

NEW RIVER **Community College**

FACULTY HANDBOOK **2016 - 2017**

FOREWORD

The *Faculty Handbook* has been formulated to provide a current and compact reference to the philosophy, objectives, organizations, responsibilities, academic information, general and procedural regulations, professional activities and professional regulations for New River Community College.

The purpose of this handbook is to aid the faculty by providing both prospective and active faculty with a reference and guide to the privileges and responsibilities of the faculty at New River Community College. It is not a contract document but is issued to aid personnel in performing their jobs in an efficient and effective manner. Since policies and procedures change from time to time, changes to this handbook may be issued as needed.

Nothing herein shall be interpreted as creating any right or benefit not duly authorized as provided by law, policy, rule or regulation of the Commonwealth of Virginia or of the State Board for Community Colleges. Nothing herein shall be interpreted as restricting the authority of the State Board for Community Colleges conferred by the Virginia General Assembly.

The faculty are invited to make suggestions concerning modifications which are desirable for improving the college and its operation in any of its phases.

WELCOME

Congratulations! You are a member of one of the finest groups of professional educators anywhere. New River Community College is recognized throughout Virginia and beyond as a student-centered, innovative, and caring college. The exceptional teaching and comprehensive curriculum available at NRCC attract many students each year – not only from Virginia’s New River Valley, but from many of the surrounding areas as well.

For over thirty years, NRCC has served the counties of Floyd, Giles, Pulaski, and Montgomery, and the City of Radford through a wide variety of programs, including both career/technical programs and those designed to prepare students for transfer to four-year colleges and universities.


High quality instruction and concern for students are valued most highly at New River Community College. It is you and other dedicated faculty who make NRCC a success.

The *Faculty Handbook* is offered as one means of providing insights into the college, its mission, its regulations, and the duties of those who serve on its instructional staff. It is not all inclusive, nor does it attempt to provide an answer to every question. It does, however, provide general information and a place to start when seeking specific answers.

You are encouraged to read the Handbook and become thoroughly familiar with its contents. As supplements to this Handbook, you should keep a copy of the college’s current catalog for quick reference. Most student questions and concerns about administrative policy can be addressed with information from one of these publications.

Thank you for all that you do to make NRCC a special place!

Sincerely,



Jack M. Lewis,
President

NON-DISCRIMINATION POLICY

New River Community College does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities.

The following person has been designated to handle inquiries regarding the non-discrimination policies:

Dr. Mark C. Rowh

Vice President for Workforce Development and External Relations

217 Edwards Hall

540-674-3600, ext. 4241

Inquiries concerning Title IX (sexual harassment, sexual assault/domestic violence/dating violence, and stalking) may be directed to:

Amy Hall

Emergency Coordination Officer/Title IX Coordinator

56 Godbey Hall

540-674-3600, ext. 4211

Inquiries concerning ADA and Section 504 may be directed to:

Lucy Howlett

Coordinator of The Center for Disability Services

274 Rooker Hall

540-674-3619

V/TTY 540-674-3619.

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GENERAL INFORMATION

Virginia Community College System Mission Statement

We give everyone the opportunity to learn and develop the right skills so lives and communities are strengthened.

The College

New River Community College is a two-year state institution of higher learning operating under a state-wide system of community colleges. The college serves those who live in the counties of Floyd, Giles, Pulaski, Montgomery, and the city of Radford.

The college acts under policies set up by the State Board of Community Colleges and the local Community College Board. The college is funded mainly with state funds, but the participating localities also add to the support of the college.

The college is open on a year-round basis under the semester system. Classes are held from 7:00 a.m. to 10:00 p.m. Since college credit courses are offered in the evening and on weekends, students who work may also attend college.

Localities and Facilities

The college is located on a one-hundred acre site at the intersection of U.S. Routes 11 and 100 in Dublin, Virginia. The campus provides modern, well-equipped facilities for the career/technical programs as well as for university-parallel programs.

The facilities contain labs for Administrative Support Technology, Accounting, Automotive, Computer Aided Drafting and Design, Electronics, Electricity, Forensic Science, Information Technology, Instrumentation, Machine Shop, Natural Science classes, Nursing, Programmable Logic Controllers, and Welding.

Besides the special labs, there are general classrooms, a large lecture room, a modern library, a learning lab, a spacious industrial training room, a student center, an auditorium, and faculty and administrative offices.

The college's Christiansburg site, located in the New River Valley Mall, offers increased educational opportunities to residents of Floyd, Giles, Montgomery, and Pulaski counties and the city of Radford. Faculty from the college's teaching divisions provide high quality instruction equivalent to on-campus instruction.

In addition to the Dublin and Christiansburg locations, the college makes use of public schools, industrial plants, and other facilities off-campus to provide instruction that is closer to the people served by the college.

Recognition

The college, part of the Virginia Community College System, is governed by the State Board for Community Colleges in Virginia. The college's associate degree courses are approved by the State Council of Higher Education for Virginia.

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The college has been fully approved by the State Department of Education for payment of veterans' benefits as well as by other state and federal agencies for funding. Also, this school is authorized under Federal Law to enroll nonimmigrant alien students.

The college is an institutional member of the American Association of Community Colleges and a number of other state and national organizations.

NRCC is accredited by the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, telephone (404-679-4500).

Mission/Purpose

New River Community College, a member of the Virginia Community College System (VCCS), subscribes to the tenets set forth in the VCCS mission statement. This statement is as follows:

"We give everyone the opportunity to learn and develop the right skills so lives and communities are strengthened."

In addition, New River Community College believes that all people should have a chance not only to develop and extend their skills and knowledge, but also to increase awareness of their roles and duties as citizens. The college serves the educational needs of the public and assumes a responsibility to help provide the requirements for trained workers in the New River Valley through a combined effort with local industry, business, professions, and government, including economic development efforts. The college is also dedicated to organizing programs with senior institutions as well as with those of local public school systems.

New River Community College offers certificate, diploma, and associate degree programs. The college is also committed to assisting students with decisions concerning their educational, career, and personal goals.

Vision

"Through forward-looking leadership, efficient management and the deep commitment of faculty and staff to provide the best possible teaching and learning environment, the college aims not only to meet the educational challenges of the coming decades, but to welcome them. Accordingly, New River Community College embraces the following beliefs:

- "That ***student learning*** is the ultimate priority for the college and to best serve students there must be maintained the highest level of commitment achieved by focusing on the teaching/learning process and by providing support for the personal development of students;
- "That ***instruction*** must remain the primary function of the college, with other college functions to be supportive of or complementary to the instructional program;

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- "That ***access*** to higher education must be provided to all who can benefit from it;
- "That ***high quality*** must be maintained in all programs and services through instructional excellence, competency of faculty and staff, on-going curriculum development and improvement, and effective processes for assessment of quality;
- "That the college must foster a spirit of ***innovation*** through technological advancements and through continuous improvement of programs and services;
- "That a ***positive institutional climate*** must be maintained which supports high ethical standards, professionalism, faculty and staff development, and an inclusive environment based on dignity and respect for all persons;
- "That the college must be ***community centered*** as reflected by comprehensive and affordable programming, linkages and partnerships with other organizations, community outreach efforts, fostering of an appreciation for education in the community, and continued responsiveness to community needs;
- "That the college must support ***multi-cultural diversity*** as well as equal opportunity for all persons, and that the institution must be outward looking as it fulfills its local mission;
- "That the college must focus continually on ***institutional effectiveness*** with emphasis on accountability, assessment, good management practices, employability of graduates, comprehensive planning processes, and the overall improvement of organizational effectiveness."

Organizational Chart

To view the 2016-2017 NRCC Organizational Chart, click [here](#).

Programs

New River Community College offers programs two years beyond the high school level.

Career/Technical Education

The career/technical education programs are designed to meet the demand for technicians, semi-professional workers, and skilled craftsmen in the New River Valley who will be employed in industry, business, the professions, and government.

University Parallel/College Transfer Education

The university parallel/college transfer programs include college freshman and sophomore courses. These courses meet the standards for transfer to baccalaureate degree programs in four-year colleges and universities.

General Education

The courses in general education include common knowledge, skills, and attitudes needed by an individual to be effective as a person, a worker, a consumer, and a citizen.

Special Training Programs

Special training is offered where specific employment chances are open for new or expanding industry. Special training programs are coordinated with Virginia's economic growth efforts and with the needs of employers.

Developmental Courses

Basic or developmental courses are designed to prepare people for admission to college transfer and career/technical courses of study in the community college. These courses are designed to assist persons with basic skills and knowledge needed to succeed in other community college programs.

Special Regional and Community Services

The facilities and personnel of the college are open to satisfy needs of the region served by the college. This service includes non-classroom and noncredit programs, cultural events, workshops, meetings, lectures, conferences, seminars, and special community projects which are meant to provide needed cultural and educational opportunities for the people of the region.

Academic Divisions

The Vice President for Instruction and Student Services oversees NRCC's two academic divisions. The Vice President's office is located in the administrative wing of Godbey Hall. For detailed listings of faculty and staff for each division, please consult the [NRCC Employee Directory](#).

Division of Arts and Sciences

The Division of Arts and Sciences is responsible for credit and non-credit programs in the following disciplines: Transfer Degrees – Business Administration, Education, Engineering, General Studies, Liberal Arts, Science, and Visual Communication Design. Programs also under the A & S division: Early Childhood Development, Human Services, and Nursing.

Division of Business and Technologies

The Division of Business and Technologies is responsible for credit and non-credit programs in the following disciplines: Accounting, Administrative Support Technology, Automotive Technology, Business Management, Engineering Design Technology, Electricity, Electronics, Forensic Science, Information Technology, Instrumentation, Machine Technology, Marketing, Police Science, and Welding.

Library

The college's Library serves the educational and informational needs of the students, faculty, and staff of New River Community College, as well as the citizens, businesses and industries of the New River Valley.

Students and researchers have access to a wide variety of materials including an extensive collection of print books and periodicals and over 30,000 e-books, e-journals, films, videotapes and other media. The on-line catalog accesses all NRCC Library holdings as well as the holdings of the other 22 community college libraries in the VCCS system. Over 170 databases, most offering full-text articles for immediate viewing, support the diverse programs offered at NRCC. The Library's membership in the VIVA (Virtual Library of Virginia) consortium gives NRCC students exposure to an extensive collection of on-line resources and allows access to catalogs of other libraries in Virginia and throughout the United States.

Reference instruction and assistance are offered both in class and individually. Subject Research Guides, located on the Library website, assist students with tutorials, database suggestions and citation rules. The Internet is available on the 46 computers housed in the Library. Two study rooms and many study carrels allow quiet, private study areas. Other services include printing, scanning and interlibrary loans from libraries across the country.

Distance Education and Off-Campus Services

New River's commitment to increasing educational access is realized through the college's distance education efforts. The distance education program is part of the college's determination to increase educational access and student success. This program is for students who need to pursue academic goals outside the traditional classroom setting. Currently, the program offers over 270 online courses, which are available in most degrees and certificates.

The degrees listed below can be fulfilled entirely by completing distance education courses:

- Associate of Arts and Sciences in Business Administration
- Associate of Arts and Sciences in General Studies
- Associate of Arts and Sciences in Liberal Arts
- Associate of Arts and Sciences in Science
- Associate of Applied Sciences in Accounting
- Associate of Applied Science in Business Management
- Associate of Applied Science in Business Management with a Specialization in Marketing Management
- Associate of Applied Science in Administrative Support Technology
- Associate of Applied Science in Administrative Support Technology with a Specialization in Medical Administrative Support
- Associate of Applied Science in Administrative Support Technology with a Specialization in Paralegal Administrative Support

The Distance Education department, in conjunction with the Information Technology department, coordinates the college's instructional technology efforts. Through the effective use of various mobile technologies, instructional programs are developed and distributed throughout the region, state, and nation. Downlink and distribution capabilities for teleconferencing are available. To assist in the development and delivery of instruction in the region, the college possesses dedicated distance learning classrooms, electronic lecture halls, and production facilities.

Christiansburg Location

New River Community College's Christiansburg site, located inside New River Valley Mall, offers increased educational opportunities to residents of the counties of Floyd, Giles, Montgomery, Pulaski, and the city of Radford. An extensive range of programs are offered at this site which include courses in:

- college transfer
- game technology
- engineering design technology
- engineering
- IT networking
- physics
- career development
- career/technical education areas

Services offered at this site include:

- a distance learning classroom
- distance learning courses/course support
- registration and payment for all NRCC courses
- placement testing
- computer labs
- science labs
- learning resource support
- workforce development classes
- NRCC Middle College classes

Student Services

NRCC provides a number of services which are designed to promote student success. These services are available on the main campus in Dublin and at the college's NRV Mall site in Christiansburg and include the following:

1. The Advising Center in Rooker Hall (Dublin) and the Student Services office at the NRV Mall site (Christiansburg) provide the following services to students:
 - Academic advising and graduation planning
 - Career planning and advising which includes assistance with resume writing, interview skills, and career exploration through the Virginia Wizard (www.vawizard.org)
 - Placement testing for English and math

- Counseling referrals for students dealing with personal or crisis situations
2. The Admissions and Records Office in Rooker Hall (Dublin) provides the following services to students:
 - Admissions application processing, including nursing admissions and International student admissions
 - Curriculum changes
 - Grade processing and verification
 - Withdrawal processing and verification
 - Graduation application processing and verification
 - Transcript evaluations and requests
 3. The Center for Disability Services is located within the Advising Center and provides the following services to students:
 - Academic advising and graduation and career planning for students with disabilities
 - Testing accommodations, note-taking, assistive technology, and other resources to support students with disabilities
 - Interpreting services and a video phone for students who are deaf or hard of hearing
 4. The Student Activities Office is located within the Student Lounge in Martin Hall (Dublin) and provides the following services to students:
 - Student ID cards
 - Recreational activities including club sports
 - Cultural and popular activities including clubs, organizations, and service-learning projects
 - Student leadership opportunities
 5. The Financial Aid Office assists students with completing the Free Application for Financial Aid (FAFSA) and processes grants, work-study positions, scholarships, and loans for part-time and full-time students. The Financial Aid Office is located in Rooker Hall (Dublin).

Accountability in Student Learning Program

The Accountability in Student Learning Program (ASLP) Team connects students to the resources they need in order to meet their educational goals. Connection Specialists and Career Coaches intentionally engage students who may be in need of academic advising, tutoring, or help in overcoming obstacles to academic success such as lack of books, computers or Internet access at home. Once needs are identified, the ASLP team connects students to relevant campus and community resources. The ASLP Team also creates opportunities for students with similar backgrounds, goals and/or challenges to come together to support each other. For more information about the ASLP office, please visit www.nr.edu/aslp.

Connecting Learning Assets and Students (CLAS)

Faculty play a significant role in the intentional engagement model by sharing information through the CLAS (Connecting Learning Assets and Students) software system, accessible at www.nr.edu/clas. There, instructors can see a roster of students in each class (along with photos and a range of information on each student), take attendance, and create a referral for the ASLP team, tutoring center, or any other NRCC employee to follow up with a student about any identified needs. All NRCC instructors and staff have access to student information through this system and are strongly encouraged to regularly use the system to support student success. Twice each academic term, instructors are required to complete Progress Surveys in CLAS in which they have the opportunity to efficiently evaluate each student in each course. For questions about and/or training in how to use CLAS, please contact Amy Hall, ASLP Associate Director at (540)674-3600 x 4211 or ahall@nr.edu.

Academic Assistance – Tutoring

Free tutoring is available to all NRCC students in any subject area. In-person one-on-one and group tutoring sessions are available both in Dublin (Godbey 131) and at the mall site (room 202). For students unable to attend an in-person tutoring session, online sessions are available as well. NRCC also places embedded tutors in certain developmental and high-risk courses as an additional strategy for increasing student success. For more information about academic assistance at NRCC, please visit www.nr.edu/aa.

Bookstore

The NRCC bookstore, located in Martin Hall, is operated by Follet. The bookstore has textbooks, workbooks, lab manuals, and other materials required by classes. Other items, such as sweatshirts, decals, greeting cards, and gift items are also available.

Requests that books or materials to be offered for sale by the bookstore should be made through the division dean.

Students should be advised not to mark in or unwrap textbooks or use supplies prior to the first class meeting. The bookstore cannot make refunds for books that have been altered in any way. The bookstore will purchase used books from students depending upon the condition and anticipated future demand for the books.

The bookstore is open Monday and Thursday from 8:00 a.m. to 4:00 p.m., Tuesday and Wednesday from 8:00 a.m. to 6:00 p.m., and Friday from 8:00 a.m. to noon. (The bookstore is not open on days the college is closed and when classes are canceled.) Special extended hours will be posted outside the bookstore and on the bookstore web page. Additional information is available on the [bookstore web page](#).

Workforce Development and External Relations

Workforce Development

New River Community College offers workforce development programs and activities through the office of Workforce Development. Customized and open enrollment offerings are designed to meet a variety of training and credentialing needs for employers and individuals.

Public Information/External Relations

The Office of Workforce Development and External Relations, through its public information/public relations function, is responsible for keeping the community informed about activities related to the college. Of particular importance are student and faculty/staff achievements, both inside and outside the classroom. For effective coordination, all contacts with the media concerning instruction and/or any college activity or person should be made through this office. Additionally, all publications designed for an external audience must be reviewed and approved by the External Relations staff before publication.

NRCC Educational Foundation

Established in 1980, the NRCC Educational Foundation is a nonprofit corporation. It secures voluntary support and manages, invests, and expends such funds solely for the benefit of New River Community College. Members of the Foundation Board of Directors represent the counties of Floyd, Giles, Montgomery and Pulaski, and the city of Radford. These community leaders volunteer their expertise and service on behalf of the college and community.

The Foundation assists New River Community College in a variety of ways, including the endowment and distribution of scholarship funds, the purchase of equipment and furnishings, and the financial support of academic and community enrichment programs.

The Endowed Scholarship Program is the largest program managed by the Educational Foundation. This program provides scholarships for over 175 NRCC students each academic year. Through this outstanding program, deserving students receive awards of up to \$1,500 annually to support their studies. Recipients are selected in a competitive process by a faculty/staff committee. Many donors take advantage of this program to honor or memorialize family members or others. In addition to a set of general criteria for all scholarships, donors may specify additional selection criteria, such as designating a preferred major or degree program or a geographical location where the applicant must reside.

Another significant resource to NRCC students through the Educational Foundation is the Anne Huff Book Fund. While tuition and fees are substantially lower at NRCC and other Virginia community colleges than at public universities and private colleges, the cost of textbooks is equivalent to that at more expensive institutions and is largely controlled by national trends in the textbook publishing industry. Textbook

scholarships provides tremendous relief to students who are in need. Textbook scholarships are available to students upon application and/or referral by faculty.

For more information about the NRCC Educational Foundation, contact the Foundation at foundation@nr.edu or 540-674-3655 or visit the Foundation website at www.nr.edu/foundation.

NRCC ReNew

ReNew is more than just an alumni association; it's free membership is offered to anyone who loves NRCC and wants to stay connected. If you would like more information email renew@nr.edu.

Information Technology Services

For assistance with any Information Technology or Facilities Services need, please initiate questions and/or requests to the NRCC help desk. This may provide immediate resolution, and/or will guarantee your need is both recorded in our Help Desk system and routed to the correct department and/or personnel.

To contact the Help Desk, please call Ext. 4400 or send an e-mail to NR4Help@NR.EDU.

NRCC Information Technology provides the following services, organized by department, for NRCC faculty, staff, administration, as well as some support services for students:

1. Application Development Services
 - a. Programming Support Services - design, develop, and enhance locally developed custom NRCC applications.
 - b. Ad Hoc Reporting – provide customized reporting from custom NRCC as well as VCCS enterprise application data sources.
 - c. System Integration – provide solutions for integrating stand-alone information systems for more stream-lined NRCC business processes.
2. Media Services
 - a. Electronic Classroom and Conference Room Support Services – install, upgrade, maintain, troubleshoot and provide training for all of NRCC's electronic classroom and conference room technology.
 - b. Production Services – produce and/or duplicate audio/visual media for NRCC instructional and public information use, including the NRCCTV live video stream available through our web site.
3. Network Services
 - a. Wired Network Support Services – maintain college wired network infrastructure.
 - b. Wireless Network Support Services – maintain wireless network infrastructure to support faculty, staff and student Wi-Fi connectivity.
 - c. Voice Network – maintain voice network, telephone system and emergency notification systems.
 - d. Information Storage – maintain local NRCC storage systems and provide backup and recovery services.

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- e. Security Cameras – maintain security cameras and supporting infrastructure for display, recording and review.
4. Technology Services
- a. User Needs Analysis - consult with college personnel to analyze their computing needs and determine best method(s) for satisfying those needs.
 - b. Installation and Training - install and provide training on hardware and software for administrators, faculty, and staff.
 - c. Operational Assistance - analyze and determine best methods for satisfying operational problems encountered by computer users in the day-to-day use of available information systems, computer productivity aids, and computer hardware.
 - d. Computer Hardware Maintenance - preventive maintenance and minor repairs on all computer equipment at the college including administrative and academic microcomputer systems.
 - e. Procurement Support – procure hardware and software, consulting services for all administrative offices, and hardware procurement consulting services for all academic offices.
 - f. Computer Buying Services - provision of purchasing information for microcomputer hardware and software for personal use by faculty, staff, and students as well as research on special purchasing offers supplied by various vendors.
 - g. Help Desk – first line of assistance to administrators, faculty, staff and students who experience any kind of difficulty with the use of technology (electronic classroom components, office computers, e-mail, voice mail, etc.). The Help Desk coordinates Information Technology and Facilities Services requests in our help desk information system.
5. Web & Graphics Services
- a. Web Services – design, develop and maintain entire college web site for faculty, staff and administrators to insure an appealing design, appropriate content, robust functionality, usability and search features.
 - b. Graphics Design Services – custom print and web-based graphic design for NRCC faculty and staff such as directional signage; displays, posters and flyers; lamination; logos; mounting; novelty/promotional design; and high quality scanning.

Word Processing Center

New River Community College employs a team of support personnel to assist you with your copying and word processing needs. The team is comprised of the following staff: Betty Gordon, Supervisor, extension 3641, and Shirley Mann, Administrative and Program Support Specialist III, extension 4219.

The Word Processing Center is located in Godbey Hall, Room 60, and is open all year, Monday through Friday from 8:00 a.m. to 5:00 p.m., except on the days designated as college holidays or when classes are canceled due to inclement weather or other emergencies. The Word Processing Center does not close for lunch.

During fall and spring semesters when classes are in session, the walk-up copier is available Monday through Thursday from 8:00 a.m. to 7:00 p.m., and Friday, 8:00

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a.m. – 5:00 p.m., except when classes are canceled and on holidays. **There are no evening hours during summer semester.**

A state-of-the-art walk-up copier is provided for faculty and staff use. A departmental access code is required for copier access and these codes are available from WPC staff. Instructions for using the copier features will be provided by the staff. Please ask for help at any time.

The walk-up copier is provided as a "quick service" copier for all college employees; therefore, copy runs should be limited to a small number of copies. Please do not use the copier as a means to give a work-study student something to do. Hassles at the walk-up copier may be kept to a minimum if you plan to leave your copying jobs for the WPC staff to do for you. It will make your job much easier. Also, remember that there might be a line or, on occasion, the copier will be down, so planning ahead is your best alternative. Please remove staples and make sure your pages are numbered. Please use "white out" sparingly and let it dry thoroughly.

The WPC houses a color copier for any color copy needs. There is a charge of .12/copy for color copies and that fee is paid for through a departmental budget transfer.

Copying jobs that are of high volume (those that yield more than 50 total copies) should be left for the WPC staff to copy for you. Work requests are available at the help desk and should be completed with instructions that indicate how you want your jobs completed.

If it is more convenient for you to email your copy jobs, there is a fillable work order form on the Word Processing Center website (<http://www.nr.edu/wpc>) that can be filled out and attached to the email along with your document(s). We encourage you to use this form. This will save time for WPC staff who have to fill out a work order request when a document is submitted without one and will also ensure that all of your requirements are met. Please fill out completely, including date needed, if the copies should be sent to the NRV Mall site, etc.

Course plans, syllabi, tests and exams, handouts, teaching modules, manuals, instructional aids, forms, tables, memoranda, letters, multiple original letters and envelopes, grant proposals, handbooks, newsletters, annual reports, brochures, club fliers, programs, or any college-related material may be brought to the Word Processing Center for word processing.

All course plans must be submitted by the department head or full-time faculty in that discipline. Adjunct faculty should only have to create their own syllabus or addendum which would include information specific to their particular class. This include office hours, contact information, grading scale, etc. The Vice President for Instruction and Student Services' office uses the stored course plan files to fulfill requirements by the Southern Association of Colleges and Schools, Commission on Colleges (SACSCOC) that a current copy of each course plan be kept on file.

All tests and test-related materials are kept in a locked cabinet after processing and copying. All tests and highly confidential materials should be given to one of the staff and not left in the "IN" basket. Students do not have access to the test cabinet. When picking up finished tests, please ask one of the staff. If you need to pick up a test

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after 5:00 p.m., please make prior arrangements with Betty to have the test placed in a sealed manila envelope and left for you either in your mailbox or in Word Processing.

All other completed documents will be left on the counter in the WPC.

Regarding printed matter, NRCC operates under the guidelines for "Fair Use" of the U.S. Copyright Law which may be found online at www.loc.gov/copyright/title17/.

NRCC cannot provide bound materials or documents that are intended to replace a textbook for students or prevent their purchasing a required text. A faculty-prepared textbook/workbook must be ordered through the bookstore using the same procedures as for ordering other texts. Your original may be left on file in WPC. If you plan to revise your textbook/workbook, please be sure that you let Betty know so that we will have your latest version to copy. A purchase order from the bookstore is required in WPC before the document can be copied.

NRCC does not provide copying services for outside agencies including not-for-profit organizations, professional organizations or churches. NRCC employees may request personal copies through Betty at 10 cents per copy payable at the Business Office. Students may make personal copies on the coin-operated copier in the Library but not in WPC. **Please do not allow your students to use your access code to make personal copies.**

Other equipment provided in the Word Processing Center includes a folding machine that will quickly fold stacks of one-page documents into triple, double, 2-fold, or accordion folds. Multiple cutting boards are available for cutting thin stacks of paper. Three-hole punches and staplers are also available. A networked high-volume laser printer is available for your network printing.

A coil bind machine and a plastic comb binding machine are used for documents that need to be bound. If you have a college document that needs binding, please talk with Betty.

Please take advantage of the staff and equipment that NRCC provides to make your teaching more efficient. The Word Processing Center staff will be happy to assist you and to provide equipment use instructions. Please come by to meet us.

**FACULTY INFORMATION –
*CONTRACTS AND BENEFITS***

Compulsory Payroll Deductions

The following compulsory deductions are made in paychecks:

Federal Income Tax - Appropriate deductions according to federal withholding tables. Appropriate withholding forms to change number of dependents or deductions are available in the Personnel Office.

State Income Tax - Appropriate deductions according to state withholding tables.

Social Security (FICA) - Employee and employer matching contribution of a percentage and a maximum amount set by federal law.

Voluntary or Elective Payroll Deductions

Medical Insurance

The Virginia Community College System is covered under a state plan carried with Anthem, Aetna and health maintenance organizations in the Richmond and Northern Virginia areas. The Anthem and Aetna plans provide hospital, physician, dental, prescription drug, and major medical benefits at little cost for employee-only coverage. The state and employee share the cost for coverage. Coverage may be elected only within 31 days of employment, during the May open-enrollment period (with coverage effective July 1), or within 31 days of a change in eligibility status (with coverage effective the first of the month following change of status). Check the [DHRM Health Coverage web page](#) for a detailed explanation of each health insurance plan.

Extended Coverage

A spouse or a dependent child who would ordinarily lose coverage because of any of the following qualifying events may elect to extend coverage under the state health benefits program for a period of up to 36 months at the individual's own expense without contribution from the state.

- A. Death of the state employee under whose membership the affected person was enrolled as a spouse or as a dependent child.
- B. Termination of employment or reduction in work hours to less than full time with respect to the employee under whose membership the affected person was enrolled as a spouse or dependent child.
- C. Eligibility for Medicare on the part of the person enrolled in Extended Coverage under whose membership the affected person was enrolled as a spouse or dependent child.
- D. Divorce from a state employee under whose membership the affected person was enrolled as a spouse or dependent child.
- E. Loss of dependent child status by a person enrolled in the state health benefits program.

In addition, an employee who would ordinarily lose coverage because of either of the following qualifying events may elect to extend coverage under the state health benefits program for a period of up to 18 months at the employee's own expense and without state contribution.

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- A. Voluntary or involuntary (except for gross misconduct) termination or lay-off.
- B. Reduction in work hours to less than full time.

Eligibility for Extended Coverage ends at the earliest of any of the following:

- A. Failure to make a premium payment when due.
- B. Coverage under any other group plan by virtue of employment or marriage.
- C. Eligibility for Medicare.
- D. Expiration of the 18-month, 36-month or other coverage period, whichever may be applicable.

If eligibility for Extended Coverage ends because of the expiration of the 18-month, 36-month, or other term, the insured may convert to Individual Coverage.

Premiums for Extended Coverage are available on the [DHRM website](#). All qualifying events are deemed to be status changes; therefore, an employee can change health benefits plans or type of membership. Persons enrolled in Extended Coverage may participate in the annual open enrollment.

As required by law, employees are obliged to notify their employer within sixty (60) days of a qualifying event including divorce or loss of dependent child status, which an employer could not reasonably be expected to know. In addition, these employees will be asked to provide written notification (within certain time limits) concerning whether they wish to be enrolled in Extended Coverage. Failure to do so will result in the loss of eligibility for Extended Coverage.

Virginia Credit Union

Upon employment, membership in the Virginia Credit Union is available. Loans may be arranged at special interest rates; additionally, draft share accounts with direct deposit and savings accounts may be maintained through payroll deduction. Savings accounts earn interest based on credit union earnings.

Deferred Compensation Plan

The purpose of the plan is to enable state employees to supplement their retirement benefits through a tax deferred, income investment program. Employees electing to participate may invest a portion of their salary in this plan. The amount of salary invested is not taxed until such time that the employee receives a distribution from the plan, normally upon retirement.

NOTE: The insurance, retirement, and credit union benefits noted above are provided only for salaried employees on a full-time permanent status.

Personal Leave for Nine-Month Faculty

Faculty electing the Virginia Sickness and Disability Program (VSDP) shall have personal leave as specified in VSDP policy. For faculty not eligible for VSDP, personal leave of three (3) days shall be granted at the beginning of the academic year to all full-time 9-month teaching faculty members. In all cases, the smallest unit of leave shall be a half-day. For example, an absence of two hours will be charged as 4 hours of leave. Absences of more than one-half day shall be charged on a day-for-day basis (5 days, 40

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hours, per week) regardless of the faculty member's schedule. This leave may be taken by faculty members at their discretion, provided satisfactory prior arrangements have been made with the faculty members' supervisors.

Personal leave is not intended for recreational purposes. Unused personal leave shall be converted to sick leave accrual at the end of the summer term following the academic year for which it was granted. The personal leave policy shall not apply to participants in the Virginia Sickness and Disability Program (VSDP) with the following exception: the smallest unit of leave charged shall be a half-day. For further information, contact the Human Resources Office.

Sick Leave

Faculty electing the Virginia Sickness and Disability Program (VSDP) shall have sick leave as specified in the VSDP policy. For faculty not eligible for VSDP will receive 36 hours per academic semester, awarded at the beginning of each semester. For further information, contact the Human Resources Office.

Administrative Leave

"Administrative Leave" supersedes the old term and policy entitled "Civil Leave" (Rule 10.8 of the Rules for the Administration of the Virginia Personnel Act). Administrative leave with pay during working hours will cover requested time-off in order to:

1. Serve on a jury, to appear as a witness in a court proceeding or deposition, as compelled by a subpoena or summons, or to accompany a minor child to court when the child is legally required to be present in court;
2. interview for other positions with the state;
3. participate in resolution of work-related conflicts;
4. participate in resolution of complaints of employment discrimination;
5. attend work-related administrative hearings; and
6. serve on councils, commissions, boards, or committees of the Commonwealth (see Sect. VII).

Employees receiving summons or subpoenas are entitled to administrative leave with pay even when attending court on a personal suit. The only exception is when they are defendants in a criminal case.

Military Leave

Military leave is granted to eligible employees as described in Policy 4.50 of the Department of Human Resource Management Procedures Manual. Leave designated for military training shall be only for those dates stated on the employee's military orders.

Employees must furnish the supervisor or designated representative with a completed leave request form and the documentation of orders from a responsible military official indicating the dates and type of required military training. Notice to supervisors of anticipated absence for military training should be given prior to the beginning of such training.

Sabbatical Leave

Sabbatical leave for professional development may be made available to teaching faculty, administrative and professional faculty, and the college president. The objective of such leave is to provide activities which will improve teaching effectiveness, enhance creative and/or artistic activities, improve professional competency, and provide a renewed capacity for significant contribution of service to the college and the community at large. Sabbatical leave is not designed for planned courses of study or academic credit.

A. Description and Purpose

A sabbatical is a compensated leave of absence of one or two semesters for full-time academic faculty and up to 12 months for administrative and professional faculty and the college president. Sabbatical leave shall be granted for approved projects of full-time independent study, research, and/or creative work which will renew teaching abilities, and to foster and enrich intellectual and professional growth and development. Projects may be concerned with wide-ranging interests or with work in specialized fields and should address issues in the substance of the applicant's teaching field, research interests, professional field, or in some other area which will enhance understanding of related fields. The ultimate purpose of the leave program is to sustain vigor, especially in the college's academic instructional programs, and to ensure that faculty members have the opportunity for professional development.

B. Eligibility

To be eligible for consideration, the faculty member must meet the following criteria:

1. Hold a full-time nine-month teaching faculty contract or a twelve-month teaching, professional, or administrative contract;
2. Have completed six years of creditable service at the time of application for sabbatical leave;
3. Have completed six years of creditable service since a previously awarded sabbatical leave;
4. That despite the applicants meeting the above qualifications, his/her acceptance shall be further limited by the criteria enunciated in the Professional Development Plan of the subject college. Faculty members who are awarded sabbatical leave shall serve twice the time of the approved leave with pay at the college after return from leave with pay. The number of sabbatical leave awards in any year will depend upon the availability of funds.

C. Application

Written applications for sabbatical leave will be submitted on described forms developed by the individual colleges.

D. Monetary Compensation and Benefits

1. The rate of pay while on leave with pay will be no less than 50 percent of the (current) salary in effect on the last contractual workday prior to the effective date of sabbatical leave.

2. A written report summarizing project accomplishments must be submitted to appropriate college officials.
3. The individual shall execute a promissory note agreeing to repay the gross salary received while on leave if that individual does not return to the college which granted the leave with pay, or to another VCCS college, or to the System Office upon completion of the sabbatical leave. If the faculty member resigns prior to the completion of his or her obligation, the outstanding pro rata portion of the note shall be paid in full within one year following termination of employment. The individual who fails to complete successfully any portion of the sabbatical may be required by the president (or chancellor in the case of the president) to reimburse the college a proportional amount of the salary received while on leave.

Leave without Pay

Leave without pay may be granted at the discretion of the president for reasons including, but not limited to:

- A. Professional development related to one's discipline or occupational field;
- B. Educational leave in excess of such leave allowable with pay (not to exceed two years when combined with educational leave without pay);
- C. Full-time study;
- D. Foreign teaching assignments or exchange teaching;
- E. Serious illness of the employee or a member of the employee's immediate family;
- F. Maternity leave; or
- G. Military leave in excess of such leave allowable with pay.

Since granted leave involves reemployment, leave is not automatically given to any person who requests it. A leave of absence without pay shall not be granted for more than 24 calendar months.

In cases where leave without pay is to be approved, a letter of agreement between the college and the faculty member shall be signed stipulating the conditions of the leave and the terms of reinstatement.

Agreements shall be signed by both the president and the faculty member prior to initiation of the leave. A copy of the agreement shall be placed in the faculty member's personnel file. A faculty member may be allowed to retain any applicable leave balance to the member's credit as part of the leave agreement. Prior to the signing of an agreement, the faculty member shall be informed of personnel policies that affect changes in salary, fringe benefits, retirement, seniority and possible future reappointments as a result of the leave without pay.

A faculty member who is granted leave without pay shall receive any salary scale increases which occur during the period of leave.

A faculty member returning from leave of absence without pay during or at the end of the period for which the leave was granted shall be entitled to reinstatement under the conditions of the leave granted. Faculty members who have not notified the president in writing by February 1 of their intent to return will automatically be separated as employees of the college.

Faculty members returning from leave without pay shall normally be reinstated to their former positions unless they sign an agreement releasing the college from this commitment or unless college organizational changes require the reassignment of the faculty members.

Family and Medical Leave

All employees who have been employed by the Commonwealth for at least one year and worked at least 1250 hours during the 12-month period before the start of the leave may take up to 12 weeks of unpaid family or medical leave because of the birth of a child or the placement of a child with the employee for adoption or foster care, because the employee is needed to care for a family member (child, spouse, or parent) with a serious health condition or because the employee's own serious health condition makes him or her unable to do his or her job.

Community Service Leave

Community service leave permits agencies to provide employers time off with pay for services within their communities. Such service may be provided through school assistance or as a volunteer member of a community service organization.

A maximum of 16 hours of paid leave per calendar year will be made available to current employees on January 10 each year and to new employees upon beginning employment.

Workman's Compensation Leave

Employees who are incapacitated by injury arising out of their state employment are entitled to workman's compensation beginning with the eighth day of their disability. During the first seven calendar days of necessary absence, they will be allowed leave with full pay. Following this period, they still receive regular full salary, but the college pays only the difference between compensation allowed under the Virginia Workman's Compensation Act and the regular salary otherwise payable. In extended periods of absence caused by a job-related injury, leave with partial pay may be allowed. Leave set forth above will not be charged to an employee's regular sick or annual leave. In the event of an injury, the employee's supervisor and the Personnel Office must be notified immediately.

Holidays

State employees are authorized twelve (12) paid holidays per year. If one of the designated holidays falls on a Saturday, the Friday before that date shall be the official holiday. If one of the designated holidays falls on a Sunday, the Monday following that date shall be the official holiday. In addition, the Governor may designate other holidays or recognize additional holiday time for state holidays. Exceptions to the schedule are considered on an individual basis by the Virginia Community College System upon recommendation of the college president. Employees are notified on a college calendar-year basis of the approved holiday schedule.

Accommodations for Religious Holidays

Title VII of the Civil Rights Act of 1964, Section 703 (a) (1), prohibits discrimination on the basis of religion. Guidelines issued by the United States Equal Employment Opportunity Commission state that the requirement not to discriminate on religious grounds "... includes an obligation on the part of the employer to make reasonable accommodation to the religious needs of employees... where such accommodation can be made without undue hardship on the conduct of the employer's business." Such religious needs might include the need to observe certain religious holidays during the year which are not included in the list of paid holidays provided to state employees.

To comply with the provision of the Civil Rights Act, when a religious holiday falls during an employee's workweek and the employee wishes to observe that holiday, state agency heads must make reasonable efforts to accommodate the employee's needs by allowing time off for the holiday. Only where undue hardship on the conduct of agency business would result can the employee's request for time off be denied. Undue hardships might exist, for example, where the employee's needed work cannot be performed by another employee of substantially similar qualifications during the period of absence. The Equal Employment Opportunity Commission Guidelines provide that "... the employer has the burden of proving that an undue hardship renders the required accommodations to the religious need of the employee unreasonable."

Such time off must be charged to accumulated annual or compensatory leave or, at the employee's option, to leave without pay. When no applicable leave balances are available, the absence must be charged to leave without pay.

Faculty Grievance Procedure

Purpose - The Grievance Procedure is intended to provide a fair process for resolving complaints or disputes. If a complaint or dispute cannot be resolved through informal discussion, the grievant may pursue the formal Grievance Procedure. This procedure shall include but is not necessarily limited to:

- the Professional Employee's Appointment Policy, and/or
- the Procedures for Non-reappointment, Dismissal, Suspension or Reduction in Staff for College Personnel Holding Faculty Rank.

Definitions:

A. *Grievance* - A grievance is a complaint or dispute between an employee of the college holding faculty rank (the grievant) and an administrator, a faculty member acting in a supervisory capacity, or a member of the classified staff of the college with respect to the application or interpretation of the rules, policies, procedures, and regulations of the college or the Virginia Community College System as they adversely affect the grievant's work activity or terms of employment. Only the application or interpretation is grievable and not the rule, policy, procedure, or regulation itself.

A complaint or dispute may include but is not limited to:

1. disciplinary action;
2. dismissal;

3. demotion;
4. suspension;
5. non-reappointment;
6. reduction in force;
7. promotion;
8. multi-year appointment;
9. acts of reprisal as the result of utilization of the grievance procedure or of participation in the grievance of another employee of the VCCS;
10. acts of reprisal as the result of faculty members exercising their constitutional rights or academic freedom as set forth in the Statement of Academic Freedom and Responsibility adopted by the State Board; and
11. discrimination on the basis of race, color, creed, political affiliation, age, handicap, national origin or sex.

B. Management Responsibilities - The State Board reserves the exclusive right to manage the affairs and operations of the VCCS. Except in the case of misapplication or misinterpretation of policy, the following complaints are non-grievable:

1. establishment and revision of wages or salaries, faculty rank classifications or general benefits;
2. work activity accepted by the employee as a condition of employment or work activity which may reasonably be expected to be a part of the job content;
3. the contents of ordinances, statutes or established personnel policies, procedures, rules and regulations;
4. a personnel action within policy and the authority of the person implementing policy, such as: non reappointment, dismissal, suspension, reduction in force, multi-year appointment, promotion, and demotion;
5. the hiring, promotion, transfer, assignment and retention of employees within the agency; and
6. the relief of employees from duties of the agency in emergencies.

C. Faculty Member - Faculty members are those employees who hold faculty rank and occupy a full-time or part-time P-3 teaching (see Section 3.1.0, VCCS Policy Manual), counselor or librarian (see Section 3.1.1 VCCS Policy Manual) position. Restricted faculty members are employees who hold faculty rank and occupy a full-time P-3 position which is funded in whole or in part by non-state revenues or has been accepted under special conditions or which is identifiable as non-continuing in nature.

D. Administrators and Professionals - Administrators and professionals shall be defined as those employees who hold faculty rank and occupy a full-time or part-time administrative and professional P-3 position as defined in the Governor's Consolidated Salary Authorization for Institutions of Higher Education, except counselors or librarians. Restricted administrators and professionals are employees who hold faculty rank and occupy a P-3 position which is funded in whole or in part by non-state revenues or has been accepted under special conditions or which is identifiable as non-continuing in nature.

E. Temporary Part-time Faculty - Temporary part-time faculty are P-14 (Authorization for Unit of Work Rate) employees as opposed to P-3 (Report of Appointment or Change of Status) employees who may hold permanent full-time or permanent part-time positions.

F. Law - The term law used herein includes all Federal and State court decisions, all Federal and State statutes, and all lawful regulations and policies emanating there from. The Attorney General's Office may provide advice and guidance with respect to questions of law. Upon request, interpretations of policy, rules and procedures shall be provided by the Chancellor.

Procedure:

A. Informal Resolution Prior to Filing the Grievance

Informal Meeting: When a complaint or dispute arises, the first step must be an informal meeting between the complainant and the immediate supervisor. This meeting shall take place within twenty (20) workdays of the occurrence which gave rise to the complaint or dispute or when the complainant should have reasonably known of its occurrence.

Arbitration: After the informal meeting, the parties to the complaint or dispute may agree in writing to submit the problem to arbitration by some person on whose appointment they both agree. If the decision of the arbitrator is agreeable to both parties, they should sign a written statement of the dispute's resolution, a copy of which will be given to each party. The decision may be implemented provided it is within the authority of the parties involved and is within policy. The parties have ten (10) workdays from the date of the informal meeting to try to reach agreement by arbitration. If agreement is not reached within that time, the complainant has ten (10) workdays in which to file the grievance.

B. Grievance Level One - Immediate Supervisor

If the complaint or dispute cannot be resolved informally, the grievant may file a formal written grievance with the immediate supervisor within ten (10) workdays following the informal meeting with the immediate supervisor or the conclusion of the arbitration process. A copy of the written grievance must also be forwarded by the grievant to the college human resources officer. Within ten (10) workdays of receipt of the written grievance, the immediate supervisor shall render a written decision on the grievance and provide a copy to the grievant and to the college human resources officer who will maintain a separate grievance file.

C. Grievance Level Two - Vice President or Equivalent Position

The grievant may file a written appeal of the Level One decision with the grievant's vice president (or equivalent position, i.e., the person reporting directly to the president and having overall responsibility for the area in which the grievant works) within ten (10) workdays of receipt of the written decision rendered by the immediate supervisor. The appeal shall include the written grievance described above in Level One, the supervisor's written decision, and a concise explanation of the basis of the appeal.

The vice president or equivalent position shall set a date for a meeting and notify the grievant and the immediate supervisor. The meeting shall take place within ten (10) workdays after receipt of the written appeal by the vice president or equivalent position, unless the time is extended by the vice president or equivalent position for good cause. The grievant and the supervisor may call persons to offer information pertinent to the grievance. Each side of the grievance shall have the right to question all witnesses and to

examine all documents and tangible evidence presented. Witnesses shall be excused upon completion of their statement. The party desiring such persons to be present at the meeting has the responsibility to make all necessary arrangements therefore. Electronic recorders may be used. The use of a stenographic reporter is prohibited, except by mutual consent.

The vice president or equivalent position shall communicate the decision in writing within ten (10) workdays from completion of the meeting to the grievant and to the immediate supervisor.

D. Grievance Level Three - Ad Hoc Hearing Committee or President

The grievant may file a written appeal of the Level Two decision with the president within ten (10) workdays of receipt of the written decision. The grievant shall request either that the appeal be heard by the president or that an ad hoc hearing committee be appointed according to the procedures established herein.

Ad Hoc Hearing Committee:

If the grievant requests that an ad hoc hearing committee be appointed, the president shall, within ten (10) workdays after receipt of the written appeal, implement the procedures outlined below. For good cause, the time for selection of the committee may be extended by the president to the earliest available date.

Procedure for the Appointment of the Ad Hoc Hearing Committee:

Purpose: to provide for a uniform and fair selection of prospective committee members and the appointment of ad hoc hearing committees from college personnel holding faculty rank.

General Provisions:

1. Each college shall identify a list of prospective committee members for service on an ad hoc hearing committee for the purpose of conducting the Faculty Grievance Procedure.
2. The prospective committee members shall be elected from the various segments of the college faculty: teaching faculty, counselors, librarians, and administrators.

Election of Prospective Committee Members:

Each segment of the faculty, as defined by the college, shall elect prospective committee members by the beginning of each academic year. Whenever practical, the prospective committee members shall be in general proportion to the number of faculty members in each segment. In no case shall there be less than one (1) representative member from any faculty segment. Appointment of Ad Hoc Hearing Committee: When it becomes necessary to appoint an ad hoc hearing committee, three (3) faculty members and two (2) administrators shall be chosen by lot in the presence of both parties. Whenever an administrator is the grievant, the membership of the committee shall consist of two (2) faculty members and three (3) administrators chosen by lot in the presence of both parties.

Eligibility for Committee Membership and Challenges to Committee Members:

All prospective committee members shall be eligible to serve on an ad hoc hearing committee except any supervisor or administrator who has rendered a decision on the issue. No person who serves at one step of the grievance procedure shall be eligible to serve at any other step. At the time of the appointment, each party to the dispute is permitted two challenges of members of the ad hoc hearing committee. It is not necessary to submit proof of bias. When any member of the committee is challenged, that person is replaced by lot. The selection of the committee members and the challenge process shall take place in a meeting with both parties to the dispute present. The committee shall then proceed under the normal time frame requirements established for the particular procedure. The committee shall select its chairman.

Role and Function of Ad Hoc Hearing Committee:

The role and function of the committee is to determine whether the challenged action is within policy and the authority of the person taking the action, and provide a written report of findings of fact and the decision. Committees may not exceed the scope of the purpose for which the committee was established (see definition of grievance above).

1. Within ten (10) workdays after the ad hoc hearing committee has been appointed, the chairman, in consultation with the ad hoc hearing committee, shall set a time and place for a hearing and notify the grievant, the grievant's immediate supervisor, and the vice president or equivalent position. The hearing shall begin within twenty (20) workdays after the ad hoc hearing committee has been appointed. The chairman, in consultation with the committee, may continue the hearing, for good cause, to the earliest practical date. The committee's report, which will include findings of fact and its decision, shall be based on the information presented at the hearing and shall be consistent with the rules, policies, procedures, and regulations of the college and the VCCS. The ad hoc hearing committee shall arrive at its report by simple majority vote and shall communicate its findings of fact and decision in writing, within ten (10) workdays after the hearing is completed, to the grievant, the grievant's immediate supervisor, the vice president or equivalent position, and the president. If there is a dissenting member, a minority opinion including the rationale for dissent, shall be included in the report. The report of the ad hoc hearing committee shall be reviewed and signed by each member of the committee. Nothing herein should be construed as delegating to the committee any power of management, or authority to award any compensatory relief.
2. The president may, within ten (10) workdays of the receipt of the report, submit a written petition to the committee for clarification or to reconsider its report should the president find errors or inconsistency of fact and conclusion. The written petition should specify the perceived errors or inconsistencies of fact. The committee shall respond within ten (10) workdays. For good cause, the president may extend the ten (10) workdays to the earliest practical date. The petition and the committee's response shall become part of the record.
3. The decision of the ad hoc hearing committee shall be binding upon the parties unless the provisions of Level Four apply or the president determines that the decision violates the law, or the rules, policies, procedures or regulations of the

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college or the VCCS. In this case, the president must state in writing the exact law, or the rules, policies, procedures or regulations of the college or the VCCS which have been violated. The president must communicate in writing the findings to each party involved in the grievance. If the finding is against the grievant, the grievant may proceed at once to Level Four.

President's Hearing - If the grievant requests that the president hear the appeal in person, the president shall, within ten (10) workdays after receipt of the appeal, set a date for a hearing and notify the grievant, the grievant's immediate supervisor, and the vice president or equivalent position. The hearing shall begin within twenty (20) workdays after receipt of the appeal by the president. The president may continue the hearing, for good cause, to the earliest practical date.

The president shall render a decision in writing within ten (10) workdays of the completion of the hearing, with copies to the grievant, the grievant's immediate supervisor, and the vice president or equivalent position. The decision of the president shall be final under the provisions of this grievance procedure, except where the provisions of Level Four apply.

Essential Elements of the Ad Hoc or President's Hearing:

1. Each side of the grievance shall have the right (1) to present relevant information or witnesses; (2) to question all witnesses; (3) to examine all documents and tangible evidence presented; (4) to receive at no cost a copy of the evidence, the documents and a transcript of the proceedings. A verbatim transcript shall be provided in audio form and in written form if requested by either party.
2. The chairman/president shall be the presiding officer and rule on objections and govern the proceedings. The chairman/president may require each side to make brief opening and/or closing statements, with the grievant making the second presentation. The chairman/president will designate the time allowed for this purpose and allow neither party to exceed the allotted time, except upon petition. If the petition is granted, both parties involved will be given equal additional time. The chairman/president shall begin and end the hearing, as appropriate, and may grant a recess or continuance as required.
3. Governing rules of procedure should be established in writing by the committee/president, and made known to all parties involved at least seven (7) days prior to the commencement of the hearing. The hearing is not intended to be conducted as court proceedings, and the technical court rules of evidence are inapplicable. The committee/president should consider all reliable and relevant information presented. Hearsay evidence may be admissible if the committee determines that such evidence is reliable and relevant to the issue under consideration.

D. Grievance Level Four - State Appeals Panel: There are four conditions under which the grievant may appeal to a State Appeals Panel of the VCCS (provided that the grievance process has been fully exhausted at the college).

Condition one: When the college ad hoc hearing committee/president rules against the grievant.

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Condition two: When the president rejects the findings of the ad hoc hearing committee.

Condition three: When the grievance is directly against the president.

Condition four: When the grievance procedures have not been followed to the prejudice of the grievant.

The State Board Appeals Officer as the executive secretary of the State Appeals Panel is responsible for orienting the panel to its role and responsibility, providing for staff support, and distributing written grievance documents for the panel's review prior to its initial meeting. All appeals to the State Appeals Panel are to be directed to the State Board Appeals Officer. The grievant must file the appeal within twenty (20) workdays of the receipt of the decision from Level Three. Within ten (10) workdays of the receipt of the appeal the State Board Appeals Officer shall select by lot the State Appeals Panel which is to examine the grievance. The selection of the panel will follow the procedure outlined below. The panel shall elect its own Chairman. No one who has served on the Level Three ad hoc hearing committee may serve on the State Appeals Panel for the same grievance.

Procedure for the Appointment of the State Appeals Panel:

Purpose: To provide a uniform and fair selection of prospective panel members and the appointment of the State Appeals Panel from college personnel holding faculty rank.

General Provisions:

1. Each college shall identify a list of prospective panel members for service on the State Appeals Panel for the purpose of conducting the Faculty Grievance Procedure.
2. The list of prospective panel members should be identified by July 1 of each year. Representation from each college shall consist of two persons: one administrator and one teaching faculty member, counselor or librarian. They shall be selected from those respective groups at each college.

Selection of State Appeals Panel:

The panel will consist of three (3) faculty members and two (2) administrators when the grievant is a faculty member. Whenever an administrator is the grievant, the membership of the committee shall consist of two (2) faculty members and three (3) administrators. The membership of the State Appeals Panel will be chosen by lot, from the list provided. The State Board Appeals Officer will conduct the selection and each party to the grievance may be present. No member of the panel shall be from the college where the parties of the grievance were employed at the time of the grievance or at the time of the hearing. Role and Function of the State Appeals Panel:

1. The role and function of the panel is to determine whether the challenged action is within policy and the authority of the person taking the action. The panel may not exceed the scope of the purpose for which it was established. Specifically, the panel is established to serve in an appellate role. It is not intended to be a panel of first review except in those cases where the grievance is against the president,

or the grievance has been moved to Level Four because the president occupies the grievant's next administrative level, or the president has previously rendered a decision relevant to the grievant.

2. Within ten (10) workdays after the panel has been established, the State Appeals Panel shall meet to elect a chair and shall set a time and place to examine the appeal and all relevant material. The State Appeals Panel shall review the written decision of the president or ad hoc hearing committee and all written or taped records regarding the grievance. The State Appeals Panel is empowered to hold a formal hearing if it determines (1) there is a need for more information, (2) clarification of the record is necessary, (3) or new evidence is presented which would substantially alter the decision under review. If the panel decides to hold a hearing, within ten (10) workdays the State Appeals Panel must notify each party to the grievance by certified mail. The hearing shall begin within twenty (20) workdays from the receipt of notification. The panel shall arrive at its final decision within ten (10) workdays after the hearing is completed. The decision of the State Appeals Panel will be forwarded, in writing, to the person submitting the appeal and the president of the appellant's college within ten (10) workdays after the decision is made. The Panel may extend the ten (10) workday period, for good cause, to the earliest practical date. The decision of the State Appeals Panel shall be final under the provisions of this grievance procedure unless the State Board on its own initiative should decide to reverse or modify the Panel's decision as contrary to law or policy. Except in the case of a job termination, there is no right to appeal to the State Board. In the case of a job termination, including a reduction in force meeting the terms of this policy, either party may appeal the Panel's decision to the State Board.
3. In the case of job termination, within ten (10) workdays following the decision rendered by the State Appeals Panel, the grievant may submit a written appeal to the State Board through the Secretary of the State Board. The case shall be considered on the record of the prior proceedings and upon the basis of any written materials provided by the college and the grievant. The decision of the State Board shall be final.

Time Limitations:

Extension of Time: It is important to good relationships that grievances be initiated and processed as expeditiously as possible. The time limitations specified for either party may be extended by mutual written agreement.

Effect of Failure to Initiate a Complaint or Dispute Within Time Limit: A failure to raise the complaint or dispute within the time limits shall result in the loss of the right of the grievant to further appeal.

Effect of Failure of Grievant to Appeal Within Time Limit: If there is no mutual written agreement to extend the time limits set herein, and if a decision at one level is not appealed by the grievant to the next level of the procedure within the time limit specified, the right of the grievant to further appeal is terminated.

Effect of Failure to Respond to Grievant Within Time Limit: Failure at any level of the grievance procedure to initiate communication of a decision to the grievant within the specified time limit shall result in an automatic right of appeal to the next level of the

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procedure. The appeal must be made by the grievant within the time frame which would have been allotted had the decision been communicated by the final day.

General Provisions:

Identification: All written grievances and appeals shall identify the name and position of the aggrieved party, the name and position of the party or parties against whom the grievance is filed, the date of filing, a concise statement of the nature of the grievance, the specific rule, policy, procedure, or regulation of the VCCS or the college which has allegedly been misapplied or misinterpreted, how it was misapplied or misinterpreted, and the specific redress being sought by the grievant. **Avoiding Interruptions:** In pursuing the provisions of this procedure, every effort shall be made to avoid interruptions of classroom activity and other college functions and the unnecessary involvement of students or others not directly involved in the act being grieved or the grievance process itself.

Informal Discussion: Nothing contained herein shall be construed as limiting the right of the grievant to discuss the matter informally with any appropriate member of the college. If the grievance is settled informally and/or the grievant withdraws from the procedure at any level, such a settlement shall be deemed a final resolution and shall be entered in the records as such.

Clarification of Administrative Structure: It shall be the responsibility of each college president, where necessary, to provide a clarification on the relationship of Levels One through Three to the college's administrative structure. The term "immediate supervisor", as used herein, refers to the first line of administration.

Placement of Records: Once a grievance has been formally filed (Grievance Level One), a record shall be kept in the Human Resources Office. After final resolution of the grievance, only the rendered decision shall be placed in the personnel file of each party to the grievance.

The record of the case shall be treated with the same confidentiality as other personnel records.

Applicability to Temporary Faculty Members: When a temporary part-time faculty member (P-14) has a grievance, the same procedures as set forth herein shall apply except that the procedure shall end at Level Two.

Applicability to Administrators and Professionals: When an administrator or professional has a grievance, the same procedure as set forth herein shall apply.

Representation by Legal Counsel: In order amicably to promote the informal resolution of potential grievances, legal counsel may not participate prior to Level One. Both parties to the grievance have the right to employ legal counsel, who may be present and participate at any level of the formal grievance procedure. Any party intending to have legal counsel present at the hearing must notify the other party to the grievance of that intent.

Timing: The grievance procedure at the institution (absent agreement otherwise) should take place when the parties are under contract and during regular working days.

Public Statements: Except for such simple announcements which may be required covering the time of hearings and similar matters, public statements and publicity about a case shall be avoided by all parties so far as possible until all proceedings have been completed.

Academic Freedom: Nothing in this policy shall be used to restrain faculty rank employees in their exercise of constitutional rights or academic freedom as set forth in the Statement of Academic Freedom and Responsibility adopted by the State Board. See Section 3.5.2 of the VCCS Policy Manual.

Job Termination: The initial recommendation of job termination may be issued from the vice president/provost or the president instead of the immediate supervisor. In all such cases, the faculty member shall be notified of the identity of the person making the initial recommendation. All subsequent proceedings shall begin at the appropriate level (vice president/provost or president) and recommendations of lower level administrators, if any, shall be included in the record for future consideration.

Multi-Year Appointment/Promotion Procedure

Each faculty member who is qualified to be considered for a multi-year contract (three- or five-year) or promotion will be requested to complete the *Faculty Data Sheet and Application Form*, submit it to his/her immediate supervisor, and inform the Faculty Evaluation/Promotion and Multi-Year Appointment Committee (hereafter called the Committee) of his/her intentions.

The criteria to be considered by the Committee shall include, but not be limited to, the following:

1. Competence of the faculty member as a teacher or in his or her assigned function;
2. Effectiveness of the faculty member in carrying out his or her functions and duties as prescribed in the college's Faculty Handbook;
3. Ability to establish and maintain positive professional relationships with colleagues, supervisors, students and the community;
4. Extent and currency of professional qualifications;
5. Adherence to all policies, procedures and regulations as outlined in the college's *Faculty Handbook*, the *Policies, Procedures and Regulations Manual* of the Commonwealth of Virginia;
6. Evaluation; and
7. If criteria are used other than those listed on the VCCS 29, they should be outlined and provided to the faculty member who becomes eligible for a multi-year appointment or promotion as well as his/her supervisor.

The following operational procedures will be followed:

By **September 1** -- The Chair of the Committee will send a letter to all people with faculty rank at the college informing each that:

1. The faculty member and the Human Resource Director should check his/her personnel file to determine whether or not he/she satisfies the above criteria. The Director will certify that the faculty member is eligible for a multi-year appointment or promotion and provide him/her with a statement certifying eligibility. This statement **MUST** accompany all paperwork associated with the

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application. All personnel files are maintained in the Human Resources Office in Godbey Hall.

2. If he/she meets the above criteria to be considered for a multi-year appointment or promotion, then he/she can apply for such an appointment by submitting to his/her immediate supervisor a summary of qualifications by completing the *Faculty Data Sheet and Application Form*.
3. If he/she chooses to apply for a multi-year appointment or promotion, he/she must inform his/her immediate supervisor, the HR Director, and the Committee Chair of his/her intentions.

By **October 15** -- Each faculty member who applies for a multi-year contract or promotion must:

1. Submit a summary of his/her qualifications to his/her immediate supervisor by completing the *Faculty Data Sheet and Application Form*.
2. Inform the Committee Chair, in writing, of his/her intentions.

By **November 1** -- The immediate supervisor will:

1. Review the qualifications of the faculty member who is applying for a multi-year appointment or promotion. This includes reviewing the Faculty Data Sheet and Application Form submitted by the faculty member AND reviewing the faculty member's personnel file;
2. Complete the last page of the *Faculty Data Sheet and Application Form*;
3. Forward the *Faculty Data Sheet and Application Form* to the Committee Chair; and
4. Send a copy of the last page of the *Faculty Data Sheet and Application Form* to the faculty member.

By **November 15** -- The faculty member will inform the Committee Chair, in writing, if he/she agrees with the supervisor's rating. If the faculty member agrees with the supervisor's assessment, then the process continues if the evaluation is sufficient or terminates if the evaluation is not sufficient. If the faculty member disagrees with the supervisor's rating, he/she may request, in writing to the Committee Chair, a review before the Committee.

By **December 15** -- The Committee will:

A. Review those faculty for multi-year appointments and promotions where there is no conflict between the faculty member's assessment and his/her immediate supervisor's assessment.

1. The Committee will review the *Faculty Data Sheet and Application Form* of each member under consideration.
2. For each individual under consideration, the Committee will review all information available and identify specific strengths and weaknesses or shortcomings.
3. The Committee will vote by secret ballot on each person considered. A simple majority vote (of the entire Committee) is required for a recommendation for a three-year or five-year contract.

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B. Set-up a review process for those where conflict does exist (this process will include interviewing each faculty member, each immediate supervisor and other people as deemed appropriate by the Committee).

By **January 20** -- For each faculty member not receiving the required recommendation from his/her immediate supervisor, the following review process will be followed:

1. The Committee will review the *Faculty Data Sheet and Application Form* of each member under consideration.
2. The immediate supervisor of each member under consideration will be invited to appear before the Committee to present appropriate material.
3. For each individual under consideration, the Committee will review all information available and identify specific strengths and weaknesses or shortcomings.
4. Each member under consideration will be invited to appear before the Committee to amplify his/her qualification summary. At this time, the Committee will advise the member of any information revealed to the Committee which could adversely affect its recommendation for a multi-year contract or promotion. The member may provide any additional material deemed appropriate by the Committee.
5. The Committee will vote by secret ballot on each person considered. A simple majority vote (of the entire Committee) is required for a recommendation for a three- or -five-year contract.

All items aforementioned will be conducted in closed session and will require attendance of all Committee members not otherwise disqualified. Deliberations will be kept confidential by Committee members.

By **January 25** -- A separate report will be prepared for each person considered. The report will contain:

1. A recommendation for or against a three- or -five-year contract.
2. In the event of a recommendation against the maximum length contract for which a person is eligible, specific weaknesses or shortcomings will be identified.
3. The signatures of all members of the Committee not otherwise disqualified.
4. A copy of the individual's report will be furnished to the individual faculty member involved.
5. A summary of the vote tabulation "For" and "Against" for each faculty member considered for a multi-year contract or promotion will be furnished to the appropriate cabinet member. The vote for each individual faculty member will be made available to that individual.

By **February 10** -- For each faculty member not receiving the recommendation from the Committee, the following review process will be followed if the faculty member requests, in writing, to the appropriate cabinet member that his/her situation be reviewed:

1. The appropriate administrator will review the *Faculty Data Sheet and Application Form* of the faculty member.
2. The immediate supervisor of the faculty member will be invited to appear before the administrator to present appropriate material.

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3. The chair of the Committee will be invited to appear before the cabinet member to relate the Committee's decision. Other members may be called at the discretion of the appropriate administrator.
4. The administrator will review all information available and identify specific strengths and weaknesses or shortcomings.
5. The faculty member will be invited to appear before the appropriate administrator to amplify his/her qualification summary. At this time, the administrator will advise the member of any information revealed to him/her which could adversely affect his/her recommendation for a multi-year contract or promotion. The member may provide any additional material deemed appropriate by the administrator.

By **February 15** -- The appropriate administrator will make his/her recommendations "For" or "Against" a multi-year contract or promotion to the president.

A copy of the individual's report will be furnished to the individual faculty member involved. In the event of a negative recommendation, specific reasons will be identified.

By **February 20** -- For each faculty member not receiving the recommendation from the cabinet member, the following review process will be followed if the faculty member requests, in writing to the president, that his/her situation be reviewed:

1. The president will review the *Faculty Data Sheet and Application Form* of the faculty member.
2. The appropriate administrator will be invited to appear before the president to present appropriate material.
3. The immediate supervisor of the faculty member and the chair of the Committee may be invited to appear before the president to relate pertinent information.
4. The president will review all information available and identify specific strengths and weaknesses or shortcomings.
5. The faculty member will be invited to appear before the president to amplify his/her qualification summary. At this time, the president will advise the faculty member of any information revealed to him/her which could adversely affect his/her recommendation for a multi-year contract or promotion. The faculty member may provide any additional material deemed appropriate by the president.

By **March 1** -- The president will notify the faculty member as to his recommendation to the chancellor and to the State Board concerning the term of appointment.

SUGGESTIONS:

1. Any faculty members who become eligible and request consideration for a multi-year contract or promotion will not be eligible to serve on this Committee.
2. If a faculty member's quality of performance is such as to keep him/her from being recommended by his/her supervisor, the supervisor will work with that faculty member to relieve this deficiency (preferably 4-6 months in advance). The supervisor will document all actions and improvements made by the faculty member in improving his/her performance.
3. The supervisor should do a thorough job of evaluating his/her faculty member(s) eligible for a multi-year appointment or promotion.

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4. The chair of the Committee should provide a list of people eligible for multi-year appointments or promotions to the Committee members a month in advance of its deliberations so that each member can do his/her own "research" on eligible faculty.

FACULTY INFORMATION –
FACULTY APPOINTMENTS

Faculty Appointments

Faculty employees are those who are eligible for faculty rank and are to teach or to occupy an administrative position which is exempt from the classified service.

New River Community College is consistent with other colleges in the Virginia Community College System in the appointing of faculty members. The VCCS guidelines for faculty appointments are noted below.

Faculty Credentials

In the associate degree program, full- and part-time faculty 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 a 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. Such cases must be justified by the College on an individual basis. Examples of demonstrated competence might be portfolios or lists of juried exhibits and awards for an art instructor; recognized publications and reviews of publications for a creative writing instructor; or letters from college or university professors attesting that the applicant would be qualified to teach freshman and sophomore courses. Also, faculty can qualify to teach developmental courses if they possess a Bachelor's degree in the teaching field.

Full- and part-time faculty teaching credit courses in professional, career, and technical areas must possess appropriate academic preparation or academic preparation coupled with work experience. The minimum academic degree for faculty teaching in professional, career or technical areas must be at the same level at which the faculty member is teaching. The typical combination is a baccalaureate degree with appropriate work experience. In exceptional cases, outstanding professional experience and demonstrated contributions to the teaching discipline may be presented in lieu of formal academic preparation for faculty members teaching both transfer and non-transfer courses in these areas. Such cases must be justified by the institution on an individual basis. Examples of demonstrated competence might be an exceptional background in a commercial technical setting or an exceptional teaching record in the technical area.

Non-degree diploma or certificate occupational courses are typically taught by faculty members with some college or specialized training, but with emphasis on competence gained through work experience. Faculty members must have special competence in the fields in which they teach. This competence may be demonstrated through work history, teaching history, or certificates or licenses.

Academic Year Employment

All teaching faculty at New River normally shall be on a nine-month basic contract covering an appointment of 180 days to include the Fall and Spring Semesters (August 16 - May 15). Salary for nine-month faculty shall be in accordance with the salary ranges as listed below. Except for special circumstances wherein a candidate has

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additional qualifications above entrance minimums, salaries for newly appointed or promoted faculty shall be at the minimum rate indicated below. Exceptional circumstances include, but are not limited to, (1) actions in recognition of exceptional qualifications, (2) exceptional performance, and (3) varied competitive requirements in diverse subject fields.

Nine-Month Teaching Faculty Personnel

Regular full-time teaching faculty are normally on nine-month appointments which include the fall and spring semesters of the academic year. Salaries for the year are based on the semesters taught, with each academic year being divided into two semesters of nine pay periods each. Faculty members who do not fulfill the terms of an academic year appointment, due to leave or separation, shall have their final salary adjusted.

Faculty Rank	Minimum	Midpoint	Maximum
Assistant Instructor	\$31,876	\$41,508	\$51,139
Instructor	\$42,501	\$57,048	\$71,595
Assistant Professor	\$48,876	\$65,350	\$81,823
Associate Professor	\$55,251	\$73,651	\$92,051
Professor	\$61,626	\$81,953	\$102,279

Twelve-Month Non-Teaching Faculty Personnel

All non-teaching faculty personnel (i.e., counselors and librarians) with continuing responsibilities and appointed to an approved position, are employed on a twelve-month basis beginning on July 1 and ending on June 30. All twelve-month, non-teaching faculty personnel are assigned a faculty rank for which they qualify.

Twelve-Month Administrative Faculty Personnel

All administrative faculty personnel (i.e., coordinators, vice presidents, directors, and deans) are employed on a twelve-month basis beginning on July 1 and ending on June 30. Twelve-month administrative faculty personnel are assigned a faculty rank for which they qualify.

Restricted Faculty Personnel

The policies and procedures in this section apply only to restricted faculty personnel. Restricted classified personnel are governed by applicable policies of the Department of Personnel and Training.

Restricted Appointment

A restricted appointment is an appointment to a position that is funded in whole or in part by non-state revenues, or has been accepted under special conditions, or that is identifiable as non-continuing in nature. Except as provided in this section, all policies, procedures, and compensation plans established by the State Board for Community Colleges, the Chancellor of the Virginia Community College System, or the individual community colleges for faculty personnel are applicable to restricted faculty personnel. This specifically includes applicable affirmative action plans and procedures. References

to "faculty rank personnel" in other Virginia Community College System policies and procedures shall be deemed to include restricted faculty personnel, whether or not such personnel have been awarded faculty rank.

Restricted faculty personnel are further categorized as follows:

Restricted Education and General (E&G) Faculty Personnel: Restricted E&G faculty personnel are appointed to positions funded from Education and General (E&G) funds appropriated to the Virginia Community College System. Restricted E&G faculty personnel provide replacements for permanent faculty members on leave with or without pay for a specific period and who are expected to return at the conclusion of the leave. Conditions appropriate to this category include, but are not limited to, leaves for purposes of education, illness, military, or for personal reasons. Restricted E&G appointments for other purposes must have the prior approval of the Chancellor.

Grant Funded Faculty Personnel: Restricted grant funded faculty personnel are appointed to restricted positions funded in whole or in part from sources other than Education and General (E&G) funds appropriated to the Virginia Community College System. Grant funds may derive from, but are not limited to, state, federal, local, private, or foundation sources.

Special Provisions Applicable to All Restricted Faculty Personnel

Required Notification of Restricted Status: Proposals of appointment to restricted positions must clearly describe the temporary nature of the appointment.

Reappointment: The provisions of the Procedure for Reappointment of Faculty Personnel and the Procedure for Non-Reappointment of College Personnel Holding Faculty Rank shall not apply to restricted faculty personnel.

Reduction in Staff Policy and Severance Pay: The Procedure for a Reduction in Staff for College Personnel Holding Faculty Rank shall not apply to restricted faculty personnel and restricted faculty personnel shall not be eligible for severance pay.

Benefits: Restricted faculty personnel are to receive all benefits (hospitalization, insurance, retirement, etc.) provided by current state regulations for such positions. The cost of benefits must be included in grant budgets or the institution must bear the expense from other funds.

Special Provisions Applicable to Grant Funded Faculty Personnel

Appointment Periods: The appointment period for grant funded faculty personnel may be made consistent with the period of the controlling grant; however, an appointment may not be for more than twelve months.

Administrative Titles: At the discretion of the college president, descriptive titles for grant funded faculty personnel may be made consistent with titles used by the sponsor of the grant. Such titles shall not be construed to apply to college or VCCS hierarchical organizational structures or salary scales. Grant funded faculty personnel will normally be classified as "administrative officers" for VCCS appointment purposes.

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Faculty Rank and Faculty Qualifications: Unless the duties of the grant funded faculty personnel involve instruction of credit courses or other functions where faculty rank is appropriate, faculty rank will not be assigned and faculty qualifications prescribed in the VCCS-29 will not apply.

Salary: Salaries for grant funded faculty personnel shall be established by the college president within resources provided by the grant and are independent of salary ranges associated with faculty ranks or administrative titles.

Effect of Grant Curtailment or Termination: Grant funded faculty personnel may be terminated whenever the sponsor of the grant curtails or terminates the program.

Effect of Grant Continuation, Renewal, or Extension: In the event a grant is continued, renewed, or extended, grant funded faculty personnel may be issued a new appointment or may be notified that their appointment will not be renewed. Such notice shall be in writing and shall be issued within thirty (30) days of receipt of a notification of the grant continuation, renewal, or extension or within sixty (60) days of the end of the appointment period, whichever is later.

Use of Administrative Titles and Faculty Rank

All professional employees in the VCCS should use the faculty rank and/or administrative titles as recommended by the college president and approved by the VCCS, the State Board, and the State Department of Personnel and Training (DPT) in all formal or official operations of the college.

Appropriate titles of faculty rank and administrative office are granted to persons on the basis of the requirements of the position and the qualifications of the person holding such position, in accordance with the Governor's Consolidated Salary Authorization for Teaching and Research Staff in Institutions of Higher Education and the regulations of the VCCS. The use of only such approved titles is expected in all formal and official operations of the college including any college publications and reports, correspondence on college stationery, representation for the college or System in organizations or meetings, and the use of official signs on the college campus.

Regular Rank

The titles authorized for the four standard levels of faculty rank are professor, associate professor, assistant professor and instructor.

Special Rank

The title "assistant instructor" may be used for individuals employed to teach who are not fully qualified for the regular title of instructor.

The title "lecturer" is normally for individuals employed to teach less than half of a normal faculty load or to teach less than a full session regardless of teaching load. The title may also be used in other cases where it is more appropriate than other titles.

Teaching Loads

Faculty teaching loads during the academic year shall include such combination of day, evening, weekend, and distance education classes as the needs of the college require. Full-time faculty are required to teach twelve to fifteen (12-15) credit hours and fifteen to twenty (15-20) contact hours per semester. Teaching responsibilities may include the day and/or evening programs of the college and assignments anywhere within the service region in support of the college's efforts to satisfy the educational needs of the citizens of our region.

When the number of credit hours falls below twelve (12) because of the number of laboratory hours involved, the number of contact hours should be increased to bring the teaching load to the minimum of twelve (12) credit hours or to a maximum of twenty-four (24) contact hours.

When class enrollment exceeds 50 students, the faculty member is compensated at 1.25 times the applicable credit hours. When enrollment exceeds 75 students, the faculty member is compensated at 1.5 times the applicable credit hours.

Faculty teaching load is calculated for the academic year, with a teaching load less than or in excess of normal for the fall semester being compensated for with adjustments in teaching load in the spring semester.

Standard Load Table	
Credit Hours	Contact Hours
30	30-40
24-30	40
<24	48

Teaching Overloads

A faculty member may be offered a teaching overload of not more than five (5) credit hours per semester, not exceeding ten (10) credit hours for pay per academic year (fall and spring semesters). Faculty members shall be considered as working an overload when they teach greater than thirty (30) credit hours or greater than forty (40) contact hours; in cases where the number of credit hours for a full teaching load falls below twenty-four (24) credit hours, a faculty member shall be considered as working an overload when he/she teaches greater than forty-eight (48) contact hours. Where necessary, contact hours shall be converted to credit hours at rates consistent with prescribed course hour conversions.

Each college shall develop overload procedures consistent with the above. Extra pay for an overload shall be the rate of the faculty member's nine-month salary multiplied by .015 for each overload credit hour. Overloads for fall semester are paid after spring semester workload is verified. Overloads for spring semester are paid at the end of spring semester. If separation occurs after only one semester in that academic year and an overload was taught in that semester, payment for the overload shall be at the end of that semester.

Overload Table			
Credits	Contacts	Overload (?)	Overload Formula
<24	40	No	N/A
	48	No	N/A
	>48	Yes	Contacts over 48 divided by 2
24-30	40	No	N/A
	>40	Yes	Contacts over 40 divided by 2
>30	40	Yes	Credits over 30
	>40	Yes	Greater of Credits over 30 or Contacts over 40 divided by 2

Teaching Non-Credit Community Service Courses, Seminars, Etc.

A faculty member may be assigned to teach non-credit community service courses, seminars, etc., as part of the regular teaching load.

Any fully qualified employee may teach non-credit community service courses, seminars, etc., in addition to the regular workload for extra pay. Such additional workload for pay should not exceed the equivalent of three (3) Continuing Education Units (CEU) at any time.

Work Load Credits for Temporary Part-Time Faculty

To provide part-time faculty members who teach lecture and laboratory courses with appropriate compensation, the following procedure for determining the work load credits for pay purposes is utilized.

$$\text{Work Load Credits} = \text{Lecture Hours plus } \frac{1}{2} \text{ Laboratory Hours}$$

Example: DRF 136 (3 credits) had 2 lecture hours and 3 laboratory hours.

$$\text{WLC for pay purposes} = 2 + \frac{1}{2} (3) = 3.5$$

Nine-Month Teaching Faculty Assigned Temporary Administrative/Professional Duties

Regular nine-month teaching faculty may be temporarily assigned administrative/professional duties of more than 50% for one academic year by the college president. Additional years of full-time administrative/professional duties must have the prior approval of the Chancellor. College presidents shall report annually to the Chancellor, on August 16, all nine-month teaching faculty who have been given full-time temporary assignments and a description of their administrative/professional duties.

Suspension

Suspension of faculty rank employees is not to be used routinely in possible dismissal cases. Suspension of the faculty rank employees during dismissal proceedings is justified only if a substantial threat to the welfare of the institution can reasonably be interpreted as meaning that the employee's continuance at the institution will cause immediate harm to the employee or others. Unless legal considerations forbid, any such suspension shall be with pay.

Nothing in the procedure described herein shall prevent the president, or if absent, the president's designee, from suspending a faculty rank employee. Prior to taking such action, the president shall inform the affected employee of the reason for the suspension and afford the affected employee an informal opportunity to offer an explanation. In all cases, the president shall ensure that an investigation be conducted and completed within thirty (30) calendar days.

Upon conclusion of the president's investigation, court action, or official investigation, the employee may be disciplined, dismissed, suspended, or reinstated from suspension as the president determines to be appropriate under the circumstances.

A suspension without pay for up to thirty (30) work days may be utilized as a disciplinary action in lieu of dismissal.

Suspension shall not be used to restrain faculty rank employees in their exercise of constitutional rights or academic freedom as set forth in the Statement of Academic Freedom and Responsibility adopted by the State Board.

The faculty rank employee may appeal the decision to suspend through the Faculty Grievance Procedure.

Reappointment

The president shall advise faculty members who hold one-year appointments or who are in the last year of a multi-year appointment in writing no later than March 1 of the length of appointment to be recommended to the State Board. The president shall advise all faculty members in writing no later than thirty (30) days following adjournment of the Annual Reconvened Session of the Virginia General Assembly of the faculty rank and salary to be recommended to the State Board.

Reallocation

The community college president may propose the reallocation of an administrative or professional faculty position from one title and salary range to another based upon and to recognize a significant change in the duties and responsibilities assigned to a position. The reallocation shall be limited to movement from counselor, librarian, assistant coordinator, and administrative officer level to coordinator level; coordinator to counselor, librarian, assistant coordinator, and administrative officer level; coordinator to director level or director to coordinator level.

The request shall include the description of the gradual and substantive differences in duties and responsibilities and the justification for changing the particular

duties and responsibilities. The justification must show that the reallocation will not result in significant organizational changes and that the position has assumed the additional responsibilities as the result of business and program necessity.

The request shall only be used in cases of a justified change to a position caused by a gradual change in the scope of assigned responsibilities that are related to the primary role of the position. This reallocation request shall not be used to recognize the assignment of responsibilities on a temporary basis or for an individual to be assigned to a position in an acting capacity. The changed duties and responsibilities must be in line with the ongoing and current responsibilities of the administrative faculty position. The position must remain within the same functional area in the college.

All other requests involving reallocation of duties and responsibilities must be proposed and acted upon as the establishment of one or more positions and the abolishment of one or more existing positions. This reallocation procedure will not be used in conjunction with a reduction in force. Reallocations will not be permitted in college reorganizations that result in the establishment or abolishment of positions. Significant changes in the role and function of a position due to organizational change, even if the salary range of the position will not change, will require the establishment of a new position, which must be posted in accordance with the college affirmative action plan and equal employment opportunity guidelines.

Reallocation requests shall be reviewed by the System Office Human Resource Office and acted upon by the Chancellor. The position incumbent shall be eligible for the issuance of a new rank and salary proposal as approved by the Chancellor. The salary increase granted to an incumbent will be consistent with salary increases granted for promotions.

The president shall assure that a formal position description incorporating the approved changes is prepared and maintained.

Resignation

Full-time faculty, who, because of an emergency, must resign during the term of the contract, should present an official letter to the president stating such intent as early as possible.

Transfer within the VCCS

A lateral transfer is a permanent faculty assignment from one community college to another community college or the System Office under the following circumstances:

1. There has been no open competition for the position;
2. The positions are the same level, e.g., director level to director level;
3. The action has the consent of both presidents involved, or the Chancellor in the case of the System Office.

No change in faculty rank or salary shall be approved other than adjustments to reflect across-the-board increases or decreases. An exception to this is a lateral transfer

to or from Northern Virginia Community College. The salary should be adjusted up or down by 8% in direct relationship to the VCCS-18.

If a lateral transfer results from the discontinuation of a program, a letter must be submitted to the Chancellor for approval prior to any final action. In all cases, the receiving president shall submit all forms and correspondence pertaining to the transfer.

A faculty move from one community college to another shall not be considered a transfer if it is the result of an open recruitment. For rank and salary purposes, the faculty member will be considered a new hire. In such cases, years of service in the VCCS are transferable.

Retirement

Retirement benefits are provided through the Virginia Retirement System (VRS). VRS exists to provide its members with benefits at retirement, or upon disability or death. All full-time, salaried, permanent employees of the Commonwealth of Virginia are eligible for membership as a condition of employment.

VRS handbooks are located on the [VRS website](#). Employees should direct questions to the Director of Human Resources.

Exit Interview

The Virginia Community College System's Affirmative Action Plan stipulates that each college within the System is responsible for conducting exit interviews for all terminating faculty and classified employees. At New River Community College the supervisor in consultation with the Director of Human Resources conducts and documents exit interviews. The final payroll check is issued upon completion of the exit interview.

**FACULTY INFORMATION –
*FACULTY RANK AND SALARY***

Faculty Qualifications

These qualifications are stated in "Normal Minimum Criteria for Each Faculty," VCCS Form No. 29, as approved by the State Board for Community Colleges (see Appendix).

The minimum qualifications for lecturers are based on qualifications for the ranks from assistant instructor through professor. The equated determine the salary. Under certain circumstances exceptions to qualifications may be made. Any exceptions to criteria for temporary part-time faculty (as outlined in the VCCS-29) must be fully justified, documented, and on file at the institution.

Teaching Effectiveness

Each college defines what constitutes effective teaching through its faculty evaluation process. Components of teaching effectiveness may include but are not limited to:

1. Performance in the classroom;
2. Continuous updating, improvement, and innovation in teaching materials, methods, and assignments;
3. Maintenance of regular office hours, at times convenient to students; and
4. Advisement of students.

College Training and Experience

1. College degrees;
2. Number of undergraduate and graduate credits in major teaching field;
3. Professional and occupational certificates or licenses;
4. Apprenticeships;
5. Training in trade schools and special schools;
6. Internships;
7. Advanced studies; and
8. Previous occupational experiences in business, government, industry, and the professions and previous educational experiences both inside and outside the VCCS.

Faculty teaching in the career/technical fields are usually required to possess some appropriate occupational experience in fields related to the subjects they are teaching. They are encouraged to keep up to date with occupational developments through visitations, summer employment in industry, and other occupational experience.

Courses in field will normally have their substantive content in the principal discipline field for which the faculty member is hired. When neither department prefix nor course title reflects this substantive content, the faculty member must supply documentation to his or her supervisor who will determine the appropriateness of the course content. Recommendations of acceptable courses will be reviewed by the Vice President for Instruction and Student Services and forwarded to the President for final approval.

Courses in related teaching field will normally pertain directly to concepts or application of the principal discipline field for which the faculty member is hired. The faculty member must supply documentation of such direct pertinence to his or her supervisor, who will determine the appropriateness of the course content. Recommendations of acceptable courses will be reviewed by the Vice President for Instruction and Student Services and forwarded to the President for final approval.

Professional Activities and Contributions

In addition to teaching effectiveness, faculty are expected to engage in and contribute toward the good of the college and its community. This requires that faculty members maintain current competence in their disciplines or specializations and that they share their expertise, time, and talents with the larger college community. Performance in this category will be measured not only by membership or affiliation but also by the quality of the contributions made by faculty members toward these endeavors. Such activities may include but are not limited to:

- Membership and activity in professional and civic organizations at the local, state, and/or national levels;
- The accomplishment of important professional development activities that may or may not be part of an individual professional development plan (IDP);
- Attending and participating in professional conferences; workshops, and meetings;
- Keeping current regarding developments in education and industry;
- Participating in business or industrial activities related to professional field;
- Participating in college and state-level professional development activities;
- Being active in college and System-wide committees;
- Engaging in writing speeches and reports and in consulting;
- Engaging in classroom-based research to improve teaching or in discipline-based research that may lead to publication;
- Sharing innovations in using instructional technology with colleagues in other colleges;
- Participating in the community service program at the colleges;
- Participating in local college advisory committees; and
- Contributing to community welfare and community development.

Qualifications for Administrative Faculty

The normal minimum criteria for faculty as listed in Columns 1 and 2 of the current VCCS Form No. 29 are normally used to determine the rank for administrative faculty members.

Columns 3 and 4 of the current VCCS Form No. 29 may be used if there is appropriate justification. Experience related to the administrative position under consideration must be used to justify using these columns.

Columns 5 and 6 of the current VCCS Form No. 29 are normally not used with respect to administrative appointments. A letter of justification must accompany a request to use these columns.

Qualifications for Lecturers

The minimum qualifications for lecturers are based on qualifications for the regular ranks from assistant instructor through professor. The equated ranks determine the salary. Under certain circumstances, exceptions to qualifications may be made provided; however, any exceptions to criteria for temporary part-time faculty, as outlined in the VCCS-29, must be fully justified and documented and must be on file at the institution.

Degree Equivalency

The earned doctor's degree normally includes the Ph.D., D.Sc., and Ed.D.

Degrees such as M.D., D.D.S., D.V.S., and J.D. are normally equivalent either to the master's or specialist degrees and must be evaluated on the basis of the number of years or credits of applicable graduate study.

Therefore, for appointment and promotion purposes, the First Professional Degrees may be regarded as equivalent to the earned doctor's degree if these degrees include seven years or 84-90 post-baccalaureate semester credit hours in actual classroom instruction.

In considering college degrees for initial appointment or promotion, the highest degree accepted for consideration must have been awarded by a regionally accredited educational institution.

Normal Minimum Criteria for Faculty Rank

The VCCS-29 gives normal minimum criteria for all faculty appointments and promotions. Meeting these criteria does not guarantee appointment at or promotion to a given rank.

If a person is transferred from an administrative position to a teaching or non-teaching position or vice versa, the person must meet the VCCS-29 minimum criteria for rank in the new position.

A person who resigns, and is later reemployed by the System, shall be reappointed in accordance with the current guidelines.

Performance Evaluation Process for Faculty

The spirit and intent of the Faculty Development and Evaluation Plan is to provide a mechanism for investing in the professional growth, development, and performance of each faculty member. Faculty are expected to pursue high standards, challenging goals, and teaching excellence. They can expect that their dean/supervisor will provide them with guidance, support, encouragement, due recognition, and a fair assessment of their contributions to the college's mission. As a community, we honor those who have chosen to serve others, who share their passion and commitment for

learning with others, and who lead the way by demonstrating their beliefs through continuous learning and improvement.

The Full-Time Faculty Evaluation Plan may be viewed at: [NRCC Faculty Evaluation Plan](#)

Academic Rank Promotion Policy

Definitions

A. Year of Service - For purposes of eligibility for promotion, a year of full-time employment for both nine-month and twelve-month faculty is full-time employment for two academic semesters (fall and spring), the salary for which is chargeable to a single fiscal year's budget. Employment for less than this period shall not constitute a year of full-time employment and shall not count towards the time eligibility period for a promotion.

B. Faculty Member - For purposes of this policy, faculty members are those employees who hold faculty rank and teach or occupy an administrative, counselor or librarian position which is exempt from the classified service.

Eligibility

A. Minimum Criteria - Qualifications for promotion to regular faculty ranks and Assistant Instructor are stated in the VCCS-29, Normal Minimum Criteria for Each Faculty Rank. Fulfillment of normal minimum criteria does not guarantee promotion to a given faculty rank.

B. Crediting Experience - No more than one year of experience, teaching or related occupational, may be credited in a single twelve-month period. Therefore, no more than one year of experience credit may be given for a combination of teaching and related occupational experience in the same year.

1. Creditable Experience - Only permanent (P-3) employment with the VCCS can be credited toward eligibility for promotion.
2. Creditable Teaching Experience - Creditable teaching experience shall be the sum of:

Experience computed in accordance with the VCCS Procedure to Determine Faculty Entry Level Salaries at the time of initial appointment and

Teaching experience subsequent to initial appointment.

- Related Experience - A year of related occupational experience must contain twelve months and shall be computed in accordance with the VCCS Procedure to Determine Faculty Entry Level Salaries.

Leave of Absence - A military leave of absence, for a member of a reserve unit who is called to active duty, and who, upon completion of her or his military obligation, returns immediately to the college, shall not disqualify the active military duty period as counting towards a year of service for purposes of promotion. An educational leave of absence, with or without pay, shall not disqualify the year of its occurrence as counting towards a year of service. No more than two academic years may be exempted from the

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years of full-time service requirement because of educational leave. Other periods of leave, with or without pay (except for the use of earned annual or sick leave), of over 15 calendar days cause a discontinuity for a semester, disqualifying it from counting towards a full year of employment, unless specific arrangements have been made between the president and faculty member. The arrangements must be in writing and in the faculty member's personnel file prior to the beginning of the leave.

General Provisions

Authority - All promotions are granted by the State Board upon recommendation of the president of the college and the Chancellor.

Faculty Rank and Salary Proposals - Faculty rank and salary proposals shall be dated August 16 through May 15 or July 1 through June 30 as applicable.

Contingency Conditions for Promotion - Administrative and teaching faculty must be fully qualified for promotion by the effective date of the Rank and Salary Proposal. Contingency conditions for promotion must be entered in the special conditions or assignments section of the Rank and Salary Proposal.

Substitutions - Requirements for promotion may not be waived; however, certain substitutions for experience and education may be granted, as outlined in the VCCS-29.

NRCC Promotion Procedure- Each faculty member who is qualified to be considered for a promotion will be requested to complete the **Faculty Data Sheet and Application Form** and submit it to his/her immediate supervisor and inform the **Faculty Evaluation/Promotion and Multi-Year Appointment Committee** (hereafter called the **Committee**) of his/her intentions.

The criteria to be considered by the **Committee** as it considers faculty for promotions shall include the following:

1. Competence of the faculty member as a teacher or in his/her assigned function;
2. Effectiveness of the faculty member as a teacher or in his/her functions and duties as prescribed in the college's *Faculty Handbook*;
3. Ability to establish and maintain positive professional relationships with colleagues, supervisors, students and the community;
4. Extent and currency of professional qualifications;
5. Adherence to all policies, procedures and regulations as outlined in the college's *Faculty Handbook*, the *Policies, Procedures and Regulations Manual* of the Virginia Community College System and regulations adopted by the college or the Virginia Community College System, and the laws of the Commonwealth of Virginia;
6. Evaluations; and
7. Such other criteria as the **Committee** specifies in writing to all faculty prior to the beginning of its work for any one given year. If criteria are used other than those listed on the VCCS 29, they will be outlined and provided to the faculty member who becomes eligible for promotion as well as his/her supervisor.
8. *Contingency Conditions for Promotion* -- The faculty member must be fully qualified for promotion by the effective date of the Rank and Salary Proposal in

order for the new rank to be effective on that date. If the contingency conditions are not met, the faculty member will continue in his/her current rank.

9. *Substitutions* -- Requirements for promotion may not be waived; however, certain substitutions for experience and education may be granted, as outlined in the VCCS-29. In addition, upon the written recommendation of the college president, and approval by the chancellor, teaching experience may be substituted for related occupational experience or related occupational experience may be substituted for teaching experience on a one-for-one basis for a maximum of two years. One academic year of teaching experience is equivalent to twelve months of occupational experience. Once the substitution of teaching experience for related occupational experience or related occupational experience for teaching experience has been made, the substitution will apply to all future considerations for promotion.

Tenure and Related Appeal Procedure

Any qualified faculty employee of the VCCS who was granted tenure in 1970, 1971, or 1972 may elect to retain tenure status or accept a multi-year appointment. As long as tenure status is retained, all rules pertaining to tenure apply. Once a tenured employee has accepted a multi-year appointment, however, he/she may not elect to return to tenured status.

Tenure

Tenure shall terminate at the normal retirement age under the State Retirement Act. At the time Section 3.5.0 was approved by the State Board, the mandatory and normal retirement age were both age 65. The 1987 General Assembly revised Section 51-111.54 of the Code of Virginia by removing the mandatory retirement age. Section 51-111.10 of the Code of Virginia defines the normal retirement age as age 65. Tenure will terminate effective with the retirement of the tenured faculty member.

Termination of employment of tenured faculty in the event of a budget cut, loss of enrollment, or a change of curriculum is recognized, but should only be used in cases of absolute necessity. Under such circumstances, tenured faculty will be given first opportunity for openings anywhere in the System for which the faculty member is qualified.

Upon voluntary transfer from one college to another in the System, the faculty member may retain his/her tenure after a one-year probationary period at the new college.

Promotion and salary are not part of the tenure system.

No later than thirty (30) days following adjournment of the Annual (Reconvened) Session of the Virginia General Assembly, the faculty member will be informed in writing of the president's recommendation of salary and faculty rank for the coming year, subject to approval by the State Board for Community Colleges. The faculty member will have thirty (30) days in which to accept or reject in writing the proffered employment.

Permissible grounds for suspension or termination of appointment of a faculty member who has tenure or whose term of appointment has not expired shall include, but

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are not limited to, incompetence, neglect of duty, and conduct of such a nature as to indicate that the person is not suitable to continue as a member of the faculty.

When reason arises to question the continued employment of a faculty member who has tenure or whose term of appointment has not expired, the procedure shall be as follows:

1. An appropriate administrative officer(s) of the college shall discuss the matter with the faculty member in one or more personal conferences.
2. If adjustment does not result, the faculty member or the administration of the college may ask an informal faculty committee to assist in resolution of the problem and submit its findings of fact to the president.
3. The president then will make a decision to retain the faculty member or to terminate his/her employment.
4. If the president decides to terminate the faculty member's employment, the faculty member will be given a written statement of the charges against him/her and notice of his/her right to a hearing.
5. Within ten (10) days after notification, the faculty member may request a hearing by written notice to the president of the college. If no request is made within that time, the president may proceed to terminate the faculty member's employment without a hearing.
6. If the faculty member requests a hearing, he/she shall respond in writing to each of the charges from the president within ten (10) days after the request for a hearing.
7. The hearing shall be held by a joint faculty and administrative ad hoc committee of the college. It is recommended that this committee consist of no less than three (3) nor more than fifteen (15) persons. Two-thirds of the committee shall be faculty members selected by the faculty. The remainder of the committee shall be appointed by the president from the administrative staff and/or faculty. The hearing shall be upon written charges submitted by the president. The hearing committee shall meet within thirty (30) days after the faculty member responds to the charges. The faculty member shall have the right to counsel at his/her own expense, the right to present and cross-examine witnesses, the right to examine all documents and demonstrative evidence, and the right to a copy of the transcript of the proceedings furnished at no expense to him/her. The president, or his/her delegate or counsel, may participate in the hearing, present evidence, and present and cross-examine witnesses.
8. In reaching its decision, the hearing committee shall consider only evidence presented at the hearing and such oral or written arguments as the committee, in its discretion, may allow. Evidence regarding the general competence and professional and moral fitness of the faculty member shall always be deemed relevant. The committee shall decide by majority vote whether the evidence, considered in the light of the faculty member's general competence and professional and moral fitness, justifies a finding that the faculty member is unfit to continue as a member of the faculty. It shall make its written recommendation accordingly, and shall transmit the recommendation to the faculty member and to the president. The president shall take such action on the recommendation(s) as he/she deems appropriate.
9. Within the (10) days after written notice to him/her of the final decision of the president, the faculty member may appeal in writing the president's decision to the college board, and the college board may accept or reject jurisdiction of the case.

10. If he/she is dissatisfied with the college board's decision, or should the college board decline to accept jurisdiction of the case, within ten (10) days after written notice to him/her of the board's final decision, the faculty member may appeal in writing to the Chancellor of the Community College System.
11. If in appealing to the Chancellor, the faculty member requests in writing a hearing, the Chancellor of the Community College System shall conduct the hearing or, at his/her discretion, may appoint a hearing officer to conduct the hearing. The president may appoint legal counsel or other designated representative to present the college's case, and the faculty member shall have the right to be represented by legal counsel or by other representative(s) of his/her choice at his/her own expense. A transcript of evidence from the earlier hearing will be made a part of the record. In addition, only new evidence not available at a previous hearing may be introduced by the faculty member, but additional evidence deemed to be necessary by the Chancellor or his/her representative may be presented at the hearing. The faculty member shall have the right to present and cross-examine witnesses and the right to examine all documents and demonstrative evidence.
12. If requested in writing within ten (10) days after the Chancellor's final decision, the faculty member shall have an appeal as a matter of right to the State Board for Community Colleges whose decision shall be final. No new evidence may be presented, except by the mutual consent of the parties, and the case shall be considered on the record of all preceding hearings.

Appeal Procedures

For faculty on tenure dismissed prior to completion of an appointment, the appeals procedure shall be as stated in the Tenure Policy.

Nine-Month Faculty Summer Pay

Courses taught during the summer shall represent the equivalent of sixteen and one-half (16.5) weeks of instruction and related work regardless of the actual calendar length of the summer term.

Nine-month faculty employed during the previous academic year shall be paid during the summer term according to the credit-hour/contact-hour-equivalent fraction of a full teaching load during the academic year as defined by Section 3.6.0 of the Policy Manual and based upon the weekly equivalent of one thirty-ninth (1/39th) of the previous year's salary. The normal maximum full-time teaching load during the summer term is ten (10) credit hours or the equivalent. Operationally, the normal full-time faculty summer term salary rate translates to the formula:

Annual salary/15 x 16.5/39 x previous year's salary=Summer Salary Rate (SSR)

<p style="text-align: center;">SSR x number of credits x 75%</p> <p style="text-align: center;">PLUS</p> <p style="text-align: center;">pure adjunct rate x number of credits x 25%</p> <p style="text-align: center;">EQUALS</p> <p style="text-align: center;">Summer contract salary</p>
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Faculty may be offered a teaching overload of not more than three credit hours or equivalent during the summer term. A faculty member shall not be considered as working an overload unless more than ten (10) credit hours or equivalent are taught. Pay for overloads shall be at .0.15 times credit hours.

The college president has authority to develop optional summer pay plans which 1) compensate faculty at a proration of the normal summer salary rate when a given course does not meet minimum enrollment standards as defined by the college; and 2) limit to less than ten (10) the maximum credit hour or equivalent assignment to be paid at the full-time summer term salary rate. Optional plans shall specify any proration calculations to be used and any limitations to the maximum teaching assignment to be paid at the full-time faculty summer term salary rate. Credit hours or equivalent taught beyond the limitations specified in the institutional plan shall be compensated at the lecturer rate. Optional summer pay plans shall be developed in consultation with the faculty.

Faculty Emeritus

The establishment of the status of Faculty Emeritus is a method of honoring persons for meritorious service. The President of the College has established a procedure for selecting retired employees of the college who held faculty rank, with a minimum of ten years of service in the VCCS, and who have made meritorious and significant contributions to the college for appointment as Faculty Emeritus with all the rights and privileges therein pertaining.

1. The nomination should be made before **March 1** via letter (which should include reasons for nomination) by individuals inside and/or outside NRCC to the NRCC President.
2. The NRCC President forwards a letter of nomination to the Vice President for Instruction and Student Services who gives it to a panel for review and endorsement.
3. A panel will be appointed every two (2) years by the Vice President for Instruction and Student Services. This panel will consist of four people (three teaching faculty; and one non-teaching faculty employee. This panel will review the nomination(s), check criteria, and interview former peers and supervisor(s). The panel will then make its recommendation for or against after acquiring the recommendation of the appropriate supervising dean. If the nomination is recommended, the panel will meet with the NRCC Board Personnel Committee to

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- present the nomination to its members and ask them for their endorsement. The panel will inform the NRCC President of its decision in writing by **April 1**.
4. The NRCC President makes the final decision and notifies the honoree(s). The President requests names and addresses of family members whom the honoree(s) would like invited to NRCC's graduation and obtains an estimate of the number of people likely to attend. The President asks the Advancement Office to have invitations printed and mailed to the honoree(s) and designated family members and to have a medallion made for the honoree(s), which will be presented at graduation. The President informs the graduation coordinator that the awarding of the Emeritus status needs to be included in the graduation program; asks the coordinator to reserve the appropriate number of chairs for the honoree(s) family members, and advises the coordinator that the Emeritus Faculty will be leading the faculty procession. The President bestows the honor of the Faculty Emeritus status at the annual graduation ceremony which is held in May.

***INSTRUCTIONAL RIGHTS
AND RESPONSIBILITIES***

Job Duties

The major emphasis shall be on teaching, by working with students in classrooms, laboratories, individual conferences, and related activities to help the students develop their interests and abilities to the fullest capacity to become better persons, better workers, and better citizens. Faculty members are expected to be able to carry out their duties in a professional, ethical, and collegial manner to enhance the purpose of the institution. To accomplish this goal, the following workloads are expected of faculty.

Instructional Faculty

The specific duties and responsibilities of instructional faculty are:

1. Meeting all classes as scheduled and maintaining at least the minimum number of office hours required;
2. Advising students in course selections, college procedures and policies, and relevant occupational information;
3. Actively participating in the assessment of courses, programs, and course prerequisite requirements;
4. Acquiring a complete working knowledge of the catalog, *Student Handbook* and *Faculty Handbook*;
5. Preparing and up-dating course plans for each assigned course and submitting a course syllabus to each student by the first week of class;
6. Attending all faculty, divisional, departmental, committee meetings as assigned;
7. Evaluating and recommending the selection of textbooks, related materials, and supplies;
8. Participating in appropriate student activities, community activities, and professional activities;
9. Performing other duties as requested by the cluster leader and/or dean.

Cluster Leaders/Academic Program Coordinators

The cluster leaders/academic program coordinators reports to the appropriate division dean. They are directly responsible for the following:

1. Collaborate with the dean for the management of the academic program, including scheduling and staffing of classes;
2. Lead curriculum review and development to ensure the currency and effectiveness of the program;
3. Ensure the timely development, approval, and offering of courses;
4. Serve as a representative and spokesperson for the program;
5. Facilitate meetings of the Curriculum Advisory Committee;
6. Lead the program in setting goals and outcomes;
7. Lead the program review process, including the annual assessment and reporting efforts to promote continuous improvement.

General Classroom Responsibility

Instructors are expected to meet all classes promptly and to hold classes for the scheduled period of time. **No scheduled class should be dismissed, cancelled, or rescheduled without the division dean's approval.** Requests for dismissal of classes or changes in the schedule must be made in writing through the division dean at least one week prior to the requested date.

Specific duties and responsibilities of faculty include the following:

- A. Meeting all classes promptly as scheduled.
- B. Submitting reports, grades, and/or other related information promptly and accurately.
- C. Keeping accurate records of student attendance and academic achievement. Any discrepancies in class rosters should be reported to the Office of Admissions and Records by the end of the first two weeks of the semester. In addition, class records should be kept at least one year after the end of a class.
- D. Preparing course plans and teaching courses under the supervision of full-time faculty members and the division dean.
- E. Being available either before or after class to assist students who may need extra help.

Program Review/Assessment

Faculty members will participate in program-level assessment each academic year with the aim of continually improving the College's educational programs and, as a result, student learning. Program coordinators and/or program committees will lead the assessment activities with direction from the College's assessment coordinator. The annual process involves development and verification of program goals and related student learning and program vitality outcomes, as well as identification of appropriate target outcomes and measurements. Faculty will use results and findings of the annual program assessment to drive improvement of the College's educational programs. Faculty serving as program coordinators and/or program committee members will be responsible for documenting these activities in NETSPACE and periodically presenting them to the Curriculum and Instruction Committee.

Academic Freedom and Responsibility

To ensure the college an instructional program marked by excellence, the Virginia Community College System supports the concept of academic freedom. In the development of knowledge, research endeavors, and creative activities, college faculty and students must be free to cultivate a spirit of inquiry and scholarly criticism.

The faculty member is entitled to freedom in the classroom in discussing his/her subject, but he/she should be careful not to introduce teaching matters which have no relation to his/her field. Faculty and students must be able to examine ideas in an atmosphere of freedom and confidence and to participate as responsible citizens in community affairs.

The System also recognizes that commitment to every freedom carries with it attendant responsibilities. The faculty member must fulfill responsibility to society and to his/her profession by manifesting academic competence, professional discretion, and good citizenship. When he/she speaks or writes as a citizen, he/she will be free from institutional censorship or discipline, but his/her special position in the community imposes special obligations. As a professional educator, he/she must remember that the public may judge his/her profession and his/her institution by his/her utterances. Hence, he/she should at all times be accurate, exercise appropriate restraint, show respect for the opinions of others, and make every effort to indicate that he/she is not an institutional spokesperson.

At no time shall the principles of academic freedom prevent the institution from making proper efforts to assure the best possible instruction for all students in accordance with the objectives of the institution.

Academic Advising of Students

A faculty member may be designated as a student's advisor to provide educational advisement in the student's field or specialization. The student's faculty advisor may be helpful in providing information about transferring NRCC course work to four-year colleges and universities as well as the knowledge and skills needed along with information about job opportunities in his/her field. The faculty advisor will refer the student to the Advising Center in matters outside his/her professional scope.

Each faculty member will be assigned student advisees from the curriculum indicated on the application or change of curriculum form. In some cases it will be necessary to assign advisees to instructors outside their major field; however, such assignments will be kept as few as possible. Whenever faculty members feel that certain students should be reassigned to another advisor due to change in curriculum or for any other reason, the recommendation should be made to the dean.

Faculty advisors should be capable of advising students in the following matters:

1. proper choice and sequence of courses for VCCS curricula and/or transfer to four-year colleges;
2. necessity or advisability of repeating courses;
3. class attendance;
4. occupational opportunities available through pursuance of the major curriculum.

Faculty advisors must, therefore, be completely familiar with the appropriate courses of study or curricula, graduation requirements, the grading system and academic standards. Each advisor should assist his/her advisees in fitting their particular program to their occupational and educational plans.

Faculty advisors will be responsible for:

1. suggesting the class schedule for each advisee;
2. advisement related to academic work;
3. conferring with the dean of student services or academic advisors concerning problems of advisees;
4. keeping an informal record of conferences with each advisee;
5. suggesting schedule changes;
6. recommending approval of requests for additional hours;
7. referring requests for course substitution to the appropriate dean;
8. recommending students for graduation upon certification of completion of course study.

Classes

Faculty teaching loads during the academic year shall include such combinations of day, evening, weekend, and distance classes as the needs of the college require. Twelve to fifteen (12-15) credit hours and fifteen to twenty (15-20) contact hours per semester are required for all full-time faculty. When the number of credit hours falls below twelve (12) because of the number of laboratory hours involved, the number of contact hours should be increased to bring the teaching load to the minimum of twelve (12) credit hours (utilizing the standard of two (2) laboratory hours equal one (1) credit hour, or to a maximum of twenty-four (24) contact hours.

The number of course preparations shall be kept to three per semester unless the faculty member and dean agree that quality of instruction can be maintained while teaching more than three preparations. Faculty who teach in multi-lab situations shall be responsible for supervising only one classroom at a given hour and shall count contact hours only once.

Faculty teaching loads shall be calculated for the academic year, with a teaching load less than or in excess of normal for the fall semester being compensated for with adjustments in teaching load in the spring semester.

A faculty teaching load may also be adjusted by the college to take into consideration such factors as the use of instructional assistance, team teaching, the use of non-traditional instructional delivery systems, special assignments, and curriculum development. Curriculum development should be primarily for the development of a new program or new course in a program and/or the complete revision of an existing course or program.

Teaching load adjustments shall be expressed in terms of an equivalent teaching load for the purpose of computing a faculty member's total teaching load.

Course Plans

Faculty are responsible for preparing course plans each semester for all courses that they teach. It is hoped that such plans will be developed through cooperative effort of all members of the department. Course plans should be submitted to the dean for

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approval and signature by the first day of each semester and should be distributed to students during the first week of classes.

When course plans have been previously prepared for other terms, these plans should be reviewed, reprinted, and submitted to the dean for required approval. Course plans should be reviewed each year.

Course requirements, grading scale, attendance policy and other data relevant to the course must be included in each course plan.

Office Hours

In order to promote the availability of faculty to work with individual students, each full-time faculty member is required to post on or near his/her office door a minimum of 10 hours per week as office hours to be available to work with students on their individual academic and occupational problems. Office hours should be posted for each day of the week.

Textbooks

Textbooks are selected by instructors in cooperation with other members of the department. Deans or cluster leaders/program coordinators are responsible for coordinating textbook selections and placing orders with the bookstore. The Vice President for Instruction and Student Services reserves authority for final approval of textbooks. Textbook orders should be placed before the deadline established by the bookstore.

Absence of an Instructor from a Class

An instructor who must miss a class because of illness or some other reason should notify, as soon as possible, the appropriate dean. For a brief illness or absence due to imperative personal reasons (not to exceed three days), faculty colleagues will serve as substitutes. This will be arranged by the appropriate dean. For an extended absence (beyond three days) because of imperative personal reasons, a temporary replacement will be arranged by the appropriate dean.

Examinations

A final exam period is scheduled at the end of each academic semester. During this period all regular day class meetings are cancelled and students follow the final exam schedule. Exam schedules are available on the college website.

Students are expected to take their examinations at the regularly scheduled times. No exceptions will be made without prior permission of the dean and the instructor of the course.

Final Grades

Faculty are responsible for posting grades to the Student Information System (SIS) at the end of the final exam period for all courses they teach. Deadlines for posting grades are published as part of the Academic Calendar.

General Classroom Safety Policies

Faculty members should instruct the students in the proper and safe use of all equipment. During class and laboratory time, it is the responsibility of the instructor to supervise the use of all equipment. Instruction given about the use of equipment should also include relevant safety precautions. At the end of the laboratory session, it is the responsibility of the instructor to lock the door and turn out the lights.

Supply rooms are to be kept locked at all times when not under the direct supervision of the instructor. Even though students should be encouraged to practice and experiment when classes are not in session, such activities should not be permitted unless there is an instructor or laboratory assistant present to be responsible for the safety of the students and the security of the equipment involved. Instructors must provide passes to students for access to labs during non-class times.

Field Trips

Trips relating to classroom instruction are encouraged, but they should be used only when they provide more enriching experiences than the normal classroom experience. It is important to remember that they must be planned to minimize interference with other scheduled class activities. Authorization by the dean should be sought through an Absence and Travel Request Form; and when the trip interferes with other classes, notice of the trip will be distributed in faculty mailboxes. This notice implies that the students' absences are excused and that they may have the privilege of making up the work; however, the instructors of the classes being missed have the ultimate authority to excuse the students. The students' decision to participate in a field trip should be made in light of their need to attend. A student is responsible for advising the appropriate instructors one week prior to the field trip.

If private cars are used, the sponsor should advise owners that they must be properly insured.

Political Activities

The VCCS recognizes and encourages the exercise of the right of VCCS employees, as citizens, to engage in political activities on their own time. Should a faculty member or staff member campaign for or be elected to local, state, or federal office, it is necessary that the individual give assurances to the president and the president in turn shall give assurances to the Chancellor and the State Board that the individual's duties in the System are being carried out fully and with no diminution of effectiveness caused by absences that might be required as a public official.

In conformance with the foregoing policy, the following guidelines are set forth:

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1. Faculty or staff members should, as a matter of courtesy, notify the president (or Chancellor) of their intention to seek public office or to accept an appointment to public office prior to the time such information is made public through notices of the press or other media.
2. Should faculty or staff members be elected or appointed to local, state, or national office, the individuals must understand that their first and primary responsibility is to their positions with the institution.
3. Should faculty or staff members choose to seek public office, the campaigning must be done on their own time and without taking advantage of any resources or settings directly involving the institution. Candidates must be ready to assure their constituents that their candidacy is not subsidized by public funds.
4. When faculty or staff members are elected or appointed and assignments conflict with institutional duties, except for state appointments or offices which are covered by administrative leave, the member would be required to take first available annual leave or compensatory leave.

The organization of the VCCS provides protection against undue pressure from political, religious, or other external groups. Administrative authority and policy making is centered in the State Board and communicated through the VCCS Policy Manual. Any perceived pressure from external groups should be immediately reported to the president who, in turn, will report to the Chancellor if necessary.

Consulting

Employees of the VCCS are encouraged to assist business, industry, governments and other educational agencies. Employees may engage in consulting and teaching activities so long as such activities do not interfere with their regular responsibilities and duties within the VCCS and so long as such activities are not in violation of the *Comprehensive Conflict of Interest Act*.

Outside Employment

Members of the faculty may engage in outside employment so long as it does not compromise their professional responsibilities to the college or create a conflict of interest as specified in Rule 9.5 of the Rules for the Administration of the Virginia Personnel Act.

Children on Campus

Children who are not registered for classes are not permitted in the classrooms and/or laboratories. Please let your students know about this policy at the beginning of the semester, especially if it is contrary to your past practice. The college setting is a potentially dangerous environment for children. Children should not be left unattended anywhere on the college campus.

All children under the age of 13 entering the Learning Resource Center must be accompanied and supervised by an adult at all times. The college does not have appropriate materials to absorb the attention of children for long periods of time and lacks personnel to supervise children in the use of library and audio-visual materials.

Grading System

The grades of A, B, C, D, and S are passing grades. Grades of F and U are failing grades. A grade of I is an interim grade. Grades of W, P and X are final grades carrying no credit.

- I-Incomplete** No credit; used for verifiable unavoidable reasons for students who have completed a minimum of 80 percent of the work for the semester. Since the “incomplete” extends enrollment in the course, requirements for satisfactory completion will be established through student/faculty consultation. In assigning the “I” grade, the faculty member must complete documentation that includes the reason for assigning the grade, the work to be completed and its percentage in relation to the course work, date by which work must be completed and the default grade (B, C, D, F, U) based upon work completed. Completion dates may not be set beyond the last day of a subsequent semester without written approval from the Vice President for Instruction and Student Services.

- P-Pass** No grade point credit; to be used at the discretion of the college as stipulated in the Pass/Unsatisfactory grading option.

- S-Satisfactory** No grade point credit; applies only to developmental classes, noncredit classes, and certain contract courses at the discretion of the college.

- U-Unsatisfactory** No grade point credit; applies only to developmental classes, noncredit classes, and certain contract courses at the discretion of the college.

- W-Withdrawal** No credit. A grade of “W” is awarded to students who withdraw from a course after the add/drop period but prior to the completion of 60 percent of the session. After that time, the student will receive a grade of “F” except under approved documented mitigating circumstances. A student who misses the equivalent of two weeks of class may be withdrawn by the instructor.

- X-Audit** No credit. Permission of the dean or another appropriate academic administrator is required to audit a course. Students desiring to change from audit to credit or from credit to audit must do so within the add/drop period for the course session.

The assignment of grades is the responsibility of the instructor. No grades may be given by an instructor other than those listed previously. All grades should be entered in the Student Information System (SIS) by the grades due date listed in the academic calendar.

Please Note: To protect students' privacy, grades cannot be posted using names or social security numbers.

Grade Change Policy

Policy established by the Virginia Community College System states that each college shall establish and maintain a detailed "Grades Plan" for reporting and recording grades and changing existing grades (*VCCS Policy Manual 5.6.0.6*). The following procedure should be followed for all faculty requesting a grade change after the conclusion of the semester:

Changes to students' grades after the conclusion of a semester (with the exception of incomplete "I" grades) are only permitted when an instructor error resulted in the incorrect grade being posted. Instructor errors include miscalculation of a grade and/or posting of an incorrect grade. Grade change requests may be emailed to Tammy Smith, Coordinator of Admissions and Records. Additionally, grade change request forms are available in the Admissions and Records Office.

Requests must include the following information:

- Student Name
- Student ID Number
- Course Number and Section
- Semester/Year
- Incorrect Grade
- Correct Grade
- Reason for the Error

Please note: Grade change requests which occur more than one year after an incorrect grade was posted must be approved by the Academic Dean and the Vice President for Instruction and Student Services.

Incomplete "I" Grade form included next page:

NEW RIVER COMMUNITY COLLEGE

Incomplete "I" Grade Form

This form must be turned in to the Admissions and Records Office by the end of the current semester for every incomplete "I" grade assigned.

Student's Name _____ ID Number _____

Course _____ Semester _____

Reason for giving grade of incomplete _____

Percentage of incomplete work to be completed (not to exceed 20%) _____

Work to be completed _____

Default grade (if work is not completed by deadline) *B C D F*
Developmental courses S R U

Deadline work must be completed (no later than the end of next semester) _____

1. The work to be made-up must be discussed with the student and he/she should be informed that the work must be completed no later than the end of the next semester.
2. The instructor issuing a grade of an "I" must submit a change of grade form to Admissions and Records when the work is completed.
3. The "I" grade will convert to the default grade at the end of the next semester (including summer semester) if the work is not completed.

Signatures:

Instructor _____ Date _____

Student _____ Date _____

Note: The instructor should give a copy of the form to the student.

Shared Governance

New River Community College is committed to shared governance as a means for fostering collaboration among the administration, faculty, staff, and students. The shared governance model provides a framework through which the college may achieve its mission to “give everyone the opportunity to learn and develop the right skills so lives and communities are strengthened.”

Institutional decision making at NRCC is supported by a system of College Standing Committees whose purpose is to focus on specific duties and make recommendations. Standing committees are intended to meet on-going needs of the college; other *ad hoc* committees (e.g., task forces or innovation teams) may be established for a limited time period to review timely issues and make recommendations. The Faculty Assembly and Support Staff Assembly are organizations that also support decision-making processes at the College.

Standing Committees/Duties

All full-time faculty are required to serve on at least one Standing Committee, and faculty may request appointment to specific committees. The College president approves all appointments. In some cases members are directly appointed to the committees by the president.

The current Standing Committees at NRCC are as follows:

- Academic Calendar
- Academic Standards, Scholarship, and Financial Aid
- Behavioral Intervention Team
- Campus Beautification
- Clery Compliance
- Curriculum and Instruction
- Faculty Evaluation
- International Education
- Safety
- Student Activities
- Student Conduct
- Threat Assessment Team
- Transfer Degrees Program

Academic Calendar

1. Develop the yearly academic calendar, including examination schedules, in-service, and other special days as needed.
2. Recommend additional procedures for handling inclement weather as needed.
3. Recommend activities for the annual fall/spring workshop.

Academic Standards, Scholarship, and Financial Aid

1. Aid in the process of developing and improving the academic advising and registration procedures.
2. Lend assistance to the Financial Aid Office as necessary.
3. Serve as the appeals panel for students who have violated financial aid award requirements.
4. Serve as appeals panel for student petitioning for readmission following academic suspension or dismissal.
5. Promote and evaluate student loan and scholarship programs.
6. Aid in determining recipients of scholarships and student awards.
7. Review and assist in the selection of students for special awards and scholarships as they are established by the college.
8. Select Who's Who finalists.
9. Aid in the recognition process of determining students who are not capable of completing a program and recommending alternative programs where they may be successful.

Behavioral Intervention Team

1. Serve as a resource for the College community in addressing student behavioral issues.
2. Develop and review policy which addresses aberrant or threatening student behavior.
3. Provide educational opportunities for faculty and staff about managing aberrant or threatening student behavior.
4. Gather information about select situations and assess the need for intervention.
5. Provide support to faculty and staff for dealing with difficult student behavioral situations.
6. Make recommendations to the emergency coordination officer (ECO) regarding special student situations and aberrant student behavior.

Campus Beautification

1. Review existing facilities and suggest improvements for beautification.
2. Coordinate interior design efforts (such as developing standardization of colors for interior paint, furniture selection, and so forth).
3. Suggest renovation projects.

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4. Provide advice on plans for enhancing the physical appearance of offices, hallways, or other indoor facilities.
5. Provide advice to appropriate personnel regarding the overall condition of college facilities, including routine maintenance and cleanliness.

Clery Compliance

1. Serve as an advisory body to the coordinator of emergency planning for the College's compliance with requirements of the Clery Act.
2. Assist with the publication of the College's *Annual Security Report*.
3. Review campus crime statistics and ensure these statistics are being maintained by the appropriate departments.
4. Review procedures for the College "to give timely warning of crimes that represent a threat to the safety of students or employees."
5. Make recommendations to the College Safety Committee and College Student Conduct Committee related to crime prevention.

Curriculum and Instruction

1. Study and present a system for the primary purpose of improvement of instruction.
2. Analyze curricular needs and issues relating to academic quality.
3. Communicate curricular developments.
4. Review annually the course offerings of the college and remove from the catalog and the college curricula those courses which are out-of-date.
5. Assist beginning instructors in the areas of improving classroom presentations, developing course outlines, grading procedures, and evaluation methods.
6. Maintain a constant evaluation of the needs of the faculty members in terms of instruction in audio-visual techniques, academic computing, instruction in testing, and assistance in faculty advising, etc.
7. Review faculty members' proposals for new courses and new and revised curricula and recommend approval or disapproval or modification of the proposals to the Vice President for Instruction and Student Services.
8. Read comprehensive program review reports, serve as audience for faculty presentations of these reports, and provide appropriate feedback.
9. Examine resource allocation for instructional programs and recommend any appropriate modification on new models.

Faculty Evaluation/Promotion and Multi-Year Appointment

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1. Review and certify the faculty who are eligible for multi-year appointments and notify appropriate faculty of same.
2. Review and certify the faculty who are eligible for promotion to a higher rank and notify appropriate faculty of same.
3. Study current practices regarding promotions and make recommendations for policy and procedural changes as necessary.
4. Review annually and recommend a merit pay plan for annual faculty salary increases when changes are needed.
5. Review current literature and records relating to faculty evaluation and develop recommendations for appropriate changes in New River Community College's teaching faculty evaluation plan.

International Education

1. Foster understanding of international concepts and issues so that students can be well prepared for employment, life, and citizenship.
2. Recommend curricular changes and/or programs that address international/intercultural issues.
3. Recommend extra-curricular programs that address international/intercultural issues.
4. Aid in the promotion of knowledge, understanding, and appreciation of other peoples and cultures.
5. Perform other specific duties as assigned by the Vice President for Instruction and Student Services.
6. Act in an advisory capacity to the NRCC contact for the VCCS international exchange program.

Safety

1. Review the college's compliance with state and federal regulatory law.
2. Complete and assist in the implementation of the college's safety plan.
3. Review college safety policies and procedures and recommend changes as necessary.
4. Advise and assist the college's Safety Officer as necessary.
5. Advise and assist in the collection and reporting of data/information for compliance with the Clery Act.

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6. Provide assistance to the Affirmative Action Officer and the Title IX Officer for policies and processes and as needed during audits, on-site evaluations by outside agencies, reporting requirements, etc.
7. Collaborate with the Student Conduct Committee on policies and procedures related to regulatory compliance.

Student Activities

1. Assess the social, cultural, recreational, and extra-curricular needs of New River Community College students, with special emphasis on meeting the needs of disadvantaged and evening students.
2. Review and analyze student needs assessment data and make recommendations for student activities program development.
3. Assist in the establishment of college and community linkages essential to implementing student activities programs and services.
4. Review and recommend to the Chair of the Student Conduct Committee changes in student disciplinary and grievance procedures where necessary.
5. Review and make recommendations regarding revisions in the *Student Handbook*.
6. Serve in an advisory capacity to staff advisors and students to ensure that publications are of high quality and in good taste.
7. Assist in the development of an effective plan for the on-campus and off-campus distribution of student publications.
8. Assist in the understanding of problems that affect student retention.

Student Conduct

1. Review and/or refine policies and procedures related to student conduct on an annual basis.
2. Develop suggestions for assisting faculty in understanding and dealing with disruptive student behavior.
3. Develop suggestions for helping faculty prevent student misconduct before it occurs.
4. Ensure that, as federal and state laws emerge or change regarding civility on campus, our policies are modified to remain congruent with those laws.
5. Collaborate with the Safety Committee on policies and procedures related to regulatory compliance.

Threat Assessment Team

1. Serve as an advisory body to the president, under the direction of the College's emergency coordination officer (ECO).
2. Respond quickly to possible circumstances and behaviors indicating a potential risk to any person or persons on campus.
3. Determine if a realistic threat is present and act accordingly to establish policies and procedures and best practices.
4. Implement assessment, intervention, and action policies and procedures related to individuals or groups whose behaviors may present a campus threat.
5. Serve as the College's violence prevention committee and, as such, develop educational programs aimed at reducing or eliminating violence on campus.
6. Review annually all campus bans.
7. Work with the Behavioral Intervention Team to manage individual cases.

Transfer Degrees Program

1. Establish academic program goals for the transfer program that are consistent with the mission and goals of the College.
2. Set appropriate student learning outcomes (SLOs) for the transfer program that are consistent with program goals.
3. Determine assessment measures.
4. Set target outcomes.
5. Review data and assessment results and findings.
6. Develop action plans for continuous improvement based on results/findings.
7. Make recommendations to the appropriate dean and Vice President for Instruction and Student Services for program changes.
8. Monitor program review and assessment requirements from the VCCS, SCHEV, and SACSCOC and review/revise plans and procedures accordingly.
9. Review articulation agreements with four-year institutions as needed.

Organizations

Faculty Assembly

The purpose of the Faculty Assembly is to participate as an advisory body in the formulation, implementation and review of institutional policy and to provide the means for the faculty to initiate action on matters with which it is directly concerned.

Persons eligible to become members in the Faculty Assembly shall consist of those members of New River Community College who are permanent, full-time teaching personnel whose primary appointment is an academic rank in a teaching discipline. Full-time teaching faculty below the rank of Division Dean will be eligible for membership. Others eligible to become members include non-teaching persons holding faculty rank who are not supervising faculty. Part-time faculty members who teach six or more credit hours per semester may be a part of the Faculty Assembly, if they desire.

The functions of the Faculty Assembly are as follows:

1. To accept and share responsibility with administration and students in all efforts to improve the stature and the usefulness of the College.
2. To consider policies, programs and other matters as the administration, student organization, and individual faculty may propose.
3. To express opinion on College affairs as the Faculty Assembly deems appropriate and necessary.
4. To afford channels and procedures whereby communications within the College may flow freely, fully and systematically.
5. To establish within the laws applicable to New River Community College an effective means for advising and responding to the Administration, the College Board and the State Board on college affairs.

Support Staff Assembly

The Support Staff Assembly at New River Community College is an organization of all classified employees (full and part time) for the purposes of college and community service and the pursuit of goals of interest to classified employees.

The purpose of the Support Staff Assembly is defined below:

1. Be a communication liaison between the support staff of the New River Community College and the Virginia Community Colleges Association.
2. Encourage and improve communication among the New River Community College support staff.
3. Work on staff development projects at New River Community College.

Shared Governance Policy Updated and Approved by President's Staff: 04/28/16

**NEW RIVER
COMMUNITY COLLEGE
*POLICIES***

NRCC Substance Abuse Policy for Employees

The Commonwealth of Virginia's Policy 1.05 on Alcohol and other drugs states that the following acts by employees are prohibited:

- I. the unlawful or unauthorized manufacture, distribution, dispensation, possession, or use of alcohol and other drugs in the workplace;
 - II. impairment at the workplace from the use of alcohol or other drugs (except the use of drugs for legitimate medical purposes);
 - III. action which results in the criminal conviction for:
 - a violation of any criminal drug law, based upon conduct occurring either on or off the workplace, or
 - a violation of any alcoholic beverage control law, or law which governs driving while intoxicated, based upon conduct occurring on the workplace;
- The workplace consists of any state owned or leased property or any site where official duties are being performed by state employees.
 - Any employee who commits any prohibited act under this policy shall be subject to the full range of disciplinary actions, including discharge, and may be required to participate satisfactory in an appropriate rehabilitation program.
 - A copy of the complete Commonwealth of Virginia's Policy on Alcohol and Other Drugs may be obtained from your agency human resource office.

Tobacco Use Policy

In the interest of good health, smoking and chewing tobacco use are discouraged on campus. Smoking (including electronic, e-cigarettes and vaping) and chewing tobacco are not permitted in any portion of any NRCC building. Smoking is also prohibited at the college's Learning Park. Smoking is allowed in designated smoking areas only. Smoking shelters are located in areas between Godbey and Martin Halls and between Martin and Rooker Halls. There is also a smoking area near the lower entrance of Edwards Hall, and at the mall site in Christiansburg. The Code of Virginia states that smoking is not permitted within 25 feet of state buildings. Please extinguish all smoking materials before approaching college building entrances.

NRCC Student Substance Abuse Policy

Please refer to *New River Community College Student Handbook* for details of the student substance abuse policy.

Sexual Misconduct Policies and Procedures

New River Community College will not tolerate sexual misconduct in any form. Please visit <http://www.nr.edu/nrready/svp.pdf> for policies and procedures regarding sexual misconduct. Incidents of sexual harassment, misconduct or violence should be reported to the college's Title IX Coordinator, Amy Hall, (ahall@nr.edu, 540-674-3600 x4211, Godbey 56).

Security Assistance

Security assistance may be requested by calling the Security Office at extension 3646 or 0 for the college information center.

Each campus building and the NRV Mall site are equipped with First Aid Kits and Automated External Defibrillators (AEDS). The college is not equipped to provide medical services on campus. Nevertheless, individuals who have minor injuries and in need of bandages and antiseptic may find first aid supplies at the following locations. AEDS are available for use as needed and designed to prevent unintentional administration. All Security officers and selected personnel located near the AED storage have been trained to use the devices.

Location of First Aid Kits and Automated External Defibrillators (AEDS):

Location	First Aid Kits	Automated External Defibrillators (AEDS)
Godbey Hall	Security Office (G84)	Security Office (G84) Information Desk (G85) Business Office (G23)
Martin Hall	Library Front Desk (upstairs) Student Activities Office (Student Lounge)	Library Front Desk (upstairs) Student Activities Office/Student Lounge
Rooker Hall	Advising Center Front Desk (R271)	Advising Center Front Desk (R271)
Edwards Hall	B & T Office (E255)	WFD Office (E215)
Mall Site	Front Desk	Front Desk

Emergency

Every college employee has a role to play in maintaining the safety of the campus. It is important that faculty familiarize themselves with the various responses to emergency situations that may arise. For a comprehensive set of policies and procedures, as well as other related resources, please visit the college's emergency preparedness website, NRReady, at <http://www.nr.edu/nrready/>.

Accidental Injuries and Illness

Accidents should be reported without delay to the Security Officer and the Vice President for Instruction and Student Services.

The rescue squad will be called to take any major emergency case to the nearest hospital emergency room. A major emergency will be classified as any life or death situation, especially when one has stopped breathing, whose heart has stopped, or who is unconscious. Anyone who is bleeding heavily or has sustained a severe burn or a fracture shall also be considered a major emergency case.

In the case of students who have injuries or illnesses not requiring immediate emergency room attention, their parents or other designated adult should be called to pick them up to take them home or to a family physician. Students over 18 years of age should make the decision concerning their transportation to a physician.

Any accidental injury or illness sustained by an employee during school hours should be reported to the employee's dean and the Personnel Office. Referral will then be made to a physician, if necessary. If an injury occurs on campus when the college is closed and medical attention is received through a private physician, clinic, or hospital emergency room, it should be reported to the Personnel Office the following day.

In the event of a workmen's compensation claim, it is desirable to obtain the bill at the time of treatment so it can be attached to the initial report sent by the dean.

Workers' Compensation

All employees of New River Community College are covered under Workers' Compensation. If you have a work-related injury, it must be reported to your immediate supervisor and to the Personnel Office and a form must be filled out immediately.

Emergency Weather Information

During inclement weather, radio and television reports concerning dismissal of local schools does not apply to the college unless it is specifically mentioned by name. Unless the college is officially closed, instructors are expected to conduct their scheduled classes. The stations contacted by the college in the event of a delay or closing is published annually.

Delayed Schedule

The following steps will be followed in the event that New River Community College elects to go on a delayed schedule:

- Area radio and television stations will be notified that New River Community College is opening at a specified time. Normally this will be 10 a.m.
- When the college opens at 10 a.m., classes scheduled to start after that time will meet for their normal duration. Classes originally scheduled before 10:00 **will not meet**, except for classes that would ordinarily extend past 10:00 a.m. (For example, for a 9:30 to 10:50 a.m. class, students should report at 10:00 a.m.) Should a later time of opening be announced, the same logic will apply.

Obtaining Information

Following are some suggestions for obtaining accurate information during inclement weather:

1. Listen to more than one radio or television station. We strive to provide accurate up-to-date information to each station. However, mistaken information is sometimes aired. Verify the information you hear with the broadcast of another station.
2. Listen to the announcements more than once. Occasionally, severe weather warrants that a decision to delay opening be changed to a decision to close.
3. Check your e-mail. Immediately following placement of calls to radio and television stations, an e-mail message will be sent to faculty and staff.
4. Call NRCC (674-3600). You will reach the automated attendant. Don't dial an

- extension; simply hold the line to hear the recorded information.
5. Check the college's web site. In the event of a closing or delay, an effort will be made to post this information on the college's web site (www.nr.edu). Students and NRCC personnel are encouraged to utilize this option, but please be aware that technical/logistical difficulties sometimes prevent this information from being posted in a timely manner.
 6. The "NRCC Alert" system will also provide notifications regarding cancellations or delays. *But please do not rely solely on receiving an alert through this system; also utilize several of the resources described above in any questionable weather situations just to be sure.* To sign up for "NRCC Alert," go to the college's web site (nr.edu) and enter your contact information.

Remember, we do not announce via radio and television that the college is open. Announcements will be made only if the college will be closed or operating on a delayed schedule.

Make-up of Course Work

In the event that class time is lost due to inclement weather or other circumstances, students are expected to make up the academic work that would have been completed had the normal schedule been followed. Individual faculty members shall hold primary responsibility for assigning make-up work, or otherwise protecting the academic integrity of time spent in class and course material being covered.

In unusual circumstances, the Vice President for Instruction and Student Services may direct the faculty to hold a specified number of make-up sessions, or the academic calendar may otherwise be modified.

Safety

When the college remains open but inclement weather causes difficulty in traveling, reasonable judgment is the prevailing criterion for individual decision-making. When local road conditions are questionable, NRCC students and personnel may find it necessary to refrain from attempting to reach campus or off campus class locations.

If classes are missed due to personal decisions of this nature, faculty are encouraged to allow students to make up any academic work which they have missed. It is the individual student's responsibility to take the initiative to make up any classwork that has been missed.

Employment of Relatives

An employee of the college shall not exercise any control over the employment or the employment activities of a member of the employee's immediate family and shall not be in a position to influence those activities. For purposes of this section, a member of the employee's immediate family shall be defined as any son, daughter, or spouse whether living in the employee's household or not. Son and daughter shall include those related by blood, marriage, or adoption. Also included in the definition, is any other person residing in the household of the employee who is a dependent of the employee or of whom the employee is a dependent. For example: a spouse of the president, or a member of the president's immediate family, shall not be employed by the college. The

spouse of a vice president, or a member of the vice president's immediate family, shall not be employed in the area of responsibility of a vice president.

Each community college is prohibited from employing for remuneration in any capacity whatsoever, either on a full-time or part-time basis, a member of the college's board, including the member's spouse or a member of the immediate family.

All personnel actions must be within the limits of the Virginia Conflict of Interest Act.

Employment Verification Policy

The Personnel Office will provide employment information to third parties, such as financial and state institutions, upon request. The following information may be disclosed:

1. Employee's position title
2. Employee's job classification title
3. Dates of employment
4. Salary or wages

Other personal information will not be disclosed to third parties without the written consent of the subject employee. This includes reasons for leaving employment at NRCC.

Terminating Access to Automated Systems When Employees Leave NRCC

Purpose

Staff in the Personnel and Payroll Office are aware of or are notified by employees leaving the employ of New River Community College (NRCC). These employees' accesses to automated systems need to be terminated as soon as practical after the employees terminate their employment relationships with NRCC. This practice will preclude unauthorized accesses to automated systems. This policy delineates the responsibilities of staff in the Personnel and Payroll Office and in Information Technology in terminating accesses to automated systems.

Policy

Staff in the Payroll and Personnel Office will inform the Supervisor of User Services, who functions as security officer for access to automated systems and the Help Desk, of employees leaving the employ of NRCC.

Procedure

Staff in the Payroll and Personnel Office will send the Supervisor of User Services and the Help Desk written notifications of full-time employees leaving the employ of NRCC and these employees' last days of work at NRCC. The written notifications will be sent to

the Supervisor of User Services and the Help Desk on or before the employee's last work days at NRCC.

Staff in the Payroll and Personnel Office will send the Supervisor of user Services and the Help Desk, quarterly, CIPPS 805 Report. This report lists names of employees that have not paid in the most recently ended quarter. Most employees on this list are adjunct faculty or wage employees. Information on this report will be used to terminate accesses to systems.

The Supervisor of User Services or the Help Desk will terminate accesses to automated systems for these employees within four weeks of the employees' last work days at NRCC.

NRCC Intellectual Property Policy

Overview

New River Community College acknowledges and abides by all current copyright and intellectual property law and guidelines as well as the intellectual property policy of the Virginia Community College System (VCCS), which is published in the VCCS Policy Manual (see Section 12, Intellectual Property).

Unless usage of a copyrighted work falls under the definition of Fair Use, written permission must be obtained from the copyright holder before using/reproducing the item.

Intellectual property rights of employees and students shall be governed by the provisions of the VCCS policy.

Ownership of Intellectual Property (Employees)

Faculty and other NRCC employees shall retain ownership of intellectual property as follows (source: Section 12.0.3 of VCCS Policy Manual):

“Nothing in this policy invests ownership or any other rights in any person who produces intellectual property as the result of an unauthorized use of college resources. VCCS claims ownership of intellectual property produced by any VCCS employee or student as follows:

- a. **Assigned Duty.** VCCS claims exclusive ownership of any intellectual property produced by a VCCS employee when produced as a result of an assigned duty except as otherwise provided by a separate written agreement or waiver which is executed by a duly authorized officer of a college or the VCCS.
- b. **Incidental Use of College Resources.** VCCS does not claim an ownership interest or a license to use any intellectual property which was developed with only incidental use of college resources except as otherwise provided by separate written agreement or waiver which is executed by a duly authorized officer of a college or the VCCS. The creator shall own all dissertations, theses, and classroom instructional materials prepared at the creator's inspiration regardless of the physical medium of expression when such theses,

dissertations or materials are produced as a result of routine teaching duties. Further, notwithstanding the foregoing, unless there is agreement otherwise with the creator, the creator shall also own all literary works (such as poems, plays, novels, essays, musical scores, etc.) prepared as a result of the creator's inspiration unless the creator was hired, assigned or directed to create the literary work in question. The scope of ownership, however, does not include elements in the work that are created as a result of an assigned duty of a VCCS employee, such as a computer programmer, that participates in the development of the intellectual property.

- c. **Substantial Use of College Resources.** VCCS claims a non-exclusive, irrevocable, royalty-free license to use intellectual property which was developed with the substantial use of college resources except as otherwise provided by separate written agreement or waiver which is executed by a duly authorized officer of a college or the VCCS. The creator shall retain ownership of the intellectual property, but shall grant VCCS a non-exclusive license to use the intellectual property in accordance with this policy in perpetuity. The creator's scope of ownership, however, does not include elements in the work that are created as a result of an assigned duty of a VCCS employee, such as a computer programmer, that participates in the development of the intellectual property. The creator must advise the college's intellectual property policy administrator when the creation of intellectual property involves substantial use of college resources.
- d. **Significant Use of College Resources.** VCCS claims an exclusive ownership interest in any intellectual property which was developed with the significant use of college resources except as otherwise provided by separate written agreement or waiver which is executed by a duly authorized officer of a college or the VCCS. The creator must advise the college's intellectual property policy administrator when the creation of intellectual property involves significant use of college resources."

Ownership of Intellectual Property (Students)

Student ownership of intellectual property shall be governed by the provisions of Section 12.0.3.0 of the VCCS Policy Manual:

"Except as otherwise provided by separate written agreement or waiver that is executed by a duly authorized officer of the VCCS or a college, the VCCS:

- a. Does not claim an ownership interest in intellectual property produced by a student provided that the production of the intellectual property is not an assigned duty and it involves only incidental use of college resources. VCCS does, however, claim the right to use student intellectual property for its internal educational and administrative purposes.
- b. Claims a non-exclusive, irrevocable, royalty-free license to use intellectual property developed by a student with the substantial use of college resources.
- c. Claims an exclusive ownership interest in any intellectual property developed by a student with the significant use of college resources."

Other Provisions

Other matters related to intellectual property (including definitions, sponsor-supported intellectual property efforts, royalty provisions and other related matters) shall be governed by the provisions of the VCCS policy.

Administrative Control of Fundraising Activities

All fundraising activities conducted by New River Community College and/or the NRCC Educational Foundation shall be directed by the president of New River Community College according to the following procedures:

1. The Executive Director of the NRCC Educational Foundation shall report to the President of New River Community College.
2. Both the President and the Executive Director of the NRCC Educational Foundation shall serve as full voting members of the New River Community College Educational Foundation.
3. The President of New River Community College shall serve as the Secretary of the NRCC Educational Foundation.
4. All fundraising or investment management activities of the College or the Foundation shall take place with the oversight of the President of New River Community College.
5. All investment management activities of the College or the Foundation shall take place with the oversight of the President of New River Community College and the Executive Director of the Educational Foundation.
6. The Executive Director of the NRCC Educational Foundation shall be evaluated annually by the President of New River Community College.
7. On an annual basis, the President of New River Community College and the President of the NRCC Educational Foundation shall sign a memorandum of understanding outlining the Foundation's respective responsibilities.
8. All policies of the Virginia Community College System shall be observed in managing the fundraising activities, including both those of the College and of the NRCC Educational Foundation.

Institutional Control of Externally Funded Programs

In all instances of external funding, New River Community College shall maintain full financial control of all elements of project implementation. While appropriate regulations of external agencies must be followed, in no instance shall external funding take precedence over institutional governance. Project directors are responsible for following all state and institutional regulations and policies regarding fiscal control and other matters. It shall be the policy of New River Community College to refuse or return

external funds should the institution's own best interests be threatened by any relationship based on external funding. In addition, the following provisions of this policy shall be observed:

- The president of New River Community College is authorized on behalf of the institution to apply for and to accept gifts and grants made to the institution.
- Prior to their submission, grant proposals must be routed for administrative review and approval. This includes review by the appropriate functional area manager and the Vice President for Planning and Advancement.
- No proposal shall be submitted to any funding authority without the signature of the president or designee.
- All grants must be consistent with the college's mission.
- The project director of each externally funded project shall provide copies of the submitted proposal, award letter and reports to the funding agency to the Vice President for Planning and Advancement and the Business Office for appropriate review and retention.
- All gifts and grants must be administered in accordance with the requirements of the granting agency. In addition, appropriate fiscal control must be exercised in accordance with the provisions of the Commonwealth Accounting Policies and Procedures Manual and the policies of the Virginia Community College System as articulated in the VCCS Policy Manual.

Professional Associations

All faculty members are encouraged to become members of professional societies in their respective academic disciplines, contributing to such organizations by serving on committees and submitting articles for publication in the society journals.

Travel

The Commonwealth has imposed stringent travel regulations and expense reimbursement guidelines. State employees who plan to travel on official state business should obtain a copy of the "State Travel Regulations" from the Business Office or the dean's office prior to traveling. Some travel costs may be fully or partially paid.

Prior approval for travel must be obtained through submission of an Absence and Travel Request Form. An approved copy of this form should be in the possession of the traveler before travel occurs. Absence and Travel Request Forms are approved by the appropriate dean and the Vice President for Instruction and Student Services. A travel voucher listing actual expenses (all of which may or may not be reimbursed according to the state regulations) should be submitted no more than five days after the completion of the trip; travel expense worksheets are available from the division offices. Normally, no reimbursement of mileage in connection with the use of private cars will be made if the college-owned car is available.

Keys

Keys are issued and controlled by the appropriate dean. Faculty members may be issued keys to the buildings to which they are normally assigned when there is a need. At the close of the school year or upon termination of a contract, faculty members are

responsible for returning keys to the division dean. No key should be duplicated or loaned to another person. If a duplicate key is required, it is issued by the Director of Facilities and Environmental Services.

Instructors who utilize a building when the college offices are closed and when classes are not in session are requested to ensure that the doors are secured before their departure.

Mail

Individual mailboxes are provided for all faculty and full-time staff in the mailroom located in Room 185 of Godbey Hall or in the office area at the mall site. All memos, mail, etc., will be placed there. All faculty and staff are expected to get their mail daily or upon each campus visit to ensure efficient communications.

Outgoing mail may be mailed using the white mailboxes located in each building. The college will provide postage for college-related correspondence only.

Electronic Mail

Electronic mail (e-mail) is available to those employees who have been assigned a user identification for the college's local area network. Please contact the office of Information Technology, ext. 4400, for more information.

Purchase of Flowers in Event of Death or Illness

To express condolences in the event of deaths of college employees or members of their immediate families, the college will routinely take the following measures:

- Flowers will be sent in the event of the death of an employee or an employee's spouse, child, parent, brother, sister, mother-in-law, or father-in-law.
- Cards may be sent in the loss of others such as step-brothers, step-sisters, grandparents, step-children and others.
- Members of the College Board and the Foundation Board will be treated the same as employees in this area.
- Flowers will not normally be sent in the event of illness of an employee or family member.
- Nothing in this policy shall prohibit individual employees or groups of employees from purchasing flowers or taking other similar measures using their own funds or resources.
- The president may authorize that flowers be sent to other persons or in instances other than those cited above.
- The president's administrative assistant will take care of this matter as necessary. Other employees are encouraged to help keep the president's office informed of situations where condolences would be in order.

Advertising and Bulletin Boards

Information for students regarding administrative policies, rules, and regulations, as well as notices of student activities, is posted on certain designated bulletin boards in the hallways and student lounges. Faculty members may wish to use these boards or the electronic boards to convey messages to students. All advertisements must be approved by the Coordinator of Student Activities.

Lending, Borrowing, or Moving Equipment

All classroom and laboratory equipment is for the purpose of instruction at the college. The use of all college equipment for other than its normal purpose is generally prohibited. However, requests for other use of college equipment may be submitted to the Vice President for Instruction and Student Services or to the President for consideration. Such requests should give details concerning the purpose, need, and benefit to the college.

A complete inventory of college property is maintained by the Vice President for Finance and Technology, and any damage or destruction of college property should be reported to him. No college property is to be moved from its designated room within a building without permission of the President or Vice President for Instruction and Student Services and without the knowledge of the Vice President for Finance and Technology.

Circulating audiovisual equipment is provided by the Learning Resource Center.

Use of State Cars

State cars are reserved through the Help Desk (x4400). Car reservations may be viewed for availability at on the website at www.nr.edu/cars/.

All state employees who drive or occupy the front seat of state vehicles or a privately owned vehicle on official state business shall wear their safety belts at all times when the vehicle is in motion and equipped with safety belt systems.

The policy provides exemptions only to employees who have a physical condition or other bona fide medical reason, determined in writing by a licensed physician and presented to the employee's supervisors, which would make wearing a safety belt impractical.

State employees who fail to comply with this order will be committing a Group I offense and be subject to a written notice.

Requisition and Purchase of Supplies and Equipment

All requisitions must be approved by the division dean and must be within the limitations of the departmental budget. Any exceptions to this procedure must have the approval of the Vice President for Instruction and Student Services. All printing, regardless of amount, must have state approval. *It is imperative that needs be anticipated as far in advance as possible.* To ensure that New River Community College

continues to comply with the many purchasing policies under which it operates, prior written approval by the Business Office is required for all purchases regardless of the amount. Employees who do not follow this procedure will be liable for the payment of their purchases. Purchase Request Forms are available from division offices and should be turned in to the division secretary for processing.

Use of College Facilities

New River Community College, in upholding its commitment to maintaining accessibility and building community partnerships, makes its facilities available for use by non-college groups and organizations on a first-come, first-served basis. College facilities are available for use by community organizations for functions consistent with the college's mission. With the commitment, however, comes a responsibility to recognize limitations which may exist in both the time staff members may be able to contribute and the availability of the space at the college. Other priorities are shown, in order, below.

I. Priorities for Use of College Facilities

- A. The educational and co-curricular activities at New River Community College take precedence in assignment of all space in buildings and on the grounds of the campus. Other priorities are shown in order below.
- B. Events and activities sponsored by other colleges or governmental agencies.
- C. Use by non-profit/public service community groups.
- D. Use by other organizations.

II. Scheduling Procedures

- A. All facilities reservations, including the grounds for the main campus in Dublin, must be made through the Division of Arts and Sciences located in Godbey Hall (540-674-3611). Reservations for the New River Valley Mall site should be made through the mall site coordinator (540 674-3620).
- B. Applications should not be submitted more than 60 days in advance of the events.

III. College Provision

- A. The college will provide facilities which are safe, clean and accessible.
- B. The space approved for the applicant will include the furniture and/or equipment normally provided in the area.
- C. Business hours of New River Community College and all sites are Monday through Friday, 8:00 a.m. to 5:00 p.m. New River Community College will not be open for selected holidays and the facilities will not be available for use on dates when the college is closed.

Information about user responsibilities, costs, and other matters may be obtained on request.

Campus Telephones

Telephone service is provided for business use only. Students should not be allowed to use college phones except in extreme emergencies.

NRCC's toll-free number: 1-866-GO2-NRCC
(1-866-462-6722)

Information Center Operator

NRCC has one main switchboard located at the main entrance of Godbey Hall. The information center operator covers these incoming calls from 8:00 a.m. to 5:00 p.m. Monday through Friday. To reach the information center operator while on campus, you may dial "0" at any time. For a complete listing of campus phone numbers, please consult the *Employee Directory* on the college website.

Most campus telephones are not set up to dial long-distance numbers directly. By dialing "0" the information center operator will help you in connecting a long-distance call.

If you are unable to reach Security at the Security Office (extension 3646), the information center operator can page them.

Budget

The college's fiscal operations are based on a July 1 to June 30 fiscal year. Each year, the Vice President for Finance and Technology prepares a tentative budget using input from various departments. The president is responsible for the final budget and its operations.

Facilities Services

The Facilities Services is under the supervision of the Vice President for Finance and Technology and encompasses custodial and maintenance services and the use of state vehicles.

Custodial Services

College buildings are cleaned on a scheduled basis. If special attention is required for a particular classroom or area, notify the Help Desk at extension 4400 to ensure proper scheduling. Deficiencies in custodial service should be reported in the same manner. When possible, make such requests or reports prior to 4 p.m. each day.

Maintenance Services

For maintenance service, notify your appropriate division dean or the Director of Facilities Services. Maintenance will contact the appropriate staff member and prioritize and schedule the work. Routine matters (such as light bulb changes or a leaky faucet), as well as emergencies, may be called in directly to extension 4400.

Lost and Found

All personal articles found on the college grounds are stored in the Security office; they may be claimed upon appropriate demonstration of ownership.

News Releases

All news releases concerning any of the college's activities should be made through the Public Relations Specialist, who coordinates the preparation of all news releases, forwards approved releases to appropriate news media, and disseminates all approved news releases to appropriate offices at the college. No individual faculty member or administrator may issue press releases except through this office.

A faculty member who makes a trip, writes a book, gives a lecture, wins an honor, holds a conference, or receives an award should report it to the Public Relations Specialist so that a news release might be prepared. All faculty members are encouraged to take advantage of the Public Information Office.

STUDENT INFORMATION

Student Information Release Policy

All requests for official information about students should initially be referred to the Coordinator of Admissions and Records. Student records are treated as confidential information as provided by THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) as amended. Information from student records cannot be released (with very limited lawful exceptions) except to the student who may authorize release. Officials of the college may have access to student records when acting in the student's educational interest and within the limitations of their need to know. These officials include faculty, academic advisors, and personnel in the offices of Admissions and Records, Academic Advising, Financial Aid, Veterans' Services, Vice President for Instruction and Students Services Office, and Threat Assessment Team members.

Directory information including name, address, telephone number, major field of study, dates of attendance, course credit load, e-mail address, participation in officially recognized activities and sports, weight and height of members of athletic teams, grade level, degrees, honors and awards received, photo, and the most recent educational agency or institution attended may be released without the consent of the student.

A student may request that this information be kept confidential by indicating in the Student Information System (Student Center) or by notifying the Admissions and Records Office each semester by the last day of add/drop. Emergency requests for information will be handled by the Coordinator of Admissions and Records in consultation with the Vice President for Instruction and Student Services or another appropriate college official.

The student has the right to inspect and review the information contained in his or her record. The student must submit a written request to the Admissions and Records Office and identify the records to be inspected. The Admissions and Records Office will then arrange a mutually convenient appointment for student inspection of records within 45 days of submitting a written request.

The student may also ask the College to amend a record believed to be inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student about the decision and advise the student of the right to a hearing regarding the request for amendment.

The student has the right to file a complaint concerning alleged failures by NRCC to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington D.C., 20202-4605.

Student Conduct

Because college students are adults, the college assumes that they will conduct themselves as such. Students are responsible for representing their rights in the pursuit of quality education. Parents, sponsors, or third parties are not privy to this process, grades, or information. Guidelines and rules of student conduct are made by representatives of the students, faculty, counseling staff, and administration. The college does not want to impose a strict code of discipline, but it will take action when it is needed. The rules will become official by administrative statement.

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Those violating standards of conduct relative to the college may receive disciplinary probation or dismissal, depending on the nature of the offense. A disciplinary probation period, unless it is stated otherwise, is for one semester.

The Virginia Community College System pledges to all students the privilege of exercising their rights of citizenship under the Constitution of the United States without fear or prejudice. Special care is taken to assure due process and to spell out what steps students should take when they feel their rights have been violated.

For student conduct which may disgrace or injure the college, the Chancellor is charged by the State Board for Community Colleges to impose such penalty as he may find necessary, including expulsion from the college. This authority has been given by the Chancellor to the administration of each community college, subject to review by the Chancellor or a person chosen by him. When the penalty for misconduct is suspension or dismissal, the student may appeal to the Local College Board. Final appeal may be made to the State Board for Community Colleges.

A complete statement of the rights and responsibilities of students is included in the Student Handbook. Student grievance procedures are also described in the Student Handbook.

Any student found guilty of being in or starting a riot or an unauthorized or disorderly assembly may be suspended or dismissed.

To prevent misunderstanding, the Chancellor has issued the following:

- When a group of students on campus is not authorized by the college and has been asked to leave by the President or another chosen person, those who refuse to do so will be subject to immediate suspension and/or dismissal and to legal action;
- In the event that a group appears to be in a demonstration which relates to complaints, those present should be told that there are methods used to hear complaints and that these methods must be followed. College officials will not talk with such groups under conditions of force, such as unauthorized hold of college property;
- Any unauthorized hold of buildings and/or college property is reason for immediate suspension and/or dismissal from the college of students who may be involved. Legal action may be brought against any student or other person engaged in acts on community college property which are barred by law.

The college has a policy which does not allow weapons, firearms or any device or substance designed to harm or incapacitate.

Academic Load

The normal academic course load for students is 15-17 credits. The minimum full-time load is 12 credits, and the normal maximum full-time load is 18 credits. If students wish to carry an academic load of more than 18 credits, they must have a minimum grade point average of 3.0 and the approval of the dean and their faculty advisor or counselor. If students have received academic warning or are on academic probation, they may be required to take less than the normal semester course load.

Academic Standing of Students

The college attempts to keep students informed of their academic standing. Students will be notified if they are academically deficient and when they have regained acceptable academic standing. The college will assist students in meeting the academic standards of the institution and ultimately attaining graduation. Students are expected to maintain a 2.0 grade point average to be considered “in good academic standing.”

Academic Warning

Students who fail to attain a minimum grade point average (GPA) of 2.00 for any semester will be placed on academic warning. Students on academic warning are encouraged to consult with their advisor/counselor and take advantage of the college’s academic support services.

Academic Probation

Students who fail to maintain a cumulative grade point average (GPA) of 1.50 will be on academic probation until their cumulative GPA is 1.75 or better. The statement “Academic Probation” will be placed on their permanent records. Students will be placed on probation after they have attempted 12 semester credits. Students on probation are ineligible for appointed or elected office in student organizations unless special permission is granted by the Dean of Student Services or another appropriate college administrator. Students may be required to take less than a normal academic load the following semester and are required to consult with their advisor/counselor. Students are also encouraged to take advantage of the college’s academic support services.

Academic Suspension

Students on academic probation who fail to attain a semester grade point average (GPA) of 1.50 or better will be placed on academic suspension after they have attempted 24 semester credits. Academic suspension will be for one semester, and the statement “Academic Suspension” will be placed on their permanent records. Students who are placed on academic suspension and wish to appeal should follow the college’s appeal process. Suspended students may be reinstated at the conclusion of the suspension period by following the process established by the college.

Students who have been reinstated from academic suspension must achieve a 2.00 GPA for the semester of reinstatement and must earn at least a 1.75 GPA in each subsequent semester of attendance, and the statement “Subject to Dismissal” will be placed on their permanent records. Students who have been reinstated from academic suspension will remain subject to dismissal until their cumulative GPA is raised to a minimum of 1.75. Reinstated students may be required to take less than a normal course load the following semester and are required to consult with their advisor/counselor. Students are also encouraged to take advantage of the college’s academic support services.

Academic Dismissal

Students who fail to attain at least a 2.00 grade point average (GPA) for the semester of reinstatement following academic suspension will be academically dismissed. Students who achieve at least a 2.00 GPA for the semester of their reinstatement following academic suspension must earn at least a 1.75 GPA in each subsequent semester of enrollment. Failure to attain a 1.75 GPA in each subsequent semester until the cumulative GPA reaches 1.75 will result in academic dismissal. The statement “Academic Dismissal” will be placed on their permanent records and is normally permanent. In exceptional circumstances, students may appeal and be reinstated following the appeal process established by the college. Students who have been reinstated after academic dismissal will remain subject to dismissal until their cumulative GPA is raised to a minimum of 1.75. Reinstated students may be required to take less than a normal course load the following semester and are required to consult with their advisor/counselor. Students are also encouraged to take advantage of the college’s academic support services.

Academic Suspensions from Other Institutions

Students under disciplinary or academic suspension from other schools who want to apply for admission should contact the Dean of Student Services.

Academic Renewal

Students who return to a college after a separation of five (5) years, or more, may petition for academic renewal by completing the appropriate form in the Admissions and Records Office.

If a student is determined to be eligible for academic renewal, “D” and “F” grades earned prior to re-enrollment will be deleted from the cumulative and curriculum grade point average (GPA), subject to the following conditions:

- Prior to petitioning for academic renewal the student must demonstrate a renewed academic interest and effort by earning at least a 2.5 GPA in the first twelve (12) semester hours completed after reenrollment.
- All grades received at the college will be a part of the student’s official transcript.
- Students will receive degree credit only for courses in which grades of “C” or better were earned prior to academic renewal, providing that such courses meet current curriculum requirements.
- Total hours for graduation will be based on all course work taken at the college after readmission, as well as former course work for which a grade of “C” or better was earned, and credits transferred from other colleges or universities.

The academic renewal policy may be used only once and cannot be revoked once approved.

Add/Drop Policy

A student may add, drop, or register for courses during the add/drop period of the semester or session. In most cases, a student may not enter a new class after the end

of the add/drop period. Exceptions to this policy will be considered on the merits of the individual case and must receive the approval of the instructor and Coordinator of Admissions and Records.

Tuition Refunds

Students will be eligible for a refund for those credit hours dropped during the add/ drop period for each session. (Please note that add/drop dates for short session classes are different than the semester class add/drop. Check with the Admissions and Records Office for details.) Refunds will be issued by the Treasurer of Virginia approximately three to four weeks after the end of add/drop period. Tuition refunds are made payable to the enrolled student not to the person who originally paid, if different than the student. (If tuition was paid with VISA or MasterCard, through the web, refunds will be credited to the card used to pay tuition.) Full refunds will be made for canceled classes. To get refunds under any conditions stated here, a student must complete an official drop form and submit it to the Admissions and Records Office during the add/drop period or drop classes online using the Student Information System (SIS) by published refund dates. After the add/drop period, there will be no refunds.

Late Tuition Refunds (Exceptional Cases)

Policy established by the Virginia Community College System states that after the add/drop period has passed, there shall be no tuition refund except for exceptional cases (*VCC Policy Manual 4.3.2*). These exceptional cases include administrative error, documented extenuating circumstances (extreme financial hardship, major medical emergency, death of an immediate family member, etc.), national emergency, or military service/deployment.

The following procedure has been established for late tuition refund appeals:

- The student must submit the request in writing to the Coordinator of Admissions and Records (designee appointed by NRCC President) explaining the mitigating circumstances. Documentation should be included.
- The request will be reviewed by a committee comprised of the Dean of Student Services, Director of Financial Aid, and the Coordinator of Admissions and Records.
- The student will be notified in writing about the decision.
- Should the student be approved to withdraw from the college with a tuition refund after the add/drop period has passed, the student will be assigned a grade of "W." Under no circumstances will a student's course(s) be deleted after the add/drop period.
- The required paperwork will be submitted to the Business Office for processing and the Financial Aid Office will be notified if applicable.

Advanced Standing and Waiver of Credits

Students who have reason to believe that the educational studies, training programs, or work experience that they have had may make a change in the course of study should talk to their advisor or counselor before they register for classes.

Credit or waiver of requirements may be given in the following ways:

- *Credit by Exam:* Through its own proficiency exam program, the community college sees the need to give support for academically talented students. Such students may apply to show how well they have mastered certain courses by taking a proficiency exam for any course for which there are proficiency exam policies. For more information contact an Academic Dean's office.
- *Credit by Previous Completion:* Credit may be given for equivalent courses which are satisfactorily completed at an accredited college or university (see "Transferring from Other Colleges").
- *Credit for Prior Experiential Learning:* Credit may be given only for documented learning which ties the prior experience to the theories and data of the relevant academic field.
- *Credit by Equated Occupational Experience:* Credit by equated occupational experience, including experiential learning and the submission of portfolios, is a means of achieving advanced standing through an administrative determination by the college that the occupational experience of an individual is at least equivalent to the course(s) to be exempted.
- *Credit by AP Examination:* Credit may be given through the Advanced Placement (AP) Examination Program, if applicable to the student's program, to students who scored 3, 4, or 5 on the AP exam given in high school. Official score reports must be sent to the Admissions and Records Office. Students who plan to transfer should contact the prospective college or university to determine acceptability of AP credit.
- *Credit by CLEP:* Credit may be given through the College Level Examination Program (CLEP), if applicable to the student's program, for general and/or subject exams if scores are above the minimum level suggested by the American Council of Education (ACE). Official score reports must be sent to the Admissions and Records Office. Students who plan to transfer should contact the prospective college or university to determine the acceptability of CLEP credit.
- *Credit by Military Service:* Credit may be given for military experience which is applicable to the student's program if credit is recommended in the ACE "Guide to the Evaluation of Educational Experiences in the Armed Services." Official discharge papers (dd-214), military transcripts, and other documentation should be submitted to the Admissions and Records Office.
- *Credit by DANTES (Defense Activity for Non-Traditional Educational Support):* Credit may be given, if applicable to the student's program, for successful completion of correspondence courses and subject standardized tests (SST) of the Defense Activity for Non-Traditional Educational Support (DANTES), formerly

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the United States Armed Forces Institute (USAFI). Credit is given based upon the American Council of Education (ACE) recommendation. DANTES scores should be submitted to the Admissions and Records Office.

- *Credit by Other Formal Education:* Credit may be given for other formal education or training or professional certification based upon college policy or American Council of Education (ACE) recommendations.

In all of the above areas, neither grades nor grade points will be awarded for successful completion. The appropriate credit will be noted on the student's transcript. Students who plan to transfer to other colleges or universities are advised to check with those institutions to determine acceptability of these credits.

Repeating a Course

Credit courses that are designated as repeatable for credit in the Master Course File or are identified as General Usage courses in the Master Course File may be repeated for credit. (General Usage courses: 090-190-290; 095-195-295; 096-196-296; 097-197-297; 098-198-298; 099-199-299). A student should normally be limited to two (2) enrollments in a credit course that is not designated as repeatable for credit or is not a General Usage course. Should the college wish to make an exception to this policy, on a student-by-student basis, the need should be documented and approved by the college's chief academic officer or designee.

Auditing a Course

Students who want to attend a class without taking the exam or receiving credit for the class may do so by registering to audit through the usual registration process and paying the normal tuition. Permission of the dean or another appropriate academic administrator is required to audit a class. Audited classes carry no credit and do not count as a part of the student's class load. Students desiring to change status in a class from audit to credit or credit to audit must do so within the add/drop period for the class session. Students who desire to earn credit for a previously audited class must re-enroll in the class for credit and pay normal tuition to earn a grade other than "X". Advanced standing credit may not be awarded for a previously audited class.

Change of Registration

In all cases students should follow the correct methods for making any change in their program after registration. If they fail to do so, they could place their college record in danger.

Class Attendance

Regular attendance at classes is required. When absence from a class becomes necessary, it is the responsibility of the student to inform the instructor prior to the absence whenever possible. The student is responsible for the subsequent completion of all study missed during an absence. Any instruction missed and not subsequently completed will necessarily affect the grade of the student regardless of the reason for the absence.

Prevention of Cheating

All examinations should be given under the supervision of a member of the professional faculty and staff. Examinations should not be monitored by administrative assistants or by work/study students. "On-your-honor" practices, such as take-home examinations, are discouraged, even though they are permitted. Instructional course plans should include a statement on cheating specific to instructor expectations.

Academic Honesty

Students will be expected to maintain complete honesty and integrity in their academic experiences. Any student found guilty of dishonesty in academic work is subject to disciplinary action.

The college may initiate disciplinary proceedings against a student accused of any form of academic dishonesty including, BUT NOT LIMITED TO, the following:

- Copying from another student's test paper or other academic work.
- Using materials not authorized by the person giving the test.
- Collaborating, without authority, with another student during an examination or in preparing academic work.
- Knowingly using, buying, selling, stealing, transporting, or soliciting in whole or part, or possessing, the contents of an un-administered test.
- Substituting for another student, or permitting another student to substitute for oneself, when taking a test or preparing other academic work.
- Bribing or soliciting another person to obtain an un-administered test or information about an un-administered test.
- Appropriating another's work without acknowledging the incorporation of another's work in one's own written work (plagiarism). Webster's Third International Dictionary defines plagiarism as follows:

Plagiarism: to steal and pass off as one's own the ideas or words of another; to use without crediting the source; to present as new and original an idea or product derived from an existing source; to commit literary theft. New River Community College believes the following amplified definition ¹ to be useful:

Language: Plagiarizing the words of another consists of copying single words without acknowledging your indebtedness to the author. A student's dictation and phraseology should always be his or her own except where he or she clearly indicates otherwise. Obviously it is not dishonest to copy an author's words in quotation marks and give credit to the source by footnoting or by acknowledging the source in the text of your paper. If you paraphrase a writer's words, you must acknowledge your indebtedness.

Ideas and Thoughts: Give credit to the source of any opinion, idea, or conclusion not your own. For example, the statement "Emily Bronte, unlike her contemporaries, was not concerned with the social injustices of her time" is a conclusion derived from an extensive knowledge of nineteenth-century fiction. If you really have such knowledge, you can honestly draw such a conclusion, but if you have stolen the thought from a critic or other authority, you are plagiarizing. Another example, "Because Gray found new ways to be boring, people thought that

he was a genius," is merely a plagiarism of Samuel Johnson's "He (Gray) was dull in a new way, and that made people think him great."

Plagiarism at New River Community College will constitute a punishable offense, and the use of syndicated research papers, essays, work copied from any electronic or other source, constitutes a violation of this rule.

¹ Virginia Tech

Faculty Grade Change Policy

Policy established by the Virginia Community College System states that each college shall establish and maintain a detailed "Grades Plan" for reporting and recording grades and changing existing grades (*VCC Policy Manual 5.6.0.6*).

The procedure below should be followed for all faculty requesting a grade change after the conclusion of the semester:

- Changes to students' grades after the conclusion of a semester (with the exception of Incomplete "I" grades) are only permitted when an instructor error resulted in the incorrect grade being posted. Instructor errors include miscalculation of a grade and/or posting of an incorrect grade. Grade change requests may be emailed to the Coordinator of Admissions and Records. Additionally, grade change request forms are available in the Admissions and Records Office.
- Requests must include the following information:
 - Student Name
 - Student ID Number
 - Course Number and Section
 - Semester/Year
 - Incorrect Grade
 - Correct Grade
 - Reason for the Error

Please note that grade change requests which occur more than one year after an incorrect grade was posted must be approved by the Academic Dean and the Vice President for Instruction and Student Services.

Student Initiated Withdrawal

A student may drop or withdraw from a class without academic penalty during the first 60 percent of a session. For purposes of enrollment reporting, the following procedures apply:

- a. If a student withdraws from a class prior to the termination of the add/drop period for the session, the student will be removed from the class roll and no grade will be awarded.
- b. After the add/drop period, but prior to completion of 60 percent of a session, a student who withdraws from a class will be assigned a grade of "W." A grade of "W" implies that the student was making satisfactory progress in the class at the time of withdrawal, that the withdrawal was officially made before the deadline

published in the college calendar, or that the student was administratively transferred to a different program.

- c. After that time, if a student withdraws from a class, a grade of “F” or “U” will be assigned. Exceptions to this policy may be made under documented mitigating circumstances if the student was passing the course at the last date of attendance.

A retroactive grade of “W” may be awarded only if the student would have been eligible under the previously stated policy to receive a “W” on the last date of class attendance. The last date of attendance for a distance education course will be the last date that work was submitted.

Late withdrawal appeals will be reviewed and a decision made by the Coordinator of Admissions and Records.

No-Show Policy

A student must either attend face-to-face courses or demonstrate participation in distance learning courses by the last date to drop for a refund. A student who does not meet this deadline will be reported to the Admissions and Records Office and will be withdrawn as a no-show student. No refund will be applicable, and the student will not be allowed to attend/ participate in the class or submit assignments. Failure to attend or participate in a course will adversely impact a student’s financial aid award.

Instructor Initiated Withdrawal

A student who adds a class or registers after the first day of class is counted absent from all class meetings missed. Each instructor is responsible for keeping a record of student attendance (face-to-face classes) or performance/participation (DE classes) in each class throughout the semester.

When a student’s absences equal twice the number of weekly meetings of a class (equivalent amount of time for summer session), the student may be dropped for unsatisfactory attendance in the class by the instructor.

Since attendance is not a valid measurement for Distance Education (DE) courses, a student may be withdrawn due to non-performance. A student should refer to his/her DE course plan for the instructor’s policy.

In accordance with the No-Show Policy, a student who has not attended class or requested/accessed distance learning materials by the last day to drop the class and receive a refund must be withdrawn by the instructor during the following week. No refund will be applicable.

When an instructor withdraws a student for unsatisfactory attendance (face-to-face class) or non-performance (DE class), the last date of attendance/participation will be documented. A grade of “W” will be recorded during the first sixty percent (60%) period of a course. A student withdrawn after the sixty percent (60%) period will receive a grade of “F” or “U” except under documented mitigating circumstances when a letter of appeal has been submitted by the student. A copy of this documentation must be placed in the student’s academic file.

The student will be notified of the withdrawal by the Admissions and Records Office. An appeal of reinstatement into the class may be approved only by the instructor.

Late Withdrawal Policy

Policy established by the Virginia Community College System states that after the withdrawal period has passed, a grade of “F” shall be assigned except for mitigating circumstances (*VCC Policy Manual 5.6.2*). These mitigating circumstances must be documented and will be placed in the student’s academic file. A grade of “W” also implies that the student was making satisfactory progress in the course at the time of the withdrawal.

The following procedure has been established for late withdrawal appeals:

- The student must submit the request in writing to the Coordinator of Admissions and Records (designee appointed by NRCC President) explaining the mitigating circumstances. The request should be submitted in a timely manner with documentation included.
- The instructor(s) will be contacted requesting the last date of attendance, grade at last date of attendance, and additional pertinent information.
- The request will be reviewed by the Dean of Student Services, Director of Financial Aid (as needed), and the Coordinator of Admissions and Records.
- The student and instructor(s) will be notified in writing about the decision and documentation will be placed in the student’s academic file.

Services for Students with Disabilities

Disability Services offers a comprehensive schedule of academic, tutoring, and support services. These services are tailored to the needs of students with identified disabilities in order that they may pursue their college program of study.

Among services which are available to students with disabilities are:

- Accommodations as determined by the students’ documentation and needs;
- Pre-registration advising and campus orientation;
- Individual and small group advising and discussion;
- Assistive technology to support individualized learning;
- Small group sessions focusing on time management, priority setting, study techniques, social/interpersonal skills, and other topics.

A caring environment and individual attention can foster the development of self-confidence, motivation, and achievement. Classroom accommodations must be instituted in order to insure full educational opportunities for all students. For more information contact Lucy Howlett at (540) 674-3619 or email lhowlett@nr.edu.

Center for the Deaf and Hard of Hearing

The Center for the Deaf and Hard of Hearing (CDHH) is ready to assist students in any way possible during their education at New River Community College. The CDHH offers students who are deaf or hard of hearing quality support services so they may participate in their program of study. A campus orientation provides for a smoother transition to college life.

The CDHH offers many services, including:

- Qualified interpreters and note takers
- Career education, and pre-registration advising
- Information regarding financial aid/scholarships
- In-service training to faculty and staff
- Provisions for community education and advocacy
- Sign language instruction for college personnel and potential employers
- Various assistive technologies

Veterans' Standards of Progress Policy

The academic policy for students in the Virginia Community College System has evolved over time with relatively few changes. It is educationally sound and serves the needs and purposes of the institutions and their constituents. This policy applies equally to veterans. However, in order to make explicit a few guidelines specifically applicable to the administration of veterans certified for benefits through the Veterans Administration, the following policy applies:

- A record of course progress for all students will be maintained by instructors. This record may include class attendance, dates of examinations, term papers, and class projects completed, along with their respective dates of submission, grade level of performance, and any other appropriate index of student achievement. This data must be sufficiently complete to determine the termination date of the course.
- Any change in the status of a student receiving veterans' benefits -- whether that be a change of curriculum, reduction or increase in course load, withdrawal, suspension, dismissal or other type of changes -- will be reported to the Veterans Administration as soon as possible, but no more than thirty (30) days after the process has been officially completed at the college.
- Unsatisfactory progress will also be reported to the VA when a veteran fails all courses or withdraws from any courses.
- The college will require that previous collegiate experience of students receiving veterans' benefits is evaluated in a timely manner.
- A student who is receiving veterans' benefits and who is enrolled in two or more courses will be considered as making unsatisfactory progress for benefit certification purposes when failing all courses or withdrawing from any courses.
- The college will utilize a normal progress chart to determine student progress toward degree or certificate completion.
- The college will develop and utilize curriculum check sheets to list authorized courses in programs of study.

Transfer of Physical Education - Veterans

The physical education requirements for the degree, diploma, and certificate programs may be transferred upon the veteran student presenting his/her military record of physical training (DD214, for example).

Student Grievance Procedure

Purpose Statement

New River Community College is dedicated to an affirmative action policy which provides that all grievances relating to students at the college, including grade appeals, will be handled fairly and equally without regard to race, color, sex, age, political affiliation, religion, handicap, national origin, or other non-merit factors.

Definitions

- *Student*: Student is any person who is officially registered at New River Community College during the specific academic semester in which the grievance occurs.
- *Grievance*: A grievance is a difference between a student and an employee of the college with respect to the application of the provisions of the rules, policies, procedures, and regulations of the college or the Virginia Community College System as this application affects the activities or status of each student. A grievance cannot be filed against a college employee unless an incident report has been filed with the Student Activities Advisor, has been reviewed by him/her and deemed worthy of further action. That is, all grievances must have merit. The filing of nuisance grievances intended to disrupt college operating processes and procedures will not be tolerated.
- *Time Limit*: The grievance procedure must be initiated within seven (7) scheduled class days according to the procedure below following either the event giving rise to the grievance or following the time when the student reasonably should have gained knowledge of its occurrence. Each level of procedure must be completed within the stipulated time limits.

Procedure

Three steps delineate the procedure to be followed when a student is filing a grievance against an employee of the college. If, at any time in the process, students need help in interpreting the proper appeal procedure, they may consult an advisor for direction in following the procedure. During the proceedings, only the student (not family or friends or attorney) can be present.

I. Step I

A. Student

1. The student initiating the grievance shall discuss it with the college employee involved. A dated memo from the student to the employee requesting a conference within seven (7) scheduled class days after grades are postmarked at the end of the semester shall constitute proof of initiation.
2. The student may request a New River Community College Advisor's participation as a third party to discuss the issue when the student judges that the personal conference with the college employee would be detrimental to resolving the problem.

B. Student/Employee

1. Every reasonable effort should be made by all parties to resolve the matter at this step.

C. Employee

1. Notification of the Step I decision shall be submitted in writing by the employee to the student within seven (7) scheduled class days of the student/employee conference.

II. Step II

A. Student

1. If the student is unsatisfied after Step I, he/she may, postmarked within seven (7) scheduled class days, file a written appeal with the employee's supervisor.

B. Supervisor

1. Within seven scheduled class days of receipt of the written grievance, the supervisor will schedule and hold a conference with the student and the employee, separately or together.
2. The supervisor, within seven scheduled class days after conference, shall prepare a report of the disposition of the matter with copies to the student, the employee and the Vice President for Instruction and Student Services.

III. Step III

A. Student

1. If the student is unsatisfied with the disposition at Step II, he/she may, within seven (7) scheduled class days file a written appeal to the Vice President for Instruction and Student Services.

B. Vice President for Instruction and Student Services

1. Within seven (7) scheduled class days after receipt of written appeal, the Vice President for Instruction and Student Services will select a Review Committee.
2. The Vice President for Instruction and Student Services shall designate a chair of the committee.

C. Review Committee

1. The chair of the Committee shall set a time and place for the hearing and notify every individual involved in an earlier step of the grievance.
2. The hearing shall begin within 14 scheduled class days after the Review Committee has been designated. The hearing process should not involve more than three (3) consecutive scheduled class days.
3. The Review Committee shall make its decision by a simple majority vote and communicate its findings in writing to the student, the employee, the supervisor and the Vice President for Instruction and Student Services.
4. Although it is not mandatory, the committee has the right to call the student before them.

D. Vice President for Instruction and Student Services

1. The Vice President for Instruction and Student Services then shall accept or reject in writing the findings of the Committee. Should the Vice President for

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Instruction and Student Services reject the findings, he/she shall do so only on the basis of the requirements of law and shall set forth the rationale for his/her action in writing.

2. The Vice President for Instruction and Student Services shall provide a copy of the written decision to the student, the employee, the supervisor and Review Committee members. This decision shall be final and binding on both parties.

The purpose of the Review Committee is to sit in judgment of grievance cases. The members will decide, by at least a majority vote, to uphold, to modify, or reverse the decision made at Step II. The Review Committee will consist of three college employees and three student members. Faculty members will be drawn from a pool of twenty (20) faculty names randomly drawn from the faculty roster. Staff names will be drawn from a pool of twenty (20) staff names randomly drawn from the classified staff roster. Administrative members, excluding the president and the vice president for instruction and student services, will be randomly drawn from the roster of administrators. If the grievance is against a faculty member, the employee representation shall include two (2) faculty members and one administrator. If the grievance is against a classified staff member, the employee representation shall include two (2) staff members and one administrator. If the grievance is against an administrator, the employee representation shall include one faculty member, one classified staff member and one administrator.

NOTE: This procedure may be delayed a semester if the availability of students or faculty is a problem.

Grade Appeal Procedure

New River Community College is dedicated to an affirmative action policy which provides that all grade appeals will be handled fairly and equally without regard to race, color, sex, age, political affiliation, religion, handicap, national origin, or other non-merit factors.

Time Limit: The grade appeal must be initiated within seven (7) scheduled class days according to the procedure below following the date grades are posted by the Admissions and Records Office. Each level of procedure must be completed within the stipulated time limits.

Three steps delineate the procedure to be followed when a student is appealing a grade. If, at any time in the process, students need help in interpreting the proper appeal procedure, they may consult an advisor for direction in following the procedure. During the proceedings, only the student (not family, friends, or attorneys) can be present.

I. Step I

A. Student

1. The student initiating the appeal shall discuss it with the college employee involved. A dated memo from the student to the employee requesting a conference within seven (7) scheduled class days shall constitute proof of initiation.
2. The student may request a New River Community College Advisor's participation as a third party to discuss the appeal when the student judges that the personal conference with the college employee would be detrimental to resolving the problem.

B. Student/Employee

1. Every reasonable effort should be made by all parties to resolve the matter at this step.

C. Employee

1. Notification of the Step I decision shall be submitted in writing by the employee to the student within seven (7) scheduled class days of the student/employee conference.

II. Step II

A. Student

1. If the student is unsatisfied after Step I, he/she may, postmarked within seven (7) scheduled class days, file a written appeal with the dean of the division in which the class is taught.

B. Dean

1. Within seven scheduled class days of receipt of the written grievance, the dean will schedule and hold a conference with the student and the employee, separately or together.
2. The dean, within seven scheduled class days after conference, shall prepare a report of the disposition of the matter with copies to the student and the employee.

III. Step III

A. Student

1. If the student is unsatisfied with the disposition at Step II, he/she may, within seven (7) scheduled class days file a written appeal to the Vice President for Instruction and Student Services.

B. Vice President for Instruction and Student Services

1. Within seven (7) scheduled class days after receipt of written appeal, the Vice President for Instruction and Student Services will select a Review Committee.
2. The Vice President for Instruction and Student Services shall designate a chair of the committee.

C. Review Committee

1. The chair of the Committee shall set a time and place for the hearing and notify every individual involved in an earlier step of the grievance.
2. The hearing shall begin within 14 scheduled class days after the Review Committee has been designated. The hearing process should not involve more than three (3) consecutive scheduled class days.
3. The Review Committee shall make its decision by a simple majority vote and communicate its findings in writing to the student, the employee, the dean, and the Vice President for Instruction and Student Services.

D. Vice President for Instruction and Student Services

1. The Vice President for Instruction and Student Services then shall accept or reject in writing the findings of the Committee. Should the Vice President for Instruction and Student Services reject the findings, he/ she shall do so only on the basis of the requirements of law and shall set forth the rationale for his/her action in writing.

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2. The Vice President for Instruction and Student Services shall provide a copy of the written decision to the student, the employee, the dean and Review Committee members. This decision shall be final and binding on both parties.

The purpose of the Review Committee is to sit in judgment of grievance cases. The members will decide, by at least a majority vote, to uphold, to modify, or reverse the decision made at Step II. The Review Committee will consist of three college employees and three student members. Faculty members will be drawn from a pool of twenty (20) faculty names randomly drawn from the faculty roster. Staff names will be drawn from a pool of twenty (20) staff names randomly drawn from the classified staff roster.

Administrative members, excluding the president and the vice president for instruction and student services, will be randomly drawn from the roster of administrators. If the grievance is against a faculty member, the employee representation shall include two (2) faculty members and one administrator. If the grievance is against a classified staff member, the employee representation shall include two (2) staff members and one administrator. If the grievance is against an administrator, the employee representation shall include one faculty member, one classified staff member and one administrator.

NOTE: This procedure may be delayed a semester if the availability of students or faculty is a problem.