Adjunct Handbook

Volunteer State Community College

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, VSCC'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 reserves the right to make changes to the handbook. Revised 08/2021

IMPORTANT NOTES TO REMEMBER:

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 acknowledge the "NOTICE OF EMPLOYMENT" (contract) to teach for Volunteer State, you are affirming 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 acknowledge your contract and address any questions to your Division Dean, Department Chair or Coordinator, or the appropriate College official.

1. Your contract must be acknowledged PRIOR TO the first session of any class you teach. Acknowledge your contract as soon as possible after you receive notification from the Administrative Associate in your division that it is available, but only after you have reviewed and affirm the requirements of this Handbook.

2. Recording Class Participation: 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. The College is required to confirm that a student has established participation in all their classes. Errors on the Final Grade roll should be discussed with the Office of Records and Registration immediately upon discovery.

   Only those students who have enrolled and PAID or are receiving financial aid are eligible to attend your class.   It is IMPORTANT that you check student attendance against the CURRENT class roll during the first two weeks of the semester. Check your current class rolls on the Vol State web page at My Vol State Portal/Classlink. 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 are 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. Steps you should follow are located in the Recording Class Participation section of this handbook.

3. If you miss a class for any reason, you **must** contact your division office. Please note the Faculty Attendance Section of this handbook.
   Division Office Numbers
   Business & Technology – 615.230.3301
   Health Sciences – 615.230.3330
   Humanities – 615.230.3545
   Math & Science-615.230-3261
   Nursing - 615.230.4760
   Social Science & Education – 615.230.3231

4. ON-LINE CLASSES. Most online courses are provided a master shell. Adjunct faculty are not allowed to delete content or change learning objectives. Contact division chair for questions.

5. E-MAIL POLICY. Note the section on VSCC Email Policy, eLearn E-Mail & Voice Mail**.** Please note this section of the handbook explains proper means of communication with students. It is

important to refer to the email policy, particularly the section on managing your official Vol State e-mail account.

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 Division. Completion of required trainings will be considered as part of faculty members' evaluations. The Human Resource Office will send out notification to complete the required human resource trainings and the deadlines associated with the trainings. Completion of all mandatory human resource and college training is a condition of employment.

7. 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: Parking Permit to request a decal.

COLLEGE MISSION STATEMENT

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

FOREWORD

August 4, 2020

MEMBERS OF THE ADJUNCT FACULTY
VOLUNTEER STATE COMMUNITY COLLEGE

Dear Colleagues:

As we embark on the celebration of the 50th anniversary of Volunteer State Community College, we are 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. Jennifer Brezina
Vice President for Academic Affairs

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VSCC & TBR POLICIES

Throughout this Handbook particular subject matters may refer you to a Vol State policy for additional information. These policies are located on the [Volunteer State Community College](#) website and are specifically linked. Some subject matters may also reference Tennessee Board of Regents (TBR) policies and/or guidelines which are located on their website [Tennessee Board of Regents](#).

Approval of Institutional Policies and Procedures

VSCC is required to follow TBR policies and guidelines by incorporating them into institutional policies and procedures. VSCC recognizes that faculty, staff and students are essential members of the campus community and contribute to the progress of the College. The purpose of this policy is to ensure that appropriate campus constituents participate in and make recommendation concerning the formation and revision of institutional policies and procedures. The full policy can be found on the website: [Approval of Institutional Policies and Procedures](#)

FACULTY RESOURCES

Faculty & Staff Resources

Many resources for faculty and staff can be found on the Employees tab of the website: [Faculty & Staff Resources.](#)

College Catalog

The College Catalog serves as a valuable resource tool to not only students but to faculty and administrators as well. It contains the most up-to-date information relative to the admission of students, advisement of students, graduation requirements, numerous and various academic related procedures, etc. The Catalog also includes a listing of course offerings along with course descriptions. Throughout this Handbook you may be referred to particular topics located in the Catalog. The College Catalog is located on the website under the Employees or Students tabs.

Organizational Chart

An organizational chart can be found on the website: [Organizational Chart](#)

Faculty & Staff Directory & Employee Listing in Catalog

A listing of the faculty [directory](#) is located under the Directory tab on the website. Faculty are encouraged to contact the Public Relations Office in order to submit a picture for the directory. A listing of all employees is also located in the college catalog. Faculty should ensure their information is accurate, including credentials. Faculty should contact the Human Resources Office with any discrepancies.

Faculty and Staff Development

The purpose of the Volunteer State Faculty and Staff Development program is to increase the ability of the institution to achieve its mission while recognizing and supporting the needs of staff members and personnel in professional development. This objective is pursued in two areas: on-campus seminars and workshops for staff and faculty, and the funding of appropriate off-campus workshops and seminars.

The primary objective of the Faculty and Staff Development program is to facilitate implementation of personal professional development goals and objectives as they relate to individual faculty and staff members. The needs of each individual are determined annually through the faculty evaluation process, and these needs are passed on by each unit head to the Vice President of Academic Affairs' office.

In Faculty and Staff Development there is the operating conviction that the "best teacher" or "best employee" is that individual whose mind is alive and growing and who is excited about learning and discovery. Faculty and Staff Development is a facilitating element of the entire college program, working with and for faculty and staff to enhance teaching and administration skills.

The Teaching and Learning Center organizes faculty professional development programming. Faculty may request funding from their divisions for individuals to attend professional conferences. Staff development opportunities are facilitated by department offices.

Orientation of New Personnel

A convocation for all personnel is held each year just prior to fall registration. In addition, a comprehensive orientation is provided for all new personnel, including new faculty. The orientation covers general policies, procedures, and facilities available at the College and expectations of employees. Faculty/Staff handbooks are made available, and it is the responsibility of each employee to become familiar with the information provided in the handbook.

Onboarding New Employees

New Faculty - Congratulations on your new position at Volunteer State Community College. We hope this opportunity provides an avenue of growth and development as you pursue your professional and academic goals.

The Office of Human Resources has provided this site as a centralized, convenient place to find information you may need in the days ahead. We hope you find the resources helpful as you enter your new position. Onboarding New Employees

Information Technology

Vol State's mission is to provide a reliable, comprehensive information technology environment to enhance teaching, learning, and business operations while also providing excellent customer service. The Office of Information Technology is committed to meeting the needs of all students, faculty and staff by equipping and supporting the Volunteer State community with quality resources in technology. For more information on faculty resources available through IT, visit the Information Technology Website.

IT Help Desk

Account Login Issues
If you are having issues logging in to your Vol State account, you can change your password and unlock your account from the My Vol State Portal/Classlink login page. Click the "Change or activate your password" link on the bottom left of the login page (you will need your V number and birthdate to do this). For more information refer to: IT Help Desk

Online Education

eLearn Success

eLearn is the name for the Vol State course management system. It is a platform where connections are made between students, faculty, and course materials. This is where "online" classes happen. Hybrid and web-enhanced, on-ground courses also utilize eLearn's administrative and interactive capabilities. Because it is online, eLearn allows for "anytime, anywhere" access to learning, including:

- Access course materials anytime, anywhere they have internet access
- Collaborate online
- Engage in course related activities in a single environment
- Learn new technology skills

Accessibility Guide

Distributed Education and the Access Center have teamed up to provide you with this Guide to Creating Accessible Electronic Materials. This guide provides faculty and course developers with the WCAG 2.0 web accessibility standards and supporting resources to help create accessible materials. This is a living document subject to change as browser and assistive technologies change. All guidelines must "Pass" at the time of course review before a course will be approved. Visit the Access Center for additional faculty information about accessibility.

First Day of Class Recommendations for Online and Virtual Classes

For faculty who have been given adequate notice of their class assignment, it is recommended that each LMS course shell include the following, as a minimum, by 8:00 a.m. the first day of the semester:

- Provide your instructor contact information
- Include an introductory Announcement about the class
- Include the course syllabus and/or course overview
- For an asynchronous online class, faculty should have a **first week** assignment in order to verify student attendance, such as a syllabus quiz, introductory discussion post, etc.
- For a synchronous or hybrid virtual class, faculty should have their **first** synchronous meeting information posted in the LMS

These are minimum standards, and faculty are encouraged to incorporate best practices as outlined in the Distributed Education Handbook.

Best Practices for Online Teaching

The Best Practices for Online Teaching checklist is a compilation of best practices associated with teaching asynchronous online courses. For synchronous teaching, we recommend following the Best Practices for Virtual Teaching. At a minimum, faculty teaching any online course should follow the First Day of Class Recommendations developed by the Vol State Faculty Council.

Standards for Online Course Development and Instruction

Volunteer State Community College is committed to high quality online and hybrid course design, and we are systematically building and evaluating model courses based on faculty-developed, research-based guidelines. The Guidelines for Online and Hybrid Course Design promote student engagement and success.

Full-time faculty members who develop courses for their own use as they teach online or hybrid sections should follow the peer evaluation guidelines as practiced in their divisions and are responsible for

following the established guidelines, and adjunct faculty are expected to use a copy of the approved model course as the basis of their instruction unless otherwise approved within their academic department.

Distributed Education Handbook

Read the [Distributed Education Handbook](#) to learn about important policies and procedures related to online and hybrid learning at Vol State. The Distributed Education Handbook is a living document that is updated on an ongoing basis as needed in order to keep the most current and accurate information in your hands. Major sections of this handbook include an overview and history of Distributed Education at Vol State; student support services information; administrative guidelines; and faculty support services information.

Technology Learning Center

The [Teaching and Learning Center (TLC)](#) is a faculty-driven initiative that was created to support the community of educators at all of our VSCC campuses. The TLC will support existing initiatives on our main and satellite campuses in order for our faculty to continue the valuable work they are currently pursuing. While supporting those efforts, the TLC aims to create more opportunities for our faculty to collaborate and learn from each other, all while showcasing the hard work and dedication our faculty have for their craft. Currently, the TLC consists of a group of faculty and administrators that are passionate in serving the larger faculty community in a variety of ways.

Thigpen room 224 is equipped with some of the latest computer-related equipment and is available for trainings or faculty use Monday through Friday from 8:00 a.m. to 4:30 p.m. and some evenings and weekends by appointment. The TLC classroom permits faculty members to learn, in a hands-on environment, the tools that can be used to incorporate technology into teaching and learning. Contact Distributed Education at 615-230-3665 or email eLearn@volstate.edu for more information.

The TLC advisory council coordinates a wide-range of training and professional development sessions throughout the year to support faculty innovation and learning. Visit the Teaching & Learning Center [Professional Development calendar](#) for details.

Questions and answers about technology issues

1. My computer doesn't work right. What should I do?
    For computer related issues (virus problems, broken equipment, other technical issues, etc.) – if the problem is an emergency which is stopping a class or production work, dial extension 4357 (HELP) for assistance from the Emergency Technician Help Line. If the problem is not an emergency submit an IT Request using the [IT Help Desk](#), or calling ex 3302.
2. My password/PIN or my student's password/PIN doesn't work?
    For PIN/Password assistance for your account dial extension 3302 and someone will assist you. If you are working with a student who needs their password, the student must call extension 3302 and select Option 1 for Student Assistance. This call can be placed from your office but please make sure to select the student option. The IT Help Desk is located in the Learning Commons, right inside the main doors, and is open Monday – Thursday, 7:30 a.m. to 8 p.m., Friday, 7:30 a.m. to 5 p.m., and Saturday, 8 a.m. to 12 p.m.   Directions for changing your password can be found on the IT website in the Knowledge Base tab or at https://volstate.teamdynamix.com/TDClient/1994/Portal/KB/ArticleDet?ID=56051 .
3. When are training sessions available?

You can view all scheduled trainings, by going to our [Training Calendar](#) and signing up, or call ext. 3665 to schedule a one on one training

4. How do I reserve a laptop computer?
Laptops can be checked out by full-time faculty from the IT Department. A Hardware Request may be submitted to IT to obtain a laptop for use during the COVID-19 period.
5. My computer needs more memory. Does it have to go through some committee for approval?
No. Submit an IT Request.
6. Who buys and installs software for my computer?
All software must be purchased and installed by Information Technology.

Thigpen Library/Learning Resources Center

Thigpen Library provides the resources and services needed to sustain an innovative and high-quality learning environment for the College and its community of learners.

Library Use and Services

Vol State's Thigpen Library supports the teaching and learning needs of the College through its services and resources that are delivered in-person and online 24/7. Information about Thigpen Library's services and resources are available from [Thigpen Library's home page](#).

Thigpen Library provides in-person academic support services at the College locations in Gallatin (main library), [Cookeville Higher Education Center, Livingston, and Highland Crest in Springfield](#). [Research assistance](#) is available via email, phone, web-conferencing, and 24/7 via the library's chat and text services. Link to or promote the librarian-curated online [research guides](#) in your courses as they identify and provide instruction on the use of library resources as specific to disciplinary research needs and for [citation styles](#).

More than [100 databases](#) provide access to teaching and learning materials (eBooks, articles, streaming videos that meet ADA accessibility requirements, audio files, and more). [Pioneer Search](#), an all-in-one search discovery tool, incorporates the library's online catalog and most database content for ease of finding online *and physical* materials.

Thigpen Library in Gallatin will [deliver materials to the site locations](#) or mail them to address distance education needs. Thigpen Library also participates in the "Tennessee Academic Library Collaborative" (TALC) which allows for in-person use of libraries at any Tennessee public institution of higher education. [Interlibrary loan](#) services allow students and faculty to obtain full text access to information resources from other libraries.

Faculty Services

Refer to [Thigpen Library's Home Page](#) and the guide "[For Faculty and Staff](#)" to identify information on library services, including library instruction services such as online and classroom instruction for your students. The "Faculty and Staff" guide also provides information about Interlibrary Loan, [course reserves](#), how to recommend a purchase, copyright, fair use, and open educational resources, reserving a faculty/staff laptop, technology available for check-out, and more.

Library Instruction

When you assign a lesson that requires research, please [schedule information literacy and library use instruction sessions](#) for your classes. Library instruction is provided in the classroom or in a computer lab at the College locations in Gallatin plus the Springfield and Upper Cumberland sites. [Online library services](#) offer additional opportunities to integrate library instruction and research assistance into your courses. For example, Thigpen Library created "PILOT" (i.e. "Pioneer Information Literacy Online Tutorial") to

provide a self-paced tutorial that you can integrate into your eLearn courses. Assign PILOT's modules as a whole or individually to teach your students essential information literacy skills.

Thigpen Library provides a guide for faculty that provides resources about copyright and fair use as pertinent to teaching: Copyright and Fair Use

Public Relations

The Office of Public Relations handles the official responsibilities for communications, marketing, and public relations for the College. All VSCC faculty members are encouraged to seek preliminary marketing and communication consultation for programs and events from Public Relations.

Interviews with the media concerning college matters will be handled by the Office of Public Relations. New articles, feature stories, and radio or television coverage initiated by college personnel must be cleared through the Director of Public Relations.

Additional information is located on the website: Public Relations

Strategic Planning

The strategic planning process at Volunteer State Community College is the development of a comprehensive five year plan which, within the planning assumptions of the State, the Tennessee Higher Education Commission, the Tennessee Board of Regents, and the College's Statement of Mission, charts the College's course over the five year period. The Plan is designed to involve all campus constituencies, as indicated in the College's organizational chart, and to touch on all aspects of the College's operation. The Plan must be approved by the Tennessee Board of Regents. The current Plan is for 2015 through the year 2025. The entire strategic plan can be found on the website: Strategic Plans

Institutional Effectiveness Process

By the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) accreditation requirements and through the need for the College to continually monitor its effectiveness in fulfilling its mission as stated in the VSCC catalog, the College has developed an institutional effectiveness process which annually defines and examines all aspects of the College's operation. The process is implemented under the umbrella of the College's mission and strategic plan and is designed to provide quality assurance that the College is fulfilling its mission. The Institutional Effectiveness website can be found at: Institutional Effectiveness

College Success Zone

The College Success Zone is a resource that faculty can direct students to who need additional help such as IT assistance, eLearn issues, tutor.com and the computer lab.

Retention Support Services and College Success

The Office of Retention Support Services and College Success is located in the Wood Building and is responsible for retention initiatives developed within the Division of Student Services. Student success is the primary focus of this office; however, assisting faculty with their students and creating a conduit between both parties is also a very integral focus. The main objective is to expand and improve existing programming as well as build new programming and services that will enhance student success. The Call Center is a large part of the Office of Retention

Support Services and College Success and serves in the role of welcoming students to the College as well as disseminating important information and reminders to students via telephone contact. The Call Center is also responsible for contacting students who are having difficulties in the semester through our ALERT system. The ALERT system is a campus collaboration whereby the faculty submit ALERT [Academic Progress/Early Intervention Notifications]to the Retention Support Office regarding students who may need assistance in the areas of academic issues, counseling issues, career goal issues, absenteeism, etc.). Likewise, students can receive KUDOS from faculty via the ALERT system to encourage, motivate and empower students to continue being successful.

Access Center

The Access Center has developed the Access Center Faculty Handbook in an effort to provide faculty with information about the services available on campus, disabilities in general, and applicable disability law (Americans with Disabilities Act/Amendments Act). It is recommended that faculty become familiar with the contents of this handbook which is accessible on the website: Access Center - Faculty Resources

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. All requests for student information, including requests from parents, should be referred to the Records and Registration Office.   For additional information concerning confidentiality of student records and students rights to privacy refer to: Privacy Rights of Students & Confidentiality of Student Records

FACULTY REQUIREMENTS

Adjunct Faculty Duties and Responsibilities

The following is a list of typical duties and responsibilities required of adjunct faculty positions. Additional information relative to these duties and responsibilities is also located in this Handbook under the section entitled "Faculty Workload Guidelines and Credit Hours."

- Complete required College trainings.
- Complete all required reports such as attendance, Early Alerts, progress reports, grade submissions and administer and return surveys by the required deadlines.
- Comply with all of the College's and TBR's policies and guidelines.

Adjunct Faculty Compensation

Volunteer State Community College 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.

Volunteer State Community College 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.

Compensation Rates (Adjunct Faculty)

Equivalent	Credentials	Adjunct Rate
Professor	Doctorate + 12 years teaching & other related experience. (Doctorate must be in relevant field)	$775
Associate Professor	Master's + 12 years relevant experience.	$725
Assistant Professor	Master's + 6 years' experience or relevant experience in career programs or learning support programs.	$700
Instructor	Meet minimum criteria established and approved by the institution.	$650

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.

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 Off-Campus Site Stipend

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 (all sites excluding the Gallatin Main Campus), 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. Please note, that regardless of distance, travel by an adjunct to the Gallatin Main Campus does not qualify for a stipend. Upon approval, and at the end of the term, the instructor will receive a stipend of $12.50 for each class delivered at the site (or sites) up to a maximum of $450.00. Adjuncts will not receive the stipend for days not traveling to the site (including closures). The stipend will be processed at the end of the term and processed through the Human Resources/Payroll Office.

Faculty Attendance

If for some unforeseen reason a faculty member cannot meet class as scheduled, the division office must be notified as early as possible. This will allow the division office to make appropriate arrangements. If you know in advance that you will miss a class, you may make arrangements to have your class covered by another Volstate faculty member. You must inform the division office if another faculty member is covering your class.

Guest Lecturers

If a guest lecturer is to be invited to the campus, it is the responsibility of the faculty member to notify the division office 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 by the division office and you have been notified. Should there be a problem with size, facilities, number of chairs, or other difficulties, the faculty member should notify the division office to determine if a change is possible. If the room assignment is not adequate to accommodate instructional needs at an off-campus site, faculty should contact the site coordinator or the office of Off-Campus Sites.

Recording Class Participation

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. The College is required to confirm that a student has established participation in all their classes. Errors on the Final Grade roll should be discussed with the Office of Records and Registration immediately upon discovery.

Only those students who have enrolled and PAID or are receiving financial aid are eligible to attend your class. It is IMPORTANT that you check student attendance against the CURRENT class roll during the first two weeks of the semester. Check your current class rolls at the My Vol State Portal/Classlink. 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 are 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.**

It is important to note that students who are receiving financial aid funds will not receive those funds until they have been reported as participating in each class. Your role in this process will be to electronically report participation of **each** student in each of their classes. Outlined below are the steps you should follow to submit participation confirmation of all students. To ensure that your students will be able to receive their financial aid funds, you will need to "submit", preferably at the end of each class as time allows, in order to confirm that the student has established attendance.

Once confirmation has been reported, you will need to review your class roll daily until the census date which consists of the first 14 days after classes begin. If any new students were added to your class roll after your first class meeting, you will need to confirm their participation. If any of the students who you originally marked as "N" have begun participating, you will need to change their original classification

from "N" to a "Y" and remove the date from the "Last Date Attend" box. PLEASE be mindful of the importance of participation reporting during the 14 day period leading up to the census date.

 If the student's participation is not "confirmed", this will delay or prevent some students from receiving their financial aid funds and purchasing their books.

Participation Confirmation Instructions

STEP 1   Log into My Vol State Portal/Classlink
STEP 2   Select the Banner tab at the top of the page
STEP 3   In the Faculty-and-Advisors-Menu -- Select Attendance Reporting
STEP 4   Select a Term (Current Term – ex. Fall Term 2018) and Submit
STEP 5   Select the CRN
STEP 6   Attendance Reporting Screen will appear with all students enrolled in the CRN that you selected.
STEP 7   Under the "Registration Status Attendance Column, you will see a "Y" with a drop down box. Here you will enter an "N" for students who did not attend the first class meeting. NEVER use the "S" option as it is no longer a valid response.
STEP 8   After recording an "N" for each student who did not attend, click the "**Submit**" button at the bottom of the screen which will automatically populate the Attendance Confirm Date.
STEP 9   At each class meeting until CENSUS DATE, you will need to update students that you originally reported as an "N", if those students start attending. You will also need to report the appropriate status for new students that may be added to your class role. Each time you update the attendance screen, you must click "**SUBMIT**" to confirm the transaction. The CENSUS DATE is the 14th day after the class begins. Remember, once you confirm a student as "Y" (attending), do **not** change your answer, as the federal government only requires that they establish attendance.

It is important to report attendance in a timely manner, as your confirmation of participation is required before student financial aid funds can be processed.

Class Participation & Grade Record Retention
Faculty are required to retain copies of class attendance and grade records for five years. Upon the last day of working for VSCC, faculty are required to turn these records into the 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, if needed. As a last resort, copies may be made in the library.

Student Copies
WEPA is a print management solution that the college has implemented to reduce printing related waste and costs. Each currently enrolled student is provided with a $17.50 credit at the beginning of

the semester. This is the equivalent of 250 single sided pages (in black and white). Once the credit is used, the student will be required to pay for any additional printing. For additional information, please visit Information Technology and select WEPA Printing under the **Student Resources** section.

Administrative Assistance

If you require the typing services of an Administrative Assistant to assist in the preparation of materials for courses, you should contact the division Administrative Assistant. Make your requests 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 staff has a heavy workload; therefore, advance requests are even more important at these times.

Supplies

Supplies may be obtained by the division administrative assistant or by the designated faculty member/coordinator.

ACADEMIC ADVISING

Academic Fresh Start

Academic Fresh Start is a plan of academic forgiveness which allows students who previously experienced academic difficulty to improve their academic record upon returning to college. Academic Fresh Start allows eligible students to resume study without being penalized for poor grades in the past and starts the path of a new grade point average. To be considered eligible for an Academic Fresh Start, a student must:

- Have been separated from all regionally accredited collegiate institutions for at least four (4) consecutive calendar year immediately preceding the first term of enrollment as a transfer student or re-enrollment at VSCC
- Be admitted as a degree-seeing student at VSCC
- File the Academic Fresh Start application

More information can be found on the website: Academic Fresh Start

Registration

Students may register for classes by registering on-line using PRIDE Online. To access, go to Volunteer State Community College Login and detailed instructions will be available on that page.

Registration dates for fall, spring, and summer terms are published in the academic calendar located in the front of the online catalog or by following the link to the Academic Calendar under the Current Students page. To avoid delay in the registration process the following procedures should be followed:

I. All new and re-admit students must complete an application for admission or re- admission and submit proper credentials.

II. All new first-time freshmen and certificate seeking students are required to attend Campus Connect: New Student Orientation. Some certificate seeking students can fulfill this requirement based upon their program of study and the requirements of their major. It is important that the students contact Program Directors to see if they are required to attend orientation. Example: The EMT certificate seeking students must attend a mandatory information session prior to being

accepted into that program. All students who are required to attend receive very specific information to their Vol State student email account by the Office of Student Engagement and Support.

III. Placement testing is required of all new or re-admitted degree-seeking students unless they already have valid and appropriate test scores or relevant transfer coursework. Tests are administered by the Testing Center.

IV. Students are assigned an academic advisor to assist them during their college career. The primary responsibility of the advisor is to provide accurate and timely information to help students reach educational objectives. Students should contact their advisors prior to registration each term.

V. Registration fees are published on the Business Office webpage. A student's registration is not complete until fees have been paid.

VI. All currently enrolled students are given an opportunity to early register during the early registration period published in the academic calendar.

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. For more information on the drop/add/withdrawal process and deadlines refer to: Drop/Add/Withdrawal Process

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. For more information on the drop/add/withdrawal process and deadlines refer to: Drop/Add/Withdrawal Process

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. For more information on the drop/add/withdrawal process and deadlines refer to: Drop/Add/Withdrawal Process

Withdrawal from College

Students who find they need to stop attending Volunteer State Community College 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. For more information on the drop/add/withdrawal process and deadlines refer to: Drop/Add/Withdrawal Process

Middle College

Sumner County Middle College is located on the Vol State campus and is a collaboration between Sumner County Schools and Volunteer State Community College. It is designed to give students an opportunity to receive a high school diploma while earning credits toward a college degree or explore vocational and career options. Additional information is located on the website: Sumner County Middle College

The following are some commonly asked "questions and answers" related to this collaboration:

1. Who are Middle College students?
   - Middle College students are juniors and seniors in high school who are taking Vol State classes for dual credit.

2. Will I know who they are? Are they coded on my roll?
   - No, you won't know who they are until you get an email from Kimberly Roberts asking for a progress report.

3. Do I need to do anything differently for the Middle College students?
   - No, treat them just like all the other students in your class.

4. What will the Middle College staff expect of me?
   - We will ask for your birthday (it is a number Sumner County uses for their grade reporting system. It will be shredded after it is entered.)
   - We will ask for a progress report each 4.5 weeks (we realize that the first progress report may not have many or any grades).
   - We ask that you reply to the emails you receive from us to your Vol State email account.

5. What can I expect from the Middle College students in my classes?
   - You can expect 100% attendance and all work turned in by the due dates. If this doesn't happen, the principals will meet with the student to ensure success in your class.
   - You can expect us to reply to your emails or calls and we will support you by requiring your students to go to study sessions every Friday if their grade in your class at any time falls below a C.

6. Why are they here?
   - They met the same ACT criteria as all other Vol State students, and they want to jump start their education.

7. What happens if they are not successful here?
   - They will return to their zoned high school and pay Sumner County back for the cost of their tuition and books.

Required Training and Other Commitments

Adjunct Faculty members must complete TBR, Vol State and other required training in a timely manner. Often, employment-related training will be conducted through the Office of Human Resources or Information Technology department; some trainings are required annually.

Faculty members teaching Learning Support and other courses in the emporium, must complete training about these delivery methods before being cleared to teach courses using these methods or designs. Completion of required trainings will be considered as part of faculty members' evaluations.

Early ALERT System

The ALERT system is a campus collaboration whereby the faculty submit ALERT (Academic Progress/Early Intervention Notifications to the Office of Advising on behalf of the student. Students receiving an ALERT may need assistance in the areas of academic issues, counseling issues, career goal issues, absenteeism, etc. Likewise, faculty utilize this system to foster and promote success with students by submitting KUDOS from faculty. Kudos are used to encourage, motivate, and empower students to continue being successful. For information access the Early ALERT Faculty Training Manual by logging into the My Vol State Portal/Classlink and selecting the Faculty Tab and then the Alerts tab under Quick Links. The Office of Advising will send to faculty, via email, information pertaining to the Early ALERT System at the beginning of each semester. Alerts are activated after the Census date, the third week of the semester, and continue through the final exam period. For questions, contact the Director of Advising.

Posting of Grades

At the conclusion of each academic session and/or term, the Records Office, via email, will send specific instructions and important deadlines for posting final grades. It is IMPORTANT that you observe this DEADLINE. Failure to observe this due date delays the processing of all grades. Grades are posted using Self Service Banner (SSB). After grading for the term has been completed, grades can only be changed by submitting a Change Grade Form which is submitted through My Vol State Portal/Classlink under Faculty Services. Note: TNeCampus does not follow this process. For more information on Grade Changes and Grade Appeals refer to: Grade Changes & Grade Appeals. For information outlining the Grading and Quality Point system followed by the college, can be found in the catalog at: Grades & Quality Points

Grade Scale

A   100-90%
B   80-89%
C   70-79%
D   60-69%
F   0-59%

Each syllabus should have a Grading section that includes both the grading scale (see above), as well as the assignments or categories of assignments that will be used to determine the final grade. These might include things like exams, essays, group projects, or other assignments. Once these are set in the syllabus, they should not be changed during the semester. You should not add or subtract major assignments or categories, and you should not have a "subject to change" disclaimer. The grade system you include in your syllabus needs to be the way that you will calculate students' final grades at the end of the semester. Please check with your department chair to see if there are departmental expectations for what kinds of major assignments should be included for the class you are teaching.

While you may include class participation as a component of the final grade, you should not grade based on attendance. You can include participation in class discussions, completion of in-class exercises, and other in-class activities as part of a participation grade, and not completing these assignments can lead to a lower score in this category, but you should **not** make statements like "students who miss more

than three class sessions will automatically fail the class" or "your final grade will be lowered by 10% for each absence in excess of four."

Course Syllabus

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.

A copy of the syllabus must be given to the division office each semester and *must* be ADA accessible. For an Accessibility Guide and syllabus templates visit the Accessibility Website.

Instructor prepared course syllabi should include items 1-7 below and number 8 is required language that must be included in the course syllabus. Providing a link to the eLearn posting of the required campus wide syllabus statements is also acceptable. Each student should have access to a copy of the course syllabus. **Remember to change the date on your revised syllabus!**

1. Instructor Name, campus office location and phone number

2. Course Description-Use catalog description plus other instructor details.

3. Goals and Outcomes

    A. General Education Goals and Outcomes, if applicable – See TBR's General Education document for general education goals and outcomes.

    B. Other course goals should be established by division and available in division office.

    C. Other course outcomes should be established by division and available in division office.

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

5. Instructor grading and participation policies based on college policies identified in the catalog.

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

7. Other Suggested Syllabus Information:

    A. Textbook(s) for the course; Special Projects/Assignments;

    B. Assignment descriptions; Information on tests, exams, essays, etc.

    C. List any Service Learning or Work Based Learning components if applicable

8. **Required college policy statements:** The following college policies apply to ALL courses. These statements are posted on the course homepage within eLearn. You may choose to direct students to the policy section of the course homepage or copy and paste these statements into your syllabus.

    A. **Course Expectations:** This syllabus sets forth the expectations for the course content, work, and grading as well as expectations for student performance and conduct. The information contained here is subject to change at any time. Students will be notified if any changes are made.

    B. **ADA:** Students who have learning, psychological, physical and/or other disabilities may be eligible for accommodations that provide equal access to educational programs and activities. It is the student's responsibility to self-identify with the VSCC Access Center to receive accommodations and services in accordance with Section 504 of The Rehabilitation Act and The Americans with Disabilities Act Amendments Act (ADA/AA). Students who provide appropriate documentation and who are registered in the Access Center will receive appropriate accommodations. For further information, please contact the [Access Center](#) at (615) 230-3472, or visit the office which is located in the Ramer Administration Building, room 143.

    C. **Affirmative Action/Equal Opportunity:** Volunteer State Community College, an AA/EEO employer, does not discriminate on the basis of race, color, religion, creed, ethnic or national origin, sex, sexual orientation, gender identity/expression, disability, age (as applicable), status as a covered veteran, genetic information, and any other category protected by federal or state civil rights law.

    D. **Title IX Policy:** No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

    E. **Financial Aid:** Students who are receiving Title IV financial assistance (Pell Grant, Student Loan or SEOG Grant) must establish attendance in all classes or be subject to repay PART or ALL of the Federal Financial Aid received for the semester. To be marked as attending this class **you must complete the attendance reporting requirements** listed in the Get Started Here module.

    F. **Inclement Weather**
        Hybrid and Classroom-Based Courses: During inclement weather, the decision for any Volunteer State Community College campus to be opened or closed will depend on the possible hazardous conditions in the different regions of the college's service area. Campus closure information will be posted on the college website, and you can also sign up for text alerts. As relative hazards may vary within the eleven county service area, students should not endanger their lives or safety by attempting to reach campus when their local road conditions prohibit safe travel. The college expects that students will utilize the "honor" system in making the decision concerning whether or not to travel to campus based on possible local hazardous conditions, and in these situations individual students may be

entitled to an excused absence which would provide the student the privilege of making up missed work.

Online Courses: As an online course, this class is not normally affected by weather or school closures. Unless specifically stated otherwise, all due dates remain in effect even if campuses are closed. If you feel that there are special circumstances, you should contact the instructor.

G. **Last Day to Withdraw**
You should not simply stop attending this class. The last day to withdraw each semester is determined by the Registrar and posted in the Academic Calendar. You are encouraged to meet with your instructor and the office of Financial Aid prior to dropping a course.

- If you drop from the course during the first two weeks of the semester, the course will not show up on your transcript and is not figured in your GPA.
- After the first two weeks, if you withdraw from the course by the withdrawal deadline, you will receive a W on your transcript. Withdrawals do not count toward your credits earned and are not figured in your GPA.
- If you stop attending class, have not earned a passing grade, and fail to withdraw by the deadline, you will receive a grade of F. F's do not count toward your credits earned and are calculated as a 0 in your GPA.
- If you never attend this class and do not follow the College's drop/withdraw procedures, you will remain on the class roll and receive a grade of F. F's do not count toward your credits earned and are calculated as a 0 in your GPA.

H. **Grade of Incomplete**
The "I" (Incomplete) indicates that the student has not completed the requirements for the course during the semester for extenuating and unavoidable circumstances. The mark of "I" will not be given unless the instructor is reasonably certain that it is possible for the student to complete the requirements for the course during the subsequent semester and receive a passing grade. All work must be completed (or an extension of the "I" requested) by one week before the first day of final exams for the next semester or the "I" will be converted to an F.

I. **Academic Dishonesty and Cheating**
The College's definitions and procedures related to academic integrity, plagiarism, cheating, and other forms of academic dishonesty or misconduct, are in full force in this course and are incorporated into this syllabus by reference to the Student Handbook (found on the College Web page) under "Student Resources."

NOTE: Only the enrolled student for the course may log into the course. Allowing someone else to log into your course or logging into someone else's course is considered to be academic misconduct and will result in the same responses as traditional classroom academic misconduct—failure for an assignment or failure for the course.

J. **Alerts**
Throughout the semester, Alerts will be sent via email. This is a way for professors to communicate with students about class progress. Students are required to email often and encouraged to contact the professor if there are questions or doubts about the Alert.

Note: If the course is one which is taught only by the part-time faculty, the division dean or department chair should be contacted about the development of the course outline.

Exam Schedule

The exam schedule is distributed early in the semester and is available on the website: Exams
Exams must be given at the specified times. It is helpful to post your exam schedule and the hours you will be available for helping students during exam week.

Field Trip Procedures

Student field trips can help serve an important role in experiential learning outside of the classroom, allowing for course related experiences beyond the Volunteer State Community College (VSCC) community. In order to promote the success and safety of all individuals involved with field trips, VSCC has established procedures and forms that are located in My Vol State in the Academic Affairs Forms section which can be accessed by selecting the Faculty Services icon, then the Faculty/Class Related Forms icon.

ACADEMIC & PERSONNEL POLICIES & PROCEDURES

Academic Freedom and Responsibility – VSCC Policy II:01:06

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. The complete policy is located on this link. VSCC Policy II:01:06

Faculty Promotion – VSCC Policy II:01:01

Promotion in rank is an important issue for many faculty. The Volunteer State policy is published on the website: VSCC Policy II:01:01, in full, so faculty can easily find the answers to those questions they may have. The promotion application is also located on the website: V:\Committees\Promotion and Tenure.

Faculty Appointments – VSCC Policy II:01:07

This policy defines the different types of faculty appointments that may be made at VSCC which include temporary, term, tenure-track, and tenure appointments. Refer to the full policy: VSCC Policy II:01:07

Employment Classification

Standard definitions for employee categories and classifications with Volunteer State Community College can be found in Policy V:01:03.

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 Department Chair. The Division Dean 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 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.

Faculty Credentials VSCC Requirements

Type of Program	Degree Requirement
AS/AA, AST, AFA program (transfer courses)	Full-time and part-time faculty members teaching credit courses designed to transfer 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.
AAS degree program (professional, occupational, technical) (courses not designed to transfer)	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.
Technical Certificate program (courses not designed for transfer)	Some college or documented specialized training plus work experience. Licensure demonstrating competence may be required.
Learning Support: Reading	Baccalaureate degree or higher in English, Reading, Elementary Education, or a related field.
Learning Support: Math	Baccalaureate degree or higher in a related field and completion of Calculus 1
Learning Support: English	Baccalaureate degree or higher in a related field
College Success Course	A Master's degree from an accredited institution plus 18 graduate hours in a teaching field that represents an area or discipline of one of the VSCC academic divisions.

Type of Program	Degree Requirement
ESOL(English for Speakers of Other Languages)	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.

These degree and credential requirements meet or exceed the standards set by our regional accrediting body -- The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). The College holds a number of specialized accreditation and program approvals for areas including Business, Health Sciences, 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.

Credentials Based on Professional Qualifications

Primary consideration is given to academic credentials earned in the teaching or related discipline. While academic credentials in most cases may well be the standard qualification for faculty members, other types of qualifications may prove to be appropriate. Examples could include appropriately related work experiences in the field, professional licensure and certifications related to the teaching assignment, nationally recognized honors and awards, continuing professional development, relevant top-tiered peer-reviewed publications, and/or continuous documented excellence in teaching.

Consideration of other non-academic teaching qualifications, either in conjunction with or in lieu of academic credentials, is made on a case-by-case basis. Such cases should be exceptional and compelling and should show substantial and significant evidence of professional progress and ability related to the faculty member's instructional assignment. Credentials based on professional qualifications are approved by the Vice President of Academic Affairs. The exception form will be used to document and approve professional qualifications. Academic Affairs will ensure that credentialing file include the additional exceptions form. The Office of Human Resources is designated as the official holder of the exceptions form along with the standard credentialing file.

TNeCampus Faculty Credentialing

VSCC ensures that faculty teaching TNeCampus sections offered to our students meet VSCC credentialing qualifications through the TNeCampus Faculty Credentialing System (FCS).

Faculty who teach courses through the TNeCampus partnership are first hired through their home institution following that institution's requirements and certified by the chief academic officer of that institution. The home institution is responsible for maintaining a profile for each of their TNeCampus instructors. A profile is the collection of directory information, supporting documents (transcripts, diplomas, signed approvals, etc.) and an approved course list for each instructor. There is a separate form for Traditional and Non-Traditional/Alternative credentialing. The traditional form is used to document instructors with a master's degree or higher and 18 graduate credit hours in a subject area. The non-traditional/alternative form is used to document instructors who do not have a master's degree or higher and 18 graduate credit hours in a subject area but who do have skills, certifications, work experience or

other contributions that would enhance the teaching discipline and qualify them to teach. These signed approval forms along with transcripts and other documents are used to document courses, degrees, professional experience, and rationale for approving instructors to teach specific courses.

Non-home institutions then evaluate each instructor's credentials within FCS to determine if the qualifications match home institution minimum requirements. Credential approval is the process of reviewing credential documents, professional experience, and related materials in the FCS application to evaluate instructors for approval or disapproval to teach specific courses.

At Volunteer State, Division Deans and Department Chairs are responsible for the maintenance of Vol State faculty profiles in FCS and for reviewing the credentials of non-Vol State faculty who are teaching courses offered to Vol State students. Any faculty member who does not meet Vol State's qualifications will be denied in FCS, which in turn prohibits Vol State students from enrollment into the disputed faculty member's courses.

Evaluation

The faculty evaluation process is predicated on the fact that teaching is the highest priority for faculty of Volunteer State Community College. There are many other important activities in which faculty engage, but none is more important than the teaching function. Nothing should be emphasized through this process that would detract from this teaching function. Every effort should be made to insure that the setting of objectives and striving to accomplish these objectives do not lead to neglect of the teaching and enhancement of student learning. A great deal of the value of this evaluation process is based on the commitment and interest of the individual faculty member.

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. (NOTE: Additional information pertaining to the student evaluation component is outlined in the Student/Course Evaluation section. 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.

Student Course Evaluations

EvaluationKit is the software used to conduct our student course evaluations. Students are contacted via email with a link to complete the course evaluations. Faculty will be contacted via an email from surveys@volstate.edu with information on the process for course evaluations and the dates and percentage of responses for their students. Faculty are highly encouraged to take the time in class to have students conduct the evaluations via computer, notepad, or phone. Online instructors are asked to send reminders to student to encourage completion of the evaluations. Faculty and administration will receive an email and a link to view results when the course evaluation period has ended. EvaluationKit Access is found on the eLearn homepage and faculty at any time can view past and current results which will be necessary for the Promotion and Tenure process.

Class Size

Generic maximum enrollments for courses at VSCC will be determined by the department/division in which they are offered with advice from the faculty teaching the discipline. Class sizes vary according to the nature of the subject and/or size of the teaching facility.

Distributed Education course size maximums should not exceed acceptable class maximum standards for traditional equivalent classes. Web-Based courses should have a generic maximum of 25 students.

The minimum enrollment required for a class to be taught will be made by the VP of Academic Affairs each semester. The minimum enrollment required will be applied to all courses regardless of the type of delivery. Class size will be determined for load purposes on the official census date of the session of the term.

Credit Hour Definitions

Lecture Courses
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 contact hours are required. Each lecture hour presupposes a minimum of two hours preparation on the part of the student.

Laboratory, Seminar or Studio
Laboratory credit hours are defined as a 2:1 or 3:1 ratio (2 or 3 contact hours per week). General Guideline: 28-30 contact hours per semester is equal to 1 credit. Each laboratory, studio or seminar hour presupposes a minimum of one hour preparation on the part of the student.

Fieldwork, Internship, Research, Music Lessons or Practicum
Fieldwork, internship and research hours are defined as one credit hour consists of 45 work hours per semester. For music lessons or practicum hours, one semester hour of credit consists of 45 hours of instruction and out of class hours per semester.

Clinicals
Clinical contact hours vary based on the amount of time it takes to expose the student to the competencies and skills required for the clinical experience. VSCC follows the recommended common curriculum guidelines established by the Tennessee Board of Regents (TBR) and program specific accreditation requirements. The TBR recommended credit to contact hour ratios are as follows:

Credit	Semester Contact Range
1	15-105
2	106-210
3	211-315
4	316-420
5	426-525
6	531-630
7	631-735
8	736-840

Calculation of Total Campus Time Required for Teaching Loads TLE's for

Section(s)	Required time on campus, clock hours in-class hours + office hours)
1.0 TLE	30 hours per term
1.5 TLE	45 hours per term
2.0 TLE	60 hours per term
3.0 TLE	90 hours per term
4.0 TLE	120 hours per term
5.0 TLE	150 hours per term
6.0 TLE	180 hours per term
7.0 TLE	210 hours per term
8.0 TLE	240 hours per term
9.0 TLE	270 hours per term
10.0 TLE	300 hours per term
15.0 TLE	450 hours per term

Intellectual Property/Patents and Copyrights

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. 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 2:05:00:00 Distance Education Policy](#) and [VSCC Policy V:01:06 Intellectual Property/Patents and Copyrights](#).

Snow Policy

Volunteer State Community College will normally remain open as scheduled regardless of weather conditions. However, should generally prevailing hazardous ice and snow conditions dictate that the school will be closed for the day, or part of the day, radio and television stations will be notified. Students should be aware that these stations do not ordinarily announce if a school is open, but only if a school is closed. For the most accurate information, students should check the College website (www.volstate.edu) or listen to the College radio station, WVCP (88.5 FM). When possible, notices will be posted by 6:00 a.m. on any day when there is any doubt whether the College will be open. Information concerning evening classes will be broadcast by 3:00 p.m. on any day when there is inclement weather if possible. It is not necessary for students to inform teachers in advance of absences due to inclement weather.

Should the College open late due to inclement weather; classes will meet at the regularly scheduled time throughout the day. For example, if the College opens at 10:00 a.m., the regularly scheduled 10:00 class will be the first class to meet for the day.

In the event of inclement weather, the college may be "open" in full or in part, and students should not endanger their lives or safety by attempting to reach campus when their local road conditions prohibit safe travel. The college expects that students will utilize the "honor" system in making the decision concerning whether or not to travel to campus based on possible local hazardous conditions, and in these situations individual students may be entitled to an excused absence which would provide the student the privilege of making up missed work. Relative hazards may vary within the eleven county service area and the decision for any Volunteer State Community College campus to be opened or closed will depend on the possible hazardous conditions in the different regions of the college's service area.

In the event of inclement weather when the College remains open, all faculty, administrators and staff will be expected to make every reasonable effort to maintain their regular work schedules but are advised to avoid undue risks in traveling. Employees who anticipate arriving late or not arriving to work at all should notify their immediate supervisors. Employees will have the option of charging their time off to annual leave or leave without pay; or, with approval, they may make up their lost work hours.

Students will be responsible for any academic work which they missed due to absences caused by severe weather conditions. It is the individual student's responsibility to take the initiative to make up any class work missed.

For earliest announcements and latest information about Vol State closings and openings, listen to WVCP, 88.5 FM, Volunteer State's public service radio station, or visit the website at www.volstate.edu.

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:

Off-Campus Contact Numbers

Location	Phone Number
CHEC	(931) 520-0551
Highland Crest Site, Springfield	(615) 230-7032
VSCC's Off-Campus Sites	(615) 230-3742 or 1-888-335-8722, ext. 3742
Livingston Center	(931) 823-7065 or 1-800-563-8220

If Volunteer State Livingston closes due to inclement weather, announcements will be made on local radio stations as early as possible. At times, the Cookeville Higher Education Campus (CHEC) and the Livingston Center may open late. Example: If the Center opens at 10:00 a.m. on a Monday, the regularly scheduled 10:10 a.m. class will be the first class to meet that day. If the Center opens at 9:00 a.m. on a Tuesday, the regularly scheduled 9:35 a.m. class will be the first class to meet that day.

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, Horizon Medical Center Dickson, St. Thomas Hospital, Tennessee State 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.

Sex Discrimination, Harassment and Misconduct
All students and employees are to be knowledgeable of policies and guidelines concerning Sex discrimination, harassment, and misconduct. Refer to the following policies:

VSCC Policy VIII:01:00 General Prohibition Against Discrimination, Harassment and Sexual Misconduct
VIII:02:00 Sex Discrimination, Sexual Harassment or Sexual Misconduct (TBR policy 6.01.00.00)
VIII:03:00 Sex Discrimination and Sexual Harassment (TBR policy 6.02.00.00)
VIII:04:00 Discrimination and Harassment (TBR policy P-080)
VIII:05:00 Sexual Misconduct (TBR policy 6.03.00.00)

Firearms and Other Weapons
VSCC is committed to maintaining a safe educational and working environment for students and employees, by establishing rules for possessing and carrying firearms and other weapons on volunteer State Community College. Refer to VSCC Policy IX:01:00 Firearms and Other Weapons.

VSCC Email Policy, eLearn E-Mail & Voice Mail
All adjunct faculty will be provided an official Volstate Community College email account. This official Volstate email account and eLearn email accounts are to be the only accounts used for

communication with students and for administrative purposes. Home or other E-mail accounts should not be used. Your main division phone number may be used for students to leave messages. Contact your division office for that specific number. Adjunct faculty are encouraged to utilize e-mail and other technical enhancements to communicate regularly with students. Faculty members are expected to be familiar with and abide by all computer use policies including the email policy. The purpose of the email policy is, in part, to establish a standard for email use, mailbox size, and an email purge policy for Volunteer State Community College. It is also a guide to the successful management of this valuable tool. As a practical matter, it assists in providing the institution with a successful data back up and disaster recovery plan. Faculty are required to manage their individual email accounts according to the policy. Failure to do so may be included in the performance evaluation. 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. Refer to VSCC Policy VII:01:24 Email Policy.

Student Conduct and Discipline Policy

The purpose of VSCC policy III:00:05 is to outline Student Conduct and Discipline Policy, including disciplinary hearing procedures, academic misconduct, and traffic and parking regulations applicable to the Volunteer State Community College community. Refer to VSCC Policy III:00:05 Student Conduct and Discipline Policy.

Student Complaint Procedures

All student complaints must be addressed. The purpose of this policy is to identify and define types of student complaints and outline the procedures a student must follow to file a complaint. Refer to VSCC Policy III:00:06 Student Complaint Procedures for the full policy and procedures. The Student Complaint Form is available online at: Student Complaint Form.

TEACHING STRATEGIES

Service Learning

Service-learning is a teaching and learning strategy that integrates meaningful community service with instruction and reflection to enrich the learning experience, teach civic responsibility, and strengthen communities. Curriculum includes structured field-based "experiential learning" alongside community partners, which reinforces course learning outcomes. Within the TBR System, credit-bearing service-learning designated courses are incorporated into general education or college core requirements or a degree program. It is the faculty member's responsibility to report courses that include service-learning to their division secretaries for tracking purposes in Banner. Any service-learning components should be included in course syllabi.

Faculty and staff have access to forums, conferences, and professional development workshops through the college's membership in the Tennessee Service-Learning Consortium (TN-SLC). For more information, visit TN-SLC Tennessee Service Learning Consortium site.

High Impact Practices (HIPs)

High impact practices are **evidence-based teaching and learning practices** that have been widely tested and shown to be beneficial for college students from many backgrounds, especially historically underserved students, who often do not have equitable access to high-impact learning (Kuh, 2008).

Characteristics of high-impact activities include setting appropriately high expectations of students; interaction with faculty and peers about substantive matters; experiences with diversity; frequent feedback; reflection and integrative learning; real-world applications; and demonstrated competence.

High impact practices support the work of the Complete College and Drive to 55 initiatives in Tennessee by connecting existing teaching and learning initiatives through intentional course design and data collection. The integration of HIP activities into the curricular and co-curricular milieu of TBR colleges will result in the matriculation of more globally aware, solution-oriented, and workforce-ready students.

The Teaching & Learning Center (TLC) provides faculty with resources to help them develop, implement, and evaluate high impact practices at Vol State. Visit the TLC High Impact Practices guide for a list of HIP coordinators. More information can be found on TBR website.

Work Based Learning

Work Based Learning represents credit-bearing experience that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting. Internships, practicums, clinicals, co-ops, and similar experiences integrated with a class or related to a major field of study, give students the opportunity to gain valuable applied learning and make connections in professional fields they are considering for career paths, while giving employers the opportunity to guide and evaluate talent. (NACE, 2011). Courses containing a Work Based Learning component may be offered during fall, spring, and summer semesters. Additional information pertaining to Work Based Learning, including responsibilities of instructors teaching Work Based Learning courses, is located on the website: Work Based Learning

STUDENT SERVICES

The Division of Student Services provides a variety of services and sponsors many activities which are designed to facilitate the personal growth and development of students and to support the instructional programs of the College.

Services and activities specifically offered for prospective and new students include admissions counseling, educational planning, placement testing, and advising.

Other student services and activities include, but are not limited to, scheduling assistance for registration, career counseling, tutorial assistance, financial aid, and intramural sports.

Offices within the Division of Student Services are: Enrollment Management which includes the Office of Admissions, Advising Center, Records and Registration, Retention Support Services, Student Financial Aid, and Testing Center. The Offices of Athletics and Intramurals, the Access Center, Student Engagement and Support, Diversity & Inclusion, Career Services, TRIO Student Support Services, and Adult Learners & Veterans Affairs are also a part of this Division.

The following offices and services fall under Student Services and can be located on the Student Services Website:

Admissions

Admission advisors are available to assist new students with the application process. Additionally, these advisors are able to clarify information on the application, answer any questions students might have and outline the process that leads to registration. More information can be found on the Admissions Office webpage.

Office of Adult Learners and Veterans Affairs

The mission of this office is to provide assistance and guidance to adult students, veterans and military preparing to attend Vol State by supporting their college success. This office advises these students to help resolve their needs for college success, whether it is through guidance on the admissions process, academic advising, veterans benefits, local career center benefits, or basic college processes.

This office coordinates services for these students by working with state and federal agencies to help qualified students with financial assistance from local agencies, job retraining, and employment programs. Providing assistance with Veterans Affairs educational benefits, military federal tuition assistance and military spouse financial aid is an integral part of this department. As an added benefit, this office manages the Vol State Veterans Center and is designed for our adult and veteran students to interact with their peers and have a quiet place to study. The Office of Adult Learners and Veterans Affairs is a source of information for college services such as advising, locations for tutoring, or guidance to external resources such as Veterans' agencies or other adult support services.

More information can be found on the website: The Office of Adult Learners and Veterans Affairs

Advising

Students who have not declared a major or who are not seeking a degree or certificate (but wish to enroll in credit classes) are assigned to a Full-Time Advisor/Counselor or Completion Advisor in the Advising Center for advising assistance. (Students who have declared a major are assigned to a faculty advisor, Completion Advisor or Advisor/Counselor.) The Advising Center also screens all transfer and transient students to be sure that required Learning Support assessment occurs and then modifies computer screens to allow enrollment.   Students should make an appointment to meet with their assigned advisor every semester before registering.   An advisor can:

- Provide general information about the College and its programs
- Explain placement assessment results
- Guide students through the registration process
- Assist with creating a class schedule
- Help students clarify their academic and/or career goals
- Provide students with specific information regarding transfer of courses to other colleges and universities
- Assist in explaining an unofficial audit of degree requirements

Information on the Advising Center can be found on the website: Advising Center

Athletics

The intercollegiate athletic program includes men's and women's basketball teams, a men's baseball team, and women's softball. These teams compete with teams from other institutions of the same intercollegiate level as Volunteer State Community College. Athletes must meet the eligibility

requirements of the National Junior College Athletic Association and the Tennessee Community College Athletic Association.

Career Services

The Office of Career Services assists students in understanding how their academic experiences can be utilized and transferred to the types of career activities they may undertake for a lifetime. Our primary mission is to provide a bridge between the student, the academic process and the world of work. We offer career resource modules focused on:

- Career fair success
- Social media in your job search
- Resume Basics
- Interview Skills
- Career confidence in your job search
- Career Fair Success
- First Impressions Count
- Military Experience in Civilian Terms
- Career Competency Self-Evaluation Form

Access Center

The Access Center provides assistance to students with qualifying disabilities by offering classroom accommodations, testing accommodations, and mentoring. Based on diagnosed disability and supporting documentation, accommodations that students may receive include:

- Mentoring
- Note Taking Assistance
- Testing Accommodations
- Alternate Format Textbooks
- Orientation to Adaptive Technology
- Interpreting for students with hearing impairments
- Assisted listening devices
- Braille materials

Diversity & Inclusion

The Office of Diversity and Inclusion provides cultural awareness through programming and activities for the entire Vol State Community. The office also provides a variety of training to address diversity and inclusion. Collaborating with faculty, staff, students and student organizations, this unit of student services offers co-curricular programming to support understanding bout diversity and inclusion within the College's Mission and strategic priorities. Working with the Diversity and Cultural Awareness committee, the office will support and execute initiatives for the continued education surrounding diversity and inclusion.

Financial Aid

The Financial Office is located is located on the Gallatin Campus and provides a comprehensive program of Student Financial Aid on the Federal, State, and institutional level. Programs include grants, loans, work-study and scholarships.

Records & Registration

The Office of Records & Registration is the place to visit for help with a variety of services such as:

- Transcripts (Printing or sending your Vol State transcript)
- Enrollment Verification
- Dropping or Adding Courses
- Grade Appeals
- Transcript Evaluation (Transfer Credit)
- Graduation – Faculty Advisors are required to sign Part B of the student application
- Prior Learning Assessment
- International Student Services

Student Engagement and Support

Office of Student Engagement and Support is responsible for engaging and supporting students as they navigate their higher education experience academically, socially, and personally. Student success through engagement and leadership is the primary focus of this office; collaborating with faculty and staff to promote a more well-rounded student is also a very integral focus. A main objective of this office is to expand and improve existing programming as well as build new programming and services that will enhance student success. The Office of Student Engagement and Support has a call center. The center serves in the role of welcoming students to the College as well as disseminating important information and reminders to students via telephone contact.

Testing Services

Testing services are provided by the College through the Testing Center on the Gallatin campus, as well as at the Livingston, Highland Crest, and Cookeville campuses. The Testing Center administers placement tests for students who have applied for admission to Vol State, along with English for Speakers of Other Languages (ESOL) testing. Additionally, the Testing Center also administers foreign language placement tests in French and Spanish, the Computer Competency Exam (CCE), graduate exit exams, make-up exams for college faculty, and career counseling assessments (Strong Interest Inventory and Myers Briggs Type Indicator). The Testing Center also proctors online and correspondence exams for students enrolled at other colleges and universities, and it serves as an official testing center for the ACT National, the College Level Examination Program (CLEP), the High School Equivalency Test (HiSET), Microsoft Office Specialist certification exams, and the International Codes Council (ICC) Southern Building Codes exam. More information can be found on the website: Testing Center

TRIO Student Support Services

The TRIO Student Support Services (SSS) program at Volunteer State Community College is a federally funded program through the U.S. Department of Education. The main objective of this program is to provide eligible VSCC students increased educational opportunities in order to promote academic success. The overall goal is to support students through educational support and retention strategies that lead to graduation and/or transfer to a four year institution. In order to participate, students must meet one or more of the following U.S. Department of Education requirements:

- Low-Income: Pell Grant Eligible
- First Generation: Neither parent has earned at least a four-year college degree or
- Disability: Registered with the Access Center

Services provided by TRIO SSS include Start-to-Finish Seminar, academic advising, graduation planning, career counseling, financial literacy, tutoring, mentoring, goal setting, laptop check-out, digital recorder/calculator check out, priority registration, and 4-year college transfer assistance.

BUSINESS & FINANCE

Student Billing and Tuition/Fee Payment

Billing and payment information can be located in the printed schedule of classes, on line Tuition & Fees or by contacting the Business Office, (615) 230-3585. For early registration, the institution has a fee due date prior to official registration. After this fee due date, students who have not made the required minimum payment are purged /dropped from the class rolls. Students will receive a letter and a telephone call using the automated system if purged and dropped from class. Please note that there is a billing cutoff date each semester. Students who register for classes after that date will not receive a bill. The billing cutoff date is generally one week before the early fee due date. When advising students, please inform them they must pay for their classes, otherwise they will be purged from class.

Students may pay for their tuition and fees online using either MasterCard, Visa, Discover, American Express or electronic check from savings or checking accounts; or they may pay in the Business Office between the hours of 8:00 a.m. - 4:30 p.m. and in Evening Student Services from 4:30 p.m.-8:00 p.m. Students must make payment by the due date in order to complete the registration process and remain enrolled in classes. There are instructions available for making online payment at Banner Online Payment.

College Directory Maintenance

Faculty and staff are responsible for maintaining current home address and telephone information with the Human Resources Office. Accurate and current information will enable more efficient and effective communication.

Telephone System

Telephone instructions may be obtained from the Office of Telecommunications. A personal long distance call is any call that is made which results in expenditure to the College and is personal in nature. All personal long distance calls, defined above, must be made by using a telephone credit card, calling collect, or charging to a home telephone number. The office of the Vice President of Business and Finance will continue to monitor the telephone report and bills. Supervisors, by written request, may receive the monthly telephone reports for their departments.

Bookstore

Information on the bookstore can be found at: Bookstore Desk copies for instructors should be obtained from the division office and not from the bookstore. The bookstore handles ordering copies for students to purchase.

CAMPUS POLICE

The following items can be located on the Campus Police Website.

Emergency Procedures

A goal of the VSCC Campus Police Department is to ensure there is maximum safety and minimal property loss from critical incidences. A crisis or potential crisis situation may arise on any day and at any

hour. Since emergencies may be sudden and without warning, the campus community is encouraged to frequently review documents located on the website: Emergency Procedures

Campus Safety

Information on campus safety including information on reporting an incident can be found at: Campus Safety

Campus Safety Escorts

For safety and security purposes, the Vol State Campus Police Department will provide Campus Safety Escorts whereby an individual can be escorted from one on-campus location to their desired on-campus destination by utilizing a member of the Vol State Campus Police Department. In order to obtain an escort, one can either contact an officer in person, or by contacting the campus police department. An escort is available to students, employees and guests while they are on Volunteer State Community College campuses and will operate on the Gallatin campus twenty-four (24) hours a day, seven (7) days a week and during normal operating hours at off-campus sites. Uniformed officers will offer a walking/riding escort to any destination on the college campuses. No escorts will be made off-campus unless an emergency or special circumstance exists.

Missing Property

In the event that College-owned or State-owned property is stolen or misplaced at any College location, any employee should call Campus Police as soon as possible. Campus Police will fill out a Safety and Security Incident Report and will file a copy of this report in the Campus Police office and forward a copy to the Vice President for Business and Finance. A report to the Tennessee Board of Regents and to the State Comptroller may be required.

Parking

All VSCC daytime and evening staff and registered students must display a current year parking decal when parking their vehicle on campus. The school has two types of decals available, exterior and interior. The exterior decal will be placed on the outside of the rear window bottom left corner on the driver's side. The interior decal is pressure-sensitive and sticks on the inside of the rear window bottom left corner on the driver's side. Vehicles with tinted glass are not allowed to use the interior decals. Jeeps and convertibles may display either an exterior or interior decal on the driver-side lower corner of the front window. Motorcycle operators encouraged to register but are not required to display the parking decal. For additional information, refer to the Campus Police website.

ENVIRONMENTAL HEALTH & SAFETY

Health & Safety Procedures can be found on the website: Health & Safety Procedures

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 for Student Services is unavailable, they should report it to the Assistant Vice President for Student Services. 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 Manager of Environmental, Health & Safety. If the Manager of Environmental, Health & Safety is unavailable, they should report it to the Sr. Director of Human Resources. If offices are closed, report it to the Campus Police Department. Employees should also inform their supervisor or department chair.

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 Manager 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 the Manager of Environmental Health & Safety. In the event a campus notification is necessary, Public Relations should be notified so that they may assist in the communication process.