

# Faculty 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 05/18

## **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**

Dear Colleague:

Faculty plays the predominant role in the success of an educational institution. They must juggle varied functions and responsibilities beyond teaching that shape the institution: committee service, counseling and advising students, and sponsoring projects and programs that provide an array of services to our community.

These faculty ventures typify the broad contributions that must exist in a community college setting. However, without the foundation of dedicated commitments to teaching and learning taking place in the classroom, lab, studio, and shop, each of these activities would be meaningless.

As an educator, you have an exciting challenge ahead of you in combining these roles with a commitment to excellence in the classroom. I am both confident and proud knowing that each of you will meet this challenge at Volunteer State Community College.

Dr. George Pimentel  
Vice-President of 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 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 Academic tab. [College Catalog](#)

### Organizational Chart

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

### Faculty & Staff Directory & Employee Listing in Catalog

A listing of faculty is located in the online [directory](#). 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 Faculty and Staff Development program is partly facilitated by the Professional Development Committee. The Committee considers funding requests from both individuals and departments. Funding requests may take the form of mini-grant proposals or assistance for individuals to attend professional conferences. All such requests should be submitted to the Chair of the Committee.

### **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](#)

### **Outlook Calendar**

The Outlook Calendar is a location for posting a schedule of your day. It is a helpful tool, not only for the individual "owner" of the calendar but for others as well when planning meetings, etc. Faculty who serve in the capacity as Department Chair, Program Director, and/or College Committee Chair, as well as Division Deans, are required to maintain an up-to-date Outlook Calendar. Other faculty are encouraged to keep their Outlook Calendar up-to-date with current class times, office hours, meetings, etc. which will assist and simplify in the scheduling of meetings.

### **Master Calendar**

The Master Calendar contains information (dates/times) for all campus events including Faculty Meetings, forums, student related deadlines, and other notifications. It is recommended that all faculty subscribe to the Master Calendar to stay current with ongoing activities of the College. To access, select the Master Calendar tab in the Volstate portal and follow the directions to subscribe. The Master Calendar gives you the capability to submit an event to be included on the Master Calendar that may be relevant to your class. Once it is submitted the event will go through an approval process implemented by Public Relations and be placed on the Master Calendar. The Master Calendar is facilitated by the Public Relations Office.

### **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 VolState](#) 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 Office of Disability Services 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 [Office of Disability Services](#) for additional faculty information about accessibility.

### Best Practices for Online Teaching

The [Best Practices checklist](#) is a compilation of best practices associated with teaching online courses. Instructors are expected to follow these steps.

### Standards for Online Course Development and Instruction

Volunteer State Community College is committed to implement the Quality Matters standards for the design of online and blended courses, and we are systematically building and evaluating our courses based on these rigorous, research-based standards. The Quality Matters standards assure that the online components of these courses promote learner engagement and provide students with all the tools and information they need to be successful learners. For more information, please review our [standards](#).

### 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.

## Web 2.0 Tools and Resources

There are many useful, FREE online tools that can be integrated into the online and hybrid learning experience. This [Web 2.0 list](#) provides several recommended tools grouped together by type: chatting, communicating, networking; collecting, storing, sharing; creative sharing, discussion, polling; tools to present your creations; and finally, video and sound. We've also designated which tools are ADA compliant and which are working on it (but maybe not quite there yet). Non-compliant tools should be used with discretion.

## Disability Services

The VSCC Office of Disability Services has developed the Office of Disability Services 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: [Disability Services - Faculty Resources](#)

## Technology Learning Center

The Technology Learning Center (TLC), located on the second floor of the Thigpen Library in room 224, is designed to assist VSCC faculty in the integration of technology into the teaching process. The center is equipped with some of the latest computer-related equipment and is available for trainings or faculty use from 8:00 a.m. to 4:30 p.m. Monday through Friday and available on evenings and weekends by appointment by contacting Distributed Education at 615-230-3665 or email [eLearn@volstate.edu](mailto:eLearn@volstate.edu).

The center permits faculty members to learn, in a hands-on environment, the tools that can be used to incorporate technology into teaching and learning. In addition, training sessions are available, which you can find using our [Training Calendar](#).

## Services

- Training
- eLearn support
- Beginning, Intermediate, and Advanced accessibility training
- Small group and one-on-one sessions
- Assistance developing instructional materials
- Instructional resource materials

## 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 PIN 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. You can also update your password using the [Vol State Portal](#).
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 Library/Learning Resource Center. Checkout requires your employee ID card. Laptops may be kept for a period of up to two weeks. After two weeks the laptop must be returned to the Library.
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.

## The 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: [Vol State Libguides](#)

## **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.

### **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**

### **Faculty Duties and Responsibilities**

The following is a list of typical duties and responsibilities required of most 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."

- Teach 28-32 hours per academic year via on ground, online, hybrid or web-enhanced modalities as assigned.
- Teach evening, weekend, off-campus, dual enrollment and distance-based courses as required.
- Develop curriculum, evaluate and review of credit and non-credit courses.
- Evaluate and monitor progress to achieve goals and objectives (and those by any licensing, registering or certifying agency as applicable); assist with affiliation and accreditation efforts.
- Recruit and advise students and support persistence/progression through graduation.
- Maintain office hours and availability to students.
- Complete required College trainings.
- Complete all required reports such as class participation, Early Alerts, progress reports, grade submissions and administer and return surveys by the required deadlines.
- Attend college, department, and faculty meetings.
- Serve on college and department committees.
- Attend professional development activities.
- Participate in community service.
- Comply with all of the College's and TBR's policies and guidelines.
- Other duties as assigned.

### **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 on the Vol State web page at [My VolState](#). 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 VolState at [Vol State Portal](#)
- 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 8 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 9 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 10 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 14<sup>th</sup> 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 participation and grade records for three 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

The Advising Center assigns a faculty or professional advisor to all degree-seeking students. First-time freshmen are required to meet with an advisor prior to registration. All TnPromise students are required to meet with their assigned advisor in their second semester. In addition, students failing to make the appropriate grade in their milestone courses are required to meet with their assigned advisor. All students are strongly encouraged, however, to meet with their assigned advisor throughout their time at Vol State.

Campus connect Summer Orientation are mandatory for students and faculty participation is crucial to its success. All faculty who teach a summer course are required to participate in campus connect dates in consultation with their dean.

The Director of Advising & Testing schedules optional advisor training sessions each semester at every Vol State site. Faculty advisors are encouraged to request one-on-one or small group advising sessions on topics of their choice if they are unable to attend the scheduled ones. (Please note that new faculty advisors are required to attend training sessions designed just for them.) Faculty advisors are provided with advising-related materials in-person, through email, eLearn, and/or on the "V" drive.

The Advising Center strives to corroborate actively with faculty advisors as part of the ongoing effort to implement an effective advising program. If faculty members have any questions about advising-related matters, they are encouraged to contact Director of Advising and Testing.

## Articulation Agreements

Articulation is the process by which one institution matches its courses or requirements to course work completed at another institution and acknowledges the validity of course work toward the fulfillment of requirements of an academic credential/degree. Once approved, these agreements are useful in the advisement of students. Volunteer State Community College follows the process outlined in TBR's Policy on Articulation and Transfer when entering into articulation agreements with other institutions. In addition, the Office of the Vice President of Academic Affairs has developed on-campus articulation procedures to be followed for initiating/establishing agreements. See TBR Policy 2:00:01:06 [Articulation and Transfer](#) and Volunteer State Articulation Processes and Procedures located on the Vdrive: [V:\Articulation Agreements](#).

## 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-seeking 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 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% participation and all work turned in by the due dates. If this doesn't happen, we can almost always fix it.
  - You can expect us to reply to your emails or calls and we will support you by requiring our 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 a 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.

### **Professional Development**

All full-time faculty are expected to participate in professional development activities that serve to enhance teaching and learning, including those activities provided by the College, on-campus, in regularly scheduled professional development days and sessions. Professional development occurs through a variety of engagements and is reported, encouraged and monitored through the annual evaluation process.

### **Required Training and Other Commitments**

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.

### **Commencement**

Faculty members are required to notify their Division Dean if they are unable to attend at least one of the commencement exercises. The Division Dean will then notify the Vice President of Academic Affairs. Academic caps, gowns, and hoods are required for the commencements. Faculty members are provided with rental academic regalia if they do not own their own. The bookstore orders rental regalia for faculty. Faculty will be advised when bookstore orders are due.

### **Committees**

Through service on the committees of the College, including required service on Standing Committees, the faculty are engaged in the governance of the College.

College Standing Committees exist at the discretion of the President. The purpose of these committees is to make recommendations concerning governance of the College. Membership of a given committee should represent all employees and students who work and study at the College. Membership on College

Standing Committees is one of several avenues of service to the College and the greater community available to employees and students. Service to the College and the greater community is an expected element of employment at the College.

A complete list and description of standing committees, guidelines, and a full description of each may be found on the website: [Committees](#)

### **Early ALERT System**

The ALERT system is a campus collaboration whereby the faculty submit ALERT (Academic Progress/Early Intervention Notifications) to the Student Engagement and Success Office 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 VSCC Portal and selecting the Faculty Tab and then the Alerts tab under Quick Links. The Office of Student Engagement and Success will send to faculty, via email, information pertaining to the Early ALERT System at the beginning of each semester.

### **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 [Curriculog](#). 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](#)

### **Course Development (ADA Accessible)**

TBR has mandated that all courses taught at TBR institutions be ADA accessible according to the schedule presented by TBR. Questions regarding this schedule should be directed to the Distributed Education Office. Instructions on how to make courses ADA accessible, see the Distributed Education Handbook on the [Distributed Education Website](#).

### **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 each student should have access to a copy of the course syllabus. **Remember to change the date on your revised syllabus!**

- I. Instructor Name, campus office location and phone number
  
- II. Course Description-Use catalog description plus other instructor details.

### III. Goals and Outcomes

- A. General Education Goals and Outcomes – See "College Graduation" section of the catalog 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.

### IV. Course Assessment Techniques Assessment of General Education Goals/Outcomes Assessment of Other Goals/Outcomes

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

### VI. Required college policy statements:

- A. **ADA statement:** 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 VSCC Disability Services 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 Disability Services will receive appropriate accommodations. For further information, please contact [Disability Services](#).
- B. **Equal Opportunity Statement:** Volunteer State Community College, a Tennessee Board of Regents Institution, is an equal opportunity institution and ensures equal opportunity for all persons without regard to race, color, religion, sex, national origin, disability status, age, sexual orientation, or status as a qualified veteran with a disability or veteran of the Vietnam era.
- C. **Affirmative Action Statement:** No person shall be excluded from the participation in, be denied the benefit of or be subjected to discrimination under any program or activity of the College because of race, color, national origin, age or handicap.

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

### VIII. 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

## 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.

## 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](#)

### Academic Tenure – VSCC Policy II:01:00

Academic tenure is an important issue for many faculty and the policies and processes of tenure are detailed. The Volunteer State policy is published in full on the website: [VSCC Policy II:01:00](#) so faculty can easily find the answers to those questions they may have. The tenure application is also located on the website: V:\Committees\Promotion and Tenure. An example calendar for those applying for tenure is below.

#### Example Promotion/Tenure Calendar

<i>ACTIVITY</i>	<i>DATE</i>
Notification of faculty meeting minimum criteria	September 30
Faculty submission of materials to their Division Committee	January 11
Division Committee's recommendation to their Division Dean	January 26
Division Dean's Recommendation to College Promotion/Tenure Committee	January 30
College Promotion/Tenure Committee's Recommendation to Vice President	March 2
Faculty notification of College Promotion/Tenure Committee action	March 16
Faculty member appeals to Vice President	March 23
Vice President's notification of appellate action/recommendation to President	April 2
Faculty appeal of Vice President's decision to President	April 5
President's notification to faculty member of appellate action	April 23
President's recommendation to Chancellor	April 27
TBR staff review and recommendations	June 4
TBR review and approval	June Board Meeting
Chancellor's notification of tenure and promotion decisions	July 16
Human Resource's notification to faculty of tenure and promotion	July 31
Effective date of promotion/tenure decisions	August

### 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. In addition, procedures for converting Term appointments to Tenure Track appointments are outlined in this policy. Refer to the full policy: [VSCC Policy II:01:07](#)



## **Full-time Faculty Hiring Procedure**

All full-time faculty are employed following the procedures delineated in the College's Employment and Search Procedure Manual located in the Office of Human Resources. Please consult this manual for specific details.

The procedures for filling all administrative, professional non-faculty, and clerical support staff are also detailed in this manual. An exception to the procedure will be utilized for hiring the President whose search is staffed by the Tennessee Board of Regents.

## **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 Division Dean. The Vice President of Academic Affairs reviews and certifies that all faculty credentials meet established criteria. Division Deans conduct periodic reviews of the files to assure current content (at least annually).

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

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

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

## Faculty Credentials VSCC Requirements

Type of Program	Degree Requirement
AS/AA, AST program (transfer courses)	Full-time and part-time faculty members teaching credit courses in humanities/fine arts, social/behavioral sciences, and natural sciences/mathematics must have completed at least 18 graduate semester hours in the teaching discipline and hold at least a master's degree, or hold the minimum of a master's degree with a major in the teaching discipline. In exceptional cases, outstanding professional experience and demonstrated contributions to the teaching discipline may be presented in lieu of formal academic preparation in the above areas.
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 (VSCC1000)	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.
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.
Physical Education Activity Courses	Preferred: Master's degree in physical education, master's degree with 18 hours in physical education, or master's degree with related professional or teaching experience. Also considered: Bachelor's degree in physical education or recreation or professional certification in specific areas such as aerobics, golf, tennis, etc.

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.

### **Faculty Evaluation Process for Academic Affairs – VSCC Policy II:01:02**

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. Consequently, the self-evaluation component of this system is an important aspect of the process. By taking this process seriously, faculty members will be able to devote time and energy to the development of all aspects of their work.

It is the responsibility of the Office of Human Resources to initiate the processes involved in faculty evaluation. The Division of Academic Affairs administers the processes involved in faculty evaluations. The Office of Academic Affairs creates and maintains a yearly calendar on faculty evaluation and initiates requests for student evaluations. The primary goal of faculty evaluation is to improve faculty development. A comprehensive performance evaluation provides formative guidance and direction to facilitate the achievement of the individual goals. Each Division Dean is responsible for setting annual goals and objectives for his/her division and communicating the goals to the division in a manner that will assist faculty in their efforts to attain the goals.

The faculty evaluation shall, as a minimum, consist of the following components: (1) student evaluation; (2) self-evaluation; (3) peer evaluation; and (4) supervisor evaluation. Additional information regarding each of these components is outlined in the faculty evaluation policy published on the website. [VSCC Policy II:01:02](#) (NOTE: Additional information pertaining to the student evaluation component is outlined in the Student/Course Evaluation section below including directions for using the IOTA 360 software.) Faculty should review the results of the student/course evaluation in order to plan improvements in the course in succeeding terms.

### **Student Course Evaluations**

Student course evaluations are conducted by IOTA360. Students are contacted via email to complete the course evaluations found in eLearn. Faculty will be contacted via email by IOTA 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 can view results in eLearn. Faculty at any time can view past and current results which will be necessary for the Promotion and Tenure process. Directions for using IOTA360 can be located on the Vdrive: V:\Department Collaborations\IOTA 360

### **Faculty Workload Guidelines and Credit Hours**

Faculty are hired to teach, develop and revise curricula, advise students, engage in professional development, and perform certain other duties. Curriculum development includes courses or programs

and may include traditional as well as non-traditional delivery systems. Teaching responsibilities may include assignments on or off campus in the daytime, evenings, or on weekends during the academic year. Summer teaching is neither expected, required, nor guaranteed.

A typical faculty member's workload (faculty on an academic year appointment) includes 15 Teaching Load Equivalents (TLE's) per term, plus other duties. It is a goal of Academic Affairs for the average Student Credit Hours (SCH's) generated by faculty per semester to equal 325, though the actual number will vary by discipline and from semester to semester.

Faculty on an academic year appointment devotes a minimum of 37.5 clock hours per week, not including the lunch hour, to the College. Of those 37.5 hours, approximately 15 are devoted to instruction, 15 to office hours, including virtual office hours, and the remaining left to the discretion of the faculty member and administration. Generally, faculty is expected to be on campus or at an assigned alternative work site five days a week. Faculty on a fiscal year contract is expected to maintain a minimum of 37.5 clock hours per week on campus or at an official work site.

Faculty are compensated for a normal teaching load of 28-32 TLE per academic year, with an attempt made to equalize terms; however, the teaching load may vary each semester depending on circumstances. All overloads must have the prior approval of the Vice President of Academic Affairs. Overloads will normally be paid in the semester they occur. Exceptions to this policy will be made based on circumstance. Attempts will be made to see that all faculty have academic year teaching loads in the range of 28-32 TLE's without salary adjustments.

In addition to instruction and curriculum development, faculty are involved in professional development activities, service to the College (advising, committee assignments, sponsorship of student organizations, research), and service to the community. Attendance at discipline, department, division, and college-wide faculty meetings is expected. Faculty is generally involved in the development of their teaching schedules, but the schedule of classes is based upon the effective utilization of space and the needs of students. The number of course preparations, clinical responsibilities, number of students taught, nature of the subject, and assistance available from student workers, Administrative Assistants or other staff are all considered in the assignment of teaching loads. Care should be given to ensure that all faculty are treated fairly, equitably, and ethically in the assignment of duties.

### **Calculation of TLE's for Traditional Sections**

When sections of courses are assigned to faculty to make a "Teaching Load" of 15 TLE's (Teaching Load Equivalents) per term, the teaching credit assigned to each section of a course is calculated, by Tennessee Board of Regents guidelines, using the following formula (with the assumption that the semester includes fifteen (15) weeks of instruction): [TBR General Personnel Policy](#) 5:01:00:00

TLE's for a section of a course = (credit + contact) /2

For traditional Lecture sections: 1 Semester Credit Hour = 750 minutes of instruction.

An example calculation of TLE's for traditional sections:

Consider a 4 semester hour CHEM 121 course with 3 "Hours" of lecture a week and 3 "Hours" of laboratory a week. The teaching credit for the LECTURE section (with its "Distributed Credit" of 3 Semester Hours) is:

TLE's for a CHEM 121 lecture = (distributed credit + weekly contact)/2

TLE's -  $(3 + 3)/2 = 3$  TLE's for a CHEM 121 lecture

For instruction in laboratory sections, however, the "Hours" of instructional time produce LESS than an equivalent number of TLE's. For example, a LABORATORY section of CHEM 121 meets 3 "Hours" per week. The teaching credit for the LABORATORY SECTION of the course (with its "Distributed Credit" of only 1 Semester Hour) is:

TLE's for a CHEM 121 lab =  $(\text{distributed credit} + \text{weekly contact})/2$

TLE's =  $(1 + 3)/2 = 2$  TLE's for a CHEM 121 lab

The Teaching Load reflects the sum of TLE's for all of the different sections of all courses assigned to a faculty member.

The above formula does not apply to the calculation of teaching loads for private instruction in music or in allied health.

### **When TLE Overload is to be Paid:**

The standard teaching load for most faculty is five 3-credit hour lecture courses (15 TLE) per semester. In subject areas where lectures, laboratories, etc. deviate from the 3-TLE norm, the standard teaching load consists of lectures, laboratories, and/or other assignments totaling 14-16 TLE per semester. *Overloads will be paid in the semester they occur and when the standard teaching load is exceeded as the result of the faculty member accepting an extra lecture or laboratory section.*

- TLE at or below 15 will not be paid as an overload
- TLE above 15 and below 18 will be paid as overload down to 15 TLE ***if*** the overload is the result of the faculty member accepting an extra lecture or laboratory section
  - **Ex. 16 TLE that results from five lecture courses, one of which is a 4-credit hour course, will not receive overload pay**
  - **Ex. 16.5 TLE resulting from the assignment of an extra laboratory section will receive 1.5 TLE pay**
- TLE above 16 and below 18 will be paid as overload down to 16 TLE if the overload is ***not*** the result of the faculty member accepting an extra lecture or laboratory section
  - **Ex. 16.2 TLE will receive 0.2 as overload, 16.5 TLE will receive 0.5 as overload**
- TLE at 18 and above, will be paid as overload down to 15 TLE regardless of the circumstances
  - **Ex. 18.5 TLE will receive 3.5 as overload**
- Independent Studies will not be paid as an overload unless total TLE is over 16 and will follow steps above
- Emergency situations must be approved by the dean and the VPAA, in writing, and documentation sent to Division Administrative Associate and Executive Administrative Assistant to VPAA.
  - For example, after the semester starts and faculty are unable to fulfill contract and the class is added to another faculty as an overload.

**High Productivity:**

Excluding Overload SCH:

450 SCH per semester pay 1 TLE at overload rate

900 SCH per year pay 2 TLE at overload rate

High productivity is only paid in spring semester.

**Health Sciences: Calculation of TLE's for Non-Traditional Loads**

Because the various programs in Health Sciences are so different from traditional courses in non-career disciplines, there is no single formula which fairly or realistically relates time in the class or numbers of students to a teaching load. At the present time, the most reasonable teaching load for a full-time Health Sciences faculty member is simply a minimum 37.5 clock hour work week. A formula which represents that situation would be: 1 TLE in Health Sciences discipline = 2.5 clock hours, so 15 TLE's in Health Sciences = 37.5 clock hours per week

It is expected that virtually all Health Sciences faculty schedules might be a combination of this formula together with the "traditional" formula, if there are any traditional lecture and/or lab sections in the program. The Teaching Load for the full-time Health Sciences faculty member would, nevertheless, be a minimum of 37.5 hours per week, as for all other full-time Faculty.

**Music: TLE's for Private Music Instruction**

1 TLE = 3 half-hour private lessons

15 TLE's = 45 half-hour private lessons

Although some music instruction is conducted in a traditional classroom setting, most music faculty have at least part of their professional responsibility devoted to the teaching of individual students in private half-hour or hour-long sessions; therefore, their teaching loads would be calculated by using a combination of the "traditional" formula and the "private instruction" formula.

**Independent Study: TLE's for Independent Study Courses**

Courses which do not lend themselves to traditional classroom or laboratory methods but must be taught in an individual, tutorial, consultative manner are credited to the faculty member on the basis of 0.1 TLE for each SCH, not to exceed 6.0 TLE without the approval of the Vice President of Academic Affairs.

The following system is applied so that a faculty member can use these portions of TLE generated by independent study sections.

As an example: (assuming each student is earning 3 credits) Semester A: 5 students = 15 SCH x .1 = 1.5

TLE Semester B: 3 students = 9 SCH x .1 = 0.9 TLE

Semester C: 3 students = 9 SCH x .1 = 0.9 TLE

3.3 TLE accumulated in 3 semesters

Considerations for extra compensation include; number of students, number of different preparations, organization and supervision of a group independent study projects, etc.

**Team Teaching: TLE's for Team Taught Courses**

In courses in which one faculty member assists another or in which the responsibility is divided into partial portions of the semester, TLE will be divided as is fair and appropriate. In cases where two or more faculty are teaching one course, and where both or all are equally responsible for the course, TLE will be divided

equally. In no cases may the TLE awarded to participating faculty exceed the total TLE assigned to the course.

### **Guide for Appeals Regarding Workload Assignment**

Faculty teaching loads and office hours are developed by faculty with their department heads or coordinators, approved by Division Deans, and forwarded to the Vice President of Academic Affairs.

Each semester the Division Dean files for approval with the Vice President of Academic Affairs a Teaching Load Profile (TLP) on all divisional faculty. The TLP consists of the semester and year, the names of all instructors (both full- and part-time) with courses and sections taught, the number of students in each section and the Student Credit Hours (SCH's) generated for each section. "Distributed credit" refers to the number of credit hours assigned to a particular type of section based on the method of teaching (lecture, lab, practicum, studio, clinical). The assignment is made when the course is proposed and approved by the Curriculum Standards Committee. SCH's for a section = number of students x distributed credit. Recognizing that the nature and range of duties assigned to faculty in each Division are variable and difficult to quantify, the following outline serves as a guide for appeal procedures:

- I. Faculty who perceive they have an excessive workload may appeal to the person directly responsible for scheduling (e.g. their respective coordinator, department head or division dean) as is appropriate for the chain of command within the Division. The appeal should include a written narrative explaining the reason for the appeal and may suggest solutions to the perceived inequity.
- II. After due consideration and discussion with the faculty member, the person directly responsible for scheduling may either deny the request or agree that it has merit.
- III. If it is agreed that the appeal has merit, the person responsible for scheduling may immediately or in the future adjust the faculty member's workload by reducing duties and/or assignments or may recommend that the faculty member be granted released time or extra compensation, keeping in mind the following:
  - A. Adjustments requiring changes only in distribution of course load or minor departmental duties need no further approval.
  - B. Adjustments requiring changes in course load involving more than one term (e.g. a reduced load in a subsequent term) or in significant division or college-wide committee work or other assigned duties need approval of the division dean.
  - C. Adjustment requiring released time or additional compensation needs approval of the division dean and academic vice president.
- IV. If the coordinator, department chair or division dean directly in charge of scheduling does not agree that the appeal has merit (and therefore does not make or recommend a workload adjustment), the faculty member may appeal to that person's immediate supervisor, providing the same information as was provided in the original appeal. However, all attempts should be made to resolve appeals and disagreements at lower levels before moving to higher levels.

## **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.

## **Office Hours for Faculty on an Academic Year Appointment**

To determine the required number of hours on campus or at an official work site, divide the total number of required on-campus clock hours by the number of weeks in the term: divide by 15 for fall, divide by 15 for spring, and divide by the appropriate number of weeks in the summer term. (For example, a full-time faculty member teaching 6 TLE in a 5 week term will be required to be on campus 36 hours per week for 5 weeks to meet the 180-hour requirement. A full-time faculty member teaching that same 6 TLE load during a fall or spring term (if 6-TLE loads were possible) would only be required to be on campus a total of 12 clock hours per week for 15 weeks.

## **Virtual Office Hours**

### **I. VSCC fully online class:**

#### **A. Class Hours**

Class Hours will be considered virtual (prep time) and must be included on the faculty member's schedule. These can be held on-campus or off-campus.

#### **B. Office Hours**

Office Hours for this class are allocated:

1. 2/3 the credit value of the class can be virtual or on campus (e.g., 2 hours for a 3 credit class)
2. 1/3 the credit value of the class will be conducted on campus (e.g., 1 hour for a 3 credit class)

### **II. TNeCampus (RODP) fully online class:**

#### **A. Class Hours**

1. Will be considered virtual (prep time) and must be included on the faculty member's schedule. These can be held on-campus or off-campus.

#### **B. Office Hours**

1. May be conducted on-campus or off-campus.

- C. If a TNeCampus course is part of your regular Volunteer State faculty load – faculty will follow the VSCC fully online guidelines (See Above) unless they are the course developer for that course (See Below)



- D. If you developed a TNeCampus course and you are teaching it, you may choose to conduct all office hours for that class as “virtual” office hours.
- E. Summer TNeCampus courses taught in load (paid at 1/32 rate) will follow VSCC fully online class rules. (see above)

### III. VSCC Hybrid Class:

- A. Faculty should conduct 1/2 the credit value of the class office hours on campus before or after each class meeting as scheduling allows. The remaining office hours can be conducted on campus or off-campus.

### IV. General Guidelines and Requirements

#### A. Posting of Hours

All faculty must post their class hours and office hours on their office door and online in their course. This includes their virtual office hours.

#### V. Minimum On-Campus Time

All 100% full-time faculty shall have a minimum of 7.5 hours and two days on campus each week, including class time and office hours.

#### VI. Advising Duties

During times of heavy advising activity, faculty with virtual hours will not hold virtual office hours. Instead, they will hold equivalent office hours on campus during the business day. These days will include:

- A. The first three days of the semester
- B. The entire week of early registration
- C. As requested by their supervisor or Dean
- D. The first day of new and readmit students

All faculty members are expected to be available to students during their virtual office hours. If a faculty member will be unavailable to students during their virtual office hours, they must follow the same procedures as when they will be unavailable for an on-ground class or on-ground office hours.

All faculty members are expected to attend scheduled college, division, department and committee meetings unless they conflict with a scheduled class.

### Credit Hours and Maximum Load

VSCC defines a credit hour as: One semester hour of credit consists of a minimum of 750 minutes of classroom instruction per a fifteen week semester. For courses that require laboratory or clinical components, additional hours are required. Each lecture hour presupposes a minimum of two hours preparation on the part of the student.

The minimum number of semester hours per term for classification as a full-time student is 12. The maximum number of semester hours for a student (without special permission) is 18 hours per semester.

Students who have a “B” average for the semester in which they are currently enrolled may, with the permission of the Vice-President for Academic Affairs, schedule a maximum of 22 hours the following semester. Any student desiring to register for a maximum load must obtain approval from the Vice-President for Academic Affairs. Approval must be obtained in this same way each time the student wishes to take more than 18 hours in a semester.

Students who have other commitments such as work or family obligations are strongly urged to measure their academic load carefully.

## **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:

<b>Credit</b>	<b>Semester Contact Range</b>
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

### Office Hours and Compensation for Summer Term: Faculty on Academic Year Appointment

Although less than during the academic year, student enrollment in the summer term offers opportunities for full-time faculty to supplement their academic year salaries with up to a maximum of 25% of the preceding academic year salary. The pay rate is 1/32 of the annual salary per TLE taught. The recommended summer teaching load for full-time faculty generally does not exceed 6 TLE (of the maximum 9 TLE permitted by TBR policy). Refer to [VSCC Policy V:06:04 Faculty Compensation During Summer Session and Inter-Sessions](#).

Full-time faculty who teach in the summer are expected to carry on all normal academic year activities during the summer term -- teaching, curriculum development, professional development, academic advising, committee service, etc. Because the summer term is shorter, the required number of hours on campus per week will be greater than during Fall or Spring terms.

Faculty who perform service on campus outside the calendar of the summer session in which they teach, should be able to apply these office hours to their summer term load. On campus, summer service performed by faculty outside the term of their contract or being compensated in summer can likewise be applied to the office hours in the Fall Term if appropriately documented by the faculty member and pre-approved by the Division Dean.

### 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 Guideline A-075](#) and [VSCC Policy V:01:06 Intellectual Property/Patents and Copyrights](#).

### **Textbooks (Re-selling of Examination Copies of Textbooks)**

As a faculty member you may be contacted from outside individuals and/or vendors requesting to purchase complimentary copies of textbooks. The resale of textbooks by faculty is prohibited. Refer to [VSCC Policy II:01:14 Re-selling of Examination Copies of Textbooks](#) for information on the disposal of unsolicited textbooks.

### **Outside Employment, Teaching/Employment at Other Institutions of Higher Education and/or Other State of Tennessee Agencies (Dual Service), and Extra Compensation**

Full-time employment with the College demands an individual's full-time professional expertise, commitment, and energies, and the assigned teaching load of College faculty constitutes a full-time assignment. However, the college recognizes the value to its students, its personnel, and to the citizens in the community which arises from outside consulting and other professional experiences in which faculty may engage. Such activities contribute to the quality of instruction, enhance the competency of the individual, contribute to the economic development of the state, and bring credit to Volunteer State Community College. These activities also create valuable links between the College and the communities we serve.

Faculty acceptance of overload assignments, for instruction or other purposes, is strictly voluntary. Overload assignments should be employed only when situations arise which warrant such action. Overload assignments should not be employed on a regular basis or in lieu of hiring qualified faculty or instructors. Supervisors must be careful to protect untenured faculty when making overload assignments and should make every effort to distribute overloads fairly as staffing needs allow.

Outside employment also includes teaching and/or employment at other institutions of higher education/and or other State of Tennessee agencies. This is typically referred to as **Dual Service** and the teaching/employment may be at another Tennessee Board of Regents (TBR) institution, a higher education institution outside the TBR System, or another State of Tennessee agency. Notification must be given to and approval received from the faculty member's division dean prior to engaging in teaching and/or employment at another higher education institution and /or State of Tennessee agency. Once approval is received, the division office must start the process by following the procedures outlined in the Dual Service Agreement Checklist which is located on the Purchasing website: [Dual Service Agreement Checklist](#). Completion and approval of the Outside Employment form is also required when engaging in a Dual Service Agreement.

The minimum rates per credit hour of instruction, as articulated here in [Faculty Compensation](#), must be applied when calculating compensation for extra service for full-time faculty teaching credit courses. Compensation for extra service must be commensurate with the instructor's highest degree, rank, and experience, within the academic unit. With the approval of the Chancellor, the President or his designee may approve exceptions to the minimum rates when circumstances warrant.

The full policy is located on the website: [Outside Employment and Extra Compensation](#)

## 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](http://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.

Even though the College is "open" in full or in part, students and college personnel should not endanger their lives or safety by attempting to reach campus when their local road conditions prohibit safe travel. Students are on their "honor" in observing this, but where such local hazardous conditions exist, individual students may be entitled to an excused absence (privilege of making up missed work.) Keep in mind that relative hazards may vary within our twelve -county service area and the decision to be opened or closed will relate to generally prevailing conditions.

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](http://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

Location	Phone Number
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](#)

[VSCC Policy VIII:02:00 Sex Discrimination, Sexual Harassment or Sexual Misconduct](#)

[VSCC Policy VIII:03:00 Sex Discrimination and Sexual Harassment](#)

[VSCC Policy VIII:04:00 Discrimination and Harassment](#)

[VSCC Policy VII:05:00 Sexual Misconduct](#)

### **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](#).

### **Email Policy**

Official Volunteer State Community College E-mail accounts will be provided to all faculty. This account and eLearn are to be the only E-mail accounts used for communication with students and for administrative purposes. Home or other E-mail accounts should not be used. 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](#).

## **CURRICULUM DEVELOPMENT & TEACHING STRATEGIES**

### **Responsibility for the Curriculum**

The responsibility for the development, approval, evaluation, and improvement of the curriculum in each educational program rests with the faculty. Faculty, working with the academic leadership, are responsible for new program development, program modification and termination through Curriculum Committee process, as outlined below.

### **Procedures for Submission of Revisions to the Curriculum**

The faculty of each Academic division is given the responsibility and opportunity to develop and revise the curriculum in their respective disciplines. These revisions are submitted through the Division Dean to the Curriculum Committee for review and approval usually in the form of course additions, modifications, and deletions and changes to degree and certificate programs.

Specific forms for submitting these changes are submitted and approved through the Curriculog software which can be found on the website: [Curriculog](#). The following is a list of forms and their purpose:

**I. Proposal for Course Addition Form**

This form should be used for submitting for approval new courses to be included in the College catalog. Division Deans should consult with the Vice President of Academic Affairs, when necessary, to secure approval for new course title, catalog number, credit, lecture hour, and laboratory hour information.

**II. Proposal for Modification of Existing Course Form**

This form is intended for all course changes except additions and deletions. The type of modifications should be clearly indicated by checking the appropriate information boxes on the form. The only exception for modifications are changes to a course rubric which require deleting an old course and adding a new course.

**III. Proposal for Deletion of Existing Course Form**

This form should be used to delete courses which already exist in the College curriculum. It is intended to specifically identify the course for the members of the Curriculum Committee without including unnecessary information. The catalog information required should reflect the exact wording of the information as shown in the current catalog.

**IV. Proposal for Curriculum Revision**

This form is used to propose changes to a program of study, as it currently exists in the College catalog. Actual changes, i.e., courses added, modified, deleted, are indicated on this form.

**V. Proposal for New Program/Certificate Form**

This form is submitted for approving a new academic program or certificate to be offered at the College. A sample of the new curriculum in its entirety will be included on the form.

**VI. Proposal for Program/Certificate Inactivation/Deletion Form**

This form is used to delete or inactivate a program or certificate that already exists at the College.

**General Education Goals**

The general education requirement at Volunteer State Community College consists of designated courses which provide students with a foundation for undertaking specialized studies in either a transfer or a career program. The purpose of the general education courses is to involve students in the inquiry into cultural traditions, values, and assumptions and to assist students in developing and refining the fundamental critical skills needed to think critically and communicate effectively in contemporary society. Instruction in the general education core subjects can build students' abilities to function effectively in a variety of roles; the general education curriculum promotes the development of skills necessary for students to succeed in their major fields of academic study. These core subjects will provide students with knowledge to:

- Use problem solving as an application of critical thought
- Understand and apply knowledge of the foundations and practice in the scientific method of inquiry and in relevant mathematical skills
- Demonstrate effective written and oral communication skills
- Identify and analyze both national and global societal challenges
- Analyze and respond to the arts
- Demonstrate computer technology skills to support academic and professional achievement and general knowledge of the larger impact of computers on society

**Career /Technical Goals**

In addition to the general education goals required by each program, the career/technical degree programs at Volunteer State, although diverse in intent, share a set of career/technical goals with expected outcomes.

As these goals are achieved in the individual career/technical degree curricula, the degree of student success is measured against a set of expected outcomes. Successful completion of a two-year degree in a career education program will provide opportunity to:

- Demonstrate knowledge of the basic foundations and theories directly or indirectly related to functions of the career
- Master the terminology within the career
- Demonstrate knowledge of rules and regulations of applicable boards and agencies
- Apply the ethical and professional standards of conduct expected in the career
- Identify and make informed decisions about career options within a program of study
- Demonstrate the use of skills and knowledge of technology necessary to perform the duties within the career
- Develop and apply problem solving and decision making skills



## 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 administrative assistant 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](#) and the [Service Learning](#) website.

## High Impact Practices (HIP)

A high impact practice is a pedagogical approach which requires an investment of time and energy over an extended period that has unusually positive effects on student engagement in educationally purposeful behavior. High impact practices are evidence-based teaching and learning practices that have been widely tested and shown to be beneficial for college students. 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 the TBR universities and colleges will result in the matriculation of more globally aware, solution-oriented, and workforce-ready students. We plan to explore the degree to which integrating HIP into campus and course design will result in higher student academic attainment and completion rates.

The following is a list of High Impact Practices in which Volstate participates along with a current Volstate contact:

- Mindset – committee – Stephanie Web
- First Year Seminars/Experience – QEP Committee
- Civic Engagement/Service Learning – Kelly Ormsby
- ePortfolio – Jennifer Brezina
- Honors – Merritt McKinney
- International Educational – Ann Marie McKee

## 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](#)

## **BENEFITS**

### **Employee Benefits at Volunteer State Community College**

Information related to employee benefits is located on the following link: [Employee Benefits](#)

### **Educational Assistance**

Information related to current Educational Assistance Programs is located on the following link: [Educational Assistance \(Student Fee Discount\) For Spouse and Dependent Children of Employees](#) and [Faculty and Staff Educational Expenses](#)

The above programs are subject to change as policies and guidelines are updated. Please contact the Office of Human Resources. For detailed information about these benefits, click on Tuition and Fee Forms [Fee Waiver](#) and [Clerical/Support Staff Fee Reimbursement Program](#) [Faculty/Administrative/Professional Staff Reimbursement Program](#) and [Spouse Dependent Fee Discount Form](#).

### **Degree Attainment Award – VSCC Policy V:01:24**

The College supports the concept of employees continuing their education by granting a one-time monetary award to employees who earn a higher education degree after beginning employment with Volunteer State Community College. Associate and undergraduate degrees of any discipline are available for the one-time award. Graduate degrees are to be directly applicable to the duties of the position currently held by the employee and/or increase capacity for performing those duties. If the completion of a degree is a condition of employment, employees are ineligible for additional compensation. In order to be considered for a one-time monetary award, the employee must secure the approval of his/her division dean and the Vice President for Academic Affairs by completing a Degree Advancement Request Form and submitting it to the appropriate offices for approval. This form must be completed prior to beginning the program of study. Upon completing the degree program, the employee should notify his/her division dean and the Executive Administrative Assistant to the Vice President for Academic Affairs for consideration in the faculty promotion process. Attainment of the degree will be verified by the Office of Human Resources. For additional information it is suggested that you refer to the full policy: [VSCC Policy V:01:24](#) The Degree Advancement Request Form is located on the website: [Degree Advancement Request](#)

## **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, Disability Services, 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](#)

## **Disability Services**

Volunteer State Community College office of [Disability Services](#) 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 about 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 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 Office of [Disability Services](#)

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.

### **Capital Assets Control**

Capital asset is any tangible personal property having a useful life of more than one year and costing \$5,000.00 or more. It is the responsibility of the budgetary unit heads to control and monitor the equipment and other assets located within their areas. All employees should be made aware of the importance of the safekeeping of institutional equipment. The full version of the policy can be found on the website: [Business and Finance](#)

### **Purchasing and Contracts Department**

For purposes of efficiency in administration and management, the responsibilities for the purchasing of supplies, materials, and equipment from outside vendors for all college departments are centralized in the Purchasing and Contracts Department. The operation of the department is designed to relieve the faculty and other staff of some of the more complex details connected with procurement.

Special or unusual procurement problems should be brought to the attention of the Director of Purchasing and Contracts who will assist with any special exceptions when necessary.

Procedures for the following items can be found on the following link: [Purchasing & Contracts](#) Hardware/Software Purchase Orders (including changes to or cancelling of Purchase Orders), Contracts, ProCard Information, SciQuest Training Documentations, Library Purchases and Emergency Purchases.

## **Externally Funded Grants and Contracts**

This policy applies to all externally funded grants or contracts of the College. It provides for a stringent review and monitoring process to ensure the College maintains control over institutional activities and does not become dependent on such funds for normal operations. The full policy can be found on the website: [Externally Funded Grants and Contracts](#)

## **Check Requests**

The [Check Request](#) forms are used by departments to request payment for goods or services costing less than \$10,000.00, when the procurement card is not accepted as payment or is not within policy for the purchase. Purchases less than \$10,000.00 do not require a purchase requisition or purchase order. However, appropriate departmental authorization shall be secured and funds must be available before purchase is made. It is important to note that Volunteer State Community College is exempt from all Federal, State, and Local Sales Taxes and Use Taxes. Exemption forms are available in the Purchasing Office or the Business Office. For further assistance in preparing check requests, contact your division office.

## **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.

## **General Travel Policies and Procedures**

Employees of Volunteer State Community College are subject to the provisions of the Tennessee Board of Regents [General Travel](#) concerning travel required in the performance of their official duties.

Provisions of the Policy may also apply to individuals other than employees who are authorized to travel at institutional expense. Unless the Policy is followed, travel authorizations will not be granted and travel expenses will not be reimbursed. The travel policy outlines the procedures for securing approval prior to travel (Travel Authorization Form) and procedures for submitting requests for reimbursement for travel expenses after travel has taken place (Travel Expense Claim Form). Additional information and the forms pertaining to travel can be found at: [Business and Finance](#)

## **Athletic Travel & Other Group Travel**

For information about Athletic Travel and Group Travel, please refer to the [Athletic and Other Group Travel](#) Policy.

## **Use of Vol State Vehicles**

Motor vehicles are maintained by Volunteer State Community College to facilitate official college business. It is the responsibility of all employees who operate these motor-pool vehicles to ensure the safe, efficient, and economical utilization of such vehicles. All college vehicles shall be used in accordance with the provisions of Tennessee Board of Regents (TBR) Policy 4:03:02:00 Motor Vehicles. Additional information can be found at: [Motor Vehicles](#)



## **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.