent record) are as follows:

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>CR/NC</td>
<td>Alternative credit (assigned only in certain courses)</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
</tr>
<tr>
<td>N</td>
<td>Audit: no grade or credit</td>
</tr>
<tr>
<td>P</td>
<td>Passing</td>
</tr>
<tr>
<td>w</td>
<td>Withdrew</td>
</tr>
<tr>
<td>YC</td>
<td>Dev. studies-Satisfactory progress (All requirements have not been met.)</td>
</tr>
</tbody>
</table>

The mark of "CR" indicates the student has satisfactorily completed the minimum competencies in a special credit course. A student may earn up to six (6) semester hours of "CR" credit in one term with a maximum of twelve (12) credit hours total. The mark of "CR" is not computed in the quality point average.

The mark of "NC" indicates that the student did not satisfactorily complete the minimum competencies in a special credit course. The mark of "NC" is not computed in the quality point average.
The grades of "P" and "F" are used with the Pass/Fail grading option. Only certain courses allow the use of pass/fail grades. The "P" is not used in computing the grade point average. When a "P" is assigned, the hours earned are increased, but quality hours attempted and quality points earned are not affected. The "F" is used in computing the grade point average by including the number of hours of the course in the quality hours attempted and including zero grade points in the grade points earned.

The mark of "I" (incomplete) indicates that the student has not completed the requirements for a course during the semester for some unavoidable reason that is acceptable to his/her instructor. The student is thus on notice that he/she should contact the instructor immediately in an effort to complete course requirements.

The mark of "I" will not be given unless the instructor is reasonably sure that it is possible for the student to complete the requirements for the course during the subsequent semester (not including Summer) and receive a grade of "D" or better. If the "I" is not completed by one week before the first day of final exams for the next full semester, the "I" will convert to an "F", and will be reflected in the student's GPA. Under unusual circumstances the student may ask the instructor to request an extension of one additional semester to complete the "I" from the Academic Status and Grade Appeals Committee. The request for an extension of the "I" grade must be made not later than one week before the first day of final examinations for the subsequent semester (not including Summer).

The mark of "N" signifies that the student has registered for audit.

The mark of "W" indicates that the student has withdrawn from the College or from a course.

One the permanent record, the mark of "YC" indicates that the student enrolled in developmental courses was making satisfactory progress but all requirements needed to exit the course had not been completed. The "YC" is no longer in use.

The above symbols of "CR", "I", "N", "NC", "P", "S", "U", "W", and "YC" are not computed in the quality point average, but they are a permanent part of official records and transcripts.

The College has a grade appeal policy. For procedure, see the Student Handbook.

Credit Hours and Maximum Load

VSCC defines a credit hour as: One semester hour of credit consists of a minimum of 750 minutes of classroom instruction per a fifteen week semester. For courses that require laboratory or clinical components, additional hours are required. Each lecture hour presupposes a minimum of two hours preparation on the part of the student. The minimum number of semester hours per term for classification as a full-time student is 12. The maximum number of semester hours for a student (without special permission) is 18 hours per semester. Students who have a "B" average for the semester in which they are currently enrolled may, with the permission of the Vice-President of Academic Affairs, schedule a maximum of 22 hours the following semester. Any student desiring to register for an overload must obtain approval from the Vice-President of Academic Affairs. Approval must be obtained in this same way each time the student wishes to take more than 18 hours in a semester. Students who have other commitments such as work or family obligations are strongly urged to measure their academic load carefully.

Academic Advising -Academic advising is a responsibility of the full-time faculty. Students requesting advisement assistance should be referred to the appropriate Division office by major field. Students who are classified as
"undeclared" or "adult special" are referred to the Advising Center. Contact the Advising Center at 230-3702. Normal center hours are 8:00 a.m.-4:30 p.m. Monday through Friday, with extended hours during registration periods.

**Learning Commons** - The Learning Commons is a centralized Vol. State location for Learning Support classes, skill development, test preparation, and academic support. It's a large space with many computers and specialized learning software. Students are guided by faculty, instructional assistants, and tutors through customized courses and programs which are available both on-campus and online.

Students can receive academic assessments of their skill levels in the Learning Commons, and they can also receive individualized, self-paced instruction as needed. Learning Support counseling and advising are also available to assist students with plans for the completion of their Learning Support coursework.

Students may enter the Learning Commons at any time during the semester and should be referred by faculty when skills improvement appears to be needed for success in the course in question. The program is also designed to meet the basic skill needs of the community and workforce.

Faculty and staff are available to help students succeed. Students can receive information about the many Vol State academic support services available campus-wide and online. There is a Learning Commons location on each of the campuses in Gallatin, Livingston and Springfield. For further information, contact the Learning Commons at 230-3676.

**The Language Center** – The Language Center is staffed by instructors and qualified tutors who are ready to answer students' questions on writing assignments. The Language Center offers its services free to all currently enrolled students of VSCC on a walk-in basis only. The Center does not offer testing or accept appointments for tutoring. Writing assistants provide up-to-date information and guidance relating to all parts of revisions. The Center's hours during the regular semester are 9:00a.m.-5:00p.m. on Monday and Thursday; 9:00 a.m.-7:00p.m. on Tuesday and Wednesday; 9:00 a.m. - 3:00p.m. Friday, Saturday, with evening hours available by appointment, 615-230-3398. A notice of 48 hours is required.

**Student Right-to-Know** – Pursuant of the Federal "Student Right-to-Know and Campus Act of 1990 and the Tennessee College and University Security Information Act of 1989" the VSCC Campus Police Department's Annual crime report is available at www.volstate.edu/campuspolice/stats.html or in the Office of Human Resources, Division of Student Services, or VSCC Campus Police.
SECTION IV.

HUMAN RESOURCES POLICIES

Information Technology Confidentiality-Security Agreement
Access to information technology resources and services of the college are granted to individuals, as a privilege, for performing assigned job duties and responsibilities. Each administrative computer user at Volunteer State Community College must agree to follow established policies and procedures related to information security and confidentiality. It is the user's responsibility to perform his/her job using the security procedures of the College as stated below:

1. All information maintained by Information Technologies is considered sensitive and/or confidential.
   College policy, state and federal law govern this use of this information. The responsibility for determining the release or discussion of data is assigned to specific individuals in each office. Access to information is based on a legitimate "need to know" and directly related to assigned duties within the College.

2. College information systems will be used for authorized purposes only. Each user is individually responsible for the security of all information data they retrieve and, ultimately, for the documents produced, published or otherwise distributed.

3. Each user will report to their supervisor any security violation when they become aware of it.

4. Each user will provide all necessary safeguards to all confidential information or software in their possession. No user will copy licensed software or use it except in accordance with established procedures or agreements, nor will they help others to do so. When in doubt, each user will confer with their supervisor.

5. Where any user has responsibilities for the reproduction, destruction or modification of information, he/she will research and follow all established procedures governing these responsibilities before taking any action. When in doubt, the user will confer with their supervisor.

6. Each user understands that if granted access to an information resource, their activities regarding that resource are to be restricted only to the information they have been specifically permitted to access as related to their assigned duties and using only functions and utilities that they have been authorized and trained to use. This restriction includes the use of application software (i.e., BANNER) screens.

7. Each user agrees that a username and password issued to them are for their exclusive use. It will not be shared with or delegated to others. Each user is responsible for the security of their access to the college's information resources.

Failure by any user to abide by these requirements will result in their access being discontinued and the possibility of the termination of their association with Volunteer State Community College. The user's signature on any college employment contract or Information Technology Account Authorization Request Form signifies agreement with these requirements, all those specified in section VII of the College policy manual and all applicable state/federal laws, including: Policy on Use of Information Technology Services, Policy on Use of Computer Software, State of Tennessee Computer Crimes Act.
By signing your contract you acknowledge that you have read and agree to abide by the policies and guidelines concerning the use of information resources. You also agree to abide by any additional regulations regarding the use of the college information systems specified by your immediate supervisor. Also, you affirm that you understand that any and all computer accounts assigned to you are for your use only and you agree that you will under no circumstances knowingly grant access to those accounts by anyone.

Off-Campus Snow Policy
In the event of inclement weather, a decision regarding the cancellation of classes at off-campus locations will be announced on the College radio station, WVCP (88.5 FM), and other local radio and television stations by 3:00 p.m. or as soon thereafter as possible. This decision may vary due to weather conditions within a specific county. Students may contact the Division of Off-Campus Services for specific information at 230-3742. Dismissal of classes at off-campus locations will be the prerogative of the President, Director of Off-Campus Sites in consultation with the Assistant Vice President of Academic Affairs, Vice President of Academic Affairs, and officials at individual sites. In any case, faculty and students should not jeopardize their personal safety to reach an off-campus teaching site. Generally, the following policies apply:

<table>
<thead>
<tr>
<th>Off-Campus Site</th>
<th>Contact Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Highland Crest Site, Springfield</td>
<td>(615) 230-7032</td>
</tr>
<tr>
<td>McGavock High School Center</td>
<td>(615) 885-8910</td>
</tr>
<tr>
<td>VSCC’s Off-Campus Sites</td>
<td>(615) 230-3742 or 1-888-335-8722, ext. 3742</td>
</tr>
<tr>
<td>Livingston Center</td>
<td>(931) 823-7065 or 1-800-563-8220</td>
</tr>
<tr>
<td>Wilson Central Site</td>
<td>(615) 453-4600, ext. 1139</td>
</tr>
</tbody>
</table>

McGavock Center
The decision to close at the McGavock High School location is not based on Metro school closings, rather on local road conditions. College classes will meet unless announced on local radio and television stations. If classes are cancelled, the announcement will be specific to the site (i.e., "Vol State McGavock classes are cancelled.") and will be made as early as possible (a.m. news reports for day classes; by 3:00p.m. for evening classes).

If Volunteer State Livingston closes due to inclement weather, announcements will be made on local radio stations as early as possible. At times, the Livingston Center may open late.

Example: If the Center opens at 10:00 a.m. on a Monday, the regularly scheduled 10:10 class will be the first class to meet that day. If the Center opens at 9:00a.m. on Tuesday, the regularly scheduled 9:35a.m. class will be the first class to meet that day.

Wilson Central HS
The decision for evening classes to meet at these high schools is based on county school closings. When Wilson County schools are closed, Vol. State classes will not meet.

Dual Enrollment Sites
When local county schools are closed due to inclement weather, dual enrollment classes will not meet at the public high schools. Closings at private schools are announced individually on local television and radio stations.
Other Sites
Austin Peay State University, Fire Service Sites (Cookeville, Dickson), Horizon Medical Center Dickson, St. Thomas Hospital, Tennessee State University, and Tennessee Technological University.

For information about inclement weather closings at these locations, contact the Program Coordinator in the Division of Health Sciences: (615) 452-8600 or 1-888-335-8722, EMT-ext. 3346, FST-ext. 3354, HIT -ext. 3337, MLT-ext. 3363. For TECTA/ECED classes at TTU contact 230-4828 or 1-888-335-8722-ext. 3230.

Criminal Background Checks
Health Sciences: If criminal background checks of faculty members are required by the Affiliate, this requirement will be done prior to hiring the faculty member. If criminal background checks are required for faculty members, it shall be VSCC responsibility to arrange for the background check, to pay all costs associated with such checks and to provide the results to the Affiliate. It shall be the responsibility of the Affiliate to evaluate the results of the faculty member’s background.

Payment of Salary
All employees, newly-hired and rehired, are required to participate in direct deposit. Direct deposit advice will be mailed. All required documents must be on file in the College Human Resources Office. No more than four payments will be made in any semester. Pay periods are to be the last day of the months shown on the adjunct contract. State employees who are employed through dual service agreements will be paid at the end of the term upon completion of the contract.

Adjunct Faculty Compensation
Vol. State fully embraces the importance of adjunct faculty as a part of the instructional team. These individuals must possess the equivalent credentials and qualifications of full-time faculty as established by the division and in compliance with all appropriate accrediting agencies. Adjunct faculty must submit original transcripts documenting appropriate credentials. Payments to faculty will be withheld until transcripts are received. All adjunct faculty must participate in an orientation developed by the institution and complete all required periodic trainings.

Vol. State will advertise, as needed, for appropriate and qualified part-time faculty. Each applicant must complete an application for employment and submit original transcripts to the Office of Human Resources. Department and division officials will review, screen and recommend appointment of adjunct faculty to the Vice President of Academic Affairs.

Adjunct faculty may teach a maximum of 12 semester credit hours (or equivalent) or 19 contact hours each term. Any exceptions to this teaching load must be approved by the Vice President of Academic Affairs. Appointments will be for one semester. No appointment is official until the proper contract is completed and approved by all appropriate officials.

Adjunct faculty will be evaluated each term. (See Section II, Evaluation). The results of the evaluation will be one important basis for continued employment at the institution.
Division of Academic Affairs

### Compensation Rates (Part-Time Faculty)

<table>
<thead>
<tr>
<th>Equivalent Rank</th>
<th>Credentials</th>
<th>Semester Hour Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professor</td>
<td>Doctorate+ 10 years teaching &amp; other related experience. Prior VSCC teaching experience (5 years) required.</td>
<td>$625</td>
</tr>
<tr>
<td>Associate Professor</td>
<td>Master’s + 30 semester hours in teaching field + 10 years relevant experience. Prior VSCC teaching experience (5 years) is required.</td>
<td>$575</td>
</tr>
<tr>
<td>Assistant Professor</td>
<td>Master’s + 5 years’ experience or relevant experience in career programs or learning support programs.</td>
<td>$550</td>
</tr>
<tr>
<td>Instructor</td>
<td>Meet minimum criteria established and approved by the Institution.</td>
<td>$500</td>
</tr>
</tbody>
</table>

Variations in the established rate may be requested and approved by the Vice President of Academic Affairs under extenuating circumstances. All requests must be made in writing. **New Adjuncts will not be hired above the designated Assistant Professor rate.**

Lab instructors may be paid on a contact hour basis, the rate to be determined. Lab instructors may not be paid above the Assistant Professor rate. Whenever feasible, course instructors should teach both lecture and lab portions of a course and be paid on the established semester hour rate.

#### Adjunct Faculty Travel Procedure

Adjunct faculty are not reimbursed for travel expenses related to the delivery of instruction. However, an adjunct who is teaching at an off-campus site, including dual enrollment sites, may apply to receive a stipend for providing service to that site. Travel to the main campus by an adjunct to teach a class is not eligible for the stipend.

To qualify for this stipend, an adjunct must travel more than 30 miles, one way, from their home or other site to the off-campus site as documented by MapQuest or other similar programs. The Division Dean must recommend approval to the Director of Off-Campus Sites prior to the beginning of the course. Upon approval, and at the end of the term, the instructor will receive a stipend of $10 for each class delivered at the site (or sites) up to a maximum of $450.00, plus 25%, for taxes. Adjuncts will not receive the stipend for days not traveling to the site because of closures. The stipend will process through Human Resources/Payroll and should not be submitted on a travel claim to the Business Office.

SECTION V.

### RECORDS AND REGISTRATION INFORMATION

**CONFIDENTIALITY OF STUDENT RECORDS:** To comply with the Family Educational Records Protection Act (FERPA) as amended, Volunteer State has adopted policies to protect the privacy of its students. Student records may be released only after the Office of Records and Registration receives written authorization from the student to release personal identifiable information.

"Directory Information" is treated as public information and will be released to the public unless otherwise requested by the student. Directory Information at Volunteer State is as follows and may be released without written
consent of the student: name, address, telephone number, major field of study, participation in officially recognized activities and sports, weight and height of athletic team members, dates of attendance, degrees and awards received and most recent educational institution attended.

Faculty should not post grades on office doors where other students could see and identify their class-mates' grades. All requests for student information, including requests from parents, should be referred to the Records and Registration Office.

**CLASS ROLLS** - Class rolls for their own courses are available to faculty from the beginning of each term through the portal ([https://portal.volstate.edu/cp/home/displaylogin](https://portal.volstate.edu/cp/home/displaylogin)) then through the Banner Self-Service system Faculty Detail Schedule screen. The computer generated class rolls are very important and should be checked carefully by instructors each day the class meets through the first two weeks of the term. Adds, drops, and withdrawals are immediately updated on this screen as students make changes to their class schedules. If a student is attending class and the student's name is not on the class roll, refer the student to the Office of Records and Registration to determine why the name has been omitted. Students who are attending class and not officially registered will not receive credit for the class.

If, for any reason, at the beginning of a term the adjunct faculty member does not yet have computer access to their class rolls, the division office will provide those until the instructor has access. Faculty should notify the division office immediately if a class roll cannot be accessed, so that an alternative can be provided.

It is the responsibility of the instructor of record, to ensure that the class rolls are correct and complete both at the beginning of the term and throughout. Errors on the Final Grade roll should be discussed with the Office of Records and Registration immediately upon discovery.

**DROP/ADD PERIOD** - A drop/add period is permitted to allow students an opportunity to make changes after meeting their first class. Students may use PRIDE online to change their schedules during this period:

- 15 week term- First 3 days of classes
- Less than 15 weeks- First 2 days of classes

**ADDING CLASSES**: After the above add period, requests to add a course must be approved by the appropriate division dean or his/her designee. The division office will be responsible for communicating with the faculty if permission to add late is approved.

**DROPPING CLASSES** - Students can withdraw from courses through the published last date to withdraw. The College procedure may require the permission of the instructor or the department chair or division dean. Students who fail to follow official procedures for withdrawing from a course will receive the grade earned for the course and the grade will be calculated in the grade point average. A student may be permitted to withdraw from a course of courses after the published last date to withdraw and still receive a "W" only if the student can present documented evidence of serious personal illness, death in the immediate family, or employer mandated transfer.

Students should contact the Office of Records and Registration if they have questions.

**WITHDRAWAL FROM COLLEGE** – Students who find they need to stop attending Vol State and withdraw
from ALL classes are required to process a "permission to withdraw" through the Advising Center as detailed in the College Catalog. Students who fail to process the Permission To Withdraw Form and stop attending classes will receive failing grades for all classes enrolled.

**ADMINISTRATIVE WITHDRAWALS-** Students may be administratively withdrawn by an instructor for failure to attend class. The Administrative Withdrawal Forms are available in the Office of Records and Registration. This form must be completed and signed by the faculty member teaching the course and approved by the Vice President for Academic Affairs by the last date to withdraw as published in the College Catalog. A copy of the form will be mailed to the students, giving them an opportunity to contact the College if an error has occurred.

**GRADES-** Faculty will submit final grades using Banner Self-Service. The following letter grades are the approved grades for Volunteer State Community College: A, B, C, D, F, I, P, Y C, N, and W. A "P" grade is a valid grade for approved Health Sciences only. A "W" grade will appear on the online grade roll for students who have officially withdrawn from class. (No additional grades of "W" are to be placed on the online grade roll by faculty)

**GRADING PROCESS AND DUE DATE-** Faculty will be notified by the Office of Records and Registration each semester of the procedure and final date for posting grades. It is IMPORTANT that you observe this DEADLINE. Failure to observe this due date delays the processing of all grades.

All grades are submitted through Banner Self-Service. If you have trouble logging into Banner Self-Service or cannot remember your PIN, please contact the Help Desk at 615-230-3302.

**GRADE CHANGES-** After grading for the term has been completed for a term, grades can only be changed by submitting a Change of Grade Form to the Office of Records and Registration.

To change a grade of "I"— An "I" grade must be completed the term following the semester the "I" was awarded. The instructor must complete the Change of Grade Form. Changing a grade of "I" requires the signature of the instructor of the course and the signature of the division dean. Forward the completed form to the Office of Records and Registration for processing, prior to the last two weeks of the semester.

To correct a grade other than the "I"— A Change of Grade Form must be completed and signed by the instructor of the course, division dean, and forwarded to the Office of Records and Registration for submission to the Academic Status and Grade Appeals Committee for approval. Students will be notified of all grade changes.

**MID-TERM DEFICIENCIES-** the College Catalog indicates that students who are in danger of receiving a grade below the accepted minimum be notified at mid-term indicating a lack of satisfactory progress. This notice is very important to students and each faculty member is required to complete the mid-term deficiency process. The letter "U" is used to identify students on the mid-term deficiency rolls who are not making satisfactory progress. All others will be left blank. Banner Self-Service will be used to post Mid-Term Deficiencies. Please follow the directions provided by the Office of Records and Registration on the notice mailed to all faculty at mid-term. Students who receive deficiency notices are advised to contact the instructors
of the courses in which they have deficiencies for advice on continuing successfully in those courses.

SECTION VI.

MISCELLANEOUS INFORMATION

Bookstore-- The College Bookstore will be open from 8:00 a.m. to 6:00 p.m. Monday-Tuesday, Wednesday – Thursday from 8:00 a.m. to 4:30 p.m. and during the semester on Friday from 8:00 a.m. to 2:00 p.m.

In the event of a shortage of textbooks, additional orders must be placed through the academic division office.

Duplication-- Copying equipment is located in the division offices for both on and off-campus faculty. Adjunct faculty members are urged to contact the division secretary early enough to permit time for duplicated materials to be prepared in a timely manner. As a last resort, copies may be made in the library.

Secretarial Assistance-- If you require the typing services of a secretary to assist in the preparation of materials for courses, you should contact the division secretary. Make your request far enough in advance to ensure that the work is done by the time it is needed. At the beginning, mid-term, and end of the term, the secretarial staff has a heavy workload; therefore, advance requests are even more important at these times.

Supplies-- Supplies and desk copies of textbooks may be obtained by the division secretary or by the designated faculty member/coordinator.

Parking-- All faculty, including adjunct faculty, must display a VSCC parking decal for access to main campus. All part-time employees must complete the Parking Permit Application by going to https://volstate.edu/campuspolice/ParkingPermit_form.php to request a decal. Print and bring the confirmation/receipt page to the Business Cashier Office – Ramer Administration Building Suite 181 between 8:00 a.m. and 4:30 p.m. or Evening Student Services – Wood Campus Center Suite 217 after 4:30 p.m. to pay the campus access fee of $9.00 and receive your decals. Off Campus site pick up – Highland Crest/Springfield – Suite 114 between 8:00 a.m. – 7:00 p.m., and Livingston – Suite 101-A.

Technology Learning Center-- The Technology Learning Center (TLC) is a valuable instructional resource. The Center is located on the second floor of the Library. Faculty may receive instructional technology assistance from the Center. Center hours are posted each semester. Contact Distance Learning at 230-3668. Normal center hours are 7:30 a.m.–3:30 p.m., Monday-Friday. The Center will stay open longer on request. With two days’ notice, the Center will provide assistance on the weekend.
ACADEMIC AFFAIRS ADMINISTRATORS AND STAFF

Office of Academic Affairs
George Pimentel – Vice President of Academic Affairs
Michael Torrence – Assistant Vice President of Academic Affairs
Bonnita Beasley – Administrative Assistant 1
Sandra Brown – Executive Aide

Off-Campus Sites/Dual enrollment
Yolanda Ellison - Director
Sue Roberts – Secretary II
Judy Merritt – Secretary I

Livingston Center
Michael Powell - Director
Greg Pryor – Academic Chair
Lori Richards – Assistant Director
Janet Poindexter – Office Supervisor

Division of Health Sciences
Elvis Brandon - Dean
Suzanne Hesson – Division Secretary
Debbie Craighead – Coordinator of Contracts

Division of Business and Technology
Patty Anderson - Dean
Jimmi Hargrove – Division Secretary

Division of Humanities
Alycia Ehlerl - Dean
Rhonda Custer – Division Secretary

Division of Library Services and Learning Resources
Sarah Smith - Director
Victoria Comer – Office Supervisor

Division of Mathematics and Science
Nancy Morris - Dean
Gayle DeSalles – Division Secretary

Division of Social Science and Education
Phyllis Foley - Dean
Holly Harvey – Division Secretary
Highland Crest Campus, Springfield
   Kelly K. Miller - Director
   Dana Davis – Student Services
   April Anthony – Secretary III

Distance Learning
   Rhonda Gregory - Director

Media Services
   Terry Heinen - Director

Learning Commons and Learning Support
   Kay Dayton - Director
   Delois Reagan - Coordinator
<table>
<thead>
<tr>
<th>Administrative Offices</th>
<th>Open Until</th>
<th>Number/Ext.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advising Center</td>
<td>4:30p.m. (M-F)</td>
<td>230-3702</td>
</tr>
<tr>
<td>Help desk</td>
<td>Open 24 hours</td>
<td>230-3302</td>
</tr>
<tr>
<td>Admissions</td>
<td>4:30p.m.</td>
<td>230-3688</td>
</tr>
<tr>
<td>Business Office</td>
<td>4:30p.m.</td>
<td>230-3585</td>
</tr>
<tr>
<td>Bookstore</td>
<td>6:00p.m. (M-R) 4:30p.m. (F)</td>
<td>230-3633</td>
</tr>
<tr>
<td>Technology Learning Center</td>
<td>8:30 a.m. – 4:00 p.m.</td>
<td>Call 230-3658</td>
</tr>
<tr>
<td>Emergency Medical Procedures</td>
<td>(9) 911</td>
<td></td>
</tr>
<tr>
<td>Adult Learners and Evening Services</td>
<td>8:00a.m.- 7:00p.m. (M-R) 8:00a.m.- 4:30p.m. (F)</td>
<td>230-3494</td>
</tr>
<tr>
<td>Human Resources</td>
<td>4:30p.m. (M-F)</td>
<td>230-3592</td>
</tr>
<tr>
<td>Library/Learning Resource Center</td>
<td>7:30a.m.- 8:50p.m. (M-R) 7:30a.m.- 4:30p.m. (F) 8:00a.m. - 4:00p.m. (Sat)</td>
<td>230-3400</td>
</tr>
<tr>
<td>Records and Registration</td>
<td>5:30p.m., 4:30p.m. (M-R)</td>
<td>230-3680</td>
</tr>
<tr>
<td>Campus Police</td>
<td>Open 24 hours</td>
<td>230-3595</td>
</tr>
<tr>
<td>Switchboard-Information</td>
<td>4:30p.m.</td>
<td>452-8600-0</td>
</tr>
</tbody>
</table>

| Division Offices            |                      |             |
| Health Sciences             | 5:00p.m.             | 230-3333    |
| Business and Technology    | 6:30p.m. (M-R), 4:30p.m. (F) | 230-3303 |
| Humanities                 | 6:00 p.m. (M-R), 4:30p.m. (F) | 230-3201 |
| Math & Science             | 6:00 p.m. (M-R), 4:30p.m. (F) | 230-3261 |
| Social Science & Education | 6:00p.m. (M-R) 4:30p.m. (F) | 230-3231 |
SECTION VII

INSTRUCTION AT EXTENDED SERVICE LOCATIONS

In support of the College's mission, the office of Off-Campus Sites promotes life-long learning throughout the College's twelve-county service region by offering credit courses at locations more convenient to home and work.

Local Site Coordinators
A local site coordinator is available at many extended service locations at the first scheduled meeting of each class. Coordinators assist faculty and students in locating rooms and providing information about the facilities.

Room Assignments
If the room assignment is not adequate to accommodate instructional needs, faculty should contact the site coordinator or the office of Off-Campus Sites.

Class Rolls – Instructional Materials
Generally, administrative paperwork and instructional materials are sent to the extended service location and distributed by the local site coordinator. In some cases, however, materials are mailed directly to the adjunct faculty member. Faculty must retrieve their own class rolls through Banner Self-Service or from the division office.

Audio-Visual Equipment
A listing of audio-visual equipment available at specific sites is provided during the first week of classes by the off-campus sites. If audio-visual equipment is not available at the off-campus location, contact the Off-Campus Sites office for assistance.

Duplication
A copy machine is available at the Livingston Center, the McGavock Center, Highland Crest, and Wilson Central High School. For duplicating needs at other off-campus locations, contact your division secretary.

Secretarial Assistance
If you require typing services for the preparation of instructional materials, contact your division secretary. These services are not available at extended service locations.

Extended Service Locations

Through cooperative arrangements with local boards of education as well as public and private agencies, the College offers credit instruction at more than thirty locations each semester. Courses are delivered via traditional classroom methods, online courses, and Interactive Television. For information about the various extended service sites and support services provided, contact the Office of Off-Campus Sites.
In addition to the full service Centers and limited-service sites listed above, Vol State offers dual enrollment college credit classes at numerous area high schools. Students earn both high school and college credit upon successful completion of the coursework.

Contact the Off-Campus Sites office if you have questions about extended service locations, programs and courses offered, and support services provided. (615) 230-3742 or 1-888-335-8722, ext. 3742.
APPENDICES

Adjunct Faculty Recruitment and Hiring Procedure

The selection of new faculty, full-time and part-time, is one of the most important tasks of the Academic Affairs unit. Within the framework of the appropriate policies, a uniform process has been established to attract the best possible candidates for adjunct faculty vacancies. The recruitment and appointment procedure differs, in part, from that established for the hiring of full-time faculty, in that the selection of adjunct faculty is the direct responsibility of the division deans working with department heads and curriculum or clinical coordinators. In lieu of formal search committees, these administrators strive to meet the criteria established by the faculty and recommend appointment of adjuncts to the Vice President of Academic Affairs.

In preparation for each semester, the divisions determine the new adjunct positions they will likely need to fill. Working closely with Human Resources, the positions are posted online and advertised as necessary. As application materials are received they are posted online. Adjunct selection is an ongoing process but final determinations of employment offers depend on the receipt of all required documentation. Individual interviews are conducted, credentials are reviewed, and possible teaching schedules are discussed with potential adjuncts by the department chairs, coordinators or division deans. Once a tentative agreement is reached and the Human Resource file has been completed a Notice of Employment is drafted and signed by the potential adjunct, the dean of the division, and the Vice President. At the time of the signing, the adjunct indicates by signing that he/she has read and will abide by the information in this Adjunct Faculty Handbook which contains policies and procedures related to adjunct employment. Adjunct faculty are hired on a semester by semester basis.

Adjunct faculty must signify their acknowledgment and acceptance of the offer to instruct within their approved academic discipline under the terms and conditions of their contract via electronic signature on their notice of employment.
NOTICE OF EMPLOYMENT OF ADJUNCT FACULTY (SAMPLE)

TO: V#

Are you a member of a retirement system? If so, where?  
This is to confirm your appointment as an adjunct faculty member in the xxxxxxxxxx Division for the Fall semester, 2011 to teach the following course(s):

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Acct.#</th>
<th>Credit Hours</th>
<th>TLE $$</th>
<th>Salary</th>
</tr>
</thead>
</table>

Effective August __, 20__, subject to the terms and conditions hereinafter set forth and your acceptance thereof:

1. This agreement is made subject to the laws of the State of Tennessee, the requirements and policies of the Tennessee Board of Regents, and the requirements and policies of Volunteer State Community College.

2. The above-stated salary is contingent upon your successful completion of service for the full term of this agreement. The salary will accrue and be payable as follows:

   Total Salary: #Payments: 4 Amount Per Payment:
   Payment Date(s): September, October, November, and December (see reverse side of contract). In the event of failure to complete the specific terms of the appointment, salary will be prorated in accordance with the policies of the College.

3. Classes will begin on August 24, 2013 and will end on December 13, 2013 including examinations.

   In the event you cannot meet the class(es) at any scheduled time, you must immediately contact your Department Head. Any absenteeism will be reflected in your amount of pay.

4. This appointment and the above-stated salary are in consideration of your faithful performance to the best of your ability of the duties and responsibilities assigned to you as an adjunct faculty member of Volunteer State Community College.

5. As an adjunct faculty members are not eligible for employment benefits (retirement credit, state insurance plan, annual or sick leave, holiday pay, longevity credit, or educational assistant programs). Notwithstanding, social security will be deducted from your paycheck unless you are a member of a retirement system or are a rehired annuitant as specified in 26 CFR, Part 31.

6. Finalization of the pending assignment will be subject to the course(s)'s sufficient enrollment and/or other administrative considerations. Should the class(es) not have a sufficient number of students registered, this contract automatically becomes void. Volunteer State Community College also reserves the right to terminate this agreement and transfer the class(es) to a full-time faculty member.

7. This appointment does not include any assurance, obligation, or guarantee of subsequent employment.

8. The class roll(s) will serve as the official record of attendance and catalog description(s) as the official record of contract hours taught.

9. Adjunct faculty are responsible for ensuring that their personnel file is complete: Employment application, W-4 form, 1-9 form (with documentation), direct deposit form (with voided check), official transcripts, and any additionally requested letters of recommendation by the Department/Division Head.

10. This agreement may be terminated without advance notice.

11. You are required to notify the Director of Human Resources/Vice President for Academic Affairs should you become employed at another state agency/institution.

12. By acceptance of this appointment, I agree to abide by the terms of the Drug-Free Workplace Act of 1988 as defined in published institution statements and policy. I also agree to notify the Office of Human Resources of any criminal drug conviction for a violation occurring in the workplace no later than five days after such conviction.

13. The following special condition shall govern this appointment: By my signature below, I acknowledge that I have received and have read and understand the information in the current Adjunct Faculty Handbook.

14. I agree to abide by the policies of the Tennessee Board of Regents and of Volunteer State Community College regarding Intellectual Property, and hereby acknowledge my responsibilities under those policies to disclose and possibly assign (as required under policy) Intellectual Property developed by me, either solely or jointly with others, during the term of my employment, and to otherwise assist Volunteer State Community College as required by policy in protecting rights it may have in that Intellectual Property.

15. It is a Class A misdemeanor to misrepresent academic credentials. You must signify your acceptance of
this appointment under the terms and conditions set forth by signing this contract agreement and returning the original copy to the Division Office in which you teach as soon as possible but in any case prior to the first meeting of any class which you are employed to teach.

**Pay periods are to be the last day of the following months:**

Fall Semester:
- Full term—September, October, November & December, 1st Seven Weeks—September October, 1st Five Weeks—September, October.
- 2nd Seven Weeks—November & December, 2nd Five Weeks—October & November, 10 Weeks—October & November, 3rd Five Weeks—November & December, Regents Degree—October, November & December

Spring Semester:
- Full Term—February, March, April & May, 1st Nine Weeks—February March, 1st Five Weeks—February, 2nd Nine Weeks—March, April & May, 2nd Five Weeks—March, 2nd Seven Weeks—March, April & May, 3rd Five Weeks—April & May, 10 Weeks—February, March & April, 1st Seven Weeks—February & March, 10 Weeks—March & April

Summer Semester:
- Maymester—May, 8 Weeks—July & August, 1st Five Weeks—July, 2nd Five Weeks—August, 10 Weeks—July & August

**THIS INFORMATION MUST BE COMPLETED BY THE EMPLOYEE BEFORE PAYROLL CHECKS WILL BE PROCESSED**

I accept the appointment as described above. I understand that this appointment is not approved until all signatures have been obtained. I am / am not employed as a regular part-time or regular full-time employee at another state agency or institution. In order to process a payroll check, federal regulations require disclosures of your retirement system(s) and certification that you have on file in the Human Resource Office an employment application, W-4 form, 1-9 form (plus documentation), official transcripts, three (3) reference letters, and a completed direct deposit form (plus documentation). If you are not a member of a retirement system, please write in the box “none”.

Retirement System

I accept the appointment described above under the terms and conditions set forth.

Date: / 

Appointee

Appointment Recommended:
Dean: Date: / 

Appointment Recommended:
Vice President: Date: / 
# 1. Faculty Evaluation Question

<table>
<thead>
<tr>
<th></th>
<th>The instructor was prepared for class.</th>
<th>The instructor followed policies as stated in the course syllabus (attendance, assignments, grading and exams, etc...).</th>
<th>The instructor provided feedback on my progress in the course.</th>
<th>The instructor was accessible by appointment, office hours, email, phone, online as indicated in the syllabus.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1</td>
<td>Strongly agree</td>
<td>Strongly agree</td>
<td>Strongly agree</td>
<td>Strongly agree</td>
</tr>
<tr>
<td>1.2</td>
<td>Your Comments</td>
<td>Your Comments</td>
<td>Your Comments</td>
<td>Your Comments</td>
</tr>
<tr>
<td>1.3</td>
<td>Strongly disagree</td>
<td>Strongly disagree</td>
<td>Strongly disagree</td>
<td>Strongly disagree</td>
</tr>
<tr>
<td>1.4</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>1.5</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>1.6</td>
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<td>1.7</td>
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<tr>
<td>1.8</td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>
1. Faculty Evaluation Question  [Continue]

1.9 The instructor created an environment where students were able to ask questions and engage in discussion.  

   | Strongly agree | | | | | Strongly disagree | N/A |

1.10 Your Comments

1.11 The instructor's use of technology helped me to understand and use the material in this course (Please make specific comments about what worked well and what did not work well).

   | Strongly agree | | | | | Strongly disagree | N/A |

1.12 Your Comments

2. Course Evaluation

2.1 The assignments were relevant to the course outcomes and helped me learn the material.

   | Strongly agree | | | | | Strongly disagree | N/A |

2.2 Your Comments

2.3 The course required problem solving skills to solve real problems and evaluate information.

   | Strongly agree | | | | | Strongly disagree | N/A |

2.4 Your Comments

2.5 The content of the course challenged me to think.

   | Strongly agree | | | | | Strongly disagree | N/A |
2. Course Evaluation  [Continue]

2.6 Your Comments

2.7 If there are any additional comments you want to make about the instructor or the course not previously provided above, please comment below.
Information Technology - Information Technology will assist you in all your instructional and audiovisual equipment needs. Most classrooms on the main campus are now equipped with an overhead projector, screen, instructor station and a DVD. Additional equipment is also available, but is not typically in the classrooms. Requests to use equipment not permanently installed in your classroom can be made by sending a campus e-mail addressed to AV. Request@volstate.edu. If you do not have access to e-mail, your division office can assist you. If you have technical problems with your equipment, our staff can be reached or will be paged by dialing extension 3302 from 7:00a.m. to 6:30p.m.

Extended service sites are also equipped with a variety of audiovisual equipment. The local site coordinator or the Office of Off-Campus Sites can assist you with equipment. If you need equipment not available at your extended services' site, please let us know at least a week in advance so we can send the equipment to that location.

For audiovisual software (videotapes, etc.) contact the Library/LRC.

If you need any assistance with audiovisual equipment, please contact the Help Desk at extension 3302.

Classroom Guidelines for Copying

Agreement on Guidelines for Classroom Copying in Not-for-Profit Educational Institutions with Respect to Books and Periodicals

Multiple copies (not to exceed in any event more than one copy per pupil in a course) may be made by or for the teacher giving the course for classroom use or discussion, provided that:
A. The copying meets the tests of brevity and spontaneity as defined below; and, B. Meets the cumulative effect test as defined below; and, C. Each copy includes a notice of copyright.

Definitions

Brevity:

i. Poetry: (a) A complete poem if less than 250 words and if printed on not more than two pages or (b) from a longer poem, an excerpt of not more than 250 words.

ii. Prose: (a) Either a complete article, story or essay of less than 2,500 words, or (b) an excerpt from any prose work of not more than 1,000 words or 10% of the work, but in any event a minimum of 500 words. (Each of the numerical limits stated in "i" and "ii" above may be expanded to permit the completion of unfinished lines of a poem or of an unfinished prose paragraph).

iii. Illustration: one chart, graph, diagram, drawing, cartoon, or picture per book or per periodical issue.
iv. "Special" works: certain works in poetry, prose and "poetic prose" which often combine language with illustrations and which are intended sometimes for children and at other times for a more general audience fall short of 2,500 words in their entirety; however, an excerpt comprising not more than two of the published pages of such special work and containing not more than 10% of the words found in the text thereof may be reproduced.

**Spontaneity:**
i. The copying is at the insistence and inspiration of the individual teacher; and,
ii. The inspiration and decision to use the work and the moment of its use for maximum teaching effectiveness are so close in time that it would be unreasonable to expect a timely reply to a request for permission.

**Cumulative Effect:**
i. The copying of the material is for only one course in the school in which the copies are made.
ii. Not more than one short poem, article, essay or two excerpts may be copied from the same author, nor more than three from the same collective work or periodical volume during one class term.
iii. There shall not be more than nine instances of such multiple copying for one class term.
(The limits stated in "ii" and in "iii" above shall not apply to current news periodicals and newspapers and current news sections of other periodicals.)

**Prohibitions:**
Notwithstanding any of the above, the following shall be prohibited:
A. Copying shall not be used to create or to replace or substitute for anthologies, compilations, or collective works. Such replacement or substitution may occur whether copies of various works or excerpts therefrom are accumulated or are reproduces and used separately.
B. There shall be no copying of or from works intended to be "consumable" in the course of study or teaching. These include workbooks, exercises, standardized test booklets and answer sheets and like consumable material.
C. Copying shall not:
   1. Substitute for the purchase of books, publisher's reprints or periodicals;
   2. Be directed by higher authority;
   3. Be repeated with respect to the same item by the same teacher from term to term.
D. No charge shall be made to the student beyond the actual cost of the photocopying.

Copyright Information

Helpful web sites:
- U.S. Copyright Office- Frequently Asked Questions about Copyright http://www.copyright.gov/faq.html
- Copyright Clearance Center's Online Copyright Resources http://www.copyright.com/CopyrightResources/default.asp
- Stanford University Library's Fair Use Pages http://fairuse.stanford.edu/ Copyright and Multimedia Law for Webbuilders and Multimedia Authors [includes links to numerous excellent copyright sites] from University of Iowa http://bailiwick.lib.uiowa.edu/webbuilder/copyright.html
- American Library Association http://www.ala.org/alafwashoff/WOissues/copyrightb/copyright.htm
- TN Board of Regents Intellectual Property Homepage http://www.tbr.state.tn.us/general_counsel/ip/

The TEACH Act:
- Additional information concerning the TEACH Act: www.lib.ncsu.edu/scc/legislative/teachkit/checklist.pdf

Video, Copyright & the College Professor


Video, Copyright & the College Professor

Why do I need to know about copyright?

Video programs with outstanding educational value abound today in all areas of the curriculum. You probably see television programs you would like to tape for your students, or you would like to rent a tape from your local video store to show in your class. You receive advertisements for videotapes for $19.95 or less, and you want your media center to buy them. All of these educational temptations have the potential for infringing on copyright. As your access to videotapes has increased, so has your need to know what rights you have and what restrictions you must observe.

You need to know that improper use of copyrighted materials (even in an educational setting) may render you liable to federal prosecution, and that violations of the copyright law in teaching practices may subject you and your institution to liability for actual and/or statutory damages. State Board of Regents and institutional policies require adherence to copyright law; thus legal protection from the State Board may be in jeopardy in the case of employees who commit violations.
Just what does the copyright law cover?

The law protects the rights of the copyright owner:
- To reproduce or copy the work.
- To prepare derivative works.
- To distribute copies of the work publicly.
- To perform or display the work publicly.

 Aren’t there exemptions for education?

The educational exemptions in the copyright law are actually limitations on the exclusive rights of the copyright owner. There are three sections of the law which provide such limitations in the interest of non-profit education: Section 107, "Fair use"; Section 108, "Reproduction by libraries and archives"; and Section 110 (1) & (4) which exempt face-to-face classroom showings from public performance restrictions.

Of these three sections, the professor needs to be most familiar with the last. The public performance exemption allows showing audiovisual material without specific permission of the copyright holder in nonprofit educational institutions under the following conditions:
- As part of the institutional program
- By students or instructors.
- In a classroom or other school location devoted to instruction.
- In a face-to-face setting or where students and teacher(s) are in the same building or general area.
- Only to students and educators.
- Legitimate copy with copyright notice included.

What CAN’T I do?

Audiovisual works may not be performed publicly without permission of the copyright owner (even in nonprofit educational institutions) if
- The purpose is entertainment, recreation, or even cultural or intellectual value that is unrelated to teaching activity.
- They are broadcast on open or closed circuit radio or television from an outside location.
- They are shown before an audience not confined to students, such as a sporting event, graduation ceremony, or community lecture or arts series.
- The copy has been illegally acquired or duplicated.

What do you mean, "Not for cultural or intellectual value"? This is supposed to be higher education!

Of course cultural and intellectual enrichment is important. Most of the audiovisual programs owned by
your institution's library or media center include public performance rights that allow you to use those materials for almost any nonprofit educational purpose. Check with your librarian or media specialist for clarification if you have doubts about any specific use.

The permission and restrictions described above have relevance to your teaching needs primarily in terms of "home use only" tapes. These are videotapes you rent from your local video store or buy from video clubs for bargain prices. The copyright law specifically permits you to show these programs in face-to-face classroom teaching situations as described above, but you may not stretch that exemption to extracurricular showings, regardless of the cultural, intellectual, or even humanitarian benefits.

Talk to your librarian or media specialist for help in obtaining public performance rights for the particular program you want to use. And remember, there's a strong possibility that a program you recorded at home is not a legal copy!

About copies: Didn't the Supreme Court say I could tape programs off the air?

The so-called Betamax case in 1984 applied to in-home use only of free over-the-air television programs, which the court held to be fair use. You may tape all of these you want a home for your private use, but there are more rigorous guidelines for off-air taping for nonprofit educational use.

A more pertinent Supreme Court decision was the 1983 ruling against the Board of Cooperative Educational Services in Erie County, New York, that found the practice of systematic videotaping and wholesale copying by that school system not to be fair use, and that it did have substantial effect on the commercial market for those programs.

There are negotiated guidelines agreed to by a committee of educational users and copyright proprietors under the auspices of the House Subcommittee on Courts, Civil Liberties, and Administration of Justice which specify terms into the copyright law, but their observance provides reasonable security for educators.

The guidelines permit off-air taping ONLY under the following limitations:

• That it be done on behalf of a nonprofit educational institution.
• That the program be broadcast to the general public free of charge. (Excludes cable and satellite t.v.)
• That the program be used once for teaching purposes within the first 10 consecutive school days.
• That it be used in the course of relevant teaching activities. (Not for entertainment.)
• That it be shown in a classroom or similar place devoted to instruction within a single building.
• That it be licensed or erased after 45 calendar days.
• That the recording not be made more than once at the request of the same teacher, regardless of the number of times it is broadcast.
• That the recording includes the copyright notice, and that the physical content not be
altered or combined with other material.

Whether you make the off-air recording at home or the media center tapes it for you, these guidelines govern the permissible use in your classroom. To ensure adherence to the copyright law, many media centers have very strict policies regarding home-recording tapes. The guidelines state, "Educational institutions are expected to establish appropriate control procedures to maintain the integrity of these guidelines." The Media Consortium urges all TBR institutions to develop policies on copyright issues and potential liabilities.

Are there other restrictions I need to know about?
Yes, many of the licenses which the Media Consortium has negotiated with media distributors place specific restrictions on the use of the materials acquired through that channel. A common limitation is that the materials be used for no purpose other than instruction and at no other educational institution than the purchaser for these restrictions in their circulation policies.

Where can I find more information about copyright laws?
Go to www2.volstate.edu/library/eresouces/copyright.htm. Your librarian or media specialist will have more information about copyright laws. Some excellent sources follow:


The Television Licensing Center, 5547 N. Ravenswood Avenue, Chicago, IL 60640.
This flyer was compiled by Jean Flanigan (ETSU) using information from the sources above and materials courtesy of Mary Jo James (MTSU), Dale Cheek (MSU) and the Memphis City Schools. Produced by the Tennessee State Board of Regents Media Consortium Mary Jo James, Executive Director (Middle Tennessee State University) Jean Cuio Flanigan, Chairman (East Tennessee State University)

Reserve Materials in the Library - You and your students can view a bibliographic listing of your reserve materials on the Online Public Catalog under “Reserve Room.” The listing is accessible by Instructor’s name and course.

Adjunct and full time faculty requests for reserves for each semester are processed in the order in which they are received by the Library Circulation Staff. A minimum of 48 hours processing time will be needed depending upon the number of materials being requested for reserve.

A reserve request form is attached for your convenience. Please provide the authors and titles of your reserve materials as they are listed in your class syllabi. A separate form is needed for each course for which the materials are needed. If one or more faculty members are sharing any reserve materials, please advise us. Please give your full name.

Off-campus reserve requests and materials need to be given to a site librarian or coordinator. Arrangements will be made for providing reserves for your students.

For questions about your reserve materials, please contact Circulation at extension 3402 (off-campus direct line to Circulation 230-3402). Once again, we thank you for assistance and understanding in the past and look forward to continued good relationships.

RESERVE REQUEST FORM
Please provide all information requested. Thanks!

Title or description of item to be placed on reserve-----------------------------------

Call number
Instructor’s Name(s) _______________________ Borrower ID# 11971 ___________________

Course(s) [Ex. HIS 102, BUS 110, etc.] ____________________________

Length of Student Check-out Time_________________________________
(1 hour, 2 days, I week, etc.)

Reserve items will be removed from Reserve status at the end of the Spring semester unless otherwise requested. Please write other date here.
COPYRIGHT LAW FOR DISTRIBUTED EDUCATION

What is it? The TEACH Act allows faculty members at accredited, nonprofit educational institutions to use copyrighted works, without obtaining copyright permission, in their Distributed Education courses if certain conditions are met.

What does it permit?
- Transmission of performances of entire nondramatic literary or musical works;
- Transmission of performances or "reasonable and limited portions" of other works, including dramatic works and audiovisual works, such as videotapes;
- Transmission of still images, etc. "in an amount comparable to that which is typically displayed in the course of a live classroom session";
- Digitization of portions of analog works if a digital version is not available or if the digital version which is available is technologically protected to prevent uses allowed by TEACH.

What does it NOT permit?
- Transmission of works marketed or produced "primarily for performance or display as part of mediated instructional activities transmitted via digital networks";
- Transmission of performances, etc. from copies "not lawfully made and acquired" under the U.S. Copyright Act.

What are other conditions?
- The educational institution must be nonprofit and accredited.
- The performance, etc. transmitted must be an integral part of a class session, related directly to the content of the course.
- The transmission of a performance, etc. must be at the direction of or supervised by the class instructor.
- Transmission of the performance, etc. is limited to students officially enrolled in the course.

Where can I go for more information?
- www.lib.ncsu.edu/scc/legislative/teachkit/ Developed by the North Carolina State University Libraries, this excellent site explains the TEACH Act and gives guidelines on implementation.
- www.ala.org/washoff/teach.html Developed by the American Library Association, this excellent site explains the benefits of the TEACH Act and the duties of the college’s policymakers, institutional technology directors and faculty in implementing the TEACH Act.
- www.stanford.edu/dept/legal/Worddocs/Teachart.pdf The January 10, 2003 issue of NACUANotes (National Association of College and University Attorneys) which was attached to the memo sent to colleges and universities from the TBR's Office of General Counsel.
I. Overview
   Email is increasingly viewed as the foundation for communication for an organization. Many people keep every message they receive "just in case" and the line between professional use and personal use is blurring.

II. Purpose
   The purpose of this policy is to establish a standard for email use, mailbox size, and an email purge policy for Volunteer State Community College.

III. Policies
   A) Acceptable use
      a. The VSCC email system is intended for College business
         i. Work-related email is a College record, and must be treated as such.
         ii. Each email user must take responsibility for sorting out personal messages from work-related messages.
      1. Email that does not meet the definition of public record, e.g., personal email, or junk email, should be deleted from the system immediately.
      b. The VSCC email servers are NOT intended for long-term record retention
      c. The VSCC email service should not be used for:
         i. Private or personal for-profit activities.
         ii. Personal use that creates a direct cost or adverse publicity to the College.
         iii. Unauthorized, not for profit business activities, such as non-College related fundraising.
         iv. Transmission of incendiary statements or events that might incite violence.
         v. Unlawful/prohibited activities as defined by federal, state, and local laws or regulations.
B) Individual Mailboxes

a. Size
   i. In order to have a successful data back up and disaster recovery plan, individual email accounts must have a size limit.
   ii. Staff and Faculty will have a 500MB limit.
   iii. Administrators will be able to request an increase up to a 1GB limit.
   iv. A warning message will be sent when the email reaches 90% capacity.

b. Purges
   i. Email in the Delete Items folder will be purged after 30 days.
   ii. Sent items will be moved to Deleted Items after 180 days.
   iii. Junk E-mail will be purged after 30 days.
   iv. Employee mailboxes will be deleted 90 days after the last day of employment for full-time employees.

c. Maximum recipients
   i. Email messages will not be able to exceed 15,000 recipients.

d. Maximum message size
   i. The maximum sent message size is 1OMB (includes message and any attachments).
      1. Large attachments (over 1MB) should not be sent to "exchange users".
      2. Users that need to send an attachment larger than 1OMB should contact IT for assistance.
   ii. The maximum received message size is 1OMB (includes message and any attachments).

e. Outlook Web Access
   i. Email can be accessed on or off campus via Outlook Web Access (OWA).
      1. OWA will timeout after 60 minutes of inactivity on the "private" setting.
      2. OWA will timeout after 10 minutes of inactivity on the "public" setting (this is the default setting).

f. Back-up
   i. All email is backed up to offsite storage.
      1. Offsite storage will hold 30 days of history.

VSCC Source: President's Cabinet, December 14, 2009
Office of Human Resources

To: All Employees

RE: Title VI and Title IX Training

The State of Tennessee requires annual training of Title VI, Civil Rights Act of 1964, and Title IX, Education Amendments Act of 1972 for all employees. For your convenience, the Tennessee Board of Regents Office of the General Counsel and the Volunteer State Community College Office of Human Resources are pleased to announce a system wide online Title VI and Title IX training module. The online training takes approximately 20 – 25 minutes for Title VI and 40 – 45 minutes for Title IX.

All employees are required to complete the online training based on Title VI of the Civil Rights Act of 1964 annually. It prohibits discrimination on the basis of race, color and national origin in programs and activities receiving federal financial assistance. Title VI requires that public funds, to which all taxpayers of all races contribute, must not be spent in any fashion which encourages, entrenches, subsidizes or results in discrimination.

All employees are also required to complete annually online Preventing Sexual Harassment Training based on Titles VII and IX of the Civil Rights Act of 1972 annually; Tennessee Code Annotated §49-7-122 (1993); and TBR Policy P-080 along with Volunteer State Community College Policy V:02:19. These policies state that all employees will receive training on sexual harassment annually.

Employees can access the online training by using the web address http://volstate.edu; click on Faculty/Staff, then Human Resources and then Affirmative Action or click the following links:

- Title VI
  - http://fp.tbr.edu/human_resources/training/TitleVITraining/pass.asp
    password is “compliance”
• Title IX
  o http://www.newmedialearning.com/psh/volstate/index.htm
    *Please select the grey box “Click here to create certificate and record test

result” in order for Volunteer State Community College to receive your test results.

All current employees and faculty (full and part-time) are required to complete the online training and mastery tests. Employees will be able to identify their status at the end of the Master Test. All employees are required to obtain a score of **80% or higher** to satisfy this training requirement. Employees will use their appropriate employment status at Volunteer State Community College: Faculty, Supervisory, and Staff. Since this is online, each employee will have the ease to complete the training anywhere and anytime. If you get interrupted, you can always go back and pick up where you left off.

  o For those employees who do not have computer access, you will be allowed to complete your test in the Office of Human Resources.

• Volunteer State Community College has contracted with the vendor to provide immediate and monthly updates of persons completing the training and Mastery Test. Volunteer State Community College’s Office of Human Resources/Affirmative Action will maintain these lists.

**Questions:** Contact Office Of Human Resources at (615) 230-3592

Rev. 7-21-09
Academic Freedom and Responsibility

Fundamental to the proper functioning of a college is a healthy tradition of academic freedom. This freedom places upon faculty members certain obligations to their colleagues, to the college, and to the state which guarantees this freedom. Volunteer State Community College grants to faculty members a full measure of academic freedom. This freedom demands behavior reflecting the highest measure of professional standards and personal responsibility, and it does not exempt them from evaluation of their qualifications for continued employment.

VOLUNTEER STATE COMMUNITY COLLEGE POLICIES AND PROCEDURES MANUAL

POLICY NO.: 11:01:06 DATE: June 1, 2004
SUPERSEDES POLICY NO.: II:01:00 DATE: March 10, 2000
REFERENCE TBR POLICY NO.: 5:02:03:30 DATE: April 2, 2004

SUBJECT: Academic Freedom and Responsibility

APPROVED: Warren R. Nichols

I. INTRODUCTION

The following policy of Volunteer State Community College on academic freedom and responsibility specifically acknowledges compliance with the Tennessee Board of Regents Policy on Academic Freedom and Responsibility (5:02:03:30).

II. ACADEMIC FREEDOM AND RESPONSIBILITY

The College recognizes the principles of academic freedom pursuant to which:

A. The faculty member is entitled to freedom in the classroom in discussing his or her subject, being careful not to introduce into the teaching unrelated subject matter.

B. The faculty member is entitled to full freedom in research and in the publication of the results, subject to the adequate performance of his/her other academic duties. Research for financial gain must be based upon an understanding with the authorities of the College, which is documented, reduced to writing, and signed by the faculty member and the appropriate academic officer(s).

C. The faculty member is a citizen, a member of a learned profession, and an
officer of an educational institution. When the faculty member speaks or writes as a citizen, he/she should be free from institutional censorship or discipline, but his/her special position in the community imposes special obligations. As a man or woman of learning and an educational officer, he/she should remember that the public may judge the profession and the College by the faculty member’s utterances. Hence, a faculty member should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that he/she does not speak for the College.

Academic freedom is essential to fulfill the ultimate objectives of an educational institution - the free search for and exposition of truth - and applies to both teaching and research. Freedom in research is fundamental to the advancement of truth, and academic freedom in teaching is fundamental for the protection of the rights of the faculty member in teaching and of the student to freedom in learning. Implicit in the principle of academic freedom are the corollary responsibilities of the faculty who enjoy that freedom. Incompetence, indolence, intellectual dishonesty, failure to carry out assigned duties, serious moral dereliction, arbitrary and capricious disregard of standards of professional conduct - these and other grounds as set forth in VSCC Policy on Academic Tenure (II:01:00 – VI. G.) may constitute adequate cause for dismissal or other disciplinary sanctions against faculty members subject to the provisions of Article VI.

The right to academic freedom imposes upon the faculty an equal obligation to take appropriate professional action against faculty members who are derelict in discharging their professional responsibilities. The faculty member has an obligation to participate in tenure and promotion review of colleagues as specified in College policy. Thus, academic freedom and academic responsibility are interdependent, and academic tenure is adopted as a means to protect the former while promoting the latter. While academic tenure is essential for the protection of academic freedom, all faculty members, tenured or non-tenured, have an equal right to academic freedom and bear the same academic responsibilities implicit in that freedom.


VSCC Source: Former II:01:00, April 7, 1994, President; June 1, 2004, President.
Harassment

General Statement

Sexual harassment and racial harassment have been held to constitute a form of discrimination prohibited by Title VII of the Civil Rights Act of 1964 as amended and by Title IX of the Educational Amendments of 1972. Other types of harassment are prohibited by applicable law(s). An institution or school may be held liable pursuant to Title VII and/or lose federal funds pursuant to Title IX for failure to properly investigate and remedy claims of sexual or racial harassment.

Definitions

A. Generally, sexual harassment may be defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when one of the following criteria is met:
   1. Submission to such conduct is made either explicitly or implicitly a term or condition of the individual's status in a program, course, or activity;
   2. Submission to or rejection of such conduct by an individual is used as a basis for employment decisions, a criterion for evaluation, or a basis for academic or other decisions affecting such individual; or
   3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or educational experience, or of creating an intimidating, hostile, or offensive work or educational environment.

Whether the alleged conduct constitutes sexual harassment depends upon the record as a whole and the totality of the circumstance, such as the nature of sexual advances in the context within which the alleged incident occurred.

B. Generally, racial harassment is defined as any person's conduct, which unreasonably interferes with an employee or student's status or performance by creating an intimidating, hostile, or offensive working or educational environment. Harassment on the basis of race, color, or national origin includes offensive or demeaning treatment of an individual, where such treatment is based typically on prejudiced stereotypes of a group to which that individual may belong. It includes, but is not limited to, objectionable epithets, threatened or actual physical harm or abuse, or other intimidating or insulting conduct directed against the individual because of his or her race, color, or national origin. Title VII requires employers to take prompt action to prevent racists from expressing their opinions in a way, which abuses or offends their coworkers.

C. Generally, harassment on the basis of religion, handicap, or other protected status includes any conduct which has the purpose or has the reasonable foreseeable effect of interfering with an individual's academic efforts, employment, or participation in institutionally sponsored activities. Such harassment also includes any activity, which creates an intimidating, hostile, or demeaning environment.
Procedures

The following procedures are intended to protect the rights of the aggrieved party as well as the party against whom an allegation of harassment is lodged, as required by state and federal laws. The charge must be properly investigated and, when warranted, appropriate disciplinary action taken against the individual charged. The Office of General Counsel shall always be consulted prior to investigation.

In situations that require immediate action, because of safety or other concerns, the institution can take any disciplinary action, which is appropriate (e.g., suspension with pay, pending the initiation of the investigation by the EEO/AA officer). The office of General Counsel should be contacted before any immediate action is taken.

Each employee, applicant for employment, and student shall be notified of the name, office, and telephone number of the designated EEO/AA or Title IX officer(s) responsible for assuring compliance with this guideline, Board policy, and federal law.

A. Preliminary Investigation

1. Any student, applicant for employment, or employee who believes he or she has been subjected to harassment at an institution or school shall present the charge to the designated EEO/AA or Title IX officer responsible for compliance with Title VII of the Civil Rights Acts of 1964 or Title IX of the Education Amendments of 1972. Where the charge of harassment is against the EEO/AA, the President/Director will identify an individual who has been trained in investigating such claims, such as the Student Affairs Officer or even the EEO/AA of another institution/school, to investigate the claim and carry out the responsibilities assigned to the EEO/AA pursuant to the guideline. Where the charge of harassment is by one student against another student, the Student Affairs Office will investigate and resolve the complaint in accordance with student disciplinary procedures.

2. The EEO/AA will make every attempt to have the aggrieved party provide the charge in writing. The charge shall include the circumstance giving rise to the allegations and the dates of the alleged occurrences. The charge shall be signed by the aggrieved individual. However, where the aggrieved individual refuses to sign a written charge, the EEO/AA will still investigate the allegations and take appropriate action. Based on the findings of this investigation, the EEO/AA may take appropriate action, which may or may not be the steps outlined in the remaining paragraphs of this guideline.

The EEO/AA or Title IX officer shall notify in writing the charged party within five working days of receipt of the charge. The charged party shall respond in writing to the charge within five days of notification.

1. The EEO/AA or Title IX officer shall meet with both parties for the purpose of resolving the charge informally.
2. The EEO/AA or Title IX officer shall conduct an investigation of the charge and submit a report to the President or area school director, statewide EEO/AA officer, and the involved parties within 20 working days following receipt of the charge. Each report shall outline the basis of the charge, including the dates of the alleged occurrences, the response of the charged party, the findings of the EEO/AA or Title IX officer and all attempts to resolve the charge informally, and recommendations regarding disposition of the charge. If following an investigation the EEO/AA or Title IX officer finds there is not substantial evidence to support the charge, the parties shall be so advised in writing.

3. If the investigation reveals that there is evidence to support the charge, the President/director may meet with the charged party and/or the charging party and attempt to resolve the problem by agreement. In addition, the charged party shall be advised of his or her right to a hearing pursuant to the procedures set forth below. A charged party may request a hearing within ten days following receipt of the report.

B. Hearing

1. If the charged party requests a hearing, he or she shall be advised of hearing procedures available under Board of Regents Policy No. 1:06:00:05, Uniform Procedures Act, and of the established institutional or area school procedures available for resolution of the matter in question. The party requesting a hearing shall be given the opportunity to elect the procedures pursuant to which the matter shall be heard.

2. When an individual elects to proceed under the established institution or area school procedures for resolution of the matter, the election should be in writing and signed by the individual making the election and should expressly waive the procedures available under the TUAPA as to the matter in question. When a party elects to proceed pursuant to established procedures at the institution or area school, these procedures shall include the following minimal requirements:

   a. Notice of the charge to the party.
   b. The right of the party to present his or her case.
   c. The right to be accompanied by an advisor.
   d. The right to call witnesses in his or her behalf
   e. The right to confront witnesses against him or her.
   f. In addition, in any case where the President or area school director makes a decision which is adverse to the charge or claim of either party, the President or area school director shall advise the person of any right of appeal provided by Board policy.

3. Individuals electing to proceed under the TUAPA shall be referred to the appropriate institution or area school official responsible for commencement of actions under the TUAPA as provided in Board Policy No. 1:06:00:05.

4. When a charge involves a tenured faculty member, the same informal and formal procedures set out above shall be used. Tenured faculty members shall have the same right to elect hearing procedures as set out in sections A - C. Where the selected hearing procedure results in a finding that sexual harassment exists and the President determines that the harassment constitutes adequate cause for termination, then the matter will proceed under the institution policy for termination of tenure of TBR policy 5:02:03:00. Under TBR policy the matter shall proceed under Section III.d on pg.16 of 20.
To view the full policy on Harassment – Sexual or Racial (Policy number V:02:19, Reference TBR Policy 5:02:03:70) and obtain a copy of the "Sexual/Racial Harassment Complaint Form" go to http://www.volstate.edu/Policies/HR/Harassment-SexualRacial.pdf

**Intellectual Property**

It is the policy of Volunteer State Community College to: (1) encourage inventions and the production of copyrightable works by employees of the College; (2) facilitate the utilization of such inventions and works to the benefit of the public, the College, and the members of the College Community; and (3) provide for the equitable sharing of any proceeds derived from the commercial exploitation of inventions and copyrightable works in which, pursuant to this policy, the College is determined to have an interest. This policy is intended to protect the interests of all concerned parties: The College, members of the College community, external sponsors of research, and the public. Refer to TBR Policy A-075 Distance Education and Intellectual Property and Policy V:01:06 Intellectual Property/Patents and Copyrights for detailed information.
Guidelines for Notification of Communicable Diseases

Volunteer State Community College (VSCC) recognizes the implications that the spread of a communicable disease can have on the health, safety and welfare of the campus community. Measures are taken daily, by VSCC custodial staff, to help prevent the spread of the common cold, flu, and other routine communicable diseases. On occasion, VSCC students or employees may contract a communicable disease that is more severe in nature. In these instances, timely notification is imperative.

Persons who know, or have reason to believe, they are infected with a serious communicable disease that can be spread through casual contact and can impact the health and safety of VSCC students, employees or visitors, should notify the appropriate college personnel by following the guidelines below:

**Students** who know, or have reason to believe, that they are infected with a serious communicable disease should immediately report it to the Vice President of Student Services. If the Vice President of Student Services is unavailable, they should report it to the Assistant Vice President for Student Services & Enrollment Management. If offices are closed, they should report it to the Campus Police Department.

**Employees** who know, or have reason to believe, that they are infected with a serious communicable disease should immediately report it to the Director of Environmental, Health & Safety. If the Director of Environmental, Health & Safety is unavailable, they should report it to the Director of Human Resources. If offices are closed, report it to the Campus Police Department. Employees should also inform their supervisor or department chair.

Please note the following contact information for Volunteer State Community College:

- **Director of Environmental, Health & Safety** - Michelle Boyd
  615-230-3617, **Michelle.Boyd@volstate.edu**, Wood Campus 106J

- **Vice President for Student Services** - Patty Powell
  615-230-3440, **Patty.Powell@volstate.edu**, Wood Campus 217

- **Assistant Vice President for Student Services & Enrollment Management** – Emily Short
  615-230-3477, **Emily.Short@volstate.edu**, Wood Campus 217

- **Director of Human Resources** – Lori Cutrell
  615-230-4834, **Lori.Cutrell@volstate.edu**, Ramer 139B

- **Chief of Campus Police** – William Rogan
  615-230-3595, **William.Rogan@volstate.edu**, Wood Campus 105

- **Assistant Chief of Campus Police** – Angela Lawson
  615-230-3595, **Angela.Lawson@volstate.edu**, Wood Campus 105
Reporting should include as much information as possible, including:

- names of individuals involved
- all available contact information for the individuals involved:
  - phone numbers (e.g., cell, home, office)
  - e-mail address(es)
  - emergency contact information
- student information (if applicable):
  - phone numbers
  - email address
  - emergency contact information
- the date and time of the following:
  - diagnosis and/or symptoms
  - treatment
  - campus notification

Employees of the college who become aware of a student or an employee who has contracted a serious communicable disease that can be spread through casual contact must contact the appropriate personnel with that information.

Anyone else who becomes aware of a student or an employee who has contracted a serious communicable disease that can be spread through casual contact is also encouraged to contact the appropriate personnel, with that information.

The Director of Environmental, Health & Safety is responsible for notifying the Sumner County Health Department (as required) and the appropriate campus officials. The college will follow recommendations provided by the Health Department.

Students or employees who have been diagnosed with a serious communicable disease must submit a doctor’s release before being allowed to return to school or work.

Confidentiality of personal information, including medical information and the name of the individual, must be respected to the fullest extent possible. Such information shall be disclosed only on a need-to-know basis.

For questions about this protocol, contact Michelle Boyd, Director of Environmental Health & Safety, at 615-230-3617
STUDENT SERVICES
Philosophy of Student Services

A review of the history, theories and practices of the student personnel profession indicates that a Student Services Specialist is one who has acquired specialized knowledge and developed sophisticated competencies and skills to meet the developmental needs of students in an environment known as higher education. Each administrator and staff member in the Division of Student Services at Volunteer State Community College is a Student Services Specialist. As Student Services Specialists, we believe that:

- Each student is an important person, worthy of respect;
- Each student has the potential for becoming a more self-directed and self-reliant adult; and our first obligation is to help them in their search for reaching this potential;
- Each contact with a student is an opportunity for us to teach and an opportunity for a student to learn;
- Each administrative role includes, but is not limited to, teaching, training, counseling, advising and advocating for students;
- Each Student Services Specialist is an ambassador for the College.

We further believe that:

- Student organizations and planned student activities provide not only social fun and relaxation but also provide opportunities for students to learn and grow;
- "Student Services" means providing timely and appropriate information to students and assisting with opportunities which will facilitate the personal growth of students;
- "Student Services" should be available for all students whether they attend classes on campus or off campus, during the day, in the evening, on the weekend or online.

With respect for the history of our profession and dedication to the mission of this institution, each Student Services Specialist in the Division of Student Services at Volunteer State Community College is committed to providing information, assistance and opportunities which will facilitate the personal and social growth of students in addition to supporting the instructional program of the College.
Dear Colleagues:

It is a pleasure to welcome each of you into a new and exciting academic year at Volunteer State Community College. We have planned a program of activities which we believe will be culturally diverse, motivationally enhanced and certainly fun-filled.

I encourage each of you to make use of these services as you inform your students about available services provided to and for students as they pursue educational goals and objectives. The following pages will give you an overview of who we are and what units are a part of the Division. Also included in this section is information that you may find helpful as you work with students to conduct school business from 8:00 a.m. to 7:00 p.m. Monday through Thursday, and 8:00 a.m. to 4:30 p.m. on Friday.

All of us in Student Services look forward to working with you this year and we hope that you will visit our office.

Sincerely,

Patty T. Powell
Vice President for Student Services
STUDENT SERVICES - ADMINISTRATORS AND STAFF 2010-11

Office of Vice President for Student Services (230-3441 or Ext. 3441 or 3442)
Patty T. Powell ........................................................................................................... Vice President
Dr. Emily C. Short ..................................................................................................... Assistant Vice President
Jenny A. Bartley ...................................................................................................... Administrative Assistant
Penny Tucker ............................................................................................................. Executive Aide

Admissions (For students: 230-3688; For Faculty or internal transfers: x3689)
Tim Amyx .................................................................................................................... Director
Annette Wagner ......................................................................................................... Assistant Director
Stacy Bagshaw ......................................................................................................... Secretary III
Vacant ...................................................................................................................... Admissions Specialist
Rachel Carmack ...................................................................................................... Recruiter/Admission Advisor
Judy Hendon ............................................................................................................ Admissions Specialist
Michelle Parks ...................................................................................................... Admissions Specialist
Lauren Norris ......................................................................................................... Admissions Specialist
Tabatha Roll ........................................................................................................... Admissions Specialist

Adult Learners and Evening Services (230-3494 or x3494)
Brenda Buffington ................................................................................................. Director
Judy Schuelke ...................................................................................................... Coordinator

Advising (230-3702 or Ext. 3702)
Terry Bubb ............................................................................................................. Director
Teresa Corlew .......................................................................................................... Office Supervisor
Amanda Foster ......................................................................................................... Secretary II
Lindsay Guenther .................................................................................................... Advisor/Counselor
Oky Arguello ......................................................................................................... Hispanic Outreach Specialist
Scott Hilgadiack ...................................................................................................... Advisor/Counselor
Josie Larson ........................................................................................................... Advisor/Counselor
Pedro Martinez ..................................................................................................... Advisor/Counselor

Athletics and Intramurals (230-3233 or Ext. 3233 or 3445)
Bobby Hudson ......................................................................................................... Athletic Director
Erica Malone ........................................................................................................... Secretary II
Mike Crossland ...................................................................................................... Head Baseball Coach
Otis Key ................................................................................................................... Women's Head Basketball Coach
John T. Lynn .......................................................................................................... Women's Head Softball Coach
Rusty Melvin .......................................................................................................... Men's Head Basketball Coach

Disability Services (230-3472 or Ext. 3472)
Kathy Sowell .......................................................................................................... Director
Lenore Maurer ....................................................................................................... Secretary II
Kristen Foster ....................................................................................................... Accommodations Specialist
Fran Henslee ....................................................................................................... Accommodations Coordinator
Financial Aid (230-3456 or Ext. 3456)
Sue H. Pedigo ................................................................. Director
Sherry Cliburn ................................................................. Assistant Director
Anne Marie Coker .......................................................... Financial Aid Assistant/Awards
Lynn Daugtry ................................................................. Financial Aid Assistant/Scholarships, Third Party & Discounts
Rachel Hubbard ............................................................. Financial Aid Counselor
Vacant ................................................................. Financial Aid Assistant/Eligibility
Kristie Jordan ................................................................. Financial Aid Assistant/Loans
Leslie Lauper ................................................................. Financial Aid Account Clerk II
Linda Tucker ................................................................. Financial Aid Assistant/Information
Danielle Wright ......................................................... Financial Aid Assistant/Files

Records (For students: 230-3466; For Faculty or internal transfers: x3680)
Tim Amyx ................................................................. College Registrar
Pam Carey ................................................................. Assistant Director
Stacy Bagshaw ............................................................ Secretary III
Dawn Anderson ............................................................ Admissions and Records Clerk
Teresa Carter ............................................................. Transcript Analyst
Amber Regan ............................................................. Graduation Analyst II
Wanda Smith ............................................................. Admissions and Records Clerk
Vicki Wilson ............................................................... Student Records Coordinator
Ken Hanson ............................................................... Veterans Affairs Coordinator

Retention Support Services (230-3390 or Ext. 3390)
Heather Harper ............................................................ Director
Carolyn Thomas ............................................................ Secretary II

Student Life and Diversity Initiatives (230-3447, 230-3492, 230-3461 or Ext. 3447, 3492 & 3461)
Dr. Kenny Yarborough .................................................. Director
Tabitha Sherrell ............................................................. Coordinator, Student Activities
Lori Miller ................................................................. Secretary II

TRIO Student Support Services (230-3732 or Ext. 3732)
Andrea Boddie ............................................................. Director
Lacey Goodrum .......................................................... Secretary II
Jean Colello ............................................................... Counselor

Testing (230-3484 or Ext. 3484)
Terry Bubb ................................................................. Director
Lisa Borre ................................................................. Assistant Director
Regina Pierpaoli .......................................................... Secretary II
Carolyn Chaffin .......................................................... Testing Assistant II
AVAILABLE SERVICES IN THE DIVISION OF STUDENT SERVICES

VICE PRESIDENT FOR STUDENT SERVICES
Exceptions to the last day to drop classes or withdraw from the College Exceptions to the Refund Policy
Exceptions to receive financial aid
Student misconduct/disciplinary matters

ADMISSIONS
Admissions Advising
Admission to the College
Processing incoming required student-related documentation
Major Changes
Campus Tours
Student Recruitment
High School Visits

ADVISING CENTER
Advising for all Undecided and Non-Degree Students
Advising for all students when faculty advisors are not available
Assistance with transfer issues
Maintenance of Transfer Equivalency Tables and other transfer information
Assistance with general advising information for divisions
Developmental Screening of Transfer and Transient Students
Explaining placement assessment results
Modifying computer screens to allow enrollment
Production and distribution of Advising Resource Manuals
Advisor Training
Career Counseling
Limited Personal Counseling
Educational Planning
Early Alert system for students in conjunction with Retention Support Services
Regents Online Degree Program Student Contact
Directions – New Student Orientation Program (Online and On-Campus)

ATHLETICS
Men's Basketball
Women's Basketball
Baseball
Fast-Pitch Softball
Other Sports (Intramurals)

DISABILITY SERVICES
The Office of Disability Services (ODS) ensures the provision of accommodations and services for students who have physical, psychological, sensory, and learning disabilities. With appropriate documentation, approved accommodations include, but not limited to, testing adjustments, alternate-
format texts, note takers, scribes, interpreters, and adaptive equipment/technology in accordance to state and federal law. The ODS serves as liaison between students with disabilities and College Faculty/Staff.

The Office provides temporary Accessible parking tags, ensures campus accessibility for ADA compliance, and works with faculty and staff with disabilities.

**FINANCIAL AID**
Provides a comprehensive program of Student Financial Aid on the Federal, State, and institutional level. Programs include grants, loans, work-study and scholarships.

**RECORDS**
- VSCC transcript requests
- Registration & registration system questions
- Grades
- Grade appeals
- Apply for graduation
- Enrollment verification
- International student records
- Midterm deficiency notification
- Probation/suspension notification
- High school and college transcript evaluation
- Name and address changes
- Dean’s List/Honor Roll notification
- Veterans Affairs

**RETENTION SUPPORT SERVICES**
The Office of Retention Support Services is a student-centered office which exists to provide students with the necessary programs and services which will assist them in the completion of their educational objectives. Additionally, the office will provide information for faculty that will assist them in remaining up to date on current trends in the area of student retention. Academic Advantage-Early Alert system for Dev. Studies students in conjunction with the Advising Center is monitored in Retention Support Services. Additionally, the office houses a Call Center manned by part-time employees. Personal calls are made to students as well as pre-recorded calls. Any department wishing to use the automated system to make pre-recorded calls to groups of students may contact the Office of Retention Support Services at ext. 3390 or ext. 3653 for more information.

**STUDENT LIFE & DIVERSITY INITIATIVES**

Student Life
*Building an educated and civic-minded college community*

Student Life Calendar of Activities
[http://www.volstate.edu/StudentLife/Events.php](http://www.volstate.edu/StudentLife/Events.php)
Evening Student Services
Office hours are *4:30 – 8:00 p.m. Monday – Thursday, and Friday until 5:30 p.m. Open to give students who are unable to come to the campus during the day, an opportunity to drop, add or withdraw from classes, pay fees, receive Student ID, parking decal, etc. after other offices on campus have closed for the day. *The Switchboard is open until 9:00 p.m. Monday – Thursday, and Friday until 5:30 p.m.

Diversity Initiatives
To provide support services for underrepresented students, assist in the recruitment and retention of minority students, build a sense of community and unity among all students and further Vol State's goal of promoting diversity and equality of all persons at Vol State.

TESTING
Placement Testing
ACT National/ACT Residual
Challenge Testing
RODP Proctoring
VSCC Graduate Exit Exams
CLEP Exam
ESOL Testing
Computer Competency Exam
Foreign Language Placement Exams
Correspondence Exams
Faculty Make-up Exams*
Online course proctoring
GED
Nurse Entrance Exam
Career Interest Inventory Testing
ASE – Automotive Service Excellence Exam

*Please complete and bring the Testing Center Exam Administrator Form to the Testing Center when requesting make-up exam administrations.

TRIO STUDENT SUPPORT SERVICES
Our mission is to provide eligible Vol State students with educational services and activities related to academic support, career development, cultural enrichment, financial planning and personal development which will enhance academic success, retention, graduation and the 4-year college transfer process. We offer the following services:

Start-to-Finish College Seminar
Goal Planning
Financial Literacy
Academic Advising
Tutoring and Academic Planning
Peer Mentoring
Graduation Planning
Four-Year College Transfer Assistance
Career Planning
Laptop Computer Checkout
Resource Center (digital recorders, calculators, etc.)
Adult Learners & Evening Services
The Office of Adult Learners & Evening Services, located in Wood 217, is available to students during the academic term Monday through Thursday until 7:00 p.m. and Friday until 4:30 p.m. In addition to being a resource for all adult learners, this office coordinates services for students who attend classes in the evenings. The Office of Adult Learners & Evening Services serves as a liaison for a variety of offices after normal business hours. Students and prospective students can pick up or submit a variety of forms which include: applications, drop/add/withdrawal, transcript requests, change of major and some financial aid forms. In addition, transactions such as making deferred payments, getting parking decals and photo ID cards are also available through this office. Student success is a major focus of this office. Therefore, we provide information, make referrals, and assist students in a variety of matters related to their success. Qualified students can gain access to financial assistance for tuition costs, books, and training materials through various outside state and federal agencies coordinated through this office.
STUDENT CONDUCT AND DISCIPLINE

The purpose of VSCC policy III:00:05 is to outline Student Conduct and Discipline based on what Volunteer State Community College considers a disciplinary offense and what disciplinary sanctions can occur. Additionally, general guidelines for academic and classroom misconduct are presented in this policy along with College procedures used to resolve disciplinary issues. All information contained within this policy is in accordance with TBR Policies 3:02:00:01 and 3:02:01:00.

Policy Statement
Volunteer State Community College (VSCC) students are considered citizens of the national, state, and local governments, and of the academic community and are, therefore, expected to conduct themselves as law-abiding members of each community at all times. Admission to VSCC carries with it special privileges and imposes special responsibilities apart from those rights and duties enjoyed by non-students. In recognition of the special relationship that exists between VSCC and the academic community which it seeks to serve, the Tennessee Board of Regents (TBR) has authorized the President of Volunteer State Community College under its jurisdiction to take such action as may be necessary to maintain campus conditions and preserve the integrity of the institution and its educational environment.

Pursuant to this authorization and in fulfillment of its duty to provide a secure and stimulating atmosphere in which individual and academic pursuits may flourish, Volunteer State Community College adheres to the disciplinary regulations developed by the TBR which are intended to govern student conduct and which may be expanded or supplemented by VSCC subject to TBR approval. In addition, students are subject to all national, state and local laws and ordinances. If a student’s violation of such laws or ordinances also adversely affects VSCC’s pursuit of its educational objectives, VSCC may enforce its own regulations regardless of any proceedings instituted by other authorities. Conversely, violation of any section of these Regulations may subject a student to disciplinary measures by Volunteer State Community College whether or not such conduct is simultaneously in violation of state, local or national laws.

When a student fails to abide by the rules and regulations of the College or fails to obey the ordinances of local, state and national governments, disciplinary action may be taken. Volunteer State embraces the philosophy that the proper aim of discipline is teaching. Therefore, the discipline of students in this educational community is a part of the teaching process. Toward that end, due process is established and observed.

The Vice President for Student Services, who is responsible for the enforcement of disciplinary policies and procedures, will observe the proper aim of discipline, observe the procedure of due process, consider all evidence, determine the facts, render a decision and impose appropriate disciplinary sanction(s) when a student has been charged with violation of College rules and/or regulations.

How to File a Complaint
A sample Complaint Form is provided on the following page. This form is to be used by faculty and students who wish to file a complaint and may be obtained from the Office of the Vice President for Student Services. The form should be completed and submitted to the Vice President for Student Services. All complaints are defined in VSCC Policy III:00:06 and procedures to address each type of complaint are outlined in this policy as well. The Office of the Vice President for Student Services is located in the Wood Campus Center, Suite 217 and can reached by phone at 615/230-3441 or toll free at 1-888-335-8722.

Students are given detailed information on disciplinary offenses, sanctions and procedures as well as academic and classroom misconduct and complaint procedures in the VSCC Student Handbook. The Student Handbook may be found on the web at http://www.volstate.edu/StudentHandbook/.
COMPLAINT FORM
STUDENT SERVICES
VOLUNTEER STATE COMMUNITY COLLEGE

COMPLAINANT: Name_____________________________________

Title_______________________________________

AGAINST: Name_____________________________________

V#_____________________________________

Address_____________________________________

City__________State______Zip_________

DATE OF INCIDENT _______________________________________

TIME OF INCIDENT _______________________________________

LOCATION OF INCIDENT _____________________________________

WHAT WAS THE INCIDENT? _____________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

(Attach a sheet if necessary to fully explain)

WITNESS(ES): ____________________     ___________________     ____________________

SIGNATURE OF COMPLAINANT: __________________________________      __________

DATE ________________________________

FOLLOW-UP:

VICE PRESIDENT FOR STUDENT SERVICES ____________________________

DATE ________________________________
Reporting Occupational Injuries and Illnesses

Injury/Illness at an Off-Site Campus

Emergency Procedures for Accident/Illnesses to Student

**Illness or Injury**

Life-Threatening Illness or Injury - Dial 911.

Injury/Illness Reporting Requirements

- **Students** who suffer an injury should immediately report the injury or illness to their Instructor. The Instructor and/or Student should contact Campus Police for assistance.

- **Visitors/Guests of VSCC** who suffer from an injury on campus should immediately report the injury to Campus Police.

Employee/On-the-Job Injury Reporting

- **Employees with a serious/life threatening work related injury should call 911 and/or contact Campus Police.** Campus Police will contact the Director of Environmental Health and Safety who will initiate a workers compensation claim through the State of Tennessee Workers’ Compensation Program.

- Employees with minor work-related injuries should contact the Director of Environmental Health and Safety Ext. 3617, during normal business hours, to file a report. After business hours, contact Campus Police. Campus Police will initiate report and forward to the Director of Environmental Health and Safety. Treatment for non-life threatening work-related injuries must be pre-approved by the State of Tennessee Workers’ Compensation Program.

- **Students/Off Campus Sites - Students with a serious/life threatening injury/illness should call 911 and/or contact Campus Police.** The instructor will be the designated person to notify parent, spouse, or allow a friend to drive the individual home, to medical facility, or private physician for students suffering from a minor injury/illness. The instructor will notify Campus Police.
TESTING CENTER EXAM ADMINISTRATOR FORM
TESTING CENTER/WOOD 210
(615) 230-3484 carolyn.chaffin@volstate.edu

Student Name _________________________________

FOR INSTRUCTOR USE ONLY:

Instructor Name ____________________________ Phone__________________

Email ____________________________ Course Name________________________

Time Limit____________ Date to be completed__________________________

Student Can Use ___Notes ___Books ___Calculator
    ___Scratch Paper ___Other __________________

Additional Information ____________________________________________

Date Test Delivered to Testing Center _________________ Time__________
Signature of Person Delivering Test __________________________________

Date Test Picked Up from Testing Center _________________ Time__________
Signature of Person Receiving Test _________________________________

FOR USE BY TESTING CENTER ONLY:

Date of Administration ______________________
Beginning Time ______________ Ending Time_______________
Testing Center Staff Signature _______________________________
Volunteer State Community College  
Financial Aid Attendance Reporting  
Procedures  
August 9, 2014

Dear Faculty Members

The College requires the reporting of attendance for our students. Students will not receive their financial aid funds until they have been reported as attending all of the classes.

You will be able to submit your attendance electronically. I have attached an outline of the steps you should follow to submit your attendance for each course you teach. To ensure that your students will be able to receive their financial aid checks, you will need to "confirm" the student's attendance in your class beginning on the first day of classes preferably at the end of each class if time allows.

Once attendance has been reported, you will need to review your class roll each class meeting until the census date to see if any new students were added after your first initial class meeting, or, if any of the students marked "never attended" have begun attending. If so, you will need to change their original classification from "never attended" and remove the last date attended to a "Y". Please be mindful of the importance of the census date for attendance reporting. The census date is the 14th day after classes have started.

Students will not be able to receive their financial aid funds until every faculty member "confirms" their attendance. If the student's attendance is not "confirmed" this may delay or prevent some students from purchasing their books.

Thank you for all of your assistance in helping us comply with this federal regulation.

Sincerely,
Sue H. Pedigo  
Director of Student Financial Aid
Financial Aid Attendance Reporting
Instruction
Fall 20XX

Step 1  Log into My VolState at http://portal.volstate.edu

Step 2  Select Banner

Step 3  Go to Faculty and Advisor Menu

Step 4  Select “Attendance Reporting”

Step 5  Select “Term” (Fall – 20XX80)

Step 6  Select a CRN

Step 7  Attendance Reporting Screen will appear with all students enrolled.

Step 8  Under the Column “Attendance” you will see a “Y” with a drop down box. Here you will enter an “N” for everyone who did not attend the first class meeting.

Step 9  Once you have recorded an “N” for each student who has not attended, click the “Submit” button at the bottom of the screen.

Step 10 At that time all students on your class roll with a “Y” will be confirmed with an “Attendance Confirmation Date”.

Step 11 At each class meeting until census date, you will need to record any changes to the students you originally reported as “N”, if those students attend your class for the first time. You will also need to report the appropriate status for any new student that may be added to your class roll. The census date for Fall 2014 is the 14th day after the start of class. Each time you make a change on this screen, you must click “Submit” to confirm these transactions.

It will be important to do this in a timely manner, as your confirmation of attendance is required before a student financial aid funding can be processed.
Bloodborne Pathogens

Occupational Safety & Health Standards for General Industry

29 CFR 1910.1030

Exposure Control Plan

The information contained in this manual documents the policies and procedures of Volunteer State Community College including the Livingston and Springfield campuses and all off-campus locations.

This information, as well as additional Environmental, Health & Safety information, can also be found online at http://www.volstate.edu/Safety/

Revised February 4, 2015

VOLUNTEER STATE COMMUNITY COLLEGE
VOLUNTEER STATE COMMUNITY COLLEGE

BLOODBORNE PATHOGEN EXPOSURE CONTROL PROGRAM

ORIENTATION/REVIEW/IMPLEMENTATION PROCEDURES

At the time of employment, all new employees will receive information pertaining to infectious diseases and complete the required documentation/paperwork.

Identified high risk personnel will complete Bloodborne Pathogens training on an annual basis.

Faculty, staff and students in Allied Health Programs will receive an orientation to Bloodborne Pathogen Exposure through the program instructors and/or directors at the affiliating clinical instruction prior to commencing clinical experience.

IT IS THE PURPOSE AND GOAL OF VOLUNTEER STATE COMMUNITY COLLEGE TO ADEQUATELY PROTECT ALL EMPLOYEES AND STUDENTS FROM THE RISK OF TRANSMISSION OF COMMUNICABLE DISEASES IN THE WORKPLACE.

The OSHA Standard on Bloodborne Pathogens is published in 29 CFR 1910.130. The OSHA Compliance Assistance Guideline on enforcement procedures has become our guideline.

All employees whose job has the likelihood of exposure to blood or other potentially infectious materials are referred to as “high-risk” personnel. The purpose of this program is to inform employee’s in high risk positions of procedures to protect themselves from bloodborne pathogens, such as HBV and HIV.

The information received from the Center of Disease Control (CDC) indicates that instructors, clerical workers, administrators, who have virtually no risk of contact with blood, bodily fluids or other infectious materials as a result of their employment; are at no greater risk of contracting bloodborne diseases than other members of the general population, and would not necessarily need to receive the Hepatitis B vaccine. UNIVERSAL PRECAUTIONS should always be practiced in all areas of our life. These include but are not limited to good hygiene techniques specifically: hand washing before and after eating, after removing gloves, smoking and after using the restroom and treating all bodily fluids as if they are infected with a virus.

VSCC has identified the following positions as having the potential for occupational exposure: (High-Risk Personnel)

- CAMPUS POLICE
- ATHLETICS PERSONNEL
- INSTRUCTORS IN PHYSICAL EDUCATION
- INSTRUCTORS IN ALLIED HEALTH
- MAINTENANCE/CUSTODIAL PERSONNEL

Exposure Control Plan for High-Risk Personnel

VSCC has identified all employees who are potentially exposed to blood and/or other bodily fluids as a regular part of their jobs.

All high-risk employees will be provided personal protective equipment, such as gloves, at no cost and will be taught how and
when to use them.

All high-risk employees will be trained, at least annually, in use of equipment, methods of avoiding coming into contact with blood, methods for clean-up and disposal of waste, and rules for reporting any situation where employees do come in contact with someone else’s blood or other bodily fluids. In addition they will be provided information about the risks involved with contact with blood or other bodily fluids as well as about bloodborne diseases themselves.

VSCC will offer all high-risk employees the vaccination for Hepatitis B free of charge.

Any employee who has a direct exposure to blood or other bodily fluids will receive a free medical evaluation and treatment, if needed.

All items that contain blood or other bodily fluids must be handled using Universal Precautions. All waste must be identified as bio-hazard. Red plastic biohazard bags, sharps containers and red plastic containers are provided for proper identification and disposal of these items. These items are provided to high-risk personnel. Please contact the Director of Environmental Health & Safety (EH&S) at ext. 3617 for additional supplies.

Documentation of training, as well as medical records associated with this program, will be maintained by the Director of EH&S.

**Training and Education of Employees**

Volunteer State Community College shall ensure that all high-risk personnel receive Bloodborne Pathogens training at the time of employment. These training will be conducted by the Human Resources department during new employee orientation. Annual refresher training will be conducted by department instructors and/or directors of each respective high risk department. EH&S will conduct training for Plant Operations personnel.

The training shall consist of the following components:

1. A general explanation of the epidemiology and symptoms of HBV and HIV.
2. An explanation of the modes of transmission of HBV and HIV.
3. An explanation of the college's Exposure Control Plan.
4. An explanation of the use and limitations of methods of control that may prevent or reduce exposure including Universal Precautions.
5. Explanation of the use and selection of personal protective equipment.
6. Information of the HBV vaccine, including its effectiveness, safety and its benefits.
7. An explanation of the procedure if an exposure incident occurs, method of reporting the incident, and the medical follow-up that will be made available.
8. An explanation of the signs, labels, tags and/or color-coding used to denote BIOHAZARD.
9. An accessible copy of the Bloodborne Pathogen Manual will be made available to each employee on the website.
10. Opportunity for interactive questions and answers with person(s) conducting the training.
BLOODBORNE PATHOGEN

Bloodborne pathogens are microscopic bacteria in the bloodstream that can cause disease. Although they are very small they can carry many diseases including HIV, the virus that causes AIDS, and HBV virus or the Hepatitis B virus.

WHERE ARE BLOODBORNE PATHOGENS FOUND?

Bloodborne pathogens are found in blood and blood products, including:

* blood
* semen
* vaginal secretions
* breast milk
* saliva
* urine
* tears
* other bodily fluids
* tissue cultures
* organ cultures

Although small traces of HIV can be found in tears, saliva, urine and perspiration, extensive studies have shown that there is not enough of the virus or the virus is not strong enough to be transmitted. Only blood, semen, vaginal secretions, and breast milk have been proven to transmit the HIV virus and Hepatitis B virus. HIV cannot be passed on by casual contact.

YOU CANNOT GET HIV FROM THE FOLLOWING:

* By sharing food, drinking glasses or towels
* From sinks or toilets in the bathroom
* By sharing personal protective equipment such as goggles, respirators or clothing
* By sharing tools
* Insects such as mosquitoes have not been proven to carry the HIV virus

There is no documented evidence that dried blood on a surface is strong enough to transmit HIV, but Hepatitis B can be transmitted from dried blood.

HIV and HEPATITIS B can only be transmitted if both of the following are true:
Existed blood is infectious.

Blood is allowed to enter directly into the body through any of the following ways:
  a. Unprotected openings in the skin such as cuts, scrapes and dermatitis
  b. Unprotected mucus membrane openings such as the eyes, nose and mouth
  c. Penetration into the skin by a sharp object such as broken glass, a needle, or knife blade.

HIV/AIDS

The Acquired Immunodeficiency Syndrome (AIDS) was first reported in the United States in 1981. The Human Immunodeficiency Virus (HIV) is apparently the cause of this disease. In its most severe form, this virus destroys the body's ability to resist a wide variety of infections. Most of these secondary infections pose little or no risk to persons with normal immune systems. HIV is transmitted through bodily fluids, mainly blood and semen. You can develop AIDS from 2 to 10 years or more after being infected with HIV. In some cases, the virus can be present in the body for 10 or more years before any symptoms occur. You do not have to have AIDS, show any symptoms, or even be ill to infect another person with HIV. Presently, there is no vaccine or cure for AIDS.

WHAT ARE THE SYMPTOMS OF HIV/AIDS?

Early symptoms may include:

* swollen glands
* night sweats
* chronic fatigue
* diarrhea
* fever
* yeast infections
* loss of appetite and weight

The AIDS patient may suffer from one of many different diseases due to the immune system's inability to fight off infections. These diseases include forms of cancer and pneumonia. Although HIV is mainly transmitted through sexual contact and sharing needles, any situation in which blood is present in the work environment is an area of concern. If the infectious blood enters directly into the other person's body, there is the possibility of transference. This may occur due to 1) unprotected opening in the skin such as cuts, scrapes and dermatitis; 2) unprotected mucus membrane openings such as the eyes, nose and mouth or penetration into the skin by a sharp object such as broken glass or a needle or knife blade.
HEPATITIS-B (HBV)

Hepatitis B is a disease/inflammation of the liver. It can be caused by a number of agents, including bacteria, drugs, toxins, and excess alcohol. You can have the virus and not show any symptoms. In this situation, you are still contagious and could pass the disease on to someone else. You also have a greater risk of liver diseases such as cirrhosis or liver cancer when you have HBV.

Symptoms of HBV appear gradually if at all. Many people who are infected have no symptoms and you cannot tell a person is infected by the way he/she looks or feels. Only having a blood test can identify often-infected persons. While most patients recover, HBV can be a very serious and sometimes-fatal disease for which there are no specific treatments and no known cure. At the time of exposure to blood or other bodily fluids of an infected person, Hepatitis B Immune Globulin may be administered which may reduce the likelihood of infection.

WHAT ARE THE SYMPTOMS OF HEPATITIS B?

Symptoms may include:

- flu-like symptoms in the early stages
- jaundice, an abnormal yellowing of the skin, eyes, and urine
- weakness or fatigue
- lack of appetite
- vomiting
- abdominal pain
- diarrhea

Those who have the disease build up antibodies, or a natural protection against further occurrences. Ten percent of Hepatitis B cases are chronic, meaning repeated illnesses. About 2 to 3 percent of Hepatitis B cases are fatal.

DIFFERENT TYPES OF VIRAL HEPATITIS

HEPATITIS A - formerly called "infectious hepatitis"

Hepatitis A virus is excreted in the feces. Infected people can spread the virus by neglecting to wash their hands after eliminating solid body waste. The virus may be passed along when these individuals handle food or other items that are placed in the mouth. Hepatitis A virus also can be spread through direct contact with infected people. In addition, hepatitis epidemics occur when Hepatitis A virus has contaminated drinking water or food (including raw or steamed clams, oysters, or mussels). Hepatitis A outbreaks also occur quite commonly in day-care centers or nurseries where an infected child may transmit the disease to others quite rapidly. Hepatitis A often produces fever, however, the disease is generally resolved without any long-term effects.

HEPATITIS B - formerly called "serum hepatitis"

Hepatitis B virus is found in all bodily fluids of infected people, including blood, semen, saliva, and urine. The principle ways of spreading the Hepatitis B virus includes intimate contact with infected people or exposure to bodily fluids from these individuals. Piercing of the skin by contaminated instruments such as those used for tattooing, ear piercing, acupuncture and dental or medical procedures pose a serious risk of passing Hepatitis B virus to others. This disease can also be spread when illicit drug users share equipment. In addition, hepatitis B virus may be transmitted sexually, when contaminated bodily fluids
come into contact with mucous membranes or tiny breaks in the skin. Hepatitis B may also be transmitted to infants born to women who are highly infectious at the time of delivery. Hepatitis B may have a broad range of clinical symptoms including complete recovery for most people, death due to fulminant (severe) hepatitis (less than 1 percent of the cases) or chronic liver disease which may progress to liver cancer (5-10 percent).

**HEPATITIS C** - formerly called "non-A, non-B hepatitis"

Hepatitis C virus, until recently, was known as non-A, non-B hepatitis because it could not be traced to A, B, or D viruses. In the late 1980's genetic sequences of the virus were isolated and cloned and a test for identifying an antibody to the virus was developed. The virus was designated Hepatitis C. Transfused blood is one source of the transmission of this disease. Most hepatitis cases that occur as a result of blood transfusions are hepatitis C. Hepatitis C also may be spread through intimate contact with an infected person. People who acquire Hepatitis C stand a 50-60 percent chance of developing lifelong liver disease.

**HEPATITIS D** - also known as "delta hepatitis," an infection that exists only in combination with Hepatitis B virus.

Hepatitis D virus cannot initiate an infection by itself. A person must have acquired Hepatitis B before becoming infected with Hepatitis D. These viruses together usually produce a disease more severe than that caused by the Hepatitis B virus alone. Hepatitis D virus is spread in the same ways as the Hepatitis B virus. In the United States, infections with Hepatitis D occur primarily among those who must receive blood products frequently, such as dialysis patients, hemophiliacs, or among those who inject illicit drugs. Hepatitis D, in conjunction with Hepatitis B, is the most severe known form of viral hepatitis and generally progressed into chronic active disease or death due to severe hepatitis.

**HEPATITIS E** - formerly known as "epidemic" or "waterborne non-A, non-B hepatitis"

Hepatitis E virus is acquired when water or food contaminated with human feces is ingested. It is among the leading causes of acute viral hepatitis in young to middle-aged adults in developing countries. It has a high mortality rate - nearly 20 percent - in infected pregnant women.

Complete recovery from any form of hepatitis may take four months or longer. Many people say that they are not themselves for years after infection. In certain cases, individuals do not regain their former levels of energy and stamina; sometimes they are forced to take less demanding jobs and discontinue many aspects of their previous lifestyle.

Hospitals and blood banks are required to test all blood drawn for transfusion with very sensitive tests for Hepatitis B and Hepatitis C viruses. Many hospitals are testing staff members, patients being prepared for surgery, kidney patients, and pregnant women for evidence of Hepatitis B infection, as well. In some areas, testing of all patients admitted to the hospital for signs of Hepatitis is done on a routine basis.

A major advance in the control of Hepatitis B occurred in 1981 with the introduction of a hepatitis vaccine. For people at high risk of acquiring hepatitis, vaccination is recommended.
Hepatitis B Vaccination

Hepatitis B vaccines currently being used are produced by recombinant DNA technology using common baker’s yeast. The recommended series of three intramuscular doses administered only in the deltoid muscle of adults induces a protective antibody response in above 90% of healthy adults. Hepatitis B vaccines have been shown to be safe when administered to adults. It confers protection against chronic Hepatitis B infection and carrier state. For adults whose immune status is normal, booster doses of vaccine are not recommended, nor are serological testing to assess antibody levels necessary. Any presumed risk of adverse events possibly associated with Hepatitis B vaccination must be balanced against the expected risk of acute and chronic liver disease due to Hepatitis B virus.

TAKING THE VACCINE IS NOT MANDATORY!
INSTRUCTIONS FOR RECEIVING THE HEPATITIS B IMMUNIZATION

The following instructions are for the employees whose primary employer is Volunteer State Community College and whose job has been designated as one of potential high risk of becoming exposed to blood or blood products. If you are employed at another business the business that employees you for the most hours is responsible for providing the Hepatitis B vaccine. Designated employee positions that have been classified as potential high risk exposure to blood or blood products are:

- Campus Police
- Maintenance & Custodial Personnel
- Athletics Personnel
- PE Instructors, coaches, trainers, managers, etc.
- Allied Health Faculty

Hepatitis B vaccine, a series of three intramuscular doses, will be given:

1) first dose initially;
2) second dose one month after the first; and
3) third dose five months after the second dose.

IF YOU DECIDE TO TAKE THE VACCINE: complete the form entitled:

Hepatitis B Vaccine Acceptance (Appendix A) and return it to the Director of EH&S in Wood Campus Office 106J. Directions will be given as to the procedure to follow.

IF YOU DO NOT WANT THE VACCINE: complete the form entitled: Waiver Form for Hepatitis B Immunization (Appendix B) and return the form to Environmental, Health & Safety.

IF YOU HAVE PREVIOUSLY RECEIVED THE VACCINE: complete the waiver form portion that states you have received the vaccine.

If you sign a waiver form now and for any reason decide in the future to take the vaccine, you may sign an acceptance form and receive the vaccine.

TUBERCULOSIS (TB)

Tuberculosis is a chronic, recurrent infection most common in the lungs, but any organ may be affected. Once infection is established (a positive TB skin test), clinical TB may develop within months, or it may be delayed for years or even decades.

TB refers to the disease caused by Mycobacterium tuberculosis, M. Boris, or M. Africanum. Although other mycobacterium can cause diseases that mimic TB, the infections are not communicable and most respond poorly to drugs that are very effective for TB.
Infection is virtually always airborne. It occurs almost exclusively by inhalation of organisms dispersed as droplet nuclei from a person with positive pulmonary TB. The organisms may float in room air for several hours, increasing the chance of infecting an unsuspecting contact. Ten to fifteen million people are infected in the United States. More than 25,000 active TB cases were reported in 1990.

Signs and symptoms of active TB are:

* Prolonged cough (over 2 weeks)
* Cough with sputum or blood
* Fatigue
* Loss of appetite
* Weight loss
* Fever

Treatment:

* Multiple antibiotics for 6-9 months
* **Treatment must be completed to be effective!**
* Drug resistant TB results from active TB being repeatedly not treated with the full cycle of antibiotic therapy.

**TRANSMISSION:**

Inhalation of droplets of mycobacterium TB

**INCREASING FACTORS:**

Poor ventilation

Prolonged shared air

**VSCC PLAN/PROTOCOL FOR TUBERCOLOSIS:**

Gallatin Health Department has determined Sumner County to be in the **Minimal-Risk Category.** This is based on the number of TB cases in our county area. Therefore, VSCC will abide by the Minimal-Risk Requirements.

Any employee whose symptoms warrant testing will be referred to their private Physician.

Any employee with a reading of positive TB skin test 48-72 hours after being given the PPD skin test will:

1. Be sent to the Sumner County Health Department for evaluation and treatment.
2. If any employee is diagnosed with active TB, all employees that have been exposed in the work area will be given a PPD skin test initially.

3. If the readings after 48 hours are negative, the procedure will be repeated after 3 months.

4. If the two readings are negative no further action will be needed.
5. If any positive readings should occur on any employee in the area, all employees in that area will repeat the skin test both initially and after 3 months.

EMPLOYEES OR STUDENTS WILL NOT BE ADMITTED TO CAMPUS UNTIL THEY HAVE BEEN RELEASED BY HEALTH DEPARTMENT

UNIVERSAL PRECAUTIONS AND PERSONAL PROTECTIVE EQUIPMENT

• Volunteer State Community College shall provide personal protective equipment at no cost to the employee and require the wearing of appropriate protective cover during certain clean-up procedures. Personal protective equipment is clothing or equipment worn by an employee for protection against a hazard such as blood. Your regular work clothes (e.g., uniforms, pants, shirts or blouses) are not considered personal protective equipment.

• Appropriate personal protective equipment are items such as gloves, high risk gowns, shoe covering, face shields or masks and eye protection, and pocket masks.

• PROTECTIVE EQUIPMENT IS OF NO BENEFIT TO THE EMPLOYEE WHO REFUSES TO WEAR/USE THE EQUIPMENT.

• Latex gloves shall be worn for touching blood, cleaning restrooms, and certain cleaning procedures. To remove gloves safely, grasp the cuffs and pull them off inside out. Do not bring gloves from home. If you are allergic to Latex or the powder packed in the gloves, notify your supervisor and gloves without powder or hypoallergenic gloves will be provided for you.

• Re-usable heavy-duty gloves may be disinfected and used again. They should be checked before wearing for tears, cracks, holes or peeling and replaced with new gloves if any of these are found. Goggles may be disinfected also, but the shoe covering and regular latex disposable gloves will be discarded in the biohazard red bags.

• Masks and protective eye wear or face shields shall be worn during cleaning procedures that are likely to splash droplets of blood or other body fluids into your eyes, mouth or nose.

• Gowns shall be worn during procedures that are likely to generate splashes of blood or other body fluids. Clothing that have blood splashed on them shall be removed as soon as possible.

• All personal protective equipment shall be removed prior to leaving the work area and placed in the designated area or container for storage, washing, decontamination or disposal.
• Volunteer State Community College shall provide the equipment required to clean spills. Items are located in each custodial closet. Initial cleanup of blood or other potentially infectious material is detailed on the sheet entitled: *Cleaning a Biohazard Spill.* The custodian closet should be maintained in a clean and orderly condition. Eating, drinking, smoking, applying cosmetics or lip balm and handling contact lenses should not take place in the custodian closets.

• Hands and other skin surfaces shall be washed immediately and thoroughly with soap and water if blood or other body fluids has been present.

• Hands should be washed immediately after gloves are removed with soap and water. When sinks are not available, antiseptic hand cleaner will be provided. As soon as possible, hands should be washed with soap and running water.

• Clothing which has blood or body fluids splashed on them cannot be worn home. Clothing shall be changed and left in a regular trash bag (not a red bag) until laundered. You should always have a change of clothes in your locker or in your car.

• All laundry services treat uniforms with the Universal Precaution. However, bloody uniforms should be handled as little as possible. You should not rinse these out at work or carry these to your home.

• If shoes have blood/bodily fluids splashed on them, they may be sprayed with the 10% bleach solution or other appropriate antiseptic cleaner. Be certain to clean the soles of the shoes.

• Sanitary napkin disposal units will have liners.

• Contaminated work surfaces shall be decontaminated with a chlorine bleach solution (one part bleach to ten parts water) immediately.

• Broken glassware both inside and outside the building that may be contaminated, shall not be picked up directly with the hands. It shall be cleaned up using mechanical means, (forceps, tongs, dustpan and brush) vacuum cleaners may not be used. Mops may not be used.

• Liquid waste can be poured into a toilet; sewer or storm drains after spraying with a 10% bleach solution. *Do not pour liquid waste into sinks.*

• If a BBP spill kit is used, it should be immediately replaced returned to the closet so it is ready for the next incident.
**RED MEANS DANGER**

YOU WILL BE PROVIDED WITH SPECIAL GARBAGE BAGS, WHICH ARE RED OR RED-ORANGE IN COLOR.

ALL ITEMS WHICH HAVE MADE CONTACT

WITH BLOOD OR OTHER BODILY FLUIDS MUST BE DISPOSED OF IN RED BAGS OR IN RED ’SHARPS’ BOXES.

ALL RED BAGS, ANYTHING WITH THE WORD

**BIOHAZARD** ON IT, AS WELL AS ANYTHING WITH

THE BIOHAZARD SYMBOL, **MUST** BE CONSIDERED CONTAMINATED. **DO NOT PUT THEM IN A DUMPSTER.** THEY MUST BE TAKEN TO MAINTENANCE DEPARTMENT, OR THE TRAINING ROOM IN THE GYMNASIUM AND PUT INTO THE BIOHAZARD CONTAINERS. THERE ARE ALSO BIOHAZARD CONTAINERS LOCATED AT THE LIVINGSTON AND SPRINGFIELD SITES.
Tags and Labels

- Warning tags must be placed on any equipment or container that is hazardous or potentially hazardous in order to prevent accidental injury or illness and to protect the employee.

- The tags must contain a SIGNAL WORD and the MAJOR MESSAGE (example: BIOHAZARD- Blood stored inside.) The signal word must be readable at a minimum distance of five feet. The warning tag must be as close as safely possible to the hazard with strings, wire or adhesive to prevent its loss or unintentional removal.

- The major message of the warning tag must be understandable by all staff that may be exposed to the hazard. It can be written in pictographs, written text, or both. All employees are encouraged to read and know the meaning of the labels.

- Biological Hazard symbol warns of the actual or potential presence of biological hazards. These labels will be fluorescent orange or orange/red.

- Trash bags containing articles contaminated with potentially infectious materials must be tagged with a biohazard symbol label or otherwise identified. The tag shall indicate that the bag could contain infectious wastes and give any additional instructions.

- Sharps such as needles, syringes or lancets are considered infectious waste. These should be placed in the hard, plastic puncture-proof containers with biohazard labels. These are found in Public Safety, in the Trainers office in Physical Education Department, EMS Department and Maintenance.

- Sharps are eventually disposed of according to Tennessee Rules and Regulations governing the Solid Waste processing and disposing of Infectious Waste. Volunteer State Community College has contracted for disposal of such waste.
HAND WASHING

Hand washing facilities must be provided and an adequate supply of running water, soap and single use towels made available. Hand washing before and after contact with people is the single most important means of preventing the spread of infections. Hand washing is a must immediately after removing gloves, smoking, eating and toiletry. Use waterless hand cleaners when other wash facilities are not available.

DO NOT WIPE EYES, NOSE OR MOUTH BEFORE WASHING HANDS

The recommended methods of hand washing guidelines are as follows:

• Wet hands two or three inches above wrist.

• Apply hand cleaner (soap). Various agents and soaps are furnished.

• Rub hands together to work up lather.

• Using a rotation motion, apply friction to all surfaces of hands and wrists, including backs of hands, between fingers and around and under nails. Interlace fingers and rub hands together. Continue for 15 seconds or longer.

• Holding hands downward, rinse thoroughly, allowing the water to drop off fingertips.

• Repeat procedure.

• Dry hands thoroughly with a paper towel.

• Turn off faucet using a clean paper towel. You may also want to open the bathroom door with the towel if it isn't a door that pushes open.
CDC UNIVERSAL PRECAUTIONS

It is recommended that blood and body fluid precautions be observed in the care of all persons.

CLEANING A BIOHAZARD SPILL

PERSONAL PROTECTION IS OF GREATEST IMPORTANCE!

These procedures are to be followed any time you must clean up after an incident involving any amount of bleeding, loss of tissue or organs, or loss of any other bodily fluid, no matter how small or seemingly insignificant. Bodily fluids include semen, vaginal secretions, blood, vomit, urine, and any internal body fluid. All unidentified body fluids should be considered contaminated.

CLEAN-UP PROCEDURES FOR CUSTODIAL AND/OR CAMPUS POLICE PERSONNEL:

1. If you have had direct contact with the blood or body fluid, you should immediately wash the contacted skin area with warm, soapy water.

2. Clear the area and mark off the area so people will not enter or walk through

3. Obtain the “Spill Clean-up Kit” from the closest Custodial closet Campus Police office

4. Put on the appropriate personal protection as needed: shoe covers, gown or jump unit, mask, goggles, face shield, head cover, gloves - whatever might be necessary to protect you as you clean the area.

5. If this is a liquid spill, such as blood, urine, vomit, diarrhea; first sprinkle the absorbent over the area and lay absorbent paper towels over the entire spill.

6. Spray the entire area including a wide area around the spill. Start from the center and pour or spray a mixture of 1 part bleach to 10 parts of water (2 cups of bleach to 1 gallon of water)

7. Let the solution sit for 15 minutes.
8. Place the Biohazard container on the floor near you but avoid placing it in the spill.

9. Start from the furthest area and with tongs or forceps begin picking up any broken glass. Use paper towels or dustpan and dustpan sweeper to sweep the absorbent and place in the Biohazard container.

10. Repeat the spray treatment with the bleach solution and clean the area once more using paper towels or tongs/forceps.

11. Wipe the Biohazard container, especially the bottom of the container with the bleach solution placing the towel in the container when you finish.

12. Place shoe covering, gloves, masks and any disposable items in the Biohazard container and seal.

13. BE CAREFUL NOT TO TOUCH YOUR EYES, NOSE, OR MOUTH BEFORE WASHING YOUR HANDS.

14. Take the Biohazard container to the nearest Biohazard barrel container.

15. Wash your hands with soap and water.

16. Further additional routine cleaning of the area can be done now.
DIRECT EXPOSURE TO INFECTIOUS MATERIAL

EXPOSURE INCIDENT: means a specific eye, mouth, other mucous membrane, and contact with skin that has cuts or abrasions or a puncture with a needle or lancet.

Recommended procedure:

- Offer the immunization to all high-risk personnel free. Other employees may request and receive the vaccine.
- If no exposure occurs, there is no reason to check the antibody levels after administering the Hepatitis B vaccine.
- If an employee has a direct blood exposure wash hands and affected area with soap and water immediately
- Report to Supervisor and Director of Environmental, Health & Safety
- Complete “Exposure Incident Form” (Appendix C)
- You will be sent to an approved medical care center for an evaluation and blood will be drawn to test for surface antibody.
- The physician will follow procedure if antibodies are inadequate.
- If employee refuses post-exposure follow-up complete “Bloodborne Pathogen Exposure Refusal of Follow-Up” form (Appendix D)
VOLUNTEER STATE COMMUNITY COLLEGE

WAIVER/ACCEPTANCE FORM FOR HEPATITIS B IMMUNIZATION

NAME_________________________________ SIGNATURE_________________________________

V #___________________________DEPARTMENT________________________________________

FACILITY________________________________________DATE__________________________

Hepatitis B Vaccine: (Please Check One)

Available at no cost to employees with potential for exposure to blood and/or body fluids.

_____ I DO wish to receive the Hepatitis B vaccine (Call 230-3617)

   If my position is not identified as being at risk for occupational exposure; I will assume the cost for the
   vaccine.

_____ I am in the process of receiving the vaccine

_____ I have completed the Hepatitis B vaccine series

DECLINATION

I understand that due to my potential risk for occupational exposure to blood or other potentially infectious materials I may be at risk of acquiring Hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with the Hepatitis B vaccine at no charge. I decline the Hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring Hepatitis B. If, in the future, I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with the Hepatitis B vaccine, I can receive the vaccination series at no charge.

_____ I DO NOT wish to receive the Hepatitis B vaccine at this time. I may consult with the Director of Environmental, Health & Safety
EXPOSURE INCIDENT FORM
In the event of an exposure incident, two forms must be completed: (1) the Employer’s First Report of Injury form for worker’s compensation, and (2) the information on this form. The information provided below is intended to assist in evaluating the control methods used and to prevent future employee exposures.

Name of Person

Department

Incident Date

Time

Incident:  Mark in each column, as appropriate

<table>
<thead>
<tr>
<th>Incident: Injury type:</th>
<th>Body Part Injured:</th>
</tr>
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<tbody>
<tr>
<td>Cut:</td>
<td>Finger</td>
</tr>
<tr>
<td>Exposure:</td>
<td>Laceration</td>
</tr>
<tr>
<td>Body Fluids Puncture</td>
<td>Arm</td>
</tr>
<tr>
<td>Infectious Material</td>
<td>Mucous Membrane</td>
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<tr>
<td>Other</td>
<td>Other</td>
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</tbody>
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Description of Incident

Protective equipment used:

<table>
<thead>
<tr>
<th>Gloves</th>
<th>Protective Sleeves</th>
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</thead>
<tbody>
<tr>
<td>Goggles</td>
<td>Lab Coat</td>
</tr>
<tr>
<td>Face Mask/shield</td>
<td>Gown</td>
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</table>

Seen by:

<table>
<thead>
<tr>
<th>Medical Facility</th>
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<tbody>
<tr>
<td>No Medical Treatment sought</td>
</tr>
<tr>
<td>Emergency Treatment Center</td>
</tr>
</tbody>
</table>

What changes need to be made to prevent reoccurrence?

Report prepared by:

Position: 
I understand that due to my exposure to blood or other body fluid, possibly infected with bloodborne pathogens, I am being offered medical/counseling and post-exposure follow-up services. However, I decline to follow-up services. I understand that by declining the service, I continue to be at risk of acquiring Hepatitis B virus or other bloodborne pathogen infection. If in the future, I decide to take advantage of the Hepatitis B vaccine, it will be made available to me at that time.

<table>
<thead>
<tr>
<th>EMPLOYEE FULL NAME (PRINT)</th>
<th>EMPLOYEE DEPARTMENT</th>
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<th>EMPLOYEE FULL SIGNATURE</th>
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Original: Director of Environmental, Health & Safety
Copy: Department Files
Employee