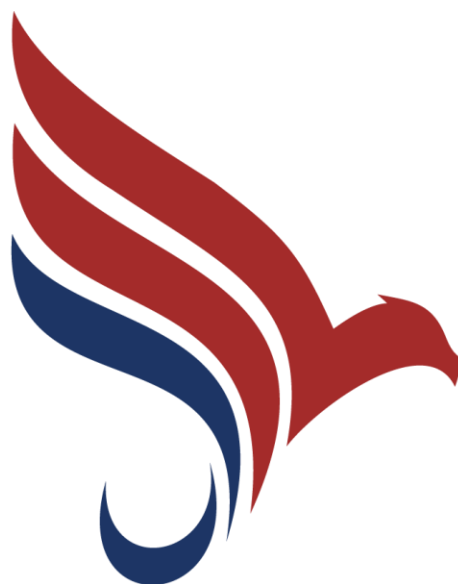


*Southwest Virginia Community College*

*Faculty Handbook*



**Southwest**  
**Virginia Community College**

**Inspire • Transform • Strengthen**

2023-2024

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**SECTION 1**

**GENERAL ADMINISTRATIVE POLICIES**

## 1.01 GENERAL ADMINISTRATIVE POLICIES – STATE BOARD FOR COMMUNITY COLLEGES

In accordance with an act of the General Assembly (*Title 23, Chapter 16, Sections 23-214 through 23-231*), the State Board shall establish, control, administer, and supervise all community colleges established by the state in selected communities through the Commonwealth of Virginia. The community college program shall be designed to serve the educational needs of qualified post-high school age youth and adults to prepare them for employment, for advanced collegiate education, and for improved citizenship.

The State Board for Community Colleges consists of a fifteen-member (15) governing board, appointed by the Governor and confirmed by the Senate of Virginia, and per the *Code of Virginia*, the Board shall have the right to confer diplomas, certificates, and associate degrees.

A community college is defined as a comprehensive institution of higher education offering programs of instruction generally extending not more than two years beyond the high school level, which shall include, but not be limited to, courses in occupational/technical fields, the liberal arts and sciences, general education, continuing adult education, pre-college and pre-technical preparatory programs, special training programs to meet the economic needs of the region in which the college is located, and other services to meet the cultural and educational needs of the region.

Each curriculum in the community college shall conform to the statewide criteria set by the State Board as to content, but shall take into consideration the needs and opportunities in the region served by each college. The State Board shall set minimum standards and authorize issuance by institutions of appropriate associate degrees, certificates, and diplomas to individuals who satisfactorily complete the course and program requirements.

In determining the curricula to be offered in each institution under the jurisdiction of the State Board, the State Board shall take cognizance of the varying needs of the communities served through the Commonwealth of Virginia and the substantiated requests of interested local governing bodies, employers, and individuals. These programs shall include, but not be limited to, the following: occupational/technical education, college transfer education, general education, continuing adult education, developmental programs, and specialized regional and community services.

## 1.02 VIRGINIA COMMUNITY COLLEGE SYSTEM POLICY MANUAL STATEMENT

The *Virginia Community College System Policy Manual* is subject to continuous revision as changes are approved by the State Board for Community Colleges and the Chancellor. Every attempt will be made to show the most current version of the *VCCS Policy Manual*; it is available on the VCCS web site at <http://www.vccs.edu/about/where-we-are/policy-manual/>

### 1.03 VIRGINIA COMMUNITY COLLEGE SYSTEM MISSION STATEMENT

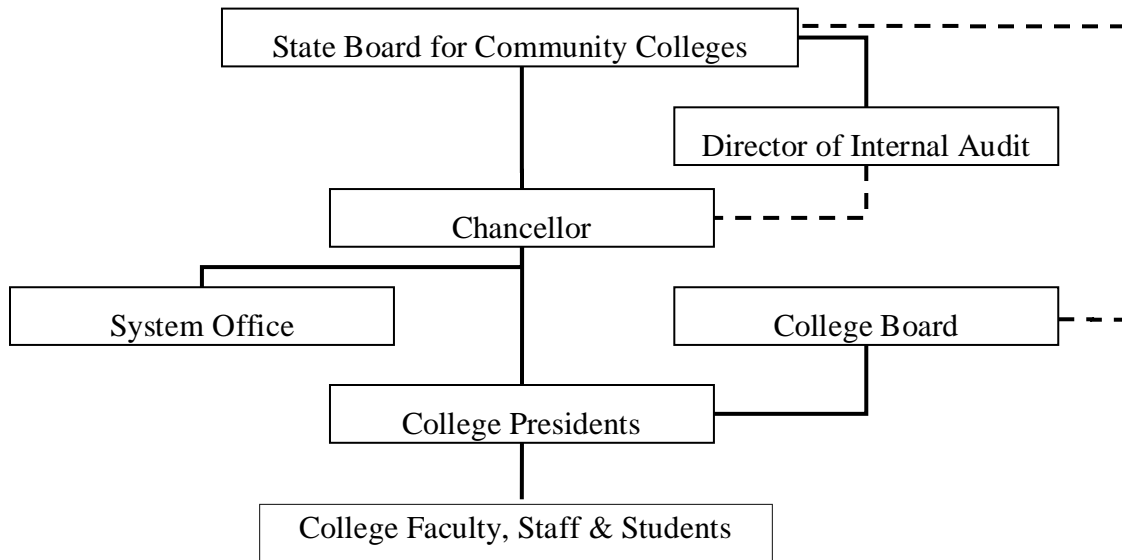
We give everyone the opportunity to learn and develop the right skills so lives and communities are strengthened.

### 1.04 VIRGINIA COMMUNITY COLLEGE SYSTEM GOVERNANCE

In accordance with an act of the General Assembly (*Title 23, Chapter 16, Sections 23-214 through 23-231*), the State Board for Community Colleges shall establish, control, administer, and supervise all community colleges established by the State in selected communities throughout the Commonwealth of Virginia. The community college program shall be designed to serve the educational needs of qualified post-high school age youth and adults to prepare them for employment, for advanced collegiate education, and for improved citizenship.

The State Board, consists of fifteen members appointed by the Governor, and which are confirmed by the General Assembly. Members are charged with the responsibility of serving the best interests of the Commonwealth. The Board establishes the policies providing for the creation of the local community college board and state procedures and regulations under which local boards will operate. The Board has the authority to confer diplomas, certificates, and associate degrees.

### 1.05 VCCS ORGANIZATION CHART



## 1.06 VCCS CHANCELLOR: ROLE AND RESPONSIBILITIES

The chancellor, who is appointed by the State Board for Community Colleges, is the chief executive officer of the Virginia Community College System and serves as the secretary of the State Board for Community Colleges. It is the duty of the Chancellor to formulate rules and regulations and provide assistance in his office as is necessary for the proper performance of his duties. The State Board prescribes the duties of the Chancellor, in addition to those duties otherwise prescribed for him by law; and, at its discretion, approves the appointment by the Chancellor of such agents and employees as may be needed by the Chancellor and the Virginia Community College System in the exercise of the functions, duties, and powers conferred and imposed by law in order to effect a proper organization to carry out these duties.

## 1.07 THE COMMUNITY COLLEGE BOARD

The community college boards shall act in an advisory capacity to the State Board and shall perform such duties with respect to the operation of a single comprehensive community college as may be delegated to it by the State Board.

In general, a College Board is responsible for assuring that the community college is responsive to the needs existing within its service region within the statewide policies, procedures, and regulations of the State Board. The specific duties of a college board include the following:

- a. The College Board shall elect a chairman and other such officers from its membership as it deems necessary and regulations as are considered necessary to conduct its business in an orderly manner.
- b. The College Board and the members thereof shall serve as channels of communication between the State Board for Community Colleges and the governing bodies of the local political subdivisions.
- c. The College Board shall submit its recommendations to the State Board for a name for the community college and each campus of a multi-campus college. In the name of each community college shall be included the phrase "Community College." The College Board shall be authorized to provide names for any facilities on the college campus.

SWCC has policies regarding the naming of major facilities provides for naming on the basis of significant service, but also provides incentives and recognition for private sector giving to support the college. Recognition for private sector giving typically occurs after the gift has been received rather than on a prospective basis.

The Office of Facilities Management Services has a current copy of the SWCC policy

Individuals are not eligible for this award if currently employed at the college or elsewhere within the Virginia Community College System, are serving on the local College Board, or serving on the State Board for Community Colleges. A separation from such employment or service of at least one month is a prerequisite for eligibility.

- d. The College Board shall provide recommendations to the State Board on the development of the site plan and on the design and construction, of facilities for the community college.
- e. The College Board shall provide recommendations to the State Board on the development of the site plan and on the design, and construction, of facilities for the community college.
- f. The College Board shall participate with the State Board in the selection, evaluation, and removal of the president of the community college in accordance with procedures adopted by the State Board.
- g. The College Board shall participate, with the college president, the Chancellor and the State Board, in the development and evaluation of a program of community college education of high quality in accordance with procedures adopted by the State Board. In that context, a college statement of purpose shall be developed by the college community. It shall be approved by the College Board and reviewed and approved by the Chancellor on behalf of the State Board. This statement of purpose shall tailor the VCCS mission statement to the particular needs and circumstances of the college.
- h. The College Board shall be responsible for eliciting community participation in program planning and development, establishing local citizens' advisory committees for specialized programs and curricula, and approving the appointments of all members of these committees.
- i. The College Board shall review all new curricular proposals for the community college and shall recommend those proposals that it supports to the State Board. It shall also review proposals for the discontinuation of programs and shall communicate its recommendations on such proposals to the State Board.
- j. The College Board shall oversee the development and evaluation of the community service program for the community college, and may authorize the president to grant an "award of completion" to a person successfully completing an approved non-credit program.

- k. The College Board shall be informed of the fiscal status of the college and shall receive summaries of the biennial financial plan and the annual spending plans.
- l. The College Board shall review and approve a detailed local funds budget for the community college as prepared by the college president within State Board guidelines, and shall submit the proposed budget to the State Board for review at the time of its submission to the local political subdivisions. In addition, the College Board shall submit a financial statement showing detailed expenditures of such local funds to the local political subdivisions and the State Board for Community Colleges at the end of the fiscal year.
- m. The College Board shall be responsible for approving local regulations on student conduct developed by the college president within the guidelines of the State Board.
- n. The College Board shall be responsible for the review and approval of a budget prepared by the college president for the expenditure of revenues from vending commissions and auxiliary enterprises, including the student activity fund within the guidelines of the State. The College Board shall be responsible for reviewing and approving periodic reports of revenues and expenditures with these funds.
- o. The College Board shall be responsible both for reviewing reports of audit and for reviewing the college president's response to those reports of audit.
- p. Be informed of personnel matters by the president.

1.07.01 Freedom of Information Act

The College Board comes under the Freedom of Information Act as prescribed by statute. All Board meetings shall be open to the public, except where a closed meeting is authorized by Section 2.1-344 of the Virginia Freedom of Information Act, and the Board convenes and adjourns the closed session in the manner provided by said section. Public comment will be received at each regular meeting of the Board following the approval of minutes of the preceding meeting and prior to committee reports. Individuals desirous of speaking before the Board must notify the Office of the President at least five working days prior to the scheduled meeting. All remarks before the State Board for Community Colleges must be matters germane and relevant to the agenda of the day. Written comments may be provided in lieu of speaking at the meeting, and each speaker will be limited to a five-minute statement that will become a part of the public record.

### 1.07.02 College Board Composition, Terms, Officers, Meetings, and a Quorum

The SWCC Board shall consist of ten (10) members. The counties of Buchanan, Russell and Tazewell shall have three representatives each; and, the county of Dickenson shall have one representative.

Members shall be appointed for a term of four (4) years. All appointments shall become effective on July 1 of the appropriate year. No person having served on the community college board for two successive four-year terms shall be eligible for reappointment to the college board for two years thereafter provided the person appointed to fill a vacancy may serve two additional successive terms. Members of the College Board receive no salaries.

The elected officers of the board shall be a chairman and a vice chairman elected annually at the regular meeting of the board in June. The term of office will be for one year. Incumbent officers are eligible for re-election. The college president serves as secretary and will keep minutes and records as necessary to set forth clearly all actions and proceedings of the board.

Regular meetings of the board are held at 5:30 p.m. on the third Tuesday of March, June, September, and December unless otherwise changed by the board. Special meetings of the board shall be held at the call of the chairman or upon petition of a simple majority of the members of the board.

A simple majority of the members of the board will constitute a quorum for all purposes, except as otherwise specified.

Community college presidents shall forward a draft copy of all local board minutes to the Chancellor within fourteen (14) working days following the meeting. Approved copies of local College Board minutes shall be forwarded to the Chancellor upon approval by the local College Board. Any additions or corrections to the draft minutes reflected in the approved minutes shall be noted.

### 1.08 LOCAL ADVISORY COMMITTEES

Local citizens curricular advisory committees must be utilized to assist in development of all occupational/technical curricula and courses. Members for these local advisory committees shall be recommended by the community college president to the College Board for approval.

Each citizens advisory committee at Southwest Virginia Community College will meet a minimum of once each academic year. A statement of general purpose and/or by-laws will be developed for each citizens advisory committee, and appropriate minutes of the committee



meeting will be recorded in the division dean's office and in the office of the Vice President for Academic and Student Services.

#### 1.08.01 Role and Responsibilities

Local curriculum advisory committees act in an advisory capacity to the president of the community college. Within the area of its educational, occupational/technical interest and specialty, the committee may:

- a. Assist the community college in the establishment of occupational/ technical programs and curricula by:
  1. Helping to identify present and future occupational needs within the college region and the skills and knowledge required by prospective employees;
  2. Advising the community college concerning employment practices, specific certification and licensure requirements, job entry educational levels required by business, industry and the professions, standards and regulations relating to student employment, and occupational placement of graduates; and
  3. Reviewing and submitting recommendations regarding specific program and curricular proposals, and specialized equipment and facility requirements for new or innovative programs.
  
- b. Assist with the recruitment of students by:
  1. Publicizing the college programs and employment opportunities; and
  2. Encouraging student scholarships and other financial aids.
  
- c. Promote understanding and support of the community college and its programs by:
  1. Assisting with the establishment and maintenance of liaison between the community college and regional business, industrial, professional and other organizations and agencies; and
  2. Disseminating information about the college and its programs through the college's business and professional publications.
  
- d. Assist the community college in the conduct of regional studies or surveys.
  
- e. Participate in the evaluation of community college programs as they relate to the educational and occupational needs of the region.

Each local curriculum advisory committee shall meet as needed or at least once annually.

## 1.09 STRATEGIC PLAN

SWCC will conduct an annual strategic planning session comprised of faculty, administration, and students. The plan must be approved by the President's Administrative Cabinet and Local Board.

## 1.10 APPROVAL PROCEDURES FOR NEW CURRICULA AND PROGRAMS

Approved by the College Curriculum & Instruction Committee and the College Board:

The program faculty and Division Dean who are submitting a new curriculum or program to Southwest Virginia Community College for approval will complete the following steps. The materials appropriate for each step will become a part of the documentation for Southwest Virginia Community College, the Virginia Community College System (VCCS), the State Council of Higher Education for Virginia (SCHEV), and the Commission on Colleges of the Southern Association of Colleges and Schools (SACSCOC).

- a. New curriculum or program ideas may result from Advisory Committees, from comments to agencies, or from the Program Head or Lead Faculty Member. The submission shall include a needs assessment, background information, and justification relevant to the Academic Dean's approval.
- b. A Lead Faculty Member will submit the relevant information for the new program to the Academic Dean for approval. The Vice President of Academic and Student Services approves and sends forward to the Chair of the College Curriculum & Instruction Committee. This faculty member will be identified in the Documentation for the College Curriculum & Instruction Committee. A program faculty roster, including faculty credentials and experience, will be submitted with the Lead Faculty Member information.
- c. Each curriculum and program will be submitted to the SWCC Curriculum & Instruction Committee for approval. The submission will include all documentation required by the Virginia Community College System (VCCS) for program and curriculum approval. The proposal is to include background statements, the needs assessment results, a program budget, and a completed VCCS Form 102 with supporting materials. (See VCCS Policy Manual, Section 5.5.2, Review of Programs, as well as SWCC Form 102A.)
- d. The completed, approved proposal will be presented to the SWCC College Board for action. The resulting College Board decision will be recorded in the College Board minutes and become a part of SACSCOC documentation.
- e. The VCCS Form 102 for degree programs, certificates, and diplomas will be submitted to the Virginia Community College System for review and approval. For career studies

certificates, notification to the VCCS is required. For degree programs, certificates and diplomas, VCCS approval is required.

- f. Degree program documents will be forwarded by the VCCS to the State Council of Higher Education for Virginia (SCHEV) for approval. SCHEV is also notified of certificate and diploma programs that are approved by the VCCS. All VCCS and SCHEV approval notifications will be included in SACSCOC documentation.
- g. Curriculum and program notification will be sent to SACSCOC after College Board approval and submission to the VCCS. The notification will include the proposed program background and needs assessment. If SACSCOC deems the proposal to be a “substantive change” and a prospectus is necessary, all documentation from the approval steps will be submitted as a part of the prospectus.
- h. Any necessary documentation for additional accrediting organizations will be submitted and approval notifications will become a part of the program approval documentation.

**SOUTHWEST VIRGINIA COMMUNITY COLLEGE**  
**PROCEDURES FOR INITIATING NEW PROGRAMS**  
*(including certificates, diplomas, and degrees)*

Proposed Program/Curriculum Title: \_\_\_\_\_

	Submission Date	Approval Date	Approval Signature
Input from Advisory Committee or Agency Justification			
Lead Faculty Member			
College Curriculum & Instruction Committee			
College Board			
Virginia Community College System (VCCS)			
State Council of Higher Education for Virginia (SCHEV)			
Southern Association of Colleges and Schools Submission (SACSCOC)			
Other Required Accrediting Bodies <i>(when applicable)</i>			
Comments			

**NOTES:**

1. All new instructional programs must comply with the policies and procedures of the VCCS, SCHEV, and, when applicable, the Commission on Colleges of the Southern Association of Colleges and Schools (SACSCOC). See also Section 1070 of the *SWCC Policy Manual*, and the *College Board Policy Manual*. All program submissions must reflect the following:
  - a. Minutes of the appropriate committee (*i.e., Advisory Committee, Curriculum Committee, and others as applicable*) to confirm recommendations and approval.
  - b. Completion of the appropriate procedures and forms in accordance with the College, VCCS, and SCHEV. If the program constitutes a Substantive Change (*based on prior notification to SACSCOC*), a prospectus will be required.
  
2. Upon approval by the College Board and submission to the VCCS, notification must be submitted to the Commission on Colleges of the Southern Association of Colleges and Schools within forty-five (45) days of College Board approval.

**SECTION 2**

**OFFICIAL TITLES, MISSION, AND POLICIES**

## 2.01 LEGAL LIMITS

This manual is not to be construed as a contract between Southwest Virginia Community College and its employees and does not in any way imply or create any rights, contractual or otherwise, on behalf of Southwest Virginia Community College's employees.

## 2.02 LEGAL NAME AND ACCREDITATION

The official name of this institution and its entire college facilities shall be Southwest Virginia Community College (SWCC). Southwest Virginia Community College's programs and services are approved by the State Board for Community Colleges in Virginia. The associate degree programs of the College have also been approved by the State Council of Higher Education for Virginia. Southwest Virginia Community College is accredited with the Southern Association of Colleges and Schools Commission on Colleges to award the associate degree. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, GA, 3033-4097 or call 404 679-4500 for questions about the accreditation of Southwest Virginia Community College.

## 2.03 CAMPUS SITES

Southwest Virginia Community College's service area includes the counties of Buchanan, Russell, Tazewell, and Dickenson (partial). The campus is located approximately six miles south of Claypool Hill, VA at 369 Community College Road, Cedar Bluff, VA (U.S. Route 19).

Several off-site locations are used for classes. These include the Lebanon Center located on Pittston Road, Lebanon, VA and the Booth Center in Grundy, VA that is located on the campus of the Appalachian School of Law. Area high schools are also off-site locations.

SWCC offers programs and services at other locations throughout the service region in order to fulfill its mission. Information on sites can be obtained from the Vice President of Academic and Student Services.

## 2.04 PURPOSE

SWCC, a comprehensive two-year institution, provides quality educational and cultural enrichment opportunities for lifelong learners, workforce and community. Believing that each person should be given an opportunity for continuing personal and intellectual development, the College assumes responsibility as a catalyst in the life of the individual and the community. SWCC provides citizens the means for improving skills; expanding knowledge as well as cultural, aesthetic and global awareness; and encouraging economic development and responsible citizenship. SWCC is guided by core values.

## 2.05 VISION STATEMENT

Southwest Virginia Community College transforms lives, strengthens communities and inspires excellence.

## 2.06 MISSION STATEMENT

Southwest Virginia Community College, a comprehensive two-year institution, provides quality educational and cultural enrichment opportunities for lifelong learners, workforce and community.

## 2.07 CORE VALUES

SWCC is guided by steadfast core values. As a community of educators we value:

- Student Centered Learning – SWCC believes that students are the primary reason we exist and our purpose is to help them achieve their goals and aspirations.
- Student Success – SWCC recognizes the potential in individuals and assists them in obtaining their highest level of attainment.
- Excellence – SWCC strives for excellence in instruction and service through rigorous academic and professional standards.
- Inclusiveness & Collaboration – SWCC reaches out to the communities and partners it serves, supporting and assisting them in achieving their goals.

## 2.08 DEGREES GRANTED

Using the statewide criteria set by the State Board for Community Colleges, Southwest Virginia Community College has the right to confer degrees, diplomas, and certificates. The types and criteria for each are listed below:

1. An **Associate of Arts and Associate of Science Degrees (AA and AS)** is awarded to students majoring in Business Administration, Liberal Arts, and Science who plan to transfer to four-year colleges or universities after completing their Southwest Virginia Community College program.
2. An **Associate of Applied Science Degree (AAS)** is awarded to students majoring in one of the occupational-technical programs and who plan to obtain full-time employment immediately upon graduation from the College.
3. A **Diploma** is awarded to students who complete one of the two-year non-degree occupational-technical curricula.
4. A **Certificate** is awarded to students who complete one of the approved non-degree curricula which are usually less than two years in length. The College also offers special Career Studies Certificates for programs which can be completed in less than one year.

## 2.09 SWCC ORGANIZATIONAL STRUCTURE

The college organization charts are listed at:

<https://sw.edu/wp-content/uploads/2023/01/SWCCOrganizationalCharts.pdf>

## 2.10 COLLEGE POSITION DESCRIPTIONS

Positions descriptions are kept on file in the Human Resource Office.

## 2.11 POLICY INITIATION PROCEDURE

Any member of the Southwest Virginia Community College staff or faculty may propose new policy or recommend a policy change or deletion. Most often policy initiation involves revision of policies currently in place as a result of: changes in federal and state legislation; VCCS operating procedures; changes in technology impacting work flow and processes; and/or grant/external funding requirements. These policy changes are usually provided by the affected department and forwarded for inclusion into the appropriate publication(s).

The College Council serves in an advisory capacity to the President regarding institutional policy, procedures, and regulations. In addition, three college standing committees and other college-wide committees formulate, evaluate, revise, and recommend institutional policy. Ad hoc committees may also be appointed by the President as needed.

Policy additions/deletions/revisions are made in the appropriate publication(s) and an email is sent to the appropriate members of the college community to advise them of the changes.

VCCS is not required to review policy proposals after approval or rejection by the President unless the proposal involves a new program or departure from the VCCS policy manual.

## 2.12 COLLEGE COMMITTEES

Southwest Virginia Community College makes significant use of faculty and staff committees as a part of the planning and decisions-making process. There are three standing committees. In addition to College Standing Committees, ad hoc committees may be appointed by the President as needed.

The standing committees are:

1. Academic & Student Services
2. Finance & Administration
3. Institutional Advancement



### 2.12.01 Committee Structure

The Standing committees are organized by the Vice President from each respective area. Committee members are approved by the President after recommendations by the Faculty Senate, Classified Staff Association, and Vice Presidents. The President has the authority to appoint part-time employees as needed for committee service.

The following guidelines for committee operation are provided:

1. Each committee will select a chair and recording secretary.
2. Committee activities pertaining to policy formulation affecting the total faculty will be reported back in writing for the total faculty for consideration and recommendation.
3. Whether committees are recommending or acting is determined somewhat by their purposes in instances where there is some question regarding committee authority or responsibility, the Vice President for the area will make the decision.
4. Each committee may have at least one student representative on committee. Student member's names and contact information will be provided by the Dean of Student Success and will be added after the organizational meeting.

### 2.12.02 Academic & Student Services

#### **Curriculum and Instruction Committee**

Function: Evaluate and recommend institutional policy regarding matters pertaining to curriculum and instruction. Review and approve all curriculum.

Meetings: As required.

Membership: One faculty member per division, Dean of Student Success, one member from Admissions & Records, one classified staff member, one Academic Dean from each division, and two representatives of the student body.

#### **Learning Resources Committee**

Function: Evaluate and recommend learning resources policies and suggest technology training.

Meetings: As required.

Membership: Director of Distance Learning & Instructional Technology, Coordinator of Library Services, one faculty member per division, one student services member, one CWES member, two representatives of the classified staff and one representative of the student body.

#### **Institutional Effectiveness, Research and Planning Committee**

Function: Identify institutional research needs and promote research results for the

purpose of institutional effectiveness. Provide leadership to campus-wide Unit Assessment.

Meetings: As required.

Membership: Institutional Research Officer, one faculty member per division, one student services member, one learning resources member, two representatives of the classified staff and one representative of the student body.

### **Professional Development Committee**

Function: Identify professional development needs of faculty and staff, to plan and recommend professional development programs on the basis of need. Plan and implement annual faculty in-service, and to evaluate the effectiveness of professional development offerings.

Meetings: As required.

Membership: Human Resource Manager, one member from Library Services, one faculty member per division, one student services member, one Distance Learning & Instructional Technology member, two representatives of the classified staff and one representative of the student body.

### **Student Outcomes/Success Committee**

Function: To identify student success measures and determine implementation plan for ensuring student success. To plan implement and monitor faculty-lead program assessment. Committee will work collaboratively with Institutional Effectives, Research & Planning Committee to accomplish goals.

Meetings: As required.

Membership: Dean of Student Success, Academic Deans, one Success Coach, one Distance Learning & Instructional Technology member, two members of the classified staff, two faculty members from each division, two representatives of the student body.

### **Enrollment Management Appeals**

Function: To recommend policy and implement best practices to assist students with financial aid and re- admissions issues.

Meetings: As needed.

Members: Dean of Student Success, one Financial Aid Officer/Advisor, one member of Admissions & Records, one faculty member from each division, two classified staff members.

### **Faculty Reward & Recognition Committee**

Function: To recommend policy and implement best practices relating to rewards and recognition of faculty. Review and approve recommendations for reward and recognition.

Meetings: As required.

Members: Human Resource Manager, VP of Finance & Administration, Academic Dean, minimum of five faculty members.

### **Diversity/Inclusion/Affirmative Action Committee**

Function: To coordinate and evaluate institutional policy and compliance with matters of Affirmative Action.

Meetings: As required.

Membership: Affirmative Action Coordinator, Human Resource Manager, members recommended by the Coordinator and Vice Presidents.

### **Title IX Committee**

Function: To plan, implement and evaluate on-going training for faculty, staff and students to make them aware that no person on the basis of sex can be excluded from participation in, be denied benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance. This committee will act as a hearing board in the event such an action occurs.

Meetings: As required.

Membership: Coordinator of Title IX, Human Resource Manager, Risk Manager, one faculty member and one classified staff member.

### **Faculty Appointments Committee**

Function: Review faculty members for multi-year appointments, make recommendation to Vice President of Academic & Student Services for final approval from President.

Meetings: As required.

Membership: Human Resource Manager and minimum of three faculty members.

### **Judicial Board Committee**

Function: Serve as the final decision body for student appeals.

Meetings: As required.

Members: Administration of Justice faculty member, one Academic Dean, one faculty member from each academic division.

### **SWCC Series**

Function: Plan and implement annual educational, cultural and fine arts events which support the college's educational and community mission.

Meetings: As required.

Membership: Executive Director of the Foundation, four faculty members, one student support services member, one academic dean, one classified staff member, two will act as a hearing board in the event such an action occurs.

Meetings: As required.

### 2.12.03 Financial & Administrative Services

#### **Campus Beautification Committee**

Function: To lead the campus in seasonal on-going clean-up of building and grounds to ensure the exterior and interior of the college is attractive.

Meetings: As required.

Membership: One Building Warden in each building, one member of IT staff, two members of housekeeping, one member student services, one member of Campus Police, two classified staff members, two faculty members, two representatives of the student body.

#### **Health, Safety & Security Committee**

Function: Review best practices and recommend institutional health, safety and security measures to ensure, safety and well-being of campus community.

Meetings: As required.

Membership: Risk Manager, one faculty member per division, one student services member, two classified staff members, one Police Officer, one member of the Threat Assessment Team, one member of the student body

#### **Information Technology Committee**

Function: Review best practices and recommend policy related to cyber-security. Take active role in recommending technology needs aligned with academia and development of technology plan.

Meetings: As required.

Membership: Information Security Officer, one Academic Dean from each division, one member from Distance Learning & Instructional Technology, one member from IT Support, two classified staff members, and two members of the student body.

#### **Environmental Sustainability Committee**

Function: The Environmental Sustainability Committee will identify ways for the campus to be environmentally friendly, and to facilitate and promote sustainability. This will include preparing and updating an overall environmental sustainability strategic plan that encompasses facilities, construction/renovation and instruction/education.

Meetings: As required.

Members: College President, Vice President of Finance and Administrative Services, Vice President of Academic & Student Services, one Facilities Representative, one faculty member from each division, two members of Student Government.

#### 2.12.04 Institutional Advancement

##### **Special Campus Events Committee**

Function: Plan and coordinate special events, such as graduation exercises, retirement events, receptions, and open house.

Meetings: As required.

Membership: One faculty member per academic division, one student services member, two representatives of the student body, and two members of classified staff.

##### **Marketing Committee**

Function: To plan, recommend, implement and evaluate marketing media to promote the college.

Meetings: As required.

Membership: Coordinator of Public Relations, Web Master, one faculty member from each division, two classified staff members, two members of student services, one member of CWES, two members of the student body.

##### **Scholarship Committee**

Function: To develop processes and policies for fair and consistent means to distribute scholarships based on merit and need.

Meetings: As required.

Membership: Executive Director of Foundation, one faculty member from each division, Financial Aid Officer, one Financial Aid Advisor, one additional member selected by Executive Director.

##### **Grants & Fund Raising Committee**

Function: To explore grants/external funding sources based upon program needs. To assist with strategic planning for long term grants such as NSF and Department of Labor.

Meetings: As required.

Membership: Executive Director of Foundation, Human Resource Officer, one Academic Dean from each division, two members of the classified staff, two faculty members.

#### 2.12.05 Threat Assessment Team

Membership: As directed in the Code of Virginia §23-9.2:10, the team will consist of representatives from student affairs, law enforcement, human resources, counseling services, and other constituencies as needed.

Purpose: The Threat Assessment/Violence Prevention Team is responsible for a coordinated and planned approach to the identification, prevention, assessment and management of behavioral threats to the College and the SWCC learning environment.

## 2.12.06 Faculty Senate Constitution

Ratified May 22, 1970, and amended April 11, 1972; February 11, 1975; January 11, 1979; April 8, 1986; and March 13, 1990.

### *PREAMBLE*

To provide an orderly process for improving communications and mutual understanding within the college organization, and to promote faculty participation in policy-making procedures in keeping with the high aims of Southwest Virginia Community College in the educational process, the faculty of Southwest Virginia Community College establishes this constitution.

### *ARTICLE I. FUNCTIONS OF FACULTY SENATE*

SECTION 1. The Senate shall be empowered to make recommendations to the President concerning:

1. Matters of general education policy, such as academic requirements, admissions, and certification of students' completion of graduation.
2. Matters of general faculty interest, such as professional development, academic freedom, and faculty benefits.
3. Student affairs.
4. Certain administrative procedures of general college interest, such as expansion of physical plant and the budgetary process.

SECTION 2. In exercising the aforementioned functions the Senate shall make such rules, regulations, and by-laws as it may deem necessary for the fulfillment of its duties. The Senate shall not be limited to the above.

### *ARTICLE II. FACULTY SENATE STRUCTURE*

SECTION 1. Membership

- A. The Faculty Senate shall consist of all full-time<sup>1</sup> teaching faculty, except by special petition approved by a majority vote of the Senate.
- B. There shall be two categories of membership, active and inactive, based on provisions set forth in the by-laws.

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<sup>1</sup> "nine-month" deleted by amendment April 11, 1972.

## SECTION 2. Senate Officers

### A. Officers that shall be elected:

1. President
2. Vice-President
3. Secretary
4. Treasurer

### B. The officers of the Faculty Senate are elected at large by the membership of the Senate.

1. The officers must be active members.
2. The term of office shall begin the day of the last regular meeting in the academic year and continue for a period of twelve months. The election of the officers shall be held during the penultimate meeting of the academic year.
3. No individual may serve in more than one of the above offices at the same time, except that an individual may serve in the offices of Secretary and Treasurer at the same time.

## SECTION 3. The functions of the President, Vice-President, Secretary, and Treasurer.

### A. President

1. The President of the Senate shall act as presiding officer over the Senate meetings.
2. As President of the Senate, the President has no vote except in the case of ties.

### B. Vice-President

1. The Vice-President shall preside over Senate meetings in the event of the President's absence.
2. The Vice-President is Chairman of the Faculty Affairs Committee

### C. Secretary

1. The Secretary shall record minutes and distribute them to the membership one week after the meeting. After approval at a subsequent meeting, the minutes shall be distributed in accordance with college policy.
2. The Secretary shall distribute the agenda for special meetings.

### D. Treasurer:

1. The Treasurer shall be responsible for Faculty Senate funds.

## SECTION 4. Visitors to the Senate Meeting

- A. Faculty privileges. The president of the student body shall be requested to address the Senate at least once each year to express the student government's requests for faculty actions.

- B. Other requests to address the Faculty Senate shall be presented to the Faculty Affairs Committee.

### *ARTICLE III. PROCEDURE*

#### SECTION 1. Meetings

- A. Regular Meetings Regular meetings are to be held once a month on the second Tuesday at a time to be decided by a majority vote at the beginning of each term.
  
- B. Special Meetings
  1. Special meetings may be called by the President or, in his/her absence, the Vice-President of the Senate upon one week's notice.
  2. An agenda must be provided to the Senate members one (1) duty day prior to the special meeting.
  3. NO SPECIAL OR EMERGENCY MEETING SHALL BE CONVENED UNLESS ALL MEMBERS ARE DULY NOTIFIED.
  4. Upon request of ten percent of the total membership, the President or, in his/her absence, the Vice-President shall call a special meeting of the Senate.
  
- C. Adjournment of Meetings
  1. Each meeting shall be adjourned only upon a motion duly seconded and passed.

#### SECTION 2. Voting

- A. Only active members shall be eligible to vote.
  
- B. All business before the Senate shall be decided by a simple majority except:
  1. For the establishment or amendment of Senate by-laws, a two-thirds (2/3) vote shall be necessary.
  2. Debate shall be closed only by a motion for the previous question which requires a two-thirds (2/3) majority.

SECTION 3. There shall be annual dues, based on provisions set forth in the by-laws.

SECTION 4. Rules of Order In all matters of procedure not specified herein, Robert's Rules of Order, Revised, shall be applied.

### *ARTICLE IV. COMMITTEES*

SECTION 1. Purpose There shall be a system of committees to aid, assist, supplement, advise, and formulate ideas consistent with the mission and philosophy of the college. This system of committees shall be further subdivided into the several classes of committees which are required to perform effectively the necessary research relative to the actual work which may arise in the regular day-to-day activities of the College.



- A. The elected standing committees
- B. The special committees.

SECTION 2. Guidelines for Standing Committees. It shall be the duty of these committees to consider all problems referred to them, make thorough investigation of the problems, report such findings, and make recommendations to the Faculty Senate.

- A. Each committee shall publish a plan of action, a standard operating procedure, and a statement of philosophy consistent with the purpose of the committees.
- B. The committees shall be given the power to accept and dispose of day-to-day work which may not require Senate action.
- C. If any committee members disagree with a report submitted, they may submit a minority report signed by the dissenting members.
- D. Unless otherwise specified by the Senate, a majority of the committee members constitutes a quorum and majority of the legal votes cast shall be necessary to take any official action.

SECTION 3. Special Committees. It shall be within the power of the President and Faculty Senate individually, to appoint such special committees as are deemed necessary for the consideration of special problems not covered by the standing committees.

A. Presidential Special Committees

- 1. Such committees shall be named by the President as necessary for the function of his/her office and the college.
- 2. Selection of members to these committees shall be at the discretion of the president, and the term of office shall be determined by him/her.

B. Faculty Senate Special Committees

- 1. Such committees shall be created by Faculty Senate action for specific tasks.
- 2. Selection of members shall be at the discretion of the Faculty Senate.
- 3. It shall be the responsibility of the Faculty Senate, through its officers, to familiarize the chairman of the special committee with the policies of the Senate and all pertinent information relative to the assigned problem.
- 4. The committee shall be empowered by the Senate to do any research required by a successful solution of the specified problem.
- 5. It shall be the responsibility of each committee to accomplish any assigned work required to solve the problem and make subsequent reports to the Faculty Senate.
- 6. At the completion of the assigned task, the committee shall be dissolved by the Senate.

C. No specific committee shall be appointed unless it has a specific task to perform.

*ARTICLE V. RATIFICATION AND AMENDMENT*

SECTION 1. Ratification: This constitution shall be ratified by a vote of three-fourths of the membership. It then, upon approval as provided above, shall become the effective governing instrument for the faculty of Southwest Virginia Community College in carrying out the foregoing powers invested in the Faculty Senate by this constitution.

SECTION 2. Amendment: Amendments to this constitution shall be ratified by a vote of sixty percent of the membership. Amendments shall be for the purpose of revision of the articles within this constitution, or to enlarge upon the powers granted by this Constitution to the Faculty Senate. The text of any proposed amendment shall be sent to all members not later than 10 days prior to the vote. Voting shall be done by secret ballot.<sup>2</sup>

2.12.07 By-Laws of the Faculty Senate of Southwest Virginia Community College

*ARTICLE 1. MEMBERSHIP*

SECTION 1. An active member is one who has paid dues for the current academic year.

SECTION 2. An inactive member is one who has not paid dues for the current academic year or one who has requested to be inactive.

A. An inactive member is one who has not paid dues for the current academic year. The inactive member may pay dues at any time during the year and become active.

B. An inactive member may be an inactive member who requests in writing to be placed in the inactive status. He/she may become active at any time by declaring his/her intent to the Faculty Senate to be an active member.

SECTION 3. An applicant for membership by special petition shall submit in writing a petition for membership.

A. The petition shall be considered at the next regularly scheduled meeting.

B. Voting shall be by secret ballot.

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<sup>2</sup> Original text: "Amendments to this constitution shall be ratified by a vote of three-fourths of the membership. Amendments shall be for the purpose of revision of articles within this constitution, or to enlarge upon the powers granted by this Constitution to the Faculty Senate." Amended January 11, 1979.

- C. If approved for membership, the petitioner will be eligible for membership at the next regularly scheduled meeting.

*ARTICLE II. DUES*

Dues shall be established at the first meeting of the academic year.

*ARTICLE III. QUORUM*

A quorum shall consist of a majority of the active members.

*ARTICLE IV. OFFICERS*

SECTION 1. The (Secretary) shall distribute a copy of the Constitution and By-laws to all new members.

SECTION 2. The President shall insure an annual audit of Senate funds.

**SECTION 3**  
**HUMAN RESOURCES**

### 3.01 CATEGORIES OF EMPLOYMENT (SB)

All employees at SWCC are State employees. Personnel are further categorized as follows:

#### 3.01.01 Regular Nine-Month Teaching Faculty

Full-time teaching faculty (including program heads and assistant division chairs) are normally on nine-month appointments which include the fall and spring semesters of the academic year.

#### 3.01.02 Ten-Month Teaching Faculty

Ten-month teaching faculty are on-going positions for regular full-time teaching faculty with program head, or administrative duties or for faculty teaching non-traditional schedules. Salary for the tenth month is based on a pro-rata basis of the nine-month teaching salary.

#### 3.01.03 Twelve Month Teaching Faculty & Nine-Month Administrative/Professional Faculty

Twelve-month teaching positions and nine-month administrative positions are established by special request to the Chancellor. The requests are submitted annually prior to March and must explain how the exceptional position will better meet the needs of the college. For twelve-month teaching positions, the work schedule and leaves are the same as those of twelve-month administrative and professional positions. For nine-month administrative/professional positions, salary and leaves are prorated.

#### 3.01.04 Twelve-Month Professional Faculty

Professional faculty are individuals holding non-teaching positions with continuing responsibilities, employed on a twelve-month basis beginning July 1 and ending on June 30. All professional faculty are assigned a faculty rank for which they qualify. Librarians and Counselors are professional faculty. Colleges may also designate Coordinator, Assistant Coordinator, and Administrative Officer level positions as professional faculty.

#### 3.01.05 Twelve-Month Administrative Faculty

Administrative faculty perform work related to the management of the educational and general activities of the college, department, or division. Administrative faculty are normally 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.

#### 3.01.06 Restricted Faculty

A restricted position carries limitations due to funding, length of service, or other special conditions. Such conditions include funding in whole or in part by non-state revenues (e.g. grants, fees, etc.), restricted state revenues, limited appointment period, non-continuing assignments, or other restricted conditions. Restrictions may apply to teaching, administrative and professional faculty positions as well as classified positions.

#### 3.01.07 Associate Instructor

Associate Instructors are individuals holding a full-time, restricted, one-year appointment to teach a higher instructional load than regular nine-month teaching faculty for the fall and spring semesters. This position is relieved of most administrative and governance duties to spend time in student support and student success related activities. The Associate Instructor contract contains no expectation or guarantee of continued employment.

#### 3.01.08 Regular Part-Time Nine-Month Teaching Faculty

Part-time nine-month teaching faculty are employed on a continuing basis to teach approximately 60%-80% of a regular faculty workload and carry regular faculty duties and responsibilities. Compensation is pro-rated and benefits are restricted consistent with state policies and regulations.

#### 3.01.09 Adjunct Faculty

Adjunct faculty are employed to teach less than a normal faculty load or to teach less than a full session on a semester by semester or summer term basis. The total workload includes credit hours taught at all VCCS colleges. Adjunct faculty workload is governed by the equivalent workload credit hour limits established in the Virginia Manpower Control Program, Section 4-7.0.1 of the Code of Virginia. The adjunct faculty contract contains no guarantee of continued employment.

#### 3.01.10 Classified Employees

Classified employees are employees who occupy positions that are listed in the Commonwealth's Compensation Plan, and who are covered by the Virginia Personnel Act as found in Chapter 10, Title 2.1 of the Code of Virginia, once they have completed the probationary period.

#### 3.01.11 Wage Employees

Wage employees are employees not covered by the Virginia Personnel Act (also referred to as hourly, P-14, or WE-14 employees). Generally these positions are non-exempt for the purpose of overtime compensation. The positions are used to supplement the work

force during seasonal or temporary workloads, to provide interim replacements, or to perform short-term projects, or other jobs that do not require full-time classified employees. Wage employees are limited to working 29 hours per week on average and 1500 hours per year at any one or more VCCS college/System Office. These positions are governed by the Manpower Control Program, Section 4-7.0.1 of the Code of Virginia.

### 3.02 ACADEMIC RANK, SPECIAL POSITIONS, ADMINISTRATIVE TITLES

*Reference:* [VCCS-29: Normal Minimum Criteria for Each Faculty Rank](#)

#### 3.02.01 Academic Rank

The titles authorized for the four standard levels of faculty rank are Professor, Associate Professor, Assistant Professor, and Instructor. The qualifications for these are on the VCCS-29.

#### 3.02.02 Special Rank

- a. The Assistant Instructor classification may be used for individuals who are appointed on a temporary or emergency basis for one year. These individuals meet most, but not all, of the minimum requirements for the instructor rank and show supporting written evidence of being able to complete such requirements within one year. A one-year renewal may be requested by a college administrator and approved by the president for a person who is actively pursuing completion of the necessary requirements.
- b. Teaching faculty members who are restricted hold the rank for which they qualify according to the VCCS-29. The Lecturer rank may be used for restricted positions in exceptional cases upon the approval of the President.
- c. Associate Instructors hold the rank of lecturer.
- d. The Lecturer rank is used for restricted administrative and professional faculty.

#### 3.02.03 Special Positions

- a. Part-Time Nine Month Teaching Faculty Position is a regular part-time teaching position with the same rights, privileges, and responsibilities of full-time faculty. It has an academic year workload that is generally 60% -80% of a fulltime position, with 14-24 credits and 18-32 contact hours. It may be assigned an overload of up to 9 credits but the total workload cannot exceed 27 credits. Compensation is based on the nine-month faculty salary scale by percentage. Benefits are limited and governed by the policies and regulations of the state for part-time, regular employees. Leave benefits are prorated. All full-time, unrestricted faculty policies apply.
- b. The Associate Instructor Position is a student-focused position responsible for teaching and being involved in activities that directly support student success, such as mentoring and tutoring. It carries a higher instructional load than regular nine-month

faculty but is relieved of most administrative and governance duties. The position is a nine-month restricted position teaching fall and spring semesters. The following conditions apply to this position:

1. **Workload:** The academic year workload is 33-39 credits with 39-49 contact hours. No more than 3 credit hours of overload may be assigned in an academic year.
2. **Office hours and additional duties:** The position is expected to have 12-19 hours per week involved in student engagement activities such as office hours, tutoring, and mentoring.
3. **Compensation:** There are two salary ranges for the Associate Instructor position. The Level I range is for those who meet the VCCS-29 qualifications of instructor or assistant professor. Level II is for those who meet the qualifications of associate professor or professor. The position is full-time and therefore receives full benefits.
4. **Contract Period:** The position receives an annual one-year contract. Contracts are not renewable. However, individual associate instructors may receive an additional one-year contract upon the successful review of the college's instructional needs and the individual's performance.
5. **Applicability of full-time faculty policies:** The following policies are unique to the associate instructor position.
  - a. **Evaluation:** The college adjunct faculty evaluation plan will be used.
  - b. **Academic rank:** All Associate Instructors hold the rank of Lecturer. Credentials are evaluated using the requirements of the VCCS-29 to determine whether placement for compensation should be as a Level I or Level II Associate Instructor. Those with credentials that match the instructor or assistant professor rank requirements are designated as Level I. Those with credentials that match the associate professor and professor rank requirements are designated as Level II.
  - c. **Reclassification:** Faculty who acquire additional credentials may request a re-evaluation of salary and position level prior to the issuance of a new contract.
  - d. **Grievance Procedure:** Faculty concerns may be pursued through Level 3 of the Faculty Grievance Procedure. College-level decisions are binding.
  - e. **Severance:** The Associate Instructor position is not covered under the severance policy.
6. **Recruitment and Selection:** Because of the restricted, limited time nature of the associate instructor position, colleges may use regional recruitment sources. Hiring decisions may follow reviews by smaller committees than those utilized for regular full-time teaching positions.



- c. Ten-month Teaching Faculty Positions are on-going positions for regular full-time teaching faculty with program lead, or administrative duties or for faculty teaching non-traditional schedules. Salary for the tenth month is based on a pro-rata basis of the nine-month teaching salary. Ten-month positions are not temporary assignments that faculty move into and out of on a regular cycle, rather a permanent assignment for programs that do not shift assigned program lead responsibilities periodically.

#### 3.02.04 Emeritus:

The Emeritus/Emerita title is honorific and is intended to acknowledge outstanding service to the Virginia Community College System. It does not represent any entitlement to authority, rights, privileges or resources.

- a. President Emeritus.
  - 1. Eligibility: Candidates for emeritus status must have provided ten or more years of outstanding, distinguished, and honorable service to the VCCS in positions of substantial leadership to include the role of president.
  - 2. Procedure: The Local College Board must nominate a President for emeritus status by official Board action. The request should contain a brief description of the candidate's service and an explanation of why he or she is deserving of this honor. The request should be submitted in writing to the Chancellor for review and consent. If agreed to, the Chancellor will submit the request to the State Board for approval.
  - 3. Emeritus Conditions: The appointment of the President Emeritus/Emerita is for life. Whenever using the Emeritus title in print or otherwise, the President Emeritus should conduct himself or herself in the same manner and consideration expected of an active president.
  - 4. General Provision: Notwithstanding any other element of this policy, the State Board retains the authority to withdraw the Emeritus title, without cause. Further, the Chancellor may in extenuating circumstances recommend exceptions to the eligibility requirements for the State Board's consideration and action.
- b. Chancellor Emeritus. The State Board may grant the title of Chancellor Emeritus at its sole discretion.
- c. Professor Emeritus. The establishment of the status of Professor Emeritus is recommended as a method of honoring teaching faculty for meritorious service to the college. The President of the college shall establish a procedure for selecting individuals for appointment as a Professor Emeritus with all the rights and privileges established by the college. To be eligible the faculty member must be retired and usually will have the rank of Associate Professor or Professor with a minimum of ten

years of service in the VCCS and have made a significant, meritorious contribution to the college or the VCCS.

- d. Administrative/Professional Faculty Emeritus. The establishment of the status of Administrative/Professional Faculty Emeritus is recommended as a method of honoring individuals for meritorious service to the college. The President of the college shall establish a procedure for selecting individuals for appointment as Administrative/Professional Faculty Emeritus with all the rights and privileges established by the college. To be eligible, the person must be retired, have a minimum of ten years of service in the VCCS, and have made a significant, meritorious contribution to the college or the VCCS.
- e. Classified Employee Emeritus. The establishment of the status of Classified Employee Emeritus is recommended as a method of honoring staff members for meritorious service to the college. The President of the college shall establish a procedure for selecting individuals for appointment as Classified Employee Emeritus with all the rights and privileges established by the college. To be eligible the person must be retired, have a minimum of ten years of service in the VCCS, and have made a significant, meritorious contribution to the college or the VCCS.

#### 3.02.05 Use of Administrative and Professional Titles and Faculty Rank (C)

All faculty employees shall use the faculty rank and/or administrative titles as recommended by the college president and approved by the VCCS, and the State Board, in all formal or official operations of the college. Approved working titles may be used when they are reflective of the position level and responsibilities.

### 3.03 FACULTY QUALIFICATIONS FOR ACADEMIC RANK (SB)

*Reference:* [VCCS-29: Normal Minimum Criteria for Each Faculty Rank](#)

#### 3.03.01 Qualifications for Teaching Faculty

Qualifications for teaching faculty are stated on the “Normal Minimum Criteria for Each Faculty Rank,” VCCS-29 chart and narrative. The academic rank is determined by academic preparation, previous teaching experience and/or related occupational experience. Academic rank determines the salary range for compensation decisions.

#### 3.03.02 Qualifications for Administrative and Professional Faculty

- a. Qualifications for Administrative and Professional Faculty are stated on the “Normal Minimum Criteria for Each Faculty Rank,” VCCS-29 chart and narrative in Columns 1 and 2. The academic rank is determined by academic preparation, previous teaching experience and/or related occupational experience. Academic rank does not determine

- the range for compensation decisions; the salary range for the type of position (e.g. Vice President, Dean, Director, Coordinator, etc.) is used for this purpose.
- b. The use of Columns 3, 4, 5, and 6 to hire administrative and professional faculty requires the approval of the Chancellor.
  - c. The minimum academic credential for the positions of Provost, Academic Vice President, and President is an earned doctorate. All vacancy announcements for these academic positions must clearly state that an earned doctorate is the minimum degree required.

### 3.03.03 Qualifications for Adjunct Faculty

Adjunct Faculty must meet the qualifications as stated on the “Normal Minimum Criteria for Each Faculty Rank,” VCCS-29 chart and narrative. The academic rank is determined by academic preparation, previous teaching experience and/or related occupational experience. Academic rank determines the range for compensation decisions.

### 3.03.04 Degree Equivalency

- a. The earned doctoral degree normally includes the Ph.D., D.A., D. Sc., and Ed. D.
- b. For faculty whose effective employment date with the VCCS is July 1, 1995, or anytime thereafter, or for current employees who earn a master’s or bachelor’s degree on July 1, 1995, or anytime thereafter, only those graduate hours taken after the master’s or bachelor’s degree requirements are completed may be used to determine salary increments for initial salary calculations or to meet promotional requirements. For all other faculty, the equivalency factor of 30 hours for the master’s degree will be continued.
- c. Degrees such as M.D., D.D.S., D.V.S., J.D., D.P.T. and other professional degrees are equivalent to the master’s degree plus 24 graduate semester hours.
- d. The Master of Fine Arts (MFA) degree is considered a terminal degree for faculty teaching in a field related to the degree. The requirement of the doctoral degree under columns one and two for such faculty will not be necessary; however, these faculty will still need to satisfy the requirements of credits in the teaching field and the other requirements for promotion to upper ranks of the professoriate.
- e. In considering college degrees for initial appointment, promotion, or recognition, the highest degree accepted for consideration must have been awarded by a college or university in good standing with a regional accrediting agency recognized by the U.S. Department of Education. Regional accrediting agencies include: Middle States, New England, North Central, Southern, North West and Western Commissions. If the highest degree is from a non-regionally accredited institution outside the United States, evidence must be presented showing that the faculty member has appropriate academic preparation and that the degree requirements are consistent with the academic rigor required of a regionally accredited institution. Foreign transcripts

must be evaluated by a credential evaluation service approved by the National Association of Credential Evaluation Services (NACES). The evaluation will be considered by the college as a recommendation.

### 3.03.05 College Training and Experience

College training and experience includes the following:

- a. College degrees;
- b. Number of undergraduate and graduate credits in major teaching field;
  1. Courses in field will normally have their substantive content in the principal discipline field for which the faculty member is hired. When neither discipline 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 academic vice president and forwarded to the president for final approval.
  2. 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 academic vice president and forwarded to the president for final approval.
- c. Professional and occupational certificates or licenses;
- d. Apprenticeships;
- e. Training in trade schools and special schools;
- f. Internships;
- g. Advanced studies; and
- h. Previous occupational experiences in business, government, industry, and the professions and previous educational experiences both inside and outside the VCCS.
- i. Faculty teaching in the occupational/technical fields are 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.

### 3.03.06 Collective Minimum Qualifications for Hiring and Promotion

*Reference:* [VCCS-29: Normal Minimum Criteria for Each Faculty Rank](#)

- a. Minimum Qualifications for hiring and promotion are comprised of State Board for Community Colleges' Policy as stated on this page, the VCCS-29 chart, and the

following Principles of Accreditation of the Commission on Colleges of the Southern Association of Colleges and Schools (SACS-COC).

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

- b. **Emphasis on Continuous Improvement:** Faculty qualifications for promotion must emphasize enhancement of knowledge, skills, and abilities through supplemental education beyond the minimum required for initial hiring and through the accrual of successful full-time teaching experience. For this reason, faculty must complete credit hours beyond the current highest degree attained and/or additional years of full-time teaching experience as partial criteria for promotion.
- c. **Equality of Rank across Disciplines and Programs:** Each faculty rank carries comparable levels of responsibility and requires comparable levels of content expertise relative to the discipline/program. To this end, faculty in both transfer and career and technical disciplines retain comparable privileges of and, relative to the discipline, must meet comparable expectations for each rank.
- d. **SACS-COC Credential Guidelines**
  - 1. Faculty teaching associate degree courses designed for transfer to a baccalaureate degree: doctoral or master’s degree in the teaching discipline or master’s degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline).
  - 2. Faculty teaching associate degree courses not designed for transfer to the baccalaureate degree: bachelor’s degree in the teaching discipline, or associate’s degree and demonstrated competencies in the teaching discipline. In addition to the above two categories of faculty specified by SACS, the VCCS adds the following categories.
  - 3. Faculty teaching courses designed for non-associate degree occupational fields: high school diploma or equivalent with demonstrated competencies in the teaching field.

4. Faculty teaching developmental courses: bachelor's degree in a discipline related to the teaching assignment and either teaching/occupational experience related to the teaching assignment or graduate coursework in developmental education.
  5. Faculty teaching Student Development (SDV) courses: A minimum of a bachelor's degree from a regionally accredited institution.
- e. Coverage: The accompanying chart (VCCS-29) specifies the normal minimum criteria for each faculty rank for:
1. Full-time and adjunct teaching faculty
  2. Administrative and professional faculty (including counselors and librarians)
  3. For administrative and professional faculty:
    - “Teaching effectiveness” refers to effective performance in the primary area of responsibility;
    - “Teaching experience” includes professional service in the primary area of responsibility;
    - “Graduate semester hours in teaching field” refers to coursework in one's occupational field for the purpose of hiring and promotion.
- f. Applicable Policies: The chart will be used and interpreted in conjunction with the above explanation of policy; section 3.2, Faculty Qualifications; section 3.7, Faculty Promotions; and section 3.8.0, Procedure to Determine Faculty Entry Level Salaries in the VCCS Policy Manual.
- g. Minimum Requirements
1. Fulfillment of normal minimum criteria does not guarantee original placement in, or promotion to, a given rank.
  2. Minimum degree requirements for original appointments and promotions must be met.
  3. The following are appropriate substitutions that may be used at the discretion of the college:
    - i. Teaching experience beyond the minimum required may be used in lieu of occupational experience at the rate of one year of full-time teaching experience being considered equivalent to a required year of full-time occupational experience.
    - ii. Occupational experience beyond the minimum required may be used in lieu of teaching experience at the rate of one year of full-time, related occupational experience being considered equivalent to a required year of full-time teaching experience.
    - iii. Educational preparation above the requirements for initial placement in rank may fulfill requirements for occupational experience and/or teaching experience at the rate of 30 undergraduate credits being considered equivalent to one year of

teaching or occupational experience, and 24 graduate credits being considered equivalent to one year of teaching or occupational experience.

- iv. For Columns 3 and 5, business, industry, and professional certifications may substitute for educational requirements. These equivalencies must be documented, approved by the president, and placed in the personnel file.
  - v. Eighteen graduate semester hours of course work related to the teaching field may substitute for the requirement that a bachelor's degree be related to the teaching field.
- 
- h. Program Accreditation Requirements: In cases where program accreditation agencies recommend specific graduate courses for faculty, those courses should be considered to be "in the teaching field" for VCCS- 29 purposes regardless of the course prefix or other criteria normally used to determine the status of coursework.
  - i. Measurement of teaching effectiveness: For initial appointments teaching effectiveness is determined through references. Measurement of performance evaluation for promotions is determined by whether teaching faculties have achieved a "Meets Expectations" summary rating on their most recent faculty evaluation. Administrative and Professional faculty must receive at least a "good" summary evaluation rating on the most recent evaluation to qualify for promotion eligibility. (Per VCCS Policy 3.7.0.1.0, fulfillment of normal minimum criteria does not guarantee promotion to a given faculty rank.)
  - j. For Promotions Only: Credit hour equivalency may be granted for no more than a total of 15 semester hours by either a) or b) below or a combination of both during employment with the VCCS.
    - 1. Active participation in given learning experiences (continuing educational unit classes, workshops, conferences, seminars, etc.) when part of a written professional development plan, approved in advance by the president applying the following formula: 45 contact hours is equivalent to one semester credit hour.
    - 2. Non- teaching work experience directly related to the faculty member's field at a rate not to exceed 1.25 semester credit hours per month of full- time equivalent work experience and not to include work experience applied toward initial appointment, when part of a written professional development plan approved in advance by the president of the college.
  - k. Human Resource Delegated Authority Agreements: Any exceptions to the criteria as outlined in the VCCS-29 must be fully justified and documented in accordance with the community college's Human Resource Delegation Agreement.

### 3.04 RECRUITMENT AND SELECTION (SB)

*Reference:* [VCCS-29: Normal Minimum Criteria for Each Faculty Rank](#)

### 3.04.01 Recruitment and Selection Procedures

Each college shall have written policies pertaining to recruitment and selection.

### 3.04.02 Recruitment of Faculty Rank Applicants

The responsibility for faculty recruitment rests with the individual college. The System Office will assist in college recruitments upon request. No fees shall be paid to recruit employees from personnel agencies.

### 3.04.03 Appointments and Exceptions to Normal Searches

Purpose: The purpose of this policy is to identify circumstances whereby a College or the System Office may appoint a faculty member to an existing vacant position without a normal search. These are rare circumstances appropriate only when it advances the mission, goals, or published initiatives of the College or System Office.

#### 3.04.03.01 Eligibility

This policy applies to state funded and restricted full-time teaching, administrative, and professional positions.

#### 3.04.03.02 Types of Positions, Hiring Opportunities and Circumstances Covered

The following exceptions to a full search are covered by this policy.

- a. Distinguished Faculty – Select academics with a noteworthy record of teaching, scholarship or creative activity that would significantly enhance the mission of the College.
- b. Uniquely Qualified Professional – Appoint a professional who would enhance the organization because of a unique set of professional skills that are rarely duplicated, or that meet particular special needs of a College/System Office.
- c. Reorganization – As a result of a documented and strategic reorganization plan, faculty members may be reassigned to different or newly created positions. Automatic reassignments should not be taken for granted if they limit the opportunity of other qualified candidates to compete for the position. Appointments that result in newly vacant positions will be more favorably considered.
- d. Temporary Positions – It is not the intent of this policy to apply to all temporary openings, therefore requests should be made only when there are unique circumstances. An appointment for a temporary position that is funded for a limited duration after recent searches produced a small number of applicants is characteristic of an exceptional request.



- e. Diversity – When the opportunity exists to advance documented College or System Office goals to diversify its faculty and a uniquely qualified professional from an underrepresented minority group is nominated.
- f. Urgent/Emergency Appointment – Appointment of a qualified individual due to a critical timing issue such as the illness, injury or sudden death of a faculty member, an inopportune vacancy i.e. beginning of semester, or similar unanticipated needs.
- g. Classified to Faculty – To change a classified position to a faculty position when there is no substantial change of duties or any change in compensation, and the incumbent is qualified to hold a faculty position.
- h. Funding Change – When a position’s funding changes from restricted or grant funds to institutional funds and the President deems it is in the organization’s best interest to retain the incumbent without the necessity of a normal search.

#### 3.04.03.03 Request Procedure

- a. A written request for an exceptional action should be sent by the President to the Chancellor with a copy to the Associate Vice Chancellor for Human Resource Services. The letter will include justification that clearly explains the unique circumstances surrounding the request for an exception to a normal search and how the organization will be benefit from the exception. Components of the justification should at least include the following:
  1. Category of Exception
  2. Rationale
  3. History of position vacancy and/or any past searches
  4. Qualifications of the anticipated candidate
  5. If the candidate has any prior relationship with the College or with any individual who has some influence over the hiring decision.
  6. Planned Salary Range
  7. Other pertinent information
- b. No offer or statement of intent should be made to an employee or potential candidate until the President receives written approval from the Chancellor.
- c. The existence of any one or more of the factors described in this policy does not provide automatic justification for an exception to conducting a normal competitive search.
- d. It is anticipated that this policy will be used less than 5% of the time, since it recognizes that in rare circumstances there are organizational needs that outweigh the inherent fairness of normal, open and competitive searches. Each request will be rigorously scrutinized to ensure that a compelling organization need for an exception is evident.

- e. The point of contact for this policy is the VCCS Human Resource Services Department.

#### 3.04.04 Conflict of Interest in Employment (SG; SB)

Purpose: It is the purpose of this policy to protect college personnel and Local Board members from any appearance of impropriety that could undermine the integrity of the SWCC employment process.

- a. Definition: For purposes of this section, 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 are all dependents residing in the employee's or board member's household and anyone for whom the employee or board member is a dependent.
- b. General Provisions
  1. College Personnel. 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 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.
  2. Local Board Members. No member of a local college board shall apply for a full or part-time position in the VCCS while serving as a member of a local college board. 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, or the Board member's immediate family.
  3. State Board Members. No member of the State Board shall apply for a full or part-time position in the VCCS while serving as a member of the State Board. The community colleges and the System Office are prohibited from employing for remuneration in any capacity whatsoever, either on a full-time or part-time basis, a member of the State Board, or the Board member's immediate family.
  4. New State Board members who have a family member covered by the definition of immediate family in a., above, who is employed or has accepted employment with the Virginia Community College System prior to the effective date of the board member's term of service shall be asked to abstain from all votes regarding conditions of employment or any issue which may raise a perception of conflict of interest as determined by the Board Chair.
- c. Student Employment. An exception to this policy is granted in circumstances wherein a family member of an employee or board member is enrolled in a course of study, their employment is related to their status as a student, the employment concludes at

the end of their course of study, and the student does not both live in the employee's household and receive more than half of their financial support from the employee.

### 3.04.05 Reference and Background Check

Purpose. The purpose of the Reference and Background Check Policy is 1) to promote a safe environment and protect the welfare of students, employees, and visitors to our campuses; 2) to protect organizational assets including people, property and information; 3) to verify the identity and credentials of applicants; 4) to perform due diligence in ensuring that we appropriately evaluate candidates' background and suitability for employment within the VCCS; and 5) to enable each college and the System Office to make prudent hiring decisions based upon comprehensive job-related information.

- a. Coverage. All new employees (full-time and adjunct teaching faculty, administrative/professional faculty, classified staff, and wage employees), and current employees who are hired into or transfer to classified, administrative/professional and teaching faculty positions at their current or another VCCS college on or after July 1, 2007 are covered by this policy, with the following exceptions:
  1. Work-study students/student assistants positions are not covered by this policy, unless the student works in a position that is deemed sensitive in accordance with DHRM Policy 2.10 and the Code of Virginia § 2.2-1201.1, has access to sensitive IT systems or data, is subject to other provisions in this Policy, or other similar or related Commonwealth regulations.
  2. Employees rehired within 18 months of their last assignment are not required to undergo a background check if a check appropriate to the new position had been previously completed.
- b. Minimum Reference and Background Check Requirements. The minimum investigation will always include the following:
  1. Professional reference checks to verify the skills, past performance, and the candidate's potential and suitability for employment.
  2. A reference from the current (or most recent) supervisor is strongly preferred for applicants with work experience. If this is not feasible, references from two former immediate supervisors should be obtained in addition to checks of other appropriate references.
  3. Verification of social security number.
  4. Virginia criminal history and sexual offender registry check.
  5. Verification of academic credentials and professional licensure, as appropriate for the position.
- c. Completion of Reference and Background Checks. Reference and background checks should be completed prior to an offer of employment, however the applicant's first

day of work in the position must not be prior to the satisfactory completion of appropriate checks.

1. Exceptions to this policy must have the joint approval of the chief human resource officer and appropriate vice president/vice chancellor.
  2. If an exception is made, the offer letter or Faculty Employment Contract will explicitly state that, "This offer is conditional and will become final only upon receipt of satisfactory results from the College's/System Office's verification of credentials and other information required by law, regulation, and VCCS policies, including the completion of a criminal history and other background checks. In the event issues are raised in the investigation report that may impact your appointment, this offer and confirmation will be withdrawn."
- d. Additional Background Checks Requirements. Some positions will require additional background investigations based upon the nature or importance of the position to the college and community. Reasons for additional checks include, but are not limited to, positions that handle significant financial transactions, security sensitive positions, executive positions and other positions afforded a degree of special trust and confidence. Such checks may include the following:
1. Sensitive Positions: In accordance with DHRM policy and Virginia Code, Va. Code § 2.2-1201.1, each agency must designate positions which are directly responsible for the health, safety and welfare of the general populace or protection of critical infrastructures. These positions are required to have a Virginia criminal history and Federal Bureau of Investigation database check conducted through the Department of State Police, and this check must include also including fingerprinting.
  2. Work and Residence History: Candidates who have resided or worked in a state other than Virginia will undergo a criminal history check on the national level or in the communities where they worked and resided, as appropriate. Such checks should be undertaken in addition to Virginia State Police criminal history checks.
  3. Motor Vehicle History: Motor vehicle record checks should be conducted for positions that involve the operation of a motor vehicle or heavy equipment, or that require a valid driver's or commercial driver's license. Such operators should have their motor vehicle records checked periodically to ensure that the employee maintains a good driving record.
  4. Credit Check: Positions requiring a credit check are those that have access to material levels of cash or negotiable securities; have responsibility or authority for the execution, approval or commitment of financial resources or transactions; responsibility for creating, collecting, or accounting for material levels of accounts receivable; have significant inventory control responsibilities, including the receipt and release of inventory; have access to, or responsibility for the

payroll/personnel or purchasing systems, or privileged access to sensitive data or critical data processing systems; have unsupervised access to college, employee, or student property or master key access to facilities or have access to pharmaceuticals or other controlled drugs.

5. Fingerprint Check: Fingerprint checks are required for all security positions, and information technology positions designated as security sensitive, consistent with the requirements of Code of Virginia § 2.2-1201. Fingerprint checks may also be conducted for other positions designated as “sensitive” by the College/System Office.
  6. Medical/Physical Evaluation: A pre-employment, post-offer, or return-to-work physical may be required for positions that require a certain degree of physical exertion based upon the essential functions of the position in question, or medical qualification requirements (if applicable). Such requirements exist to ensure applicants can perform the essential functions of the job with or without reasonable accommodation, or that they possess the minimum abilities necessary for safe and efficient performance of the duties that characterize the position.
  7. Drug and Alcohol Testing: In accordance with the Code of Federal Regulations, all drivers of vehicles requiring a Commercial Driver’s License (CDL) are subject to the pre-employment testing for controlled substances and reasonable suspicion, random, and post-accident, return-to-work testing for the use of controlled substance (drugs) and alcohol.
- e. Current Employee Responsibility to Report Convictions
- Current employees must report to their immediate supervisor and office of human resources within five days:
1. Any drug convictions they receive, whether they are felonies or misdemeanors.
  2. Convictions related to child molestation, indecency with a minor, or other sexual offenses.
  3. Convictions for alcohol related and serious motor vehicle violations, including but not limited to DWI/DUI, reckless driving, evading arrest, hit-and-run, and similar offenses if their duties involve the operation of college heavy machinery equipment or motor vehicles, life safety, security.
  4. Any convictions involving financial impropriety or similar matters for employees who work in positions with fiduciary responsibilities.
  5. The System Office and Colleges reserve the right to conduct a criminal background check when circumstances are identified that warrant further investigation for job-related convictions. Results of the background check will normally not affect opportunities for continued employment unless information discovered regarding prior or current convictions leads to a conclusion that the

safety of students, clients, and/or co-workers may be compromised. The individual may be reassigned or his/her employment may be terminated.

#### 3.04.06 College Responsibilities

- a. All applicants will be required to complete a Commonwealth of Virginia employment application or submit a résumé as a part the recruitment process.
- b. Applicants who submit résumés must complete a state employment application prior to the time of interview.
- c. Advertisements will announce and applicants will be advised that satisfactory reference and background checks are a condition of employment.

#### 3.04.07 Use of Background Check Information

The discovery of either a job-related conviction or falsified conviction information or other information on the application may result in denial of employment. A previous conviction does not automatically disqualify an applicant from consideration from employment within the VCCS.

- a. Job relatedness: In making the determination of job-relatedness of convictions, consideration will be given to the 1) nature, 2) recency, 3) frequency, 4) severity of the crime(s), and 5) the age of the individual at the time the crimes were committed.
- b. Other factors: that will impact the decision include the nature of the position for which selected; the relationship that a conviction has to the duties and responsibilities of the position; whether the circumstances arose out of an employment situation; whether the conviction related to harm to others, such as murder, rape, assault, domestic violence, etc.; the nature and scope of position's fiduciary responsibilities; the nature and scope of the position's student, public or other interpersonal contact; the nature and scope of the position's autonomy and discretionary authority; the sensitive nature of the data or records maintained or to which the position has access; the potential opportunity presented for the commission of offenses; the extent to which acceptable job performance requires the trust and confidence of the college or public; and other factors as deemed appropriate.
- c. Withholding Conviction Information: If an applicant fails to reveal any previous job-related conviction, he/she will likely be disqualified from employment in that or any other position within the VCCS for falsification of an application
- d. Final Decision: A decision to not hire, or rescind a previous offer will be made jointly by the chief human resources officer and the appropriate vice president/vice chancellor.

### 3.04.08 Maintaining Information

Any information derived from reference or background checks shall be maintained in the strictest confidence possible. Only essential personnel involved in the hiring process shall be informed, on a need-to-know basis.

- a. The chief human resource officer will administer the gathering of this information, except in the case of Campus Police Officers and security positions, which pursuant to DHRM Policy 2.10 will be conducted by the Campus Police/Public Safety Department.
- b. SWCC follows the guidelines of DHRM Policy 2.10 and the requirements of the Fair Credit Reporting Act, where appropriate, for conducting background checks.
- c. Information retained in personnel files shall be kept to a minimum, briefly identifying the outcome of the results. For individuals rejected, the file documents will indicate that the offer was retracted because of information obtained through a reference or background check. For the person hired, the file documentation would indicate that the appropriate reference and background checks were conducted and revealed no problem areas related to employment.

## 3.05 FACULTY APPOINTMENT

### 3.05.01 Original and Continuing Appointment Policy (SB)

#### 3.05.01.01 Definitions

- a. Appointment Dates: The effective date for all appointments is July 1 through June 30 irrespective of whether the faculty employment contract covers a nine- or twelve-month period. The faculty employment contract shall specify the period of service, the rank, and the salary.
  1. The normal period of service for nine-month faculty is August 16 - May 15 and July 1 - June 30 for twelve-month faculty.
  2. In exceptional cases, nine-month teaching faculty may serve for twelve-months, July 1-June 30. Administrative faculty may serve for nine months; August 16-May 15.
    - i. To establish exceptional twelve-month teaching positions and nine-month administrative positions, the college must submit a request to the Chancellor explaining how the exception will better meet the needs of the college.
    - ii. For these twelve-month positions, the work schedule and leave are the same as that for twelve-month administrative and professional faculty members as stated in VCCS Policy 3.9.3.2.
    - iii. The Chancellor may establish additional criteria for requests.
- b. Probationary Appointment: The first year of employment for teaching faculty.

- c. **One-year Appointment:** A one-year appointment shall be for one (1) year and may be renewed annually.
- d. **Multi-year Appointments:** Multi-year appointments shall be three or five years in duration.
  - 1. **Three-year Appointment:** A three-year appointment shall be for three (3) years and shall not be affected by change in faculty rank.
  - 2. **Five-year Appointment:** A five-year appointment shall be for five (5) years and shall not be affected by change in faculty rank.
- e. **Year of Service:** For purposes of eligibility for multi-year appointments, a year of full-time employment for both nine month and twelve-month faculty personnel 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 toward the time eligibility period for a multi-year appointment. An unauthorized absence of 14 days or less in an academic year will not cause that year to be discounted. See IV. Leave of Absence.
- f. **Non-reappointment:** The decision not to renew the appointment of a faculty member at the end of the current appointment period.

#### 3.05.01.02 Eligibility

- a. **Faculty:** Only teaching faculty, counselors, and librarians, who are employed in unrestricted full-time appointments and have been recommended for reappointment, are eligible for three- and five-year appointments. Administrators who hold faculty rank, faculty members with the rank of assistant instructor or lecturer, or those on restricted appointments serve only one-year or shorter appointments. Whenever the person becomes otherwise qualified, full-time employment in these capacities counts toward the eligibility for a multi-year appointment.
- b. **Tenured Faculty:** Faculty having tenure on the effective date of this policy shall, unless they elect otherwise, remain subject to the tenure policy of January 29, 1969, as amended; however, such faculty shall be subject to the college evaluation procedures.

#### 3.05.01.03 Sequence of Appointment

- a. **Normal Sequence --** The normal sequence of appointment under this policy is three (3) one-year appointments (one probationary then two one year appointments), one (1) three-year appointment, and then the first five-year appointment. The sequence of appointment is subject to all of the other provisions of this policy. Nothing shall limit the number of one- and three-year appointments



which may be granted nor shall anything prohibit the granting of a shorter appointment to a faculty member who had previously held a longer term appointment.

- b. Continuance: Once a faculty member has been granted a five-year appointment, subsequent three or five multi-year renewal is presumed unless cause for discontinuance is demonstrated following review by the Ad Hoc Appointment Advisory Committee.
- c. Termination of Employment: Termination of employment with the VCCS constitutes a break in service for purposes of seniority. (See the Procedure for Reduction of Staff Holding Faculty Rank for the determination of seniority.)
- d. Transfer Within the VCCS: Upon transfer from one college in the VCCS to another college in the System, the appointment proposals accepted by faculty members while at the former college shall be deemed voided upon such transfers. The normal sequence of appointments at the receiving colleges shall be for faculty members to receive two (2) one-year appointments before being considered for the type of appointments for which they would have been eligible had they remained at the former institutions.
- e. Change of Status: For teaching faculty, counselors and librarians who hold a multi-year appointment, an appointment to an administrator's position shall void the multi-year appointment since administrators receive only one-year appointments. For administrators transferring to a teaching, counselor or librarian position, the normal sequence of appointment shall be for the faculty member to receive one (1) one-year appointment before being recommended to the Ad Hoc Appointment Advisory Committee for consideration of a multi-year appointment, based on total previous service in the VCCS.

#### 3.05.01.04 Leave of Absence

- a. Education Leave
  - 1. Partial Pay: Faculty members holding three- or five-year appointments who are granted educational leaves of absence with partial pay and are not employed full-time during at least two academic semesters of the period August 16 through August 15 of the following year shall have their current multi-year appointments extended for one year
  - 2. 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 years of full-time service requirement because of educational leave.
- b. Military Leave: 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 or multi-year appointments.

- c. Leave With or Without Pay: Periods of leave, with or without pay (except for the use of earned annual or sick leave, educational leave, sabbaticals, or military leave), of over 14 calendar days cause a discontinuity for a semester, disqualifying the semester 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 placed in the faculty member's personnel file prior to the beginning of the leave. No leave without pay agreement shall exceed one fiscal year in length.
- d. Extension: An extension of more than two years beyond the original expiration date of a multi-year appointment is not authorized.

#### 3.05.01.05 College Procedures

- a. Ad Hoc Appointment Advisory Committee: The president shall establish an Ad Hoc Appointment Advisory Committee to provide information and advice for the president's consideration on all faculty members eligible for three- and five-year appointments.
- b. Committee Membership: The distribution of the membership of this committee shall be determined by the president and shall be from the various segments of the college faculty (teaching faculty, counselors, and librarians) and administrators. Where practicable, the faculty membership shall be in general proportion to the college population of each such faculty segment, but in no case shall there be less than one representative from each faculty segment. The various segments of the college faculty shall elect from their members their representatives on this committee. The president shall appoint administrators to this committee, but in no case shall administrative representatives exceed one-third (1/3) of the committee membership.
- c. Committee Procedures
  - 1. The committee shall elect a chair from the membership and establish operating procedures necessary to fulfill its function in accordance with guidelines established by the president. Among these guidelines shall be provisions:
    - i. That a faculty member eligible for a three- or five-year appointment may appear before the committee to present such information as the committee deems appropriate;
    - ii. In the event that an administrator has participated in any preliminary decision regarding the current evaluation of the faculty member in

question, the administrator shall be replaced by another administrator appointed by the president for the consideration of that faculty member.

2. The committee shall consider all eligible faculty for three- or five-year appointments and any other faculty who have been recommended for special consideration by the President. The criteria to be considered by the committee as it considers faculty for three- and five-year appointments shall include, but not be limited to, the following:
  - i. Competence of faculty members as teachers or in their assigned functions;
  - ii. Effectiveness of faculty members in carrying out their functions and duties as prescribed in the college Faculty Handbook;
  - iii. Ability to establish and maintain positive professional relationships with colleagues, supervisors, students, and the community;
  - iv. Extent and currency of professional qualifications;
  - v. Adherence to all policies, procedures and regulations as outlined in the college Faculty Handbook, the VCCS Policy Manual, any policy, procedure, and regulation adopted by the college or the VCCS, and the laws of the Commonwealth of Virginia;
  - vi. Evaluations.

Where additional criteria are considered, they shall be stated in the report of the committee. In order for the committee to consider appropriately the above criteria, the committee shall have access to all available information regarding each faculty member under consideration. Such information shall be retained in strict confidence by the committee.

### 3.05.02 General Provisions

#### 3.05.02.01 Appointment

All appointments are considered approved by the State Board for Community Colleges upon execution of the faculty employment contract by the President or Chancellor if the appointment is made in accordance with the provisions of the VCCS Policy Manual and applicable state and federal law.

#### 3.05.02.02 Probationary Teaching Appointment

- a. A probationary appointment is normally for the fall and spring semesters of the first academic year of employment. Faculty whose initial appointment occurs at any time other than the fall semester must still serve a two semester (fall/ spring) probationary appointment. Summer may not be used as a probationary period.

- b. Periods of leave, with or without pay of over 14 calendar days will normally disqualify a semester from counting towards the two semester probationary requirement. In such cases, the probationary period may be extended for one semester.
- c. To receive a one-year appointment, first year faculty must complete the probationary appointment with a summary evaluation rating of “meets expectations.”
- d. First-year faculty who receive a “does not meet expectations” rating in either semester will not be reappointed, however they may be allowed to complete their employment contract period. They may continue to teach or be reassigned at the discretion of the president for the second semester. In accordance with the Non-reappointment Policy they must be notified by March 15th that they will not be reappointed for the following academic year.

#### 3.05.02.03 Multi-year Appointments

Faculty members shall indicate their acceptance of the multi-year appointment by signing and returning the Appointment Proposal to the president within the designated timeframe. The president submits a certification to the Chancellor that the provisions of this Appointment Policy have been followed in the offering of multi-year appointments to college faculty.

#### 3.05.02.04 Original and Continuing Appointment

By signing the Faculty Employment Contract, faculty agree to accept the general conditions of employment set forth in college policies and the VCCS Policy Manual. Additionally, each appointment is made expressly subject to the terms and conditions of the Appropriations Act of the Virginia General Assembly and the applicable laws of the Commonwealth of Virginia. Conditions of employment, academic rank, salary and beginning and ending dates shall be specified on the VCCS Faculty Employment Contract.

#### 3.05.02.05 Non-reappointment or Change in Conditions

The president shall notify the faculty member in writing of the intent to non-reappoint or of any changes in the conditions of employment or special contingencies by the following dates.

- a. Teaching Faculty:
  - 1. March 15 for teaching faculty in their probationary year of employment, second year of service, and third year of service.
  - 2. January 15 for teaching faculty on multi-year appointments and other faculty.
- b. Administrative and Professional Faculty:

1. January 15 for administrative and professional faculty.
2. Multi-campus Institutions: In a multi-campus college within the VCCS, the provisions of this policy shall apply to the institution as a whole and service on one campus shall transfer to other campuses within the same college.

#### 3.05.02.06 Reassignment of Administrative and Professional Faculty

The President/Chancellor may reassign administrative and professional faculty members during the contract period. A reassignment is a temporary change in administrative title, responsibilities, or assignment to another position or department. Reassigned faculty members will continue to receive no less than their contract salary until the end of the contract period. The duties of the reassigned position will be reasonably commensurate with the faculty member's education, experience, performance and needs of the college. Any reassignment made under this provision will be for a period of less than one contract year. Permanent actions must meet the provisions of policy 3.4.0.5.4, Non-reappointment/Change of Conditions, where appropriate.

#### 3.05.02.07 Time Frames

- a. Changes in Appointment Status: Changes in appointment status for nine-month faculty become effective on August 16 and for twelve-month faculty on July 1 each year.
- b. The president shall advise all faculty members in writing no later than June 30 of their academic rank and salary for the up-coming contract period.
- c. Return Date: If an Appointment Proposal or the Faculty Employment Contract is not returned within the specified timeframe the college may withdraw the offer.

#### 3.05.03 Appointment Proposal and Faculty Employment Contract Forms(C)

Purpose: To provide instructions on the completion of the Appointment Proposal Form and the Faculty Employment Contract Forms.

##### 3.05.03.01 Appointment Proposal Form: VCCS-34A-1

- a. Use: The Appointment Policy is used when there is a change in the conditions of the faculty member's employment. The following actions require an appointment proposal: change in multi-year status, change from a nine-month teaching position to a twelve-month teaching position, and from a twelve-month teaching position to a nine-month teaching position, change from twelve month administrative position to nine month administrative position change from administrative/professional faculty position to a teaching faculty position, change in the academic field taught, nine-month program head to nine-month faculty and

nine-month faculty to nine-month program head and other changes deemed appropriate by the college.

- b. Time Frames: The time frame on the Appointment Proposal shall be August 16 through May 15 for nine-month teaching faculty and July 1 through June 30 for twelve-month teaching faculty and administrators. For multi-year appointment, the period covered is the length of the one, three, or five year appointment.
- c. Deadlines: Appointment Proposals, for a change in multi-year status, must be issued as soon as possible after the college multi-year process is completed but before Faculty Employment Contracts are issued. Proposals reflecting a change in the conditions of employment must be issued by March 15 for faculty with three years of service or less and by January 15 for faculty with more than three years of service in order to be in compliance with the Non-reappointment Policy and Section 3.4.0.5.4 of this policy.

#### 3.05.03.02 Faculty Employment Contract: VCCS-34A-2

- a. Use: The Faculty Employment Contract is the VCCS employment contract. It is to be used for full-time administrative, professional and teaching faculty.
- b. Time Frames: Faculty Employment Contracts shall be dated August 16 through May 15 for nine-month teaching faculty and July 1 through June 30 for administrative, professional faculty and twelve-month instructional faculty. Contracts may not span fiscal years. For example, if an administrator was hired effective June 10, the administrator would be issued one Faculty Employment Contract for the period June 10 through June 30 and a second Faculty Employment Contract for the July 1 through June 30 period.
- c. Special Conditions: All conditions and terms will be entered in the Special Conditions section of the form. These may include additional academic requirement, etc. A timeframe for accomplishment and a statement of the consequence of failure to meet the terms of the special conditions shall be included if appropriate.
- d. Restricted Positions: Positions may be restricted by length of appointment or by funding source. All conditions and terms for a restricted contract will be described in the "Special Conditions or Assignments" portion of the form. At a minimum, the Statement of Conditions should include, but is not limited to the following: "It is understood that this contract is restricted in nature. Accordingly, there shall be no further notices of non-reappointment as this proposal shall expire without notice at the end of said term. Additionally, this appointment is subject to full and continued availability of funds."

### 3.05.02.03 Faculty Employment Contract for Associate Instructor: VCCS-34A-3

- a. Use: The Faculty Employment Contract is the VCCS employment contract for Associate Instructor. It is to be used for the positions of Associate Instructor I and II.
- b. Time Frames: Faculty Employment Contracts shall be dated August 16 through May 15 for Associate Instructors. Contracts may not span fiscal years.
- c. Special Conditions: All conditions and terms will be entered in the Special Conditions section of the form. These may include additional academic requirement, etc. A timeframe for accomplishment and a statement of the consequence of failure to meet the terms of the special conditions shall be included if appropriate.

### 3.05.04 Restricted Faculty Appointments

Purpose: Restricted appointments create circumstances that are not appropriately handled by certain policies developed for regular faculty appointments. The purpose of the policies and procedures in this appendix are to address these special circumstances.

#### 3.05.04.01 Definitions

- a. 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.
- b. Restricted Classified Personnel: Restricted classified personnel are individuals holding an appointment to a restricted classified position.
- c. Restricted Faculty Personnel: Restricted faculty personnel are individuals holding a restricted appointment to a teaching and research (T&R) faculty position in the Virginia Community College System. Restricted faculty personnel are further categorized as follows:
  1. Restricted Education and General (E&G) Faculty Personnel: Restricted E&G faculty personnel are appointed to restricted 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.
  2. 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.

#### 3.05.04.02 Scope

- a. **Applicable to Restricted Faculty Personnel Only:** Restricted classified personnel are governed by applicable policies of the Department of Human Resource Management.
- b. **Effect on Other Policies:** 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 VCCS policies and procedures shall be deemed to include restricted faculty personnel, whether or not such personnel have been awarded faculty rank.

#### 3.05.04.03 Special Provisions Applicable to All Restricted Faculty Personnel

- a. **Required Notification of Restricted Status:** Proposals of appointment to restricted positions must clearly describe the temporary nature of the appointment. See Appointment Proposal and Rank and Salary Proposal forms.
- b. **Reappointment:** The provisions of the Original and Continuing Appointment Policy and Faculty Sanctions (Non-reappointment) Policy shall not apply to restricted faculty personnel.
- c. **Reduction in Staff Policy and Severance Pay:** The Reduction in Staff Policy shall not apply to restricted faculty personnel and restricted faculty personnel shall not be eligible for severance pay.
- d. **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.

#### 3.05.04.04 Special Provisions Applicable to Grant Funded Faculty Personnel

- a. **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.
- b. **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 SWCC or VCCS hierarchical organizational structures or salary scales. Grant funded faculty



personnel will normally be classified as "administrative officers" for VCCS appointment purposes.

- c. 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, Normal Minimum Criteria for Each Faculty Rank, will not apply.
- d. 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.
- e. Effect of Grant Curtailment or Termination: Grant funded faculty personnel may be terminated whenever the sponsor of the grant curtails or terminates the program.
- f. 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.

#### 3.05.05 Employment of Adjunct Faculty (SB)

In accordance with the Criteria of the Commission on Colleges of the Southern Association of Colleges and Schools (SACSCOC), SWCC has a management system for adjunct faculty including recruitment, orientation, compensation, supervision, and evaluation. Further, SWCC has an adjunct faculty handbook that contains policies and procedures related to adjunct faculty.

### 3.06 FACULTY RESPONSIBILITIES (C)

The major emphasis shall be on teaching, by working with students in classrooms, distance learning, 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. To accomplish this goal, the following workloads are expected of faculty.

#### 3.06.01 Classes (C)

- a. Faculty teaching loads during the academic year shall include such combinations of on- and off- campus, day, evening, distance learning, and weekend classes as the needs of the college require. Twelve-fifteen (12-15) credit hours and fifteen-twenty (15-20) contact hours per semester are required for all full-time faculty. For the

- purpose of workload calculations, every lecture hour shall equate to one (1) credit hour and one (1) contact hour; and every laboratory hour shall equate to one-half (1/2) credit hour and one (1) contact hour. 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.
- b. 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.
  - c. 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.
  - d. 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.

### 3.06.02 Office Hours (C)

To promote the availability of faculty to work with individual students, all full-time faculty members are required to include in their syllabus and in the Learning Management System (LMS) ten (10) hours per week when they will be available to work with students outside of class meetings, including times, locations, and modalities. Faculty will work with their supervisors to determine the distribution of these ten (10) hours. Various modalities, including on-campus meetings and the use of technology to connect should be considered in determining how these services will be delivered.

Each adjunct faculty member shall ensure that all students are informed of their contact details, including location, time, and modality, in the faculty member's syllabus and the LMS.

Exception due to distance learning, off-campus assignments, or use of technology to serve students may be approved by the Academic Vice President or designee.

### 3.06.03 Teaching Faculty Assigned Temporary Administrative/ Professional Duties

- a. Regular nine and twelve month teaching faculty may be temporarily assigned non-teaching duties (released time) for administrative/professional activities of more than 50% of an individual's full-time teaching load for a maximum of two academic years by the college president. Faculty assigned more than 50% released time for non-

- teaching duties for more than two years must be classified as administrative faculty unless an extension beyond two years is approved by the Chancellor. The college shall maintain a record of all released time for audit purposes.
- b. For the purposes of determining release time, SWCC equates 44 clock hours to 1 credit hour of release time.
  - c. Prior approval for release time must be granted by the academic dean or immediate supervisor and approved by the Vice President of Academic & Student Services.
  - d. Faculty members are to document their hours spent on the release time activity and submit to the academic dean or immediate supervisor and to the Vice President of Academic & Student Services.

#### 3.06.04 Additional Activities (C)

Faculty responsibilities include committee work, student activities, community activities, student advising, professional activities and attendance at graduation, in-service and faculty/staff meetings. Faculty are also required to complete Assessment activities..

#### 3.06.05 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:

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

- m. Contributing to community welfare and community development.

### 3.06.06 Academic Freedom and Responsibility (SB)

- a. To ensure the college as an instructional institution marked by excellence, SWCC and the Virginia Community College System support 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.
- b. Faculty members are entitled to freedom in the classroom in discussing their subjects, but should be careful not to introduce teaching matters which have no relation to their fields. 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.
- c. SWCC and the VCCS also recognizes that commitment to every freedom carries with it attendant responsibilities. Faculty members must fulfill responsibility to society and to their profession by manifesting academic competence, professional discretion, and good citizenship. When they speak or write as a citizen, they will be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As professional educators, they must remember that the public may judge their profession and their institution by their utterances. Hence, they should at all times be accurate, exercise appropriate restraint, show respect for the opinions of others, and make every effort to indicate that they are not an institutional spokesperson.

## 3.07 FACULTY EVALUATIONS

*Reference:* [VCCS-29: Normal Minimum Criteria for Each Faculty Rank](#)

### 3.07.01 Teaching Faculty Development, Evaluation and Recognition Policy (SB)

#### 3.07.01.01 Purpose

To create an environment for teaching faculty that promotes high performance and continuous improvement resulting in world class faculty and increased student success.

#### 3.07.01.02 Application

This section of the policy applies to all regular full-time teaching faculty.

#### 3.07.01.03 Overview

The VCCS teaching faculty development and evaluation process provides a mechanism for appraising teaching faculty performance with the expressed aim of

working on continuous faculty improvement and professional development. A faculty development and evaluation plan that is meaningful for both faculty members and their supervisors requires strong agreement on the domains of faculty performance to be evaluated, the component areas to be included in the assessment, and the specific elements within these areas to include in the plan. Four domains of faculty performance are included in the VCCS Teaching Faculty Development and Evaluation process: (a) teaching, (b) scholarly and creative engagement, (c) institutional responsibility, and (d) service. Based on the results of the appraisal of faculty performance, individualized personal and professional development plans will be developed through a collaborative effort between each faculty member and his/her supervisor.

#### 3.07.01.04 Performance and Professional Development

Faculty will develop performance and development goals.

##### a. Performance Evaluation

1. Performance evaluation plans will include standards and expectations in each of four performance domains: teaching, scholarly and creative engagement, institutional responsibility, and service.
2. The performance domains will be weighted according to each college's evaluation plan, however the minimum weighting will be 50% for teaching, and 10% each for scholarly and creative engagement, institutional responsibility, and service.
  - i. The weighting of evaluation domains outlines the focus of effort and the articulation of standards and expectations for performance and does not denote the quantification of time for the purpose of establishing a rating.
  - ii. Teaching: Creating a learning environment that facilitates students' acquisition of knowledge and skills in a subject (i.e. instructional design, instructional delivery, instructional effectiveness, and instructional expertise).
  - iii. Service: For the service domain, service is the quality participation and commitment to students, college and/or community organizations. Participation in these activities is not done for extra compensation, but is an expectation of one's activities as a professional educator. Service activities are divided into three categories: college representation, college citizenship, and community citizenship. Activities in this domain are differentiated as follows:
    - College Representation – Service activities that involve a direct connection between the faculty member who engages in the specific activity, and his/her position at the college.

- College Citizenship - Service activities that are in support of college or VCCS initiatives in which the participant is not in a leadership role for the activity.
  - Community Citizenship - Service activities that are indirect in which the employee is acting as a community resident who also happens to be a college employee.
- i. Scholarly and Creative Engagement: Activities specifically associated with the faculty member's formally recognized area of expertise.
  - ii. Institutional Responsibility: Performing assigned or presumed duties according to one's role at the college. These activities support and advance both the mission of the VCCS and the college to enhance the effective functioning of the college – including the business processes (i.e. advising students, adherence to college and VCCS policy, collegiality, administrative duties, departmental supervision or assigned college community leadership duties, additional duties as assigned). If an activity does not otherwise fit into Teaching, Scholarly and Creative Engagement, or Service, and the activity is job related, then it should be counted in the Institutional Responsibility domain.
  - iii. The minimum teaching weighting for first-year faculty will be 70%, and 60% for second-year faculty.
3. Evaluation data will come from student, supervisor, and self-evaluation sources. Peer evaluation data is strongly encouraged.
  4. Evaluation content will include the four performance domains, progress on the annual performance and development objectives from previous years, elements in the faculty member's job description, and other factors as appropriate (e.g. release time work, temporary duties, additional administrative or professional duties, etc.).
- b. Development The intent of the Annual Performance and Development Objectives is to provide a quality enhancement initiative for each faculty member.
    1. All faculty members are required to establish annual goals in consultation with their respective dean/supervisor. These objectives will be related to one or more of the four performance domains.
    2. Each faculty member and supervisor will have an annual discussion on the progress and completion of agreed upon performance and professional development objectives.
    3. Progress on objectives will be used in evaluations at the time of contract renewal.

#### 3.07.01.05 Reward and Recognition

Rewards and recognition are based on educational excellence in the four performance domain areas: teaching, service, institutional responsibility, and scholarly and creative engagement. It is expected that approximately 10 – 25% of teaching faculty would receive a monetary award each year as a part of the Reward and Recognition component of the Faculty Development and Evaluation System, assuming availability of resources. Recognition activities would be in addition to rewards and are expected to be given in greater number than rewards.

a. Definitions:

1. Recognition is defined as non-monetary or de minimis awards such as certificates, gift certificate to the college bookstore, or preferred parking spaces for a semester, etc.
2. Rewards are defined as significant annual monetary awards bonus, percentage pay increase, or professional development stipendsthat are available on a competitive basis to a limited percentage of faculty each year.

b. Eligibility Requirements.

1. First year faculty are ineligible for reward but are eligible for recognition.
2. Multi-year faculty who receive a ‘does not meet expectations’ rating will be ineligible for reward and recognition that year.
3. Reward and recognition will require additional justification through a clear narrative that contains evidence, a portfolio, or a body of work.

c. Nominations for Recognition may come from the faculty member or their dean/supervisor or any other stakeholder. Nominations for Reward will come from a faculty member, dean/supervisor, or other employees of the college or VCCS. Reward and Recognition award recipients will be recommended by a committee comprised of a majority of full-time teaching faculty.

### 3.07.01.06 College Plan

- a. SWCC’s Full-time Faculty Evaluation and Development Plan was approved in September 2013.
- b. Publication of Plan: The college evaluation plan shall be widely disseminated including placement in the college's Faculty Handbook. The SWCC Plan is listed at the end of the handbook as Appendix A.

### 3.07.01.07 Summary Ratings

Performance evaluations shall include a summary rating of ‘meets expectations’ or ‘does not meet expectations.’

- a. Faculty must meet expectations in all four performance domains to receive a ‘meets expectations’ rating;

- b. The default rating is ‘does not meet expectations.’ The faculty member will present information and evidence to justify a ‘meets expectations rating.’ If the rating is appealed, the burden of proof shifts to the Dean or Supervisor to prove why a ‘does not meet expectations rating’ was given;
- c. Faculty who do not ‘meet expectations’ will be ineligible for promotion, or reward and recognition, and ineligible for multi-year contracts, subject to the review of the Ad Hoc Appointment Advisory Committee.

#### 3.07.01.08 Timetable

- a. The evaluation process will operate on an annual, calendar year cycle.
- b. Decisions regarding continued appointments will be made by March 15th for faculty members who are on probationary-year, second-year, and third-year contracts, and January 15th for faculty members on multi-year contracts and other faculty. To meet the provisions of this policy, all first, second, and third-year faculty must receive their pay on a 24-pay disbursement cycle.
- c. Frequency of Evaluations
  - 1. First-year faculty will be evaluated during each of the first two semesters of employment (exclusive of summer term).
  - 2. Second and third-year faculty members (and any other faculty members operating under a one-year appointment) will be evaluated once per year, near the end of the calendar year.
  - 3. Faculty working under a multi-year appointment will only participate in the full evaluation process in the final year of their multi-year appointment. During the intervening years of a multi-year appointment, faculty members will develop annual personal and professional development plans in collaboration with their supervisors. The results of the annual personal and professional development plan and all performance over the multi-year appointment will be considered in the multi-year renewal evaluation.
- d. Continuation Decisions
  - 1. First-year faculty who receive a ‘does not meet expectations’ rating in either semester will not be continued, however they may be allowed to complete their employment contract period. They may continue to teach or be reassigned at the discretion of the president for the spring semester but must be notified by March 15th that they would not be reappointed for the following academic year.
  - 2. Second and third-year faculty who receive a ‘does not meet expectations’ rating will not be continued.
  - 3. Multi-year faculty who receive a ‘does not meet expectations’ rating will have their evaluation documents further reviewed by the Ad Hoc Appointment



Advisory Committee, consistent with policy 3.4.0.4. The President will consider the input of the supervisor, the input of the supervising Vice President, and the recommendation of the Ad Hoc Appointment Advisory Committee when determining whether or not to grant a multi-year appointment.

#### 3.07.01.09 Access to Records

Faculty members shall have the right to review all materials utilized in the development of the evaluation. All supplemental information shall become part of the record.

#### 3.07.01.10 Appeal

Teaching faculty may appeal their evaluation through the Faculty Grievance Procedure, however appeals reaching Level III of the Faculty Grievance Procedure must be heard by peers through an Ad Hoc Hearing Committee.

#### 3.07.01.11 Review Process

The college development and evaluation plan shall be reviewed periodically. The review process shall provide the opportunity for involvement of all faculty. Recommendations for change shall be approved by a majority of the faculty who participate in the vote, either in person or by absentee ballot and submitted to the president for approval. If the recommended changes are not approved, the president must submit recommended modifications for further consideration and re-submission. In the meantime, the existing plan would remain in effect.

#### 3.07.01.12 Academic Freedom

Evaluation shall not be used to restrain faculty members 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.

### 3.07.02 Administrative and Professional Faculty

Application: This section of the Policy applies to administrative and professional faculty. Colleges will continue to use their current administrative and professional evaluation plans until a new system-wide plan is developed.

## 3.08 FACULTY PROMOTIONS

*Reference:* [VCCS-29: Normal Minimum Criteria for Each Faculty Rank](#)

### 3.08.01 Academic Rank Promotions (SB)

Purpose -- To provide for the academic rank promotion of faculty members using the VCCS-29, Normal Minimum Criteria for Each Faculty Rank.

### 3.08.01.01 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.

### 3.08.01.02 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. Experience Creditable Towards Time in VCCS: Only permanent P-3 (Report of Appointment or Change of Status) employment with the VCCS can be counted towards time in the System.
  2. Creditable Teaching Experience: Creditable teaching experience shall be the sum of:
    - i. Experience computed in accordance with the VCCS Procedure to Determine Faculty Entry Level Salaries at the time of initial appointment and
    - ii. Teaching experience subsequent to initial appointment.
  3. 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.
- c. 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 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.

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

- a. Multi-Campus Institutions: In a multi-campus college within the VCCS, the provisions of this policy shall apply to the institution as a whole.
- b. 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.
- c. 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.
- d. Substitutions: Requirements for promotion may not be waived, however, certain substitutions for experience and education may be granted, as outlined in the VCCS-29.
- e. Promotion of Assistant Instructor to Instructor: The salary computation for persons promoted from Assistant Instructor to Instructor shall be handled in accordance with the VCCS Procedure to Determine Faculty Entry Level Salaries.
- f. College Promotion Procedure
  1. Each college shall have a written procedure for considering faculty personnel for promotion in rank.
  2. Each college has flexibility in determining the dollar amount for promotion in rank; however, the established amount may not be less than \$2,000.
  3. The following general provisions will apply:
    - i. Instructional Faculty. The promotion increase will be the base promotional increase established by the college or the amount required to bring the faculty member to the minimum of the new rank range, whichever is greater. For example, if the college base promotional increase is \$1,000 and the amount required to bring the faculty member to the new rank

minimum is \$1,500, the instructional faculty member will receive \$1,500 for the promotion.

- ii. Administrative/Professional Faculty. The promotion increase will be the base promotional increase established by the college. Academic rank ranges do not apply to administrative faculty positions.
4. Colleges may establish different base promotional increases for administrative and instructional faculty and also different increases for the academic ranks.

### 3.08.14 Voluntary Pre-Retirement Workload Program

3.8.14.0 Purpose: The purpose of this policy is to establish procedures that will allow colleges to offer teaching faculty the opportunity to teach a reduced workload prior to their actual retirement date; however, each individual case is approved at the discretion of the president according to the needs or best interests of the college.

3.8.14.1 Eligibility: To be eligible for this program, teaching faculty must meet all of the following criteria:

1. be a full-time teaching faculty member;
2. be at least 60 years of age;
3. have completed at least 10 years of full-time service in the VCCS;
4. have the right to continued contractual employment in a non-restricted position;
5. have received a “Meets Expectations” rating on the most recent evaluation; or the equivalent good, very good, or excellent rating; and
6. have the approval of the president.

3.8.14.2 Process:

1. The college will establish application procedures for its reduced workload program that will include due dates, submission instructions, and other information the college may request.
2. The availability of the program will be publicized to all faculty.
3. Requests to participate in the reduced workload program will normally be submitted prior to the end of the fall semester to become effective the beginning of the next academic year.
4. The college will inform faculty members of its decision prior to the end of the current contract period.

3.8.14.3 Program Provisions:

1. A reduced teaching workload may extend to no more than three one-year contracts and must be reviewed annually after the initial award.

2. A reduced teaching workload contract will be 60% to 80% of the salary of the final year of full 100% employment.
3. The college will provide benefits according to state policies or on a pro-rated basis equivalent to the percentage of the agreed upon contract (60% to 80%).
4. The total workload including teaching, non-teaching duties (e.g. advising, service, institutional responsibility, committee work, etc.) and office hours will be determined on a negotiated, pro-rated basis.
5. Faculty members with a reduced workload will be evaluated only on the annual performance and professional development measures in the Teaching Faculty Development, Evaluation and Recognition Policy, 3.60.
6. Faculty members electing a reduced workload must commit to their retirement date in writing at the time of approval into the program.

#### 3.8.14.4 General Provisions:

1. College participation in this program is optional. Initial participation does not imply continual participation. The college president will determine whether the program should be offered in any given year.
2. Participants will be selected based on the needs of the college as determined by the President. The President's decision is final and may not be appealed through the faculty grievance process.
3. Faculty participation in the program is voluntary; no faculty member shall be penalized in any way for not participating.
4. Academic deans will determine how the reduced workload is distributed between the fall and spring semesters
5. Faculty members electing a reduced workload:
  - o are not eligible to return to a 100% contract.
  - o will be paid adjunct rates if they are asked to teach in the summer.

### 3.09 FACULTY COMPENSATION

#### 3.09.01 Procedure to Determine Faculty Entry Level Salaries (SB)

- a. The following procedures shall be used to determine the entry-level salary upon initial appointment to a member institution of the VCCS.
  1. Administrative/Professional Faculty. For administrative and professional faculty positions, the starting point is the minimum of the position range. The College/System Office will establish a starting salary that is within the minimum to mid-point of the position range or no more than 15% above the candidate's current salary or that of his/her most recent comparable position. A salary offer may be less than the candidate's currently salary. Consideration should be given to the candidate's educational background, experience and the salaries of

similarly situated college administrators and the candidate's current salary. If the college or System Office needs to negotiate a salary exceeding the position range midpoint or 15% above the candidate's current salary, the criteria of the Competitive Salary Increments Policy may be applied if all the criteria of that policy are met. If the provisions of the Competitive Salary Increments Policy are not sufficient, the college must submit a non-routine salary request for State Board approval.

- i. For starting pay, reporting requirements as defined in the Human Resource Delegated Authority Agreements should be adhered to.
  - ii. For administrative/professional faculty, academic rank must be determined if the position is full-time and state funded.
2. Instructional Faculty. For Instructional Faculty, the starting point is the minimum of the faculty member's academic rank range. The academic rank is determined in accordance with policy 3.2.0. The College will establish a starting salary that is within the minimum to mid-point of the academic rank range or no more than 15% above the candidate's current salary or that of his/her most recent comparable position. A salary offer may be less than the candidate's current salary. Consideration should be given to the candidate's educational background, experience, specialized skills and the salaries of similarly situated college instructional faculty members and the candidate's current salary. If the college needs to negotiate a salary exceeding the academic rank range midpoint or 15% above the candidate's current salary, the criteria of the Competitive Salary Increments Policy, 3.8.0.1.4, may be applied if all of the criteria of that policy are met. Those criteria are: a recruitment generates fewer than five qualified candidates, a recruitment is unanticipated, or a recruitment results in only one finalist who fully meets the position requirements and the college's needs. If the provisions of the Competitive Salary Increments Policy are not sufficient, the college must submit a non-routine salary request for State Board approval. In all cases, the starting salary shall not be limited by the midpoint.

#### 3.09.01.01 General Provisions

- a. Entry-level Salary  
The entry-level salary may exceed the mid-point of the range for the rank or the position under consideration.
- b. Fractions of Years  
Fractions of years beyond a whole number do not apply; therefore, use next lower number of years.
- c. Crediting Experience

No more than one year of experience, teaching or related occupational, may be credited in a single 12-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.

d. Teaching Experience

Teaching experience shall be computed on the basis of full-time employment in an academic year.

1. Part-time teaching experience shall be counted in computing total experience to be applied towards the initial appointment. Only that part-time experience which can be verified from previous employment shall be allowed. Part-time teaching experience shall be calculated on the basis of 30 semester hours or 45 quarter hours being equivalent to one year.
2. Related experience: A year of related occupational experience is twelve months and shall be computed on the basis of equivalent full-time employment in a position closely related to the area of instruction.
3. Teaching experience may be substituted for related occupational experience or related occupational experience may be substituted for teaching experience.
4. One academic year of teaching experience is equivalent to 12-months of occupational experience.
5. Once the substitution of teaching experience for related occupational experience or related occupational experience for teaching experience has been made, the substitution shall apply to all future personnel actions to include promotion.

e. Competitive Salary Increments

1. Competitive salary increments may be added to the entry level salary calculated for an initial appointment of teaching, administrative, and professional faculty when justified by the criteria in subsection **3.8.0.1.4.b.**
2. Criteria: The following criteria must be considered and documented:
  - i. Difficulty of recruitment. The term “difficult” may include but is not limited to:
    - a recruitment that generates fewer than 5 (five) candidates who meet the minimum position qualifications.
    - unanticipated recruitments conducted near the beginning of the semester.
  - ii. Availability of only one alternative finalist who fully meets the position requirements and the college’s needs.
  - iii. The entry level salary and the competitive increment must not exceed the salary of comparable faculty by more than 10%.

- iv. The finalist's current salary for a position of comparable work hours, responsibility, and geographic proximity is greater than the amount generated by the VCCS entry level salary calculation.
3. Limitations: Competitive salary increments may not be offered to candidates currently employed at another VCCS college.
4. The Chancellor will provide the competitive salary limits to the colleges in the annual Human Resource Delegated Authority Agreement.

### 3.09.02 Nine-month Faculty Salaries

- a. Salaries for the year are based on the semesters taught, with each academic year being divided into two semesters (fall - August 16 to December 31, and spring - January 1 to May 15) of nine pay periods each.
- b. Faculty members who do not fulfill the terms of an academic year appointment, due to leave or separation, shall have their final salary adjusted to the actual number of days worked based upon the college's academic calendar.

### 3.09.03 Nine-month Faculty Summer Pay

- a. The summer term shall be scheduled between the ending date of the spring semester and the faculty reporting date for the fall semester. 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.
- b. 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 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: 1 credit hour or equivalent =  $1/15 \times 16.5/39$  x previous year's salary with a normal maximum full-time summer teaching load of 10 credit hours or equivalent. The rate of pay for new faculty during the summer term shall be five (5) percent less than the permanent annual salary proposed for the coming academic year.
- c. 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 adjunct rates.
- d. 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 faculty summer term salary rate.

1. SWCC Summer Pay Policy full-time teaching faculty will be permitted to teach a total of 6 credit hours at their equivalent rate of pay and 4 credits at the hourly adjunct rate for their current rank during summer term. As a guideline, no more than seventy-five (75) percent of the credit hours taught at a college during the summer term should be paid at the full-time faculty summer term salary rate.

#### 3.09.04 Merit Plan (See the Faculty Compensation Plan in this section.)

#### 3.09.05 Teaching Overloads (C)

- a. A faculty member may be offered a teaching overload 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: a) greater than thirty (30) credit hours, b) greater than forty (40) contact hours, or c) greater than thirty (30) workload hours - whichever figure results in the greatest amount of overload credit hours. For the purpose of workload calculations, every lecture hour shall equate to one (1) credit hour and one (1) contact hour; and every laboratory hour shall equate to one-half (1/2) credit hour and one (1) contact hour. 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.
- b. Each college shall develop overload procedures consistent with the above. In addition, the college president has the authority to develop optional overload plans; such plans shall be developed in consultation with the faculty and must be approved by the Chancellor. Extra pay for an overload shall be the rate of the faculty members' nine-month salary multiplied by .015 for each overload credit hour. Overloads shall be paid at the end of the academic year (fall and spring semesters). 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.
- c. At the president's discretion, payments for overloads worked in the fall may be made after January 15 if in the president's judgment the faculty member's anticipated spring semester course load would result in an overload for the academic year. The payment shall be for the fall workload only. In cases where the overload does not materialize, recovery of any overpayment must be finalized by May 15.

#### 3.09.06 Twelve-Month Administrative & Professional Faculty Teaching Credit Courses (C)

Twelve-month administrative and professional faculty may teach and earn pay for teaching up to and including nine (9) credits per fiscal year within the VCCS, for teaching assignments beyond those that are required as part of the regular duties. The

college president will determine the positions eligible to receive extra pay for teaching credit courses and shall specify the teaching portion of those administrative or professional faculty member's regular workload in the college's faculty handbook or other appropriate publication. Administrators involved in determining teaching loads (e.g., directors, division chairs, vice-presidents, and provosts) shall not be assigned a course for extra pay until all full-time teaching faculty in that discipline are given an opportunity to accept a teaching assignment for extra pay at their institution. Extra pay for such an overload shall be at the rate of the faculty member's equivalent nine-month salary multiplied by .015 for each overload credit hour. Such overload teaching shall be approved in advance by the president.

3.09.07 Teaching Non-credit Community Service Courses, Seminars, Etc. (C)

- a. A faculty member may be assigned to teach non-credit community service courses, seminars, etc., as part of the regular teaching load.
- b. Any person holding faculty rank or any fully qualified classified employee may teach non-credit community service courses, seminars, etc., in addition to the regular work load for extra pay. Such additional work load for pay should not exceed the equivalent of three (3) Continuing Education Units (CEU) at any time. Such faculty personnel shall be paid by P 14 authorization in accordance with hourly or CEU rates.
- c. No VCCS employee's salary shall be supplemented with any college funds without prior approval of the Chancellor.

3.09.08 Work Load Credits for Adjunct Faculty (C)

- a. To provide adjunct faculty members who teach lecture and laboratory courses with appropriate compensation, the following procedures for determining the work load credits for pay purposes is utilized. Work Load Credits - Lecture Hours plus 1/2 Laboratory Hours.  
(Example: DRF 126 (3 credits) had 2 lecture hours and 3 laboratory hours. Work load credits for pay purposes would be  $2 + 1/2 (3) = 3.5$  work load credits.)
- b. If any course requires the presence of adjunct faculty members more than one day per week, the college may give a travel allowance.

3.09.09 Outside Employment (SB)

Faculty may engage in outside employment so long as it does not interfere with their work performance, or professional responsibilities to the college or create a conflict of interest as specified in the State Conflict of Interest policy.

3.09.10 Professional Duties and Consulting (SB)

### 3.09.10.01 Eligibility:

- a. This policy applies to full-time administrative, professional and instructional faculty (including restricted faculty positions).
- b. Adjunct faculty may be compensated for non-instructional services only through procedures governing wage employment or by contract.
- c. Classroom instruction is not addressed by this policy.

### 3.09.10.02 Opportunities Within the VCCS

#### a. Without Compensation:

1. Full-time teaching, administrative, and professional faculty may provide professional services such as consulting or conducting workshops to VCCS colleges and to the System Office as part of their employment contract with their current college. These services shall be performed on an expense only basis.
2. Faculty members must receive approval of the college president or designee in advance of performing such service. Such approval may be withheld if the proposed services are perceived to interfere with the assigned responsibilities and duties of the individual.

#### b. With Compensation

1. Compensation may be provided for professional services such as consulting or workshops to the VCCS colleges or the System Office under the following circumstances:
  - i. Faculty members must receive approval of the college president or designee in advance of performing such service. Approvals must be documented through a stipend agreement between the faculty member and the faculty member's college or the System Office. (See VCCS Form 14). Such approval may be withheld if the proposed services are perceived to interfere with the assigned responsibilities and duties of the individual.
  - ii. During Normal Work Hours: If the services, including preparation time, are provided during normal working hours or at a time that does not otherwise create a conflict with work duties, administrative, professional faculty and teaching faculty members must take an appropriate amount of annual or personal leave (including leave to cover preparation time) from the System Office or the "home" college.
  - iii. Outside of Normal Working Hours: If the professional services, including preparation time, are provided outside of normal working hours, it will not be necessary for the faculty member to take annual or personal leave.

#### 2. Payment

- i. The rate of compensation will be negotiated directly between the faculty member and the System Office or the college receiving the proposed services.
- ii. All payments for professional services may be paid through stipend. Payment for professional services may be made by vendor contract only when the contract amount does not exceed \$500 in order to comply with the State and Local Government Conflict of Interest Act.
- iii. All payments exceeding \$500 will be made by stipend. A stipend agreement must be completed prior to the provision of any services. A copy of the stipend agreement between the faculty member and the college or System Office receiving services will be transferred to the “home” college or System Office for payment through payroll to the faculty member. The stipend will automatically become an addendum to the faculty member’s employment contract.

### 3.09.11 Stipend

Purpose: Stipends are only to be used in conjunction with Policy 3.8.9 Professional Duties and Consulting; all provisions of that policy must be met. A stipend provides a method to pay eligible faculty for their provision of professional services such as consulting or conducting workshops as needed by a college or the System Office. A stipend agreement must be entered into between the faculty member and the college or System Office receiving services. Once entered into, such agreement becomes an addendum to an employee’s VCCS employment contract and the actual stipend is paid through payroll where the faculty member is employed full-time.

#### 3.09.11.01 Eligibility:

- a. This policy applies to full-time administrative, professional and instructional faculty (including restricted faculty positions).
- b. Adjunct faculty may be compensated for non-instructional services only through procedures governing wage employment or by contract

#### 3.09.11.02 Procedure

- a. A stipend agreement, which will include a detailed description of the professional services to be provided, the amount of the stipend, the expected completion date and the signatures of all parties, must be completed and approved before the faculty member provides any professional services.
- b. All stipends must be approved by the “home” college president or Chancellor or his designee.

- c. No payments will be made to any faculty member until after he/she has fully performed the professional services agreed to in the stipend agreement or all of the conditions of the stipend agreement have otherwise been met.

### 3.09.12 VCCS Faculty Compensation Plan

Categories of Positions: The following categories of positions shall serve as the management categories in the VCCS salary structure.

#### 3.09.12.01 State Board/Chancellor's Management Structure

- a. Executive Vice Chancellor: acts as chief executive officer in Chancellor's absence; has broad responsibilities throughout entire system. Serves as the senior official responsible for daily operations.
- b. Vice Chancellor: assisting and advising in the areas of Academic Services, Administrative Services, Information Technology Services, Institutional Advancement, and Workforce Development with reporting responsibilities directly to the Chancellor.
- c. Special Assistant to the Chancellor: provides executive-level support to the Chancellor.
- d. Associate Vice Chancellor: chief administrative officer for a defined system-wide functional area and responsible for staffing or interacting with a committee of the State Board and/or the Advisory Council of Presidents (ACOP) on a regular basis on issues of system-wide priority and reporting directly to a Vice Chancellor or Executive Vice Chancellor. The position typically supervises staff in a functional area.
- e. Assistant Vice Chancellor: chief administrative officer for a defined system-wide functional area with reporting responsibilities directly to a Vice Chancellor or Executive Vice Chancellor.
- f. Director of Internal Audit--administrative officer responsible for a system-wide auditing function reporting directly to the State Board with day-to-day administrative oversight by the Chancellor.

The approved title shall be the title of official use.

#### 3.09.12.02 College Management Structure

- a. Executive Vice President: acts as chief executive officer in the president's absence; has broad functional responsibilities throughout entire institution. Also serves as senior official responsible for daily operations.
- b. Provost/Dean of the College: chief administrative and academic officer of a college or a campus in a multi-campus college with reporting responsibilities directly to the president or an executive vice president.

- c. Vice President: chief administrative officer for a defined, functional area such as technology, instruction, administrative services, student services, institutional advancement, workforce development, or a combination of these functions with reporting responsibilities directly to the president or Executive Vice President.
- d. Associate (or Assistant) Vice President/Dean/Campus Dean/Director: administrative officer who manages a major administrative function or area of responsibility such as learning resources, student services, management services, or an instructional division. Reporting responsibilities usually are directly to the vice president, or a provost.
- e. Executive Director: an administrative officer with varied, complex leadership and management responsibilities involved in the oversight of a college foundation. This position would generally report directly to a vice president or a president.
- f. Coordinator/Associate (or Assistant) Director: administrative officer who supervises an administrative function or area of responsibility such as counseling services, cooperative education, institutional research, or admissions and records. This level of administrative responsibility differs from the associate (or assistant) vice president, dean/campus dean/ director level in terms of complexity of area of responsibility and number of personnel supervised. Reporting responsibilities usually are directly to a vice president, associate (or assistant vice president), campus dean, director, or to the president.
- g. Assistant Coordinator/Administrative Officer: assists in the supervision and responsibilities outlined under coordinator or director or is responsible for a limited administrative function such as grants. Reporting responsibilities may be to any of the positions listed above or the president.

The approved title shall be the title of official use.

The management structure at SWCC is in accordance with Section 2.2 of the VCCS Policy Manual and will initiate appropriate modifications thereto if the management structure is not in accordance with Section 2.2 of the VCCS Policy Manual and the position categories as outlined above.

### 3.09.12.03 Administrative and Professional Faculty

- a. Administrative Faculty
  - 1. Administrative faculty require the performance of work directly related to the management of the educational and general activities of the institution, department or subdivision thereof. Incumbents in these positions exercise discretion and independent judgment and generally direct the work of others.
  - 2. Since the VCCS is considered a single institution of higher education, administrative faculty positions normally must be no lower than three

organizational levels below the Chancellor (two organizational levels below the president).

- b. Professional Faculty
  - 1. Require advanced learning and experience acquired by prolonged formal instruction and/or specialized work experience. This category is normally limited to librarians, counselors, and other professional positions serving education, research, athletic, medical, student affairs, and development functions or activities.

### 3.09.19 Merit Plan

The merit plan that best meets the needs of SWCC is consistent with the following guidelines:

- a. The plan should acknowledge that merit recognition in the VCCS is provided as follows:
  - 1. Granting of a multi-year appointment (where applicable).
  - 2. Granting of a promotion.
  - 3. Granting of merit pay awards.
- b. Performance evaluations shall include a summary rating of Excellent, Very Good, Good, Fair or Unsatisfactory as defined below:

Excellent -	consistently delivers outstanding performance, substantially exceeding performance standards.
Very Good -	clearly exceeds performance standards.
Good -	performs satisfactorily, meeting performance standards.
Fair -	marginally meets performance standards. Improvement required.
Unsatisfactory	fails to meet performance standards.

- c. Salary increases shall consist only of merit pay awards based on performance evaluations and shall be limited to those faculty members whose overall performance is evaluated as Good, Very Good, or Excellent.
- d. Merit pay awards may consist of two components:
  - 1. Merit Salary Award - this component becomes a part of the individual's base salary and allows a faculty member's salary to progress to the maximum for the rank held. A Merit Salary Award shall not cause the total salary to exceed the

maximum of the rank.

2. Non-Cumulative Merit Salary Award - this component allows the total salary to exceed the maximum for the rank for the year that the Non-Cumulative Merit Salary Award is given, but the Non-Cumulative Merit Salary Award amount does not become a part of the individual's base salary.
- e. Merit salary awards for faculty without a performance evaluation because of an absence shall be awarded in accordance with guidelines developed by the college. These guidelines will be in writing.
- f. Faculty who are at the current range minimum and do not receive an increase because of a Fair or Unsatisfactory summary evaluation rating, or because the merit increase given is less than the faculty salary average increase, will be below the salary scale range minimums. Future meritorious evaluations or merit salary awards will not require the college to automatically bring the faculty member to the current range minimum. The faculty member must be brought to the current range minimum only at the time of promotion to the next rank.
- g. Promotional increases become effective July 1 for twelve-month administrative and professional faculty and August 16 for nine-month teaching faculty. Merit increases take effect on November 25 for all faculty. For planning purposes, the funds required to cover promotional increases must be deducted from the total funds provided for faculty salary increases before the amount available for merit increases can be determined.
- h. SWCC has a merit plan that includes a graduated distribution increase for the summary evaluation ratings of Good, Very Good, and Excellent.
- i. The current SWCC plan is approved by the Chancellor and published locally prior to the issuance of contracts.
- j. The Chancellor shall publish a performance evaluation plan for System Office management staff.

### 3.09.20 Consolidated Salary Authorization for Faculty Positions

Under the provisions of the Consolidated Salary Authorization for Faculty Positions in Institutions of Higher Education, each governing board is charged with the responsibility for establishing the institution definition of full-time equivalency (FTE) for part-time faculty (wage or adjunct faculty). The VCCS definition of an FTE part-time faculty is 30 teaching credit hours or the equivalent.

### 3.09.21 Administrative/Professional and Instructional Faculty Compensation Actions

#### 3.09.21.01 Purpose



The purpose of this policy is to establish procedures that will enable the System Office and the colleges to effectively maintain and administer the Faculty Compensation Plan.

#### 3.09.21.02 Eligibility

This section applies to all full-time administrative, professional and instructional faculty including those in restricted positions unless designated otherwise.

#### 3.09.21.01 Compensation Practices

- a. **Competitive Salary Offer:** A competitive offer is the College/System Office counter offer made to an existing faculty member, deemed critical to the college/System Office, who has received an employment offer at a higher salary from an employer. Generally, competitive offers should not exceed more than 15% above the faculty member's current salary. The College/System Office may make a counter offer if:
  1. The faculty member's employment offer is in writing or verified by the supervisor.
  2. Consideration is given to the salaries of other faculty in similar positions with comparable educational backgrounds and experience.
  3. The competitive salary offer does not exceed the maximum of the position range maximum for administrative/professional faculty or the academic rank range maximum for instructional faculty.
  4. For competitive offers from within the VCCS, there can only be one counter offer from the current College or System Office. The amount of the competitive offer may go up to but will not exceed the amount of the job offer. The other College or System Office may not make a second offer in response to the current College or System office counter offer.
  5. For competitive salary offers, reporting requirements as defined in the Human Resource Delegated Authority Agreements should be adhered to.
  
- b. **Additional Duties**
  1. **Additional Duties Resulting from a Temporary Vacancy.** When additional non-instructional duties resulting from a temporary vacancy are assigned to a faculty member or divided among several faculty members, the faculty member(s) may be given a supplement of from 0 to 10%. The supplement is not part of a faculty member's base salary and will not be included on the Faculty Employment Contract. In all cases, an amendment to the Faculty Employment Contract will be issued stating the base salary, the additional duties supplement and the duration of the additional duties. This provision may not be used in lieu of the Teaching Overloads Policy, 3.8.4, the Teaching

Faculty Assigned Temporary Administrative/Professional Duties Policy, 3.5.2, or the Stipend Policy, 3.8.10.

2. Substantial Additional Assignments. When a substantial additional assignment or alternative work schedule is given to a faculty member, he/she may be given a supplement of from 0 to 10%. The supplement is not part of a faculty member's base salary and will not be included on the Faculty Employment Contract. In all cases, an amendment to the Faculty Employment Contract will be issued stating the base salary, the additional duties supplement, the duration of the additional duties, the additional duties assignment, interim goals, and the expected outcomes. This provision may not be used in lieu of the Teaching Overloads Policy, 3.8.4, the Teaching Faculty Assigned Temporary Administrative/Professional Duties Policy, 3.5.2, or the Stipend Policy, 3.8.10. It may not be used to compensate faculty when they are not under their full-time contract.
- c. Acting Pay: A faculty member will be eligible for an acting pay supplement of from 0 to 15% when he/she assumes a majority of the responsibilities of a vacant position. The supplement is not part of a faculty member's base salary and will not be included on the Faculty Employment Contract. In all cases, an amendment to the Faculty Employment Contract will be issued stating the base salary, the acting supplement, and the duration of the acting assignment. Interim assignments should not extend beyond one year.
  - d. Internal Alignment: An increase of 0-10% may be granted to align a faculty member's salary more closely with those of other faculty members at the same college.

Consideration may be given to experience, educational background, similar duties and responsibilities, performance, expertise and academic rank. Adjustments resulting from internal alignments will not exceed 10% for any faculty member in a fiscal year. The following process should be followed for an internal alignment review.

1. Determine the base salary by using the faculty member's original VCCS-10 to establish the entry level salary, academic credentials and years of occupational experience. For instructional faculty alignment reviews, faculty members must be in the same VCCS-29 columns and also be in comparable groups within the column. For example, in Columns 3 and 4, nursing faculty would not be compared with business management faculty.
2. The following are acceptable reasons for salary differences and must be factored into reviews:
  - i. Competitive increments offered at the time of the initial appointment

- ii. Merit increase differentials
  - iii. Promotions
  - iv. Time in rank
  
- e. Non-competitive Voluntary Transfer:
  - 1. Within the College. A voluntary transfer occurs when, with the college's approval, a faculty member moves within the college from a twelve-month administrative position to a nine-month administrative or teaching position or from a nine-month administrative or teaching position to a twelve-month administrative or teaching position.
    - i. The new nine-month salary will be established by calculating 75 percent of the twelve month salary. For administrators moving to a teaching position, the academic rank should be determined using the criteria on the VCCS-29. The nine-month salary will not exceed the academic rank maximum.
    - ii. The new twelve month salary will be established by increasing the nine-month salary by a factor of 1.3333 percent.
  
  - 2. Within the VCCS.
    - i. A lateral transfer is a permanent faculty assignment from one community college to another community college or the System Office under the following circumstances:
      - There has been no open competition for the position,
      - The positions are the same level, i.e., director level to director level,
      - The action has the consent of both Presidents, or the Chancellor in the case of the System Office.
    - ii. No change in faculty rank or salary shall be made. An exception to this provision 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.
  
- f. Competitive Transfer
  - 1. A faculty move from one community college to another shall not be considered a transfer if it is the result of an open recruitment
  - 2. For rank and salary purposes, the faculty member will be considered a new hire and the starting salary policy will be applied. In such cases, years of service in the VCCS are transferable for purposes of promotion, but not for reduction-in-staff decisions.
  
- g. Reallocation of Administrative and Professional Faculty Positions (SB)

1. Definition: A reallocation is the movement of a position from one title and salary range to another based upon and to recognize a significant increase or diminution in the duties and responsibilities assigned to the position. The reallocation shall be limited to movement from counselor, librarian, assistant coordinator, and administrative officer to coordinator level; coordinator to counselor level, librarian, assistant coordinator, and administrative officer level; coordinator to director/dean level or director/dean to coordinator and assistant coordinator level.
2. Procedure: A position file must be established which contains the following:
  - i. A copy of the current position description.
  - ii. A description of the gradual and substantive differences in duties and responsibilities and the reason for changing the particular duties and responsibilities.
  - iii. The new position description incorporating the gradual and substantive differences in duties and responsibilities.
  - iv. A revised organizational chart showing the reallocated position.
3. Criteria for Reallocation
  - i. The reallocation will not result in significant organizational changes. A recruitment is more appropriate for these types of situations.
  - ii. The position has assumed the additional responsibilities as the result of business and program necessity.
  - iii. 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.
  - iv. A 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.
  - v. The changed duties and responsibilities are in line with the ongoing and current responsibilities of the administrative/professional faculty position.
  - vi. The position must remain within the same functional area in the college.
4. Compensation: The position incumbent shall be eligible for the issuance of a new Faculty Employment Contract. Salaries will be adjusted as follows:
  - i. Upward Reallocation: If the salary is already above the new position range minimum, the faculty member may receive an increase of from 0 to 10%. For salaries not above the minimum, the percentage includes the amount required to bring the faculty member to the new position range minimum. In all cases, the faculty member's salary will be brought at least to the new range minimum.

- ii. Downward Reallocation The salary will at least be reduced to the maximum of the new position range and may be reduced up to 10%. If the faculty member's salary is not above the maximum of the new position range, the current salary will be reduced by 0 to 10%.

### 3.09.22 Voluntary Early Retirement Incentive Program

#### 3.09.22.01 Purpose

The purpose of this policy is to establish procedures that will allow SWCC and/or the VCCS to develop a voluntary early retirement program to encourage the retirement of selected teaching faculty to enable SWCC to better meet future academic and financial needs of the College.

#### 3.09.22.02 Eligibility

To be eligible for this program, teaching faculty need to meet all of the following criteria:

- a. Be at least 60 years of age;
- b. Have completed at least 10 years of full-time service at the current college of employment;
- c. Have the right to continued contractual employment in a non-restricted position;
- d. Agree to withdraw from active membership in the Virginia Retirement System, or from active participation in an ORP if applicable;
- e. Submit application materials in a timely manner and by any established application deadlines.

#### 3.09.22.03 General Provisions

- a. If a faculty member is offered participation in the program and subsequently agrees to participation in the program, upon retirement the College will continue to pay the state portion of the faculty member's health insurance costs or the cost of a Medicare supplement for a minimum of two years and no more than five years and/or the College will offer cash compensation of up to 150 percent of a faculty member's salary.
- b. The total of cash payments including health insurance costs offered under this program shall not exceed 150 percent of the faculty member's base annual salary reflected in the Personnel Management Information System at the time of election to participate. Any such payments shall be allocated over at least two years.
- c. The total cost in any fiscal year for this program shall not exceed two percent of the College's corresponding fiscal year state general fund allocation for faculty salaries and associated benefits as determined by the System Office.

- d. College participation in this program is optional. Initial participation does not imply continual participation. The College President will determine whether the program should be offered in any given year. The College President will also determine whether insurance costs and/or cash compensation will be offered in any given year.
- e. Each college will develop and publicize information about the program which must be written and include the institutional needs and the objectives to be served by the program, the application and selection progress, time frame, and any additional College eligibility requirements that may apply.
- f. Faculty participation in the program is voluntary; no faculty member shall be penalized in any way for not participating.
- g. Participants will be selected based on the needs of the College as determined by the President and as publicized in information about the program. The President's decision is final and may not be appealed through the faculty grievance process.
- h. College plans and any subsequent amendments or modifications must be reviewed for compliance with state and VCCS guidelines by System Counsel. The initial VCCS plan and any subsequent amendments or modifications requires approval of the Governor and the Office of the Attorney General.
- i. The State Board for Community Colleges reserves the right to modify, amend or repeal this program at any time. However no such amendment, modification or repeal shall be effective as to any individual who retires under the plan prior to the effective date of the amendment, modification or repeal.
- j. Surviving spouses of retirees who pass away before the end of the contract period will be eligible to receive continuation of up to one-half the monthly amount previously agreed upon for the remaining duration of the original contract period.

### 3.10 FACULTY LEAVE

#### 3.10.01 Sick Leave (SB)

Faculty electing the Virginia Sickness and Disability Program (VSDP) shall have sick leave as specified in the VSDP policy. For faculty not eligible for, or not electing VSDP, the VCCS sick leave policies for 12-month and 9-month faculty and presidents discussed in this section shall apply. In all cases, for 9-month faculty, the smallest unit of leave charged shall be a half day. (12-month administrative, professional, and teaching faculty, 9-month administrative faculty, and presidents)

##### 3.10.01.01 Accrual and Use of Sick Leave

Sick leave credits shall be accrued and used in accordance with Department of Human Resource Management policies and procedures. Sick leave credits may

transfer from another state agency or state institution of higher education if the accrual rate is the same as that provided for in this section.

### 3.10.01.02 Nine-Month Teaching Faculty

#### a. Accrual

Sick leave for full-time 9-month teaching faculty members shall accrue at the rate of four and one-half (4 1/2) days per academic semester, awarded on the first day of each semester. There shall be no limit on the amount of sick leave that can be accrued.

#### b. Use

The absence of faculty members for the reasons stated below shall be a charge against earned sick leave credits:

1. Illnesses or injuries incapacitating the member to perform his duties;
2. Exposure to contagious disease such that presence on duty would jeopardize the health of fellow employees or the public;
3. Appointment for examination and treatment related to health when such appointment cannot reasonably be scheduled during non-work hours; and
4. Illness or death in the immediate family. The immediate family includes parents, including step-parents; spouse; children including step-children and foster children; siblings including step-siblings; any relative either by blood or marriage, living in the employee's household. The period of absence which may be charged against earned sick leave in this application may not exceed a total of ten (10) work days in a calendar year because of an illness, injuries, or deaths in the immediate family.
5. The smallest unit of leave shall be a half-day. For example, an absence of two hours will be charged as 4 hours of sick leave. Absences of more than one-half day shall be charged on a day-for-day basis (5 days, 40 hours per week) regardless of the faculty member's schedule. Faculty members on approved Family and Medical Leave will have the first eight hours of leave charged on an hour-for-hour basis. Longer absences will be charged on a day-for-day basis (5 days, 40 hours, per week) regardless of the faculty member's schedule. Those on Family and Medical Leave with approved intermittent leave or a reduced schedule will have all absences charged on an hour-by-hour basis counting class hours and designated office hours, etc.
6. Absences may be charged against earned sick leave credit during the summer employment in direct relation to the percentage of weekly workload. However, sick leave shall not accrue during summer employment.

### 3.10.02 Disposition of Sick Leave Balance (SB)

#### 3.10.02.01 Coverage and Eligibility

Upon separation from state service, faculty and presidents shall be eligible for a single sum payment of sick leave balances in accordance with the following provisions.

- a. Separation from state service is defined as resignation, non-reappointment, retirement, death, dismissal, or layoff.
- b. Sick leave balances for faculty with less than five years of continuous service with the Virginia Community College System, shall lapse upon separation and are not eligible for payment. Continuous service is defined as salaried state service computed from the last employment or re-employment date, including approved leaves without pay.
- c. Sick leave balances for faculty with five years or more of continuous service with the Virginia Community College System shall be paid in one sum for twenty-five percent of their sick leave balances, provided that the total amount paid for sick leave shall not exceed \$5,000. The remaining balances shall lapse. The hourly rate is determined based on 2,080 hours for twelve-month employees and 1,560 hours for nine-month faculty.

3.10.02.02 Exceptions:

- a. Faculty shall have their sick leave balances transferred when they transfer, without a break in service, to other faculty positions within the Virginia Community College System.

However, faculty who separate from the VCCS and are reemployed with another state agency may have their sick leave balances transferred, in lieu of payment, if the receiving agency agrees to accept the balance. Nine-month teaching faculty who separate and accept a classified position shall be authorized payment for sick leave if they meet the eligibility criteria.

- b. Faculty who are reinstated within 12 calendar months following layoff may be credited with the sick leave balances held when placed on layoff, provided that payments for sick leave balances were not made upon layoff.
- c. Faculty who are reemployed no later than 180 days after the date of separation from service may be credited with sick leave balances held upon separation provided that payments for sick leave balances were not made upon separation from service.
- d. Faculty who are granted educational leave with or without pay are not eligible for sick leave balance payments during the educational leave period.
- e. Faculty, with five or more years of continuous service, who are on leave-without-pay for more than three calendar months during the terms of their academic year contracts, are eligible for payment of 25 percent of accrued sick leave not to exceed \$5,000. (For continuing 9-month faculty, the period



between the conclusion of the spring semester and the commencement of the fall semester is continuous employment and not defined as leave or separation.)

3.10.03 Personal Leave

Faculty electing the Virginia Sickness and Disability Program (VSDP) shall have personal leave as specified in VSDP policy. For faculty not eligible for, or not electing 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 hours, per week) regardless of the faculty member's schedule (See sick leave for exception for faculty on Family Medical leave). 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.

3.10.04 Annual Leave (SB)

3.10.04.01 Twelve-month Faculty Employed in the VCCS Prior to January 1, 2007.

- a. Twelve-month faculty who are employed in the VCCS prior to January 1, 2007 shall accrue annual leave at the following rate based on years of service:

<b>Years of Service</b>	<b>Semi-Monthly Accrual Rate</b>	<b>Maximum Carryover Limits</b>	<b>Maximum Payment Limits</b>
<b>Up to 5 years</b>	4 hours	192 hours (24 days)	192 hours (24 days)
<b>5 years</b>	5 hours	240 hours (30 days)	240 hours (30 days)
<b>10 years</b>	6 hours	288 hours (36 days)	288 hours (36 days)
<b>15 years</b>	7 hours	336 hours (42 days)	288 hours (36 days)

<b>20 years</b>	8 hours	384 hours (48 days)	336 hours (42 days)
<b>25 years</b>	9 hours	432 hours (54 days)	336 hours (42 days)

- b. Presidents, Executive Vice Presidents, Vice Presidents, Provosts, and faculty-rank members of the Chancellor’s Cabinet shall be given 160 hours (20 days) of annual leave on January 10. When they have 15 years of service, the amount of annual leave given will be as indicated in a. above. For executive-level employees who start employment any time other than January, the amount of annual leave given will be prorated on a per pay-period basis. Termination dates before December will result in a proration of leave eligible for payment. The maximum carryover amounts and the maximum payment limits in a. shall apply.
- c. All annual leave in excess of the maximum allowed shall be carried over beyond January 1 of each year. However, the excess leave must be used by July 9th of the same calendar year. The remaining excess hours will be converted to sick leave on an hour-for-hour basis as of July 10, except for participants in the Virginia Sickness and Disability Program (VSDP).

As annual leave is used during the first six months of the calendar year, the hours used shall be deducted from the excess hours balance. When all excess hours have been used, annual leave taken shall be deducted from the current calendar year balance.

3.10.04.02 Twelve-month Presidents Administrative/Professional Faculty and Twelve-month Teaching Faculty Hired in the VCCS After January 1, 2007.

Presidents, administrative/professional faculty, and twelve-month teaching faculty hired after January 1, 2007 will receive leave in accordance with the following chart:

	<b>Up Front, Upon Hire</b>	<b>Accrual Per Pay Period Worked</b>	<b>Maximum Accrual Per Year</b>	<b>Maximum Carry Forward Limit</b>	<b>Maximum Payment Limit</b>
<b>Presidents</b>	120 Hours (15 days)	10 hours	240 hours (30 days)	240 hours (30 days)	240 hours (30 days)
<b>Executives, Senior Administrators</b>	96 hours (12 days)	8 hours	192 hours (24 days)	192 hours (24 days)	192 hours (24 days)
<b>Administrators, 12-month teaching faculty</b>	84 hours (10.5 days)	7 hours	168 hours (21 days)	168 hours (21 days)	168 hours (21 days)

- a. For this policy, Administrative/professional faculty positions are categorized as follows:
  - i. Executives: Executive Vice President, Vice President, Provost, Executive Vice Chancellor, Vice Chancellor, faculty rank members of the Chancellor's Cabinet, and Associate Vice Chancellors with State Board Responsibility.
  - ii. Senior Administrators: Assistant Vice President, Associate Vice President, Assistant Vice Chancellor, Dean, Campus Dean, Director.
  - iii. Administrators: Assistant Director, Associate Director, Coordinator, Assistant Coordinator, Administrative Officer, Counselor, Librarian, twelve-month teaching faculty.
- b. "Up-front" leave will be granted on the effective date of employment.
- c. Leave accruals continue to increase per pay period, however, the total accrual is reduced to the maximum annual accrual each January 10th.
- d. Upon termination, the compensation of unused annual leave shall be the current annual leave balance which may not exceed the person's maximum payment limit. The payment rate will be calculated by converting the annual salary to an hourly rate. Grant funded positions will be compensated for unused annual leave only if grant funds are available for this purpose.
- e. Administrative/professional faculty hired before January 1, 2007 will have a one time option of electing to participate in the plan. The decision to enter the plan is final and may not be reversed. An administrative/professional faculty member hired before January 1, 2007 who accepts a higher level position in the System may retain the accrual and payout limits in 3.9.3.1.a. above or opt into the new system in 3.9.3.2 at the time of the promotion.

#### 3.10.04.03 Accrual, Use and Transfer of Annual Leave Credits

- a. Annual leave shall not be provided to nine-month faculty.
- b. When terminating employment or when moving from an administrative or professional position to a 9-month teaching position, an employee shall be paid for only the maximum leave allowed by policy.
- c. Unless otherwise stated above, the accrual, use and transfer of annual leave credits shall be in accordance with policies and procedures of the Department of Human Resource Management.

#### 3.10.05 Leave Sharing (SB)

Leave sharing for teaching faculty and administrative/ professional faculty shall be in accordance with Department of Human Resource Management policies and procedures. Teaching faculty will be eligible to participate only as leave recipients since they do not

earn annual leave. Each college shall develop a leave sharing procedure that includes the communication of requests to all potential donors.

#### 3.10.06 Family and Medical Leave

Family Medical Leave provides eligible faculty with up to 12 weeks of unpaid family or medical leave in a calendar year because of the birth of a child or the placement of a child with the employee for adoption or foster care, because the faculty member is needed to care for a family member (child, spouse, or parent) with a serious health condition or because the faculty member's own serious health makes him or her unable to perform the responsibilities of his/her position. This policy shall be administered in accordance with Department of Human Resource Management policies and procedures, however the following shall apply.

- a. Intermittent Leave: Intermittent leave must be taken on an hour-for-hour basis or planned as part of a reduced work load. For a reduced work load, the difference between a full load and a reduced load would be charged to Family/Medical leave. The reduction cannot exceed 12 workweeks or 480 hours. A medical certification is required. The work schedule must be approved by the division chair or other designated person.
- b. A community college may designate the use of accrued leave for absences covered by this policy as Family/Medical leave. Other leave policies have not changed as a result of this policy.

#### 3.10.07 Workers' Compensation Leave (SB)

Workers' Compensation is the benefit provided to employees by the Virginia Workers' Compensation Act if they suffer work-related injury or disease. Claims and decisions will be made in accordance with the policies and procedures of the Department of Human Resource Management and the Division of Risk Management.

#### 3.10.08 Civil and Work-Related Leave (SB)

Civil and Work-Related Leave is provided with or without pay to employees who are performing certain civic duties, participating in the formal resolution of workplace conflicts and certain other work-related activities. Examples of civic related reasons include a summons to jury duty, subpoenas or summons requiring a court appearance, for an employee to accompany his/her minor child when the child is legally required to appear in court or for an employee who is a victim of a crime to be present at all criminal proceedings relating to a crime against that employee. Examples of work-related activities include interviewing for another state position, participating in the resolution of work related conflicts and to attend one session with the Employee Assistance Program per qualifying event. This policy may not be used for employees who have been placed

on suspension pending the outcome of an investigation. Requests and approvals will be made in accordance with Department of Human Resource Management Policy 4.05.

#### 3.10.09 Leave Without Pay (SB)

Leave without pay may be granted at the discretion of the president for reasons such as but not limited to the following:

- 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 health condition;
- f. Family or personal purposes;
- 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 12 calendar months.

#### 3.10.10 Community Service Leave (SB)

Eligible faculty may receive sixteen (16) hours of paid leave per calendar year to participate in school activities or serve as a volunteer member of a community service organization.

- a. Eligibility: Full-time instructional and administrative faculty are covered by the provisions of this policy.
- b. Limitations: Leave may be used only with the prior approval of the faculty member's supervisor.
- c. Administration: This policy shall be administered in accordance with the Department of Human Resource Management policies and procedures.

#### 3.10.11 Military Leave (SB)

Military leave is granted with or without pay to faculty and classified employees for active duty in the armed services of the United States or for employees who are former members of the armed services, or current members of the U.S. reserve forces or the Commonwealth militia, or the National Defense Executive Reserve. Requests and approvals will be made in accordance with the policies and procedures of the Department of Human Resource Management.

#### 3.10.12 Compensatory Leave

Administrative, professional, and teaching faculty are not eligible for compensatory leave.

#### 3.10.13 Leave to Donate Bone Marrow or Organs

Eligible faculty may be provided paid leave for the period that is medically necessary for the donation of bone marrow or organ and recuperation for up to 30 days in any calendar year.

- a. Eligibility: The provisions of this policy apply to full-time administrative and instructional faculty. Nine-month instructional faculty are eligible for the paid leave if the absence occurs during the August 16-May 15 contract period. Full time restricted employees are covered only to the extent that the funding source for their position has agreed in writing to assume all financial responsibility for this benefit
- b. Administration: This policy shall be administered in accordance with the Department of Human Resource Management Policy 4.37.

#### 3.10.14 Public Health Emergency Leave (SB)

The purpose of this policy is to protect the health of state employees and the public and to provide continuity of services to the citizens of the Commonwealth during times of pandemic illness. When a Communicable Disease Public Health condition has been declared by the State Health Commissioner and the Governor, full-time teaching and administrative faculty may be eligible for up to 80 hours of paid leave per year to attend to their medical needs or those of their immediate family members. Nine-month instructional faculty are eligible for this leave only during the August 16th-May 15th contract period. This policy will be administered in accordance with Department of Human Resource Management Policy 4.52.

#### 3.10.15 Holidays (SB)

- a. Holidays for twelve-month faculty and presidents shall be authorized in accordance with Department of Human Resource Management policies and procedures. Holidays shall be observed in accordance with the annual college calendar published by the college for the calendar year. Accordingly, colleges and the System Office may schedule the observance of a holiday on a day other than that which is prescribed by State policy.
- b. Nine-month administrative faculty shall be authorized only those holidays which fall within the nine-month appointment period as prescribed by State policy and observed in accordance with the annual college calendar.

#### 3.10.16 Effect of Leave With and Without Pay for Periods Exceeding 14 Calendar Days

Periods of leave with or without pay (except for the use of earned annual or sick leave, educational leave, sabbaticals, or military leave) of over 14 calendar days cause a discontinuity for a semester, disqualifying it from counting towards a full year of employment. A discontinuity is not a break in service. Since granted leave involves reemployment, leave is not automatically given to any person who requests it. A leave of absence with or without pay shall not be granted for more than 12 calendar months.

- a. Leave agreements: Leave agreements shall be developed and signed by both the college president and the faculty member. Agreements shall state the right and condition of reinstatement and must include an explanation of personnel policies that affect changes in salary, benefits, retirement and seniority. Faculty members may be allowed to retain any applicable leave balance to their credit as part of the leave agreement. No leave without pay agreement shall exceed one fiscal year in length. Prior to signing, the faculty member shall be informed of the contents of the agreement. A copy of the agreement shall be placed in the faculty member's personnel file prior to the beginning of the leave. While leaves with and without pay are considered on an individual basis, the following will apply:
  1. Merit Salary Award: Faculty returning from a leave that has prevented them from receiving an evaluation shall be awarded increases in accordance with guidelines developed by the college. These guidelines will be in writing. The merit salary award shall be applied to the salary in effect on the last contractual work date prior to the effective date of the leave.
  2. Leave Accrual: For twelve-month faculty the leave accrual anniversary date for annual leave will be advanced according to the time the faculty member is on leave. During the time of the leave period, no leave will be earned. It will also not accrue after 60 consecutive workdays of leave with pay regardless of the type of leave to which the absence is charged.
  3. Service Credit Toward Sick Leave Payout: Leave time is not credited as service toward the five years of continuous VCCS service which is required to receive a payment for sick leave balances upon separating from state service.
  4. Retirement: Service credit is granted for any pay period in which qualifying compensation has been received by the faculty member. If a faculty member is on leave without pay for an entire pay period, no contributions will be made.
  5. Benefits: For faculty on leave with pay or with partial pay, deductions for health insurance continue. For leave without pay, health insurance payments for the state portion must be paid by the first day of each month of coverage.
  6. Multi-Year Appointments and Promotions: A year of full-time employment is comprised of two academic semesters (fall and spring), the salary for which is chargeable to a single fiscal year's budget. Leave resulting in employment less than this period shall not count toward the time eligibility period for a multi-year appointment or for promotion. Faculty holding three and five-year appointments

who are granted educational leave of absence with partial pay and are not employed full-time during at least two academic semesters of the period August 16 - August 15 of the following year, shall have their current multi-year appointments extended for one year.

7. Return From Leave: A faculty member returning from a 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 agreement. 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.
8. Required Notice to President: 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. Any other date must be agreed to by the president and the faculty member and be included in the leave agreement.

#### 3.10.17 Exceptions

- a. Educational Leave: For administrative and professional faculty on educational leave with half pay, the leave period will be counted as full-time employment when determining the rate of annual leave accrual rate. For all faculty, educational leave with or without pay shall not disqualify the leave period as counting towards a year of service for purposes of promotion or multi-year appointments. However, no more than two academic years may be exempted from the years of full-time service requirement because of educational leave.
- b. Sabbaticals: Faculty granted Sabbaticals will have the leave period regarded as a year of full-time employment, except that leave will not accrue. Upon returning from the sabbatical, a merit salary award shall be applied to the salary in effect on the last contractual workday prior to the effective date of the sabbatical. The faculty member shall be awarded increases in accordance with guidelines developed by the college. These guidelines will be in writing.
- c. Military Leave: A military leave of absence for a member of a reserve unit that is called to active duty, and who upon completion of his or her military obligation returns immediately to the college, shall have the active military duty period count towards a year of service for purposes of promotion or multi-year appointments. Leave will not accrue during the leave period.
- d. Family/Medical Leave: Designated and approved family/medical leave will be counted towards a year of service for purposes of promotion or multi-year appointments.



### 3.11 SWCC ADMINISTRATIVE POLICIES

#### 3.11.01 Affirmative Action/Equal Employment Opportunity

- a. Southwest Virginia Community College subscribes to and endorses provisions of the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, Executive Order Number One (2002) of the Governor of the Commonwealth of Virginia. Specifically, no person shall, on the basis of race, color, national origin, religion, age, sex (except where age or sex is a bona fide occupational qualification), or political affiliation or against otherwise qualified persons with disabilities, be excluded from participation in, be denied the benefit of, or be subjected to discrimination under any program or activity of the College.
- b. An Affirmative Action Coordinator administers the College affirmative action plan and serves as an informal counselor with whom employees or students may discuss EEO matters.
- c. The College Affirmative Action plan was developed in accordance with the timetable established by the Commonwealth of Virginia to the Virginia Community College System and is implemented through the administrative organizational structure.

#### 3.11.02 SWCC Campus Security Information: 2014

##### 3.11.02.01 Educating in a Safe & Secure Environment

- a. In fulfillment of the U. S. Department of Education's regulations under the Jeanne Clery Disclosure of Campus Security Policy & Campus Crime Statistics relating to the Student Right-to-Know and Campus Security Act (Public Law 101-542, amended by Public Law 102-26), [formerly the Campus Security Act], SWCC provides its students, faculty and staff with the following information.
- b. SWCC seeks to provide its students, faculty and staff with a safe place to learn and work. The College will prosecute violators of local, state and federal laws in appropriate state and federal courts.

##### 3.11.02.02 Getting Help at SWCC

In an emergency a student, faculty member or staff member should use any of the following means to get help:

- a. Call Campus Police by dialing HELP- (4357) on any Campus office phone or phone on any elevator. If you are outside a building, special HELP phones are located at:
  1. Buchanan Hall (back of building facing parking lot),
  2. Tazewell Hall (entrance facing Buchanan Hall),
  3. Dickenson Hall,
  4. Russell Hall (front entrance),

5. King Hall,
  6. Community Center,
  7. Physical Plant,
  8. Pavilion #4 near the Football Field
- b. Your call will put you in radio contact with a campus police officer. The Campus Police Office is located in the Physical Plant Building. Campus Police are on duty seven days a week, twenty-four hours a day.
  - c. Call 9-911 (for emergency, life-threatening situations) or call 988-5970, which connects you with the Tazewell County Sheriff's Office.
  - d. Call the Dean of Student Development Services at Ext. 286/287 during hours (8:30 am to 4:30 pm). The Dean of Students' office is located in Tazewell Hall (T-103). SWCC Counselors are available, if you want to discuss your options.
  - e. OR, any uniformed Campus Police officer.
  - f. When a victim reports a crime to campus police officers, SWCC will seek to protect the victim's request for anonymity to the extent that this is possible and is permitted under law.

#### 3.11.03 Access and Security

- a. During non-business hours, campus buildings are locked. Persons needing access during non-business hours may request access by using the HELP phones outside the buildings listed above. DIAL HELP- (4357), which provides direct radio contact with Campus Police.
- b. Persons who are not authorized to be on campus (for example people who disrupt College sponsored/sanctioned activities or loiter on campus) will be escorted to the edge of the College's property and informed of the Code of Virginia TRESPASS ORDINANCE" or they will be taken into custody if their behavior warrants an arrest.

#### 3.11.04 Campus Police Authority

SWCC Campus Police Officers have:

- a. Full police authority within the jurisdiction of the SWCC campus and off-campus locations leased for College sponsored events under Virginia law (Campus Police Act, Title 23, Chapter 17, Sections 23-232 through 23-238 of the Code of VA).

SWCC Campus Police Officers may:

- a. Stop and question persons suspected of an activity that violates college, state or federal laws.
- b. Make arrests and use appropriate force to uphold the law, preserve life and protect property.

SWCC students, faculty and staff are encouraged to report crimes and emergencies to Campus Police Officers and the Dean of Student Success by telephoning them at the above numbers or contacting them at the listed locations.

SWCC seeks to encourage prompt notifications so that its Campus Police may be proactive to prevent crime as well as reactive to incidents after they take place.

#### 3.11.05 Crime Prevention Programs

The College encourages faculty and staff to provide campus security procedures to students in orientation classes and other suitable venues. The Dean for Student Success and the Human Resources Manager will see that information relating to the annual campus security and completion rate report is made available to all students, faculty and staff each year.

#### 3.11.06 Campus Crime Statistics

Campus crime statistics are on the college's webpage and can be accessed at:  
<https://sw.edu/annual-security-report/>

#### 3.11.07 Monitoring And Recording Off-Campus Crime

- a. SWCC Campus Police Officers are in frequent contact with the Sheriff's Departments in Tazewell County and Russell County as well as the Virginia State Police office located in Claypool Hill. Illegal incidents involving SWCC students, faculty and staff are transmitted to the Campus Police Officers.
- b. SWCC Campus Police Officers have jurisdiction at off-campus student functions.

#### 3.11.08 Arrests For Drug Alcohol & Weapons Violations

SWCC Security Data is located on the college website at:  
<https://sw.edu/annual-security-report/>

#### 3.11.09 Release of Data

The provisions of the Family Education Right to Privacy Act (Amended 1998) allows the College to report substance abuse violations to parents of students under 21, to disclose the results of College disciplinary proceedings in cases of violent crimes, and to release student records to the courts in the case of a parent/student lawsuit against the College.

#### 3.11.10 SWCC Alcohol Regulations

Local, state and federal laws regulating the possession and use of alcohol on the SWCC campus are enforced by the SWCC Campus Police. SWCC does not permit the possession or consumption of alcoholic beverages on campus.

#### 3.11.11 SWCC Illegal Drugs Regulations

Local, state and federal laws regulating the possession, distribution, sale and use of illegal drugs are enforced by the SWCC Campus Police. SWCC does not allow the possession, use, selling or distribution of narcotics, stimulants, depressants, mind expanding or other dangerous drugs, except as expressly permitted by federal and/or state law.

#### 3.11.12 SWCC Drug and Alcohol Abuse Education Programs

- a. SWCC publishes information about the dangers of drug and alcohol abuse. The College has counselors available to discuss with students their abuse problems and concerns. Counselors have working relationships with off-campus private and public agencies, which deal with alcohol and drug abuse problems.
- b. The Human Resources Office has an ongoing relationship with outside agencies that provide employee assistance, mental health and substance abuse services for the College's faculty and staff.

#### 3.11.13 Policies Relating To Sex Offenses

- a. SWCC defines physical and psychological abuse as misconduct, which is subject to disciplinary action. Allegations of sexual harassment, rape, acquaintance rape and other forcible and non-forcible sex offenses are subject to disciplinary action.
- b. Students are given information about how to deal with sex offenses during their orientation program. The College Counselors are trained to help students deal with sexual concerns and offenses. SWCC's Human Resources Office has professionals outside the College who may help employees deal with sex related offenses.
- c. The College encourages students to use its counselors and campus police officers when they are involved in a sex offense. The Campus Police are trained to inform victims of the importance of preserving evidence for the proof of a criminal offense.
- d. State regulations require all SWCC employees to treat seriously any allegation of a sex offense reported to them or face possible disciplinary action by the college up to and including discharge.
- e. If an incident occurs which is a violation of Virginia's criminal statutes, prosecution may be undertaken by the Commonwealth Attorney. Regardless of whether criminal justice authorities choose to prosecute, the College reserves the right to pursue disciplinary action.
- f. When the College takes action:

1. If a student is involved in an incident with another student the Dean of Student Success has jurisdiction over the incident.
  2. If the student is involved in an incident involving a member of the faculty, a counselor, or others who work for the College or if the incident involves two college employees, the President has jurisdiction over the incident. Appeals can be made to appropriate authorities.
- 
- g. Students found guilty of misconduct may be penalized with any of the sanctions described in the College Catalog and Student Handbook. College employees may face suspension or dismissal as described in the Faculty Handbook, Classified Handbook or the Commonwealth of Virginia's Standards of Conduct.
  - h. SWCC will change a victim's academic situation after an alleged sex offense occurs if the victim requests such changes and options are reasonably available.
  - i. During any College disciplinary proceeding both the accused and the accuser will have the same opportunity to have others present during any session or meeting. Both the accuser and accused shall be informed of the outcome of any proceeding in which a sex offense is alleged.

#### 3.11.14 External Contact

- a. If you desire to file a complaint alleging that SWCC is in noncompliance with the campus security regulations you should submit your complaint in writing to the U.S. Department of Education, Family Policy Compliance Office; 400 Maryland Avenue, SW; Washington, DC 20202-4605. Web Address is:  
<http://www.ed.gov/offices/OM/fpc/>  
or
- b. If you want additional information contact the regional office: Region III -- Philadelphia (215) 656-6010. Web Address is:  
<http://www.edu.gov/offices/OIIA/Regions/regioniii.html>

#### 3.12 WORKPLACE VIOLENCE POLICY

In accordance with Department of Human Resource Management (DHRM) Policy 1.80 Workplace Violence, it will be the policy of SWCC to follow the DHRM guidelines along with the steps outlined in the SWCC Emergency Plan developed by the Health & Safety Committee.

Workplace violence can be expressed in many ways, and it is the policy of SWCC to prohibit all such conduct. Any such conduct will not be tolerated and perpetrators of this conduct will be subject to disciplinary action up to and including discharge, and may be subject to criminal charges if circumstances warrant.

As part of the annual review of the SWCC Emergency Plan, the Health & Safety Committee will review occurrences of workplace violence. The annual review will include a treat assessment. The Emergency Plan includes as part of the post-incident analysis a review/evaluation of the incident by the Health & Safety Committee to make recommendations/ revisions/additions to the emergency plan. In addition, comments will be solicited from faculty, staff, and students.

The campus maintains a HELP line for faculty, staff, students, visitors, or others to notify Campus Police of an emergency. All incidents of Workplace Violence should be reported immediately to Campus Police. In case of a serious incident requiring campus wide action the Emergency Command Center will be activated. The following individuals are all involved in the Emergency Command Center: President, Vice-Presidents, Campus Police, Director of Facility Management, Information Technology Manager, Human Resources Manager, Health & Safety Committee, and any other employees as determined by the President.

### 3.13 ACADEMIC RANK PROMOTION POLICY

Adopted 3/18/82 - Revised 2/18/83; 7/12/84; 5/88; 1/89; 12/90; 9/92

#### 3.13.01 Purpose

To provide for the academic rank promotion of faculty members using the VCCS-29, Normal Minimum Criteria for Each Faculty Rank.

#### 3.13.02 Definitions

##### 3.13.02.01 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), and 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.

##### 3.13.02.02 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.

#### 3.13.03 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. Experience Creditable Towards Time in VCCS: Only permanent P-3 Report of Appointment or Change of Status) employment with the VCCS can be counted towards time in the System.
  - 2. Creditable Teaching Experience: Creditable teaching experience shall be the sum of:
- c. Experience computed in accordance with the VCCS Procedure to Determine Faculty Entry Level Salaries at the time of initial appointment and
- d. Teaching experience subsequent to initial appointment.
  - 1. 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.
  - 2. 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 of service. No more than two academic years may be exempted from the years of full-time service requirement because of educational leave.
- e. 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.

### 3.14 GENERAL PROVISIONS

#### 3.14.01 Authority

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

#### 3.14.02 Multi-Campus Institutions

In a multi-campus college within the VCCS, the provisions of this policy shall apply to the institution as a whole.

#### 3.14.03 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.

#### 3.14.04 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.

#### 3.14.06 Substitutions

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

#### 3.14.07 Promotion of Assistant Instructor to Instructor

The salary computation for persons promoted from Assistant Instructor to Instructor shall be handled in accordance with the VCCS Procedure to Determine Faculty Entry Level Salaries.

#### 3.14.08 College Promotion Procedure

Each college shall have a written procedure for considering faculty personnel for promotion in rank. Each college has flexibility in determining the dollar amount for promotion in rank; however, the established amount may not be less than \$2,000. This amount may include the increase required to bring faculty to the minimum of the new rank.



**SOUTHWEST VIRGINIA COMMUNITY COLLEGE**

**REQUEST FOR PROMOTION IN RANK**

(Submit in triplicate to Dean/Director/Department Chair)

Name \_\_\_\_\_

Present Rank \_\_\_\_\_

Division \_\_\_\_\_

I. I have met the minimum criteria for promotion as outlined in the appropriate column of Section 3.14 of the Faculty Handbook:

Column 2 \_\_\_\_\_ Column 4 \_\_\_\_\_ Column 6 \_\_\_\_\_

II. I have had a lapse of two academic years between initial appointment and a promotion in rank; and three academic years between subsequent promotions.

III. My job performance evaluations fully meet, or exceed, the requirements outlined on the VCCS 29 Normal Minimum Criteria for Each Faculty Rank.

IV. Number of years as full-time employee in the position of (instructor of \_\_\_\_\_, counselor, etc.) \_\_\_\_\_ in the VCCS: \_\_\_\_\_

V. Total number of years as full-time employee in this, and in similar positions in other, non-VCCS institutions, if different from above: \_\_\_\_\_.

VI. Total number years related occupational experience, if appropriate: \_\_\_\_\_. Include brief description in "Comments" section below.

VII. Comments \* (Continue on reverse if needed)

I have reviewed my records with the Office of Human Resources and have determined that I am eligible for promotion as requested.

Signature \_\_\_\_\_ Date \_\_\_\_\_

RECOMMENDED:

Director/Division Chair \_\_\_\_\_ Date \_\_\_\_\_

Dean \_\_\_\_\_ Date \_\_\_\_\_

APPROVED:

College President \_\_\_\_\_ Date \_\_\_\_\_

\*Note: Please note any special accomplishments along with the reasons you feel you should be recommended for promotion in rank.

### 3.15 SWCC GUIDELINES FOR FACULTY PROMOTION

#### 3.15.01 Rationale

It is recognized that while rank promotion has implications with regard to compensation, it also has importance as an acknowledgement of professional competence and achievement. Promotion is therefore to be desired as one means, among several, of achieving professional recognition and status.

#### 3.15.02 Criteria

A faculty member should be eligible to be considered for promotion who has:

- a. Achieved the state minimum requirements for promotion as specified in the VCCS 29, Normal Minimum Criteria for each Faculty Rank of the VCCS Policy Manual, also found at Section 3.14 of this Handbook.
- b. Had a lapse of two academic years between initial appointment and promotion; and three academic years between subsequent promotions.
- c. Had evaluation ratings in accordance with VCCS 29 requirements for two years prior to initiating a promotion request.

#### 3.15.03 Method

- a. A faculty member will have the responsibility for initiating in writing a request for promotion, documenting fulfillment of the state requirements and meeting the deadline for application for promotion as set forth in the SWCC Working Calendar, section faculty evaluation, reappointment, multi-year appointment and non-reappointment, and promotion. This request will be given to the faculty member's division chairman. Promotions become effective with the beginning of the academic year following approval of promotion.
- b. Within five (5) calendar days, the Dean shall meet with the faculty member desiring promotion to review his request for accuracy in meeting state and institutional requirements. Within five (5) calendar days after this meeting, the request shall be forwarded to the Vice President of Academic & Student Services by the Dean if the faculty member has requested it at the conference.
- c. The Vice President of Academic & Student Services shall review the promotion request and pass the request to the President with a written recommendation for granting or denying the request. The faculty member shall receive a copy of this recommendation.
- d. If a request is denied by the Dean, the faculty member may file a written appeal to the President within five (5) calendar days of receipt by the faculty member of the decision rendered by the Dean and may request the appointment of an ad hoc committee to hear the case and make appropriate recommendations to the President.

This shall be in accordance with the Faculty Grievance Procedure outlined in the VCCS Policy Manual, Section 3, Item 3.13 and Section 3.02.3 of this Handbook.

- e. This procedure recognizes that the final decision in matters of promotion rests with the President, who is charged with making such recommendations within the guidelines set down by the State Board for Community Colleges. This procedure also recognizes the right of a faculty member to be informed of the final determination of his request for promotion, with a written statement of reasons in cases where promotion is denied.

### 3.16 INTELLECTUAL PROPERTY POLICIES AND PROCEDURES

Revision 9/03

The following policy determines ownership rights and responsibilities regarding intellectual property produced by a student and/or an employee of the VCCS. This policy is subject to applicable law and is consistent with the State Council of Higher Education for Virginia (SCHEV) Draft Guidelines for the Development of Patent and Copyright Policies and Procedures by State Supported Institutions of Higher Education of May 6, 1987. Although the VCCS might legally claim ownership of all intellectual property created by or for it, this policy exercises that right more narrowly in order to encourage creativity.

Intellectual Property Guidelines (SCHEV)

The 1986 session of the General Assembly amended the Code of Virginia by adding Sections 23-4.3, 23-4.4, and 23-9.10:4 which require that each board of a state-supported institution of higher education adopt formal intellectual property policies consistent with guidelines developed by SCHEV. The guidelines adopted by the State Council in June 1987 stipulate that a State institution must: define what kind of the intellectual property it wants to own, if any; establish procedures by which the institution shall be notified by the creator of intellectual property within the purview of this policy; implement procedures designed to protect and promote said property; when required, obtain from the Governor prior authorization to transfer ownership to said; and, submit an annual report including a quantitative listing of intellectual properties owned by the institution.

#### 3.16.01 Intellectual Property Definitions

##### 3.16.01.01 Assigned Duty

A task or undertaking pursuant to a contractual obligation, specific assignment, or directive. Assigned duty is narrower than “scope of one’s employment.” A general obligation to develop curriculum materials, to do research even if it results in a specific end product such as a vaccine, published article, or a computer program, or to produce scholarly publications is not a specific request or direction and hence is not

an assigned duty. In contrast, an obligation or specific direction to develop particular teaching materials, to write a particular article, or to produce a particular computer program is an assigned duty.

#### 3.16.01.02 Claim an Interest

A college may claim an interest in intellectual property when, pursuant to this policy, it asserts a right to ownership of the property or the right to a license for its use. A college may choose not to “claim an interest” in some forms of intellectual property that it does not want to own, even though it might legally be able to do so.

#### 3.16.01.03 College Intellectual Property Policy Administrator

Each college president shall designate an appropriate college administrator to serve as the college intellectual property policy administrator.

#### 3.16.01.04 Copyright

A copyright assigns to the owner of copyrightable intellectual property the following five exclusive rights:

- a. to reproduce the work;
- b. to prepare derivative works or adaptations;
- c. to distribute the work by sale, rent, license, lease, or lending;
- d. to perform the work, and;
- e. to display the work.

When the VCCS claims a license to use a copyrightable intellectual property, the license shall include all of the above rights except as otherwise provided by separate written agreement or waiver that is executed by a duly authorized officer of a college or the VCCS.

#### 3.16.01.05 Copyrightable Material

Any original work of authorship that is fixed in print, digital file, magnetic tape, or other tangible medium of expression coming within the definition of the U. S. Library of Congress Copyright Office.

#### 3.16.01.06 Creator

Is either an inventor in the context of patentable inventions or an author in the context of copyrightable works. Creator may be assumed to be either singular or plural.

#### 3.16.01.07 Employees

Are full- and part-time faculty; full and part-time classified employees, administrative staff; and students who are paid for specific work by the college. Students may be

employees for some purposes and not for others. If they are paid as student assistants, for example, they are employees. Students receiving general scholarship funds would not normally be considered employees for the purposes of this policy.

#### 3.16.01.08 Intellectual Property

Includes but is not limited to any material defined within one or more of the following categories:

- a. A potentially patentable machine, Product, composition of matter, process, or improvement, in any of these;
- b. An issued patent;
- c. A legal right that part of a patent; or
- d. Anything that is copyrightable.

Some examples of copyrightable intellectual property include:

- a. Written Materials - literary, dramatic, and musical materials or works, published or unpublished;
- b. Courseware – lectures, printed materials, images and other items used in the delivery of a course, regardless of the physical medium of expression;
- c. Visual and/or Recorded Materials - sound, visual, audio-visual, and television films or tapes, video tapes, motion pictures or other recordings or transcriptions, published or unpublished; and
- d. Computer Related Materials - computer programs, procedures and other documents involved in the operation and maintenance of a data processing system, including program listings, compiler tapes, a library of sub-routines, user and programmer manuals, specifications and databases.

#### 3.16.01.09 Net Revenues

Are gross receipts of anything of value including, but not limited to: cash payments, rents, royalties, dividends, earnings, gains and sales proceeds, less all original and ongoing costs and losses paid or incurred by the college and/or the employee, in connection with the creation, marketing, and/or copywriting or patenting of the intellectual property, including but not limited to: direct costs of obtaining and securing copyrights or patents, indirect costs as determined by the college, and all attorney's fees.

#### 3.16.01.10 Reporting Period

Is the period from July 1 of one year through June 30 of the following year.

### 3.16.01.11 Royalties Received

Are any values received during the reporting period, including cash payments as well as the market value of any property or services received, in consideration for a transfer or licensing of any intellectual property in which a college claims an interest.

### 3.16.01.12 Use of College Resources

- a. Incidental Use of College Resources involves the normal use of office space and facilities generally available to all college employees, such as libraries, computers, equipment, and support staff and does not 1) involve the procurement of special supplies, services, equipment, or other support by the College, 2) constitute more than ten percent (10%) of the normal duty time of any administrator or classified employee in any semester, or 3) involve released or reassigned time, or 4) demand more than 20% of the normal work hours of assisting college employees in any semester. Incidental resources that are available to employees generally should not be counted in the assessment of the use of College resources or general funds.
- b. Substantial Use of College Resources involves 1) more than 10% of the normal duty time of any administrator or classified employee in any semester, 2) released or reassigned time from the creator's normal duties, 3) more than 20% of the work hours of assisting college employees in any semester, or 4) procurement of special supplies, services, equipment, or other support by the College. The total value of identifiable resources shall not exceed \$10,000 for a specific intellectual property. In cases where the intellectual property consists of several identifiable elements, the total resources used for all elements shall not exceed \$10,000. The value of released or reassigned time shall be based on the contract rate for adjunct faculty. The value of support staff dedicated to the creator's efforts shall be a pro rata share of their salary and benefits. The value of other resources dedicated to the creator's efforts, such as supplies, equipment and other support, shall be based on reasonable cost if an actual cost figure is not readily available. It is the responsibility of the creator to advise the college policy administrator when substantial college resources are involved in the creation of intellectual property.
- c. Significant Use of General Funds – involves \$10,000 or more of identifiable College resources in the development of a specific intellectual property. It is the responsibility of the creator to advise the intellectual property policy administrator when significant college resources are involved in the creation of intellectual property. This definition should be used for determining when a transfer of intellectual property must be approved by the Governor.

### 3.16.01.03 Applicability of Intellectual Property Policy

The policy shall apply to employees and students of the VCCS.

### 3.16.01.14 Ownership of Intellectual Property

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 Vice President of Academic & Student Services when the creation of intellectual property involves significant use of college resources.

#### 3.16.01.15 Student-Developed Intellectual Property Materials

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.

#### 3.16.01.18 Sponsor-Supported Intellectual Property Efforts

Funds and facilities administered and controlled by a college which are provided by governmental, commercial, industrial, or other public or private organizations shall be considered, for the purpose of this policy, to be funds and facilities provided by or through the college unless otherwise agreed to by the intellectual property policy administrator.

A creator shall sign assignments, disclaimers, or other agreements as the college may require for such sponsored-supported intellectual property, and shall not enter into any agreement directly with a sponsoring organization without the pre-approval of the appropriate college intellectual property policy administrator. The college reserves the sole right to make agreements with sponsoring organizations regarding the ownership and disposition of rights in intellectual properties as it deems to be in the interest of the college and the public.

#### 3.16.01.19 Intellectual Property Consulting Work

VCCS does not claim an ownership interest or license to use intellectual property which is developed in the course of consulting work and involves only the incidental use of college resources. When substantial or significant college resources are involved, the provisions of paragraph "Ownership of Intellectual Property" apply.

When significant college resources are involved, a creator engaged in consulting work is prohibited from entering into any agreement with any organization covering ownership or other rights in any intellectual properties except as otherwise provided by separate written agreement or waiver which is executed by a duly authorized officer of a college or the VCCS..

#### 3.16.01.17 Administration of Intellectual Property Policy

Responsibility for administration of this policy is vested in the Chancellor. Each president is responsible for administration of this policy at the college level. The college intellectual property policy administrator, as appointed by the president, shall be assisted by an appropriate college committee in implementing the provisions of this policy. The college president shall designate the committee and its function.

#### 3.16.01.18 Intellectual Property Interest Notification

When a creator creates intellectual property as an assigned duty or with the use of substantial or significant college resources, the employee shall provide the following information to the college intellectual property policy administrator as soon as possible.

- a. Title of creation;
- b. Name and position of creator;
- c. Name of sponsor (if applicable) including grant or contract identification, title of project, and principal investigator;
- d. Description of creation;
- e. Year in which creation was (or will be) completed;
- f. College employment status of creator/author;
- g. If more than one creator/author is involved, percent of interest recommended to be allocated to each creator/author; and
- h. College resources, including their value, used in the creation of the work.

#### 3.16.01.19 Protection of Intellectual Property

##### a. Patents

The VCCS shall obtain the necessary approval from the Attorney General's Office when the assistance of a patent professional is needed for protection or commercialization of patentable intellectual property.

##### b. Copyrights

Copyright protection applies to any original work of authorship as soon as it is written or otherwise recorded. Registration of a copyright is not a condition of obtaining or protecting a copyright, but it is a prerequisite to an infringement suit. The owner of an original work of authorship may choose to register a copyright for the work with the U. S. Copyright Office. The instructions and forms for

registering different types of works are available on the U. S. Copyright Office web site.

- c. The creator of intellectual property which involves either incidental or substantial use of college resources may decide to register the property on a case-by-case basis as a cost-benefit decision, depending on the commercial value perceived for a work. For example, a major computer program might be registered immediately, although a newsletter might never be registered.
- d. The creator of intellectual property that involves significant use of college resources shall register the work with the U. S. Copyright Office when the work is completed. The creator shall advise the college intellectual property policy administrator when the work has been registered. The creator shall include in the work a copyright notice: a small “c” in a circle or the word “copyright” or the abbreviation “copr.”, the year of publication, and the Virginia Community College System as the name of the copyright owner.

See Section 12 of the VCCS Policy Manual for complete Policies and Procedures.

### 3.17 COPYRIGHT REGULATIONS

The right to copyright a work, or to assign this right to a publisher or others, normally belongs to the author. However, when a faculty member is specifically commissioned by the College to compose a manuscript, it is normally the property of the College. (See Section 3.04 of the SWCC Faculty Handbook and Section 12 of the VCCS Policy Manual.) Consequently, if the faculty member expects any royalty or other compensation, the College and the faculty member shall agree in advance upon the same, including the copyright to the commissioned work.

Schools operated and supported by the Commonwealth of Virginia may be liable for copyright infringement pursuant to the provisions of the United States Copyright Act (17 U. S. C., Par. 101, et seq.) with respect to copyright protected works if they photocopy such works without the authority of the copyright owner unless such photo copying is permitted under the "fair use" provisions of copyright law. In this latter connection, the provisions of 17 U. S. C., Par. 107 apply.

Employees must also comply with copyright legislation pertaining to off-air recordings of audio and visual programming.

It is also the intent of SWCC to adhere to the provisions of copyright laws in the area of microcomputer programs. College employees will be expected to adhere to the provisions of Public Law 95-517, Section 7(b) which amends Section 117 of Title 17 of the United States Code to allow for the making of a back-up copy of computer programs. This states that "...it

is not an infringement for the owner of a copy of a computer program to make or authorize the making of another copy or adaptation of that computer program provided:

- a. that such a new copy or adaptation is created as an essential step in the utilization of the computer program in conjunction with a machine and that it is used in no other manner, or
- b. that such a new copy and adaptation is for archival purposes only and that all archival copies are destroyed in the event that continued possession of the computer program should cease to be rightful."

Additionally, the ethical and practical problems caused by software piracy will be reviewed in computer classes. When software is to be used on a disk sharing system, efforts will be made to secure this software from copying. Illegal copies of copyrighted programs may not be made or used on college equipment.

Copies of any and all software license agreements must be filed with the college's Data Services Manager. All college employees are responsible for heeding and enforcing this policy.

### 3.18 CONSULTING

- a. A community college employee is encouraged to assist business, industry, governments, and other educational agencies. He may engage in consulting activities as long as such activities do not interfere with his regular responsibilities and duties for the college and so long as such activities are not in violation of the Comprehensive Conflict of Interest Act.
- b. Each employee should obtain the approval of the college president for any consulting activities that might take the employee away from the college during hours when he might normally be expected to be on campus, or at any other time that there may be a question regarding employee activities.

### 3.19 EMPLOYMENT OUTSIDE OF COLLEGE

Revision 10/98

College employees may engage in outside employment so long as it does not interfere with their work performance, or professional responsibilities to the college or create a conflict of interest as specified in the State Conflict of Interest policy. For communication and to enhance work relations, as a matter of protocol, SWCC requires that employees request, in writing, Presidential approval to engage in such outside employment.

### 3.20 PARKING

Revision 8/14

- a. Reserved parking spaces are provided for the parking of faculty and staff. Official guests are permitted to park on the circle drive and in specially designated visitor parking.
- b. All personnel are subject to parking policies established by the College and will be assigned a reserved parking space when regular use of their personal vehicle(s) occurs. Reserved parking assigned around Tazewell and Buchanan Hall will be by seniority according to permanent (P-3) status appointment date at SWCC. The positions of president, the Vice President of Academic and Student Services, the Vice President of Institutional Advancement, the Vice President of Financial and Administrative Services, and respective Administrative Assistants will hold permanent parking positions regardless of employment date. Staff should register their vehicle(s) with Campus Security and display an assigned parking sticker on the rear bumper of the car.
- c. Neither the College nor the Governing Board shall be responsible for damage to automobiles or other vehicles while parked or operated on college property.

### 3.21 PUBLICITY AND NEWS RELEASES

Revision 8/00

- a. The Public Relations Office shall be responsible for the coordination and dissemination of information and publications originating from all segments of the College. The Public Relations Office has primary responsibility for news releases and technical preparation of publications. Since the public image of SWCC is vital, personnel authorized by the President to release information to the media should have the necessary background information to assure accuracy.
- b. Offices writing own releases should forward original copy to the Public Relations Office so that proper coordination to avoid duplication may occur.
- c. The Public Relations Office is also available to work with the various offices in preparing brochures, flyers, and reports as needed which will assure a coordinated finished set of informational materials for dissemination to prospective students and area citizens.

### 3.22 SUBSTANCE ABUSE POLICY AND PROCEDURES

Revision 9/03

#### 3.22.01 Objective and Intent

Southwest Virginia Community College is committed to protecting the health, safety, and welfare of the citizens it serves by assuring that a drug-free workplace is maintained and that College employees perform their duties unimpaired by the effects of drugs or alcohol. In compliance with this commitment and the federal Drug-Free Workplace Act, SWCC establishes the following policy.

### 3.22.02 Definitions

#### 3.22.02.01 Controlled Substance

A drug or substance found in paragraph 54.1-3401 and Schedules I through VI of paragraphs 54.1-3446 through 3456 of the Code of Virginia, as amended, and Section 202 of the Controlled Substances Act (21 U. S. C. 812).

#### 3.22.02.03 Alcohol

Any product as defined in "The Alcoholic Beverage Control Act," paragraph 4-2 of the Code of Virginia, as amended.

#### 3.22.02.04 Conviction

A finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes.

#### 3.22.02.05 Criminal Drug Statute

A criminal statute involving the manufacture, distribution, dispensation, use, or possession of any controlled substance.

#### 3.22.02.06 Drug

Any controlled substance or prescribed or nonprescribed medication, taken into the body, other than alcohol, which may impair one's mental faculties and/or physical performance.

#### 3.22.02.07 College Employee

Classified and Non-classified, full-time and part-time, salaried and hourly persons employed by Southwest Virginia Community College.

#### 3.22.02.08 Workplace

Any site where official duties are being performed by College employees.

### 3.22.03 Controlled Substances

- a. The unlawful or unauthorized manufacture, distribution, dispensation, possession, or use of controlled substances is prohibited at the workplace.
- b. Any College employee who is convicted of a criminal drug statute offense which occurred at the workplace must notify the President, or his designee, in writing, of such conviction no later than five (5) days after such conviction.
- c. Option 1: Any College employee who violates this policy may be subject to disciplinary action, including discharge, and/or referral to an assistance or

- rehabilitation program at the discretion of management. Any College employee who is referred to an assistance or rehabilitation program must satisfactorily participate in such program (satisfactory participation shall be determined by management after consultation with the individual or organization providing the assistance or rehabilitation and/or the State Employee Assistance Service).
- d. Option 2: Any College employee who violates this policy may be subject to disciplinary action, including discharge, and/or referral to an assistance or rehabilitation program at the discretion of management. Any College employee who is convicted of a criminal drug statute offense which occurred at the workplace and is referred to an assistance or rehabilitation program must satisfactorily participate in such program (satisfactory participation shall be determined by management after consultation with the individual or organization providing the assistance or rehabilitation and/or the State Employee Assistance Service).

#### 3.22.04 Alcohol

- a. The unlawful or unauthorized manufacture, distribution, dispensation, or use of alcohol is prohibited at the workplace.
- b. Any College employee who violates III.A may be subject to disciplinary action, including discharge, and/or referral to an assistance or rehabilitation program at the discretion of management.

#### 3.22.05 Fitness For Work

College employees are to perform their assigned duties unimpaired by the effects of drugs or alcohol.

- a. Any College employee whose performance is impaired by the effects of drugs or alcohol at the workplace may be subject to disciplinary action, including discharge, and/or referral to an assistance or rehabilitation program at the discretion of management.
- b. There are certain College employees who, because of the duties they perform, serve in positions where the safety of others is of paramount concern. Because the use of prescription and non-prescription medications may affect an employee's ability to perform his job duties and, thereby jeopardize the safety of others, the following provisions apply:
1. The College may identify those College employees, by position classification, who because of the nature of their job duties, could endanger the safety of others due to impairment from the use of prescription or non-prescription medications. At SWCC such positions include: Campus Security; selected Physical Plant employees; instructors in technical lab or shop areas; instructors of Chemistry, Biology, and Health lab areas; Police Science instructors where firearms instruction is involved; the Crafts instructor; Food

Services employees; Exercise Room staff; and other positions as deemed appropriate by the College on an annual review basis.

2. College employees in these identified position classifications must notify their supervisor of the use of prescribed or non-prescribed medications when they have knowledge that the use of such medications may affect their ability to safely perform job duties. This information will be kept confidential and shall only be communicated to others on a need-to-know basis.
3. The College shall make a determination of whether it is safe for the College employee to perform job duties while using the medication. In making this determination, the College must consider competent medical evidence as to the nature and effects of the medication in question. If the College determines that an employee is unable to perform the job safely, the College employee may be temporarily reassigned or have the job temporarily restructured.
4. If the College determines that temporary reassignment or restructuring is not practical, and other reasonable accommodations cannot be made, a College employee may be placed on leave (leave without pay, if no leave balances are available) until such time as the employee is able to perform the job safely. College employees may be asked to present appropriate medical documentation where required.

#### 3.22.06 Employee Responsibilities

As a condition of employment, all College employees shall:

- a. Abide by the terms of Southwest Virginia Community College's Substance Abuse Policy, and
- b. Notify the President or his designee of any criminal drug statute conviction which occurred in the workplace no later than five days after such conviction is entered.

#### 3.22.07 College Responsibilities

- a. Southwest Virginia Community College will inform the federal contracting or granting agency within ten (10) days after receiving notice from a College employee of any criminal drug statute conviction for a violation occurring at the workplace or otherwise receiving actual notice of such conviction, as required by the Drug-Free Workplace Act of 1988.
- b. The College shall, within thirty (30) days of receiving notice of a College employee's conviction for a criminal drug statute offense occurring in the workplace, take appropriate disciplinary action against such employee and/or require such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program, as required by the Drug-Free Workplace Act of 1988.
- c. The College shall provide a copy of the Southwest Virginia Community College's Substance Abuse Policy to all supervisory personnel. Additionally, the College shall



- instruct supervisory personnel in the recognition of behaviors which may be indicative of alcohol or drug use or abuse and appropriate referral techniques and resources for drug or alcohol rehabilitation.
- d. Southwest Virginia Community College shall provide to College employees, on an on-going basis, a copy of this policy. Further-more, the College shall inform College employees of the dangers of drug abuse in the workplace, available drug and alcohol counseling, rehabilitation and employee assistance programs, the penalties that may be imposed on College employees for drug or alcohol use or abuse, and the College's policy of maintaining a drug-free workplace.
  - e. The College will distribute a list of the position classifications which require notification under IV.C.1.
  - f. The College will ensure that disciplinary actions taken as a result of a violation of this policy are consistent, fairly applied, and not unduly harsh or punitive based on the severity and nature of the violation.

#### 3.22.08 Rehabilitation Programs

- a. College employees experiencing a problem with drug or alcohol abuse or dependency are encouraged to seek counseling assistance. Supervisors are encouraged to assist College employees seeking such assistance. Notwithstanding a College employee's voluntary participation in a drug or alcohol rehabilitation program, the College employee is expected to perform his duties according to developed job standards and expectations.
- b. The State Employee Assistance Service (SEAS) is available to all College employees for counseling and referral for drug and alcohol related problems as well as other personal problems.
- c. With respect to any violation of this policy, the following provisions apply:
  - 1. Supervisor should consult with SEAS or other state operated substance abuse programs prior to referring a College employee to a drug or alcohol assistance or rehabilitation program. Under current health care benefits, not all treatment programs are covered.
  - 2. Management is encouraged to consult with SEAS or other state operated substance abuse programs in determining whether a College employee referred to an assistance or rehabilitation program has satisfactorily participated in such program.
- d. Other agencies, such as the Department of Mental Health, Mental Retardation and Substance Abuse Services; the Department of Health; the Department of Rehabilitative Services; and the Department for the Rights of the Disabled may be contacted to provide assistance and referral information.

- e. College employees may be granted leaves of absence (leave without pay if no leave balances are available) to participate in rehabilitation programs for treatment of drug or alcohol abuse at the discretion of management.

#### 3.22.09 College Substance Abuse Policies

Southwest Virginia Community College may promulgate additional substance abuse policies, as needed, in order to comply with federal or state law. Should Southwest Virginia Community College promulgate a substance abuse policy to augment this policy, Southwest Virginia Community College recognizes that it must submit the policy to the Department of Personnel and Training and the Office of the Attorney General for approval before implementation.

#### 3.22.10 Coverage of Personnel

This policy is applicable to all employees of Southwest Virginia Community College.

#### 3.22.11 Authority

Option 1: This policy is issued by the President of Southwest Virginia Community College pursuant to the authority vested in him by the Code of Virginia. This policy may be revised or eliminated as necessary.

#### 3.22.12 Interpretation

The Human Resources Officer is responsible for official interpretation of this policy. Questions regarding the application of this policy should be directed to the Human Resources Office, Room 343 of Tazewell Hall.

#### NOTICE TO ALL COLLEGE EMPLOYEES

The federal Drug-Free Workplace Act requires that we inform you that the unlawful manufacture, distribution, possession, or use of a controlled substance is prohibited in the workplace. The workplace consists of any college-owned, controlled, or leased property, or the site where College work is performed. Any employee who violates this prohibition will be subject to disciplinary action, up to and including discharge, and/or required to satisfactorily participate in a drug abuse assistance or rehabilitation program at the discretion of management. As a condition of employment, each employee must abide by the terms of this prohibition and notify his supervisor of any criminal drug statute conviction occurring in the workplace no later than five (5) days after such conviction.

If you have any questions about this matter, please contact our Human Resources Office.

### 3.22.13 SWCC Web Site Policy and Procedure

Created 9/3/97 ;Revised 10/04

To manage and maintain the College's services as they pertain to home pages, creation of web pages, e-mail, etc., the following policy and procedure has been implemented.

Note: Obtain Internet Access or Mail Accounts

Review the SWCC Security Procedure for instructions on obtaining network access.

#### 3.22.13.01 Web Server

##### a. Creation and Maintenance

A web server is any computer containing software and connections enabling the serving of files on the Internet. While SWCC actively promotes and encourages the freedom of communication and positive results available through publication on the World Wide Web, guidelines must be followed so that the college's interests and policies are best served. The following are organizational policies to manage the growth and maintenance of SWCC's Web presence based on the following statements of purpose.

1. All World Wide Web publications created and served using SWCC resources: are to promote SWCC in general and its program offerings and services will provide service to SWCC employees, students and community members.
2. WWW publications will not be created to promote individual purposes, such as placement of personal pages or promotion of private business or enterprise on the web.
3. SWCC Employees or Students may not create and maintain a personal web server using state equipment. Any creation of web server capabilities must be under the direct approval and supervision of the appropriate department head, division dean and/or V.P.

#### 3.22.13.02 SWCC Primary web server(s)

##### a. Approval:

All content is to be maintained by the Webmaster with the supervision and approval of the Office of the President and the Vice President of Administration.

##### b. Identification and Purpose:

This is the server(s) physically located in the Information Technology Server Room maintained by the Webmaster, and is SWCC's official World Wide Web server. These server(s) will carry the domain designation of sw.edu.

##### c. Content and Responsibility:

These server(s) will contain pages related to College policy and procedure and other documentation specific to SWCC operations. These pages will be served and administered through the College's Intranet. SWCC's home page, general

information about the college and surrounding counties, course offerings and schedules, handbooks and other publications, and upper level divisional information for the Administrative, Instructional and Student Support areas will be served through the Internet.

#### 3.22.13.03 SWCC Division/Departmental server(s):

a. Approval:

The creation of this type of server must be approved by the Division Dean, the respective Vice President and the Office of the President. The SWCC Network Manager will provide DNS entry for the server once approvals have been made. The server(s) will be physically located in SWCC's server room so that all precautions for the physical security of the servers can be maintained unless specific approval and responsibility is taken by the appropriate Division Dean.

b. Identification and Purpose:

A division/department server(s) will carry the designation of the individual area (i.e. humanities (server for the Humanities Division) or DES (server for Distance Education pages in support of Internet course offerings, [ex. desweb.sw.edu.]). The SWCC Network Manager maintains on file a listing of all Division/Department Web Servers to include the DNS entries, IP addresses and server configuration.

#### 3.22.13.04 Links to SWCC Primary Server:

Each department/division will provide the Webmaster with the URL for the default home page of their server to provide a link from the primary server, whenever materials published are to be generally available to the public.

a. Content and Responsibility:

Divisional/department servers may contain departmental pages for publications such as highlighting of specific curricula, detailed information of departmental activities and on-line course instruction and materials. Publications placed on departmental server(s) initiated by the instructor of a course in support of course content do not require the approval process prior to publication.

Any information published from these departmental/division servers is the direct responsibility of the department vice president/division dean and/or his or her designate. A server listing will be maintained by the Webmaster providing:

b. location of the server

c. the person responsible for approval of web page content

d. person responsible for configuration and maintenance of the server hardware and operating software capabilities

e. and the person responsible for the creation and ongoing maintenance of the information contained in the web page(s).

The Webmaster will provide assistance in server setup, page creation and troubleshooting when needed. Content development and design of departmental/division pages is the responsibility of the respective department/division. This content should not be a duplication or a revision of information provided through SWCC's primary server. Content must be reviewed regularly and outdated, unnecessary information should be updated and/or removed.

#### 3.22.13.05 Web Publishing

Web publishers at SWCC are responsible for the content of the pages they create and are expected to abide by the highest standards of quality and responsibility. These responsibilities apply to all publishers, whether they represent divisions/departments, or student organizations. Publishers are also required to comply with all VCCS and SWCC System rules and policies, and state and federal laws concerning appropriate use of computers.

#### 3.22.13.06 Web Page Creation

- a. Authoring tools for creation of web pages are widely available. The SWCC Webmaster will assist any departmental/divisional or student organization contacts in obtaining the necessary software and skills to create web pages.
- b. Those who want to publish on the web but do not want to maintain their own server or learn to create html documents, submit publications in word processing format for review by the appropriate dean/division chair. Once approved, these documents will be maintained on SWCC's primary web server by the Webmaster with input from the page creator.
- c. Student Organization pages (pages developed by student organizations which are not class related) must be approved by the Student Advisor. While these pages may be created by the students, physical location and serving of this type of page must be through the SWCC Webmaster and physically located and served from the SWCC Primary web server. Assistance will be provided by the SWCC Webmaster in development of web authoring skills.
- d. Access to the site will be provided to the respective student advisor or club sponsor. No students will be given accounts for access to SWCC's primary web site.

#### 3.22.13.07 Maintenance of Established Web Pages

Every effort must be made to prevent the degeneration of page content published on the SWCC web site. If page links are no longer valid or are replaced, the old URL must be removed and the new URL provided. If the information content of a page or group of pages changes after publication on the web, it is the responsibility of the

person or group who requested publication and provided the original information to provide updates either directly or through a request to the Webmaster or person responsible for that page(s). The continued accuracy and validity of published web pages is the responsibility of the original author or his/her designate.

### 3.23 E-MAIL (ELECTRONIC MAIL) POLICY

Electronic mail accounts are provided for SWCC Faculty and Staff with both on-campus mail and Internet mail privileges. Employees are encouraged to use electronic mail, or e-mail, for college related activities and to facilitate the efficient exchange of useful information. The following regulations must be observed in the responsible use of electronic mail. These regulations are in support of and in addition to the VCCS Information Technology Employee Ethics Agreement.

If you send electronic mail you need to know that:

- a. the messages you send are NOT private
- b. these messages contain information that may be used as evidence in court
- c. when you delete a message from the e-mail system, it may still be possible to retrieve and read that message.

As a responsible member of the SWCC community, you are expected to act in accord with the following general guidelines based on common sense, common decency, and civility applied to the networked computing environment.

Messages sent as electronic mail should meet the same standards for distribution or display as if they were tangible documents or instruments. Identify yourself clearly and accurately in all electronic communications. Concealing or misrepresenting your name or affiliation to dissociate yourself from responsibility for your actions is never appropriate. Alteration of the source of electronic mail, message or posting is unethical and possibly illegal.

All electronic mail files belong to somebody. They should be assumed to be private and confidential unless the owner has explicitly made them available to others. However, be aware that glitches do happen and that determined computer hackers can generally access most any site. Messages put on e-mail must be written with the thought that most anyone may have access. Don't write something you would not want seen by others.

Be sensitive to the inherent limitations of shared network resources. No computer security system can absolutely prevent a determined person from accessing stored information that they are not authorized to access. While SWCC has no interest in regulating the content of electronic mail, it cannot guarantee the privacy or confidentiality of electronic documents.

Good judgment dictates the creation only of electronic documents that may become available to the public.

Respect the rights of others. Do not send abusive, threatening, or harassing materials. Civil discourse is at the heart of a college community free of intimidation and harassment and based upon a respect for individuals as well as a desire to learn from others. While debate on controversial issues is inevitable and essential, bear in mind that it is your responsibility to do so in a way that actually advances the cause of learning and mutual understanding.

You are expected to promote efficient use of network resources consistent with the instructional, research, public service and administrative goals of SWCC. Show consideration for others and refrain from engaging in any use that would interfere with their work or disrupt the intended use of network resources. You should especially avoid wasteful and disruptive practices, such as sending chain letters, broadcast messages or unwanted material. Specifically, the distribution account called "Public" is to be used for college business only. This address should not be used as a public forum for personal gain, expression of opinion, or sharing of data for any purpose other than to promote college business.

E-mail and other network resources may not be used for commercial purposes or for personal financial gain. This does not preclude the use of e-mail to assist in the investigation and support of vendors' products, such as the discussion of a product's relative advantages and disadvantages by users of the product, the distribution of information or technical support material by request or vendor responses to questions about their products, as long as the responses are not in the nature of a solicitation.

The same standards of conduct expected of students, faculty and staff regarding the use of telephones, libraries, and other institutional resources apply to the use of e-mail. You will be held no less accountable for your actions in situations involving e-mail than you would be in dealing with other media. You are expected to abide by the security restrictions on all systems and information to which you have access. You should avoid any communication where the meaning of the message, or its transmission or distribution, would be illegal, unethical or irresponsible. Conduct which involves the use of information resources to violate a college policy or regulation, or to violate another's rights, is a serious abuse subject to limitation of your privileges and appropriate disciplinary action.

#### Procedure

##### Establish a WEB Server

- a. Document the purpose, location, content and responsibility of the proposed server.
- b. Obtain approvals.

- c. Once approved, SWCC's Network Administrator will assign a domain entry to the server.

#### Publish on an existing WEB Server

- a. Provide a description of proposed content of web publication.
- b. Obtain approvals where required.
- c. Coordinate with person responsible for web server maintenance in the publication of documents.

### 3.24 CURRENT EMERGENCY PREPAREDNESS INFORMATION

#### 3.24.01 Storm Shelters

Storm shelter signs have been placed across the campus to identify locations that meet one or more of the safety location requirements in the event of a tornado warning.

If the sign is located on or immediately next to a door, the safe location is on the other side of the door. If the sign is located on the wall, the safety location is in the area around the sign.

A Tornado Safety Location is one that:

- Has no windows
- Is on the lowest possible floor of a building
- Has no exterior walls

(When all three of these criteria cannot be met in a building, the safety location is the place that best meets them.)

Upon notification of a tornado warning, all persons should proceed to a tornado safety location inside their buildings, assisting those that need assistance and ensuring that those under their jurisdiction also go to the safety location. Whenever possible, employees will maintain an approximate head count of the persons from their areas. All building occupants are to remain in the safety location until the Tornado Warning has expired or until notified that the danger has passed.

This list may not be complete; please look for the signage or best safety location as described above.

- Tazewell: T119 (Auditorium)
- Russell Hall: R 123 and 124
- Davis Hall: 121 and 123
- KCC: Conference Rooms
- Dickenson: Lobby
- Buchanan: 121 and 123
- LRC: Studio and computer lab on lower floor
- Music Bldg: vacate or get under a desk



- Facility Building: Central bathrooms
- New Facility Building: Storage room

### 3.24.02 Reporting an Emergency or a Threatening Situation – How to get HELP?

Contact Information: The emergency personnel should be contacted in the following order depending upon the severity and urgency of the emergency and the time that the emergency occurs. These personnel are the first points of contact for many campus emergencies including but not limited to auto accidents, fire, bomb threats, disturbances, chemical spills or threats, or general campus disturbances or emergencies.

As always, personal judgment must be exercised to assess the urgency of the situation and the appropriate personnel to contact.

- a. Dial 4357 (HELP) from any campus phone OR use the Emergency call boxes located at each building and parking lot.
- b. Call 8-911 (for emergency, life-threatening situations) or call 9-988-5970 which connects you with the Tazewell County Sheriff's Office See 911 Physical Address Listing
- c. Call the VP of Academic & Student Services at Ext. 7366 during hours (7:45 a.m. to 4:30 p.m.). The VP of Academic & Student Services is located in Tazewell Hall (T-345). SWCC Counselors are available, if you want to discuss your options. The Threat Assessment and Management Team is also available for non-emergency assistance.
- d. Or contact any uniformed campus police officer.

### 3.24.03 Emergency Reference Guide

All College personnel and students should be prepared to take proper action should an emergency of any type occur.

This Quick Reference section contains reference notes for emergencies taken from the full College Emergency Plan.

The SWCC Emergency Plan was developed to help provide protection for the students, faculty, and staff of Southwest Virginia Community College and contains all emergency information in detail.

Familiarize yourself with this quick reference as well as the College's full emergency plan.

#### Notifications

In the event of an emergency on campus, you will be notified through the following methods:

- a. An emergency text alert to your cell number/email if signed up through SWCCAlert (<http://alert.sw.edu>)

- b. Each office/classroom phone will broadcast through audio and text the warning message for the type of emergency event.
- c. The campus video feeds will broadcast an appropriate warning message.
- d. SWCC's homepage banner will display the appropriate warning message and link to information on your required protective response.
- e. Lockdown situations can only be lifted by an "ALL CLEAR" message being delivered over the SWCC Alert System or verbally by familiar law enforcement personnel or Building Wardens.

In the event of an emergency on campus requiring a campus lockdown:

- a. Close and lock the classroom/office door. (If in hallway, go to the nearest area with a door)
- b. Turn off the lights and silence your cell phone.
- c. Move everyone in the room quietly to a location that is out of the line of sight of the door.
- d. Remain quiet, await further instructions.
- e. Do not leave the room unless an "ALL CLEAR" message is delivered over the SWCC Alert System or verbally by familiar law enforcement personnel or Building Wardens.\*
- f. Do not evacuate the building if the fire alarm is sounded; remain in lockdown mode until an "ALL CLEAR" message is received.
- g. If you are caught in an open area such as a hallway, or if you are outside and the threat is occurring on campus grounds, you must decide quickly what you are going to do. The next few moments are crucial and may very well mean life or death.

*Lockdown does not ensure absolute safety indoors or safety of surrounding areas. This is a process to secure rooms and prevent the potential danger from spreading across the campus.*

During a lockdown, vehicular travel in and out of campus will be restricted to police and emergency responders ONLY.

#### 3.24.04 Responding to On-Campus Health / Safety / Crime Emergencies

Whenever anyone witnesses an accident, crime, or serious illness Campus Police is notified– 4357 (HELP) and/or 9-911 immediately and provide information concerning:

- a. Location of accident / crime / illness
- b. Nature of emergency
- c. Description of any injuries

Should an emergency occur in which local authorities respond, DO NOT ASSUME THEY KNOW YOU ARE NOT AT FAULT. Follow ALL directions of the authorities/responding official(s), as they must quickly identify and contain any emergency situation.

In a medical emergency do no more than your qualification and experience allow. Give aid, but do not cause harm. First aid kits are located in certain offices, laboratories and with Campus Police. Faculty and staff should be familiar with the location of such kits. Generally, the College is not equipped to provide emergency medical treatment. This will be coordinated with outside professionals

#### 3.24.05 Building Evacuation Plan

The internal fire alarm system will be used to sound evacuation alarms. Do not try to guess whether it has been accidentally set off or whether it is a “false” alarm, minor disturbance, or an inappropriate telephone call. Each time the alarm sounds, you should react immediately to evacuate all buildings according to the following plan. Follow the instructions of your building warden for evacuation. See listing of Building Wardens and refer to the Emergency Plan for detailed information.

- a. When the alarm sounds, all students, faculty and staff should immediately proceed from building by nearest EXIT
- b. Instructors should check their respective classrooms before leaving building to insure that everyone has evacuated. Lights should be left on in the classrooms and classroom doors closed as they Exit. Remember – LIGHTS ON! DOORS CLOSED!
- c. Building and grounds personnel will proceed to previously designated areas.
- d. All students, faculty, and staff will move to the dispersal areas, which are those areas in parking lots and open spaces located at a safe distance from buildings. Designated fire / safety wardens will provide direction as needed.

#### 3.24.06 Designated Assembly Areas

Tazewell Hall – Flagpole between Tazewell and Buchanan Halls

Russell Hall – Sidewalk across the street from main steps

Davis Hall – Parking Lot

Buchanan Hall – Parking Lot

Dellinger/ Buchanan Hall – Parking Lot

Dickenson Hall – Employee/Student Parking Lot

Armory – Parking Lot

King Community Center – Parking Lot

Other areas may have to be identified depending upon specific incident. Please verify with your building warden or emergency designate if assembly areas are still safe due to various types of emergencies which may occur and follow their direction.

### 3.24.07 Persons with Disabilities

- a. Be familiar with evacuation options.
- b. Seek evacuation assistants who are willing to assist in case of an emergency.
- c. Ask supervisors, instructions, or Campus Police about evacuation plans.

*You must evacuate to the nearest exit. Persons with disabilities should become familiar with basic evacuation options.*

- a. Stairway evacuation: using steps to reach ground level exits from the building.
- b. Stay in Place: unless danger is imminent, remaining in a room with an exterior window, a telephone, and a solid or fire-resistant door. With this approach, the person may keep in contact with emergency services by dialing 9-911 and reporting his or her location directly. Emergency services will immediately relay this location to on-site emergency personnel, who will determine the necessity for evacuation. If the phone lines fail, the individual can signal from the window by waving a cloth or other visible object.

*The Stay in Place approach may be more appropriate for sprinkler protected buildings or buildings where an “area of refuge” is not nearby or available. It may also be more appropriate for an occupant who is alone when the alarm sounds.*

Areas of Refuge: with an evacuation assistant, go to an area of refuge away from obvious danger. The evacuation assistant will then go to the building evacuation assembly point and notify the on-site emergency personnel of the location of the person with a disability. Emergency personnel will determine if further evacuation is necessary.

### 3.24.08 Fire Emergencies

When reporting or extinguishing a fire, cautionary judgment and common sense should serve as the best guides. The following procedures should be followed if possible:

#### 3.24.08.01 Small Controllable Fires:

Use appropriate available extinguishing methods

- a. Dial Campus Police Emergency Number – HELP (4357)
- b. Even though the fire may appear to be completely extinguished, the incident must be reported to the Campus Police since the underlying cause for the fire may still be remaining.

#### 3.24.08.02 Major, Uncontrollable Fires

- a. Pull the nearest fire alarm pull station.
- b. If able, pull Campus Police button on outside of building.
- c. Help evacuate students, employees, and visitors.

- d. Emergency fire drills shall be conducted for each building at least once per year.

#### 3.24.08.03 Fire Evacuation Rules

- a. NEVER use elevators to evacuate a burning building.
- b. Note the posted Evacuation Routes and follow to the nearest exit.
- c. Go immediately to the designated assembly area and wait for further instructions.
- d. Stay clear of emergency response personnel and equipment.

#### 3.24.09 Accidents Involving Students in Classrooms, Laboratories and Shops

The Laboratory Chemical Hygiene Plan contains safety procedures to be followed for students working in laboratories where hazardous chemical are used. Only those employees with proper training should attempt to administer first aid. First aid kits are located in certain offices, laboratories, shops and with Campus Police. Employees should become familiar with the location of such kits.

SWCC's Chemical Hygiene Plan is designed to bring the chemical laboratory in compliance with current knowledge and regulations. It is the responsibility of the Chemistry instructors and the maintenance supervisor to review and update this plan annually and report all incidents promptly. The Human Resources Department will maintain copies of all Accident/Incident Reports involving the Science Department personnel.

#### 3.24.10 Emergency or Inclement Weather Closing Policy

When the decision is made to close the college or operate on late schedule, the decision will be communicated to employees and the public per the methods listed on the Inclement Weather Closing or Delay Status page.

#### 3.24.11 Building Wardens

Buchanan Hall: Dr. Mike Henry,  
Tazewell Hall: Randy Rose  
Dellinger Hall: Dr. Teresa Yearout  
Russell Hall: Dr. Brian Wright  
Community Center: Jason Vencill  
Physical Plant: Edna Sizemore  
Davis Hall: James Dye  
Dickenson Hall: Dr. Joey Trivette

#### 3.24.12 When a Bomb Threat is Received

- a. Treat the call seriously

- b. Recorded Data: Date, Time: a.m. or p.m., Duration of call, Exact Wording of Threat, Identifying Characteristics of Callers: Sex, Estimated Age, Accent (English, French, etc.), Voice (loud, soft, etc.), Speech (fast, slow, etc.), Diction (good, nasal, lisp, etc.), Manner (calm, emotional, vulgar, etc.), Background Noises
- c. Was the caller's voice familiar to you? If yes, specify.
- d. Did it appear that the caller was familiar with the College and / or area? If yes, specify.
- e. Remain calm. Call Campus Police 4357 immediately advising you have just received a bomb threat. Advise where you are and how you can be reached.
- f. Listen, do not hang up, be calm and courteous, Do not interrupt the caller, Obtain as much information as you can, engage the caller for as long as possible to allow the call to be traced. Note any background noises, caller accents, tone or mannerisms and the exact wording of the threat
- g. Questions to Ask: What time will the bomb explode? Where is it? What does it look like? Why did you place the bomb? Where are you calling from? What is your name?

Threat Recipient's Particulars:

Name Department Person to contact Telephone Number

### 3.24.13 Automobile Accidents – State Vehicle

An automobile self-insured plan has been established for vehicles owned by the Commonwealth.

If an employee of SWCC is involved in an accident while on College business, the employee should do the following:

- a. Call the state police
- b. Obtain names, addresses, phone numbers, and license numbers of all personnel involved in the accident
- c. Obtain name, address, and phone number of any person who claims to be injured
- d. Note all property damage
- e. Note the number of people who were in the other cars
- f. Obtain the names, addresses, and phone numbers of witnesses who saw the accident occur
- g. Advise your supervisor as soon as possible
- h. Do not comment on whether or not the accident was your fault
- i. Call Campus Police at 276.964.7503

### 3.24.14 Emergency Phones

If an emergency should occur and you need assistance, Emergency Call Boxes have been strategically placed at each building/parking area on campus. These phones will connect you directly to a security who will respond to your emergency.

To use an Emergency Telephone:

- a. Press the call button and wait. You will hear silence and then a few beeps before the call is answered.
- b. Give your name, describe the emergency and your location.
- c. No other number can be dialed from the emergency call box.

HELP phones are located at: Armory (back door), Buchanan Hall (back of building facing parking lot), Buchanan Hall (middle of the parking lot), Charles R. King Community Center (entrance to weight room) Dickenson Hall (front entrance), Dickenson Hall Parking Lot (middle of lot on student side of lot), Davis Hall (front entrance), Davis Hall Parking Lot (middle of lot), Pavilion #4 near the Football Field, Physical Plant (front entrance) Russell Hall (front entrance), Tazewell Hall (entrance facing Buchanan Hall)

#### 3.24.15 911 Physical Addresses on Campus

*Note: All addresses are Cedar Bluff, VA 24609*

Buchanan Hall – 669 Community College Road; Davis Hall – 1073 Community College Road; Dickenson Hall – 541 Community College Road; Head Start – 757 Community College Road; King Community Center – 295 Community College Road; Modular Building – 671 Community College Road; National Guard Armory – 180 Essayon Drive; Russell Hall – 599 Community College Road; Tazewell Hall – 635 Community College Road; Learning Resources Center – 965 Community College Road; Physical Plant – 724 Community College Road

**SECTION 4**  
**CONTRACTUAL AND FINANCIAL POLICIES**



#### 4.01 CONTRACTUAL AGREEMENTS: DELEGATION OF SIGNATURE AUTHORITY (SB)

##### 4.01.01 Purpose

This policy describes the responsibilities of the State Board for Community Colleges, the Chancellor, Community College Presidents, and Legal Counsel for the execution of all contractual agreements entered into by, for, or on behalf of the Virginia Community College System and its component colleges (the System). Southwest Virginia Community College follows the policies outlined in this section.

##### 4.01.02 Scope of Policy

This policy will apply to any and all contractual agreements entered into by the System Office or any college, division, department, office, or activity whatsoever in the name of the Virginia Community College System or of any of its component colleges. This policy does not, however, apply to any personnel actions regarding faculty or staff. This policy applies to any and all documents in whatever form and for whatever purpose, including but not limited to the following: Deeds, Leases, Contracts, Purchase Orders, Certificates, Receipts, Deeds of Trust, Promissory Notes, Bonds, Checks, Tax Returns and Reports, Claims for Refund, Releases, Waivers, Bills of Sale, Stock Certificates, Proxies, Security Agreements, Financing Statements, Affidavits, Pleadings, and Responses to Interrogatories.

##### 4.01.03 Vested Signature Authority

In the following cases, no contracts shall be executed on behalf of the Virginia Community College System or any of its component colleges except by specific authorization of the State Board for Community Colleges:

- a. The conveyance of real estate, or the System's interest in real estate.
- b. Contracts, leases, or other documents by which the System leases or acquires a leasehold interest in real estate for more than one year with an annual cost exceeding \$250,000.
- c. Contracts, leases, or other documents by which the System leases any of its real estate for more than six months with an effective monthly rental exceeding \$2,500.
- d. Contracts or other documents for the expenditure of funds appropriated for capital outlay. (See Section 10, Physical Facilities).
- e. Contracts or other agreements pertaining to the employment and compensation of the Chancellor.

In the following cases, no contracts shall be executed on behalf of the Virginia

Community College System or any of its component colleges except by specific authorization of the Chancellor:

- f. Contracts or other agreements by which the System acquires goods, equipment, or supplies exceeding a one-time or annual cost of \$250,000, excluding capital outlay.
- g. Contracts or other agreements by which the System acquires services valued at or at a cost exceeding \$500,000 on a one-time or annual basis, excluding capital outlay.

Other contracts falling within guidelines and authorizations established by the budget adopted by the State Board for Community Colleges may be executed by the Chancellor in the case of contracts entered into by the System Office, or by a community college president in the case of contracts entered into by his or her college, without other express authorization. No other person shall have any authority to sign any contract on behalf of the System except as hereafter specifically provided.

#### 4.01.04 Delegation of Signature Authority

The Chancellor and each community college president are hereby authorized to delegate their signatory authority as defined herein to any System or college official provided that:

- a. Such delegation shall be operative only during the fiscal year in which the delegation is made.
- b. Such delegation shall specify which type of documents may be executed, including a dollar limitation if applicable.
- c. Such delegation shall provide for a certification of procurement compliance to be completed at the end of the delegation period.

#### 4.01.05 Conformance to Law

All procurement of property, equipment, goods, supplies, and services of all types shall be made in conformance with the Commonwealth of Virginia's Public Procurement Act and the regulations promulgated by the Department of General Services, Division of Purchases and Supply and the Division of Engineering and Buildings (and all other cognizant State and Federal Agencies). The solicitation and selection of all contractors shall be performed in accordance with said regulations.

#### 4.01.06 Legal Review

The System will endeavor to use standard contract formats approved by the Commonwealth for all contractual agreements. Proposed contracts, requests for proposals, and all other pre-award documentation will be submitted to the Attorney General's Office for review.

#### 4.01.07 Contract Administration

The Chancellor shall designate a Contract Administration Officer for the System Office, and each college president shall designate a Contract Administration Officer for the college. College and System Office contract administration officers and designated staff shall be responsible, in accordance with all relevant State, Federal, and System regulations, for all aspects of contract administration for their respective entities.

Contract administration will include (but not be limited to) preparation and review of all solicitation for goods and services, review and execution of all contractual agreements (as outlined in this policy), legal liaison where necessary, maintaining centralized files of all contracts entered into by the entity, preparing any required reports, and all other such duties as may be necessary.

#### 4.02 PAYROLL INFORMATION (SG)

All employees of the VCCS (full-time and part-time) must be paid on State payrolls regardless of the source of funds. Any payroll actions are subject to prior approval by the State Division of Personnel.

#### 4.03 ACCOUNTING AND FISCAL MANAGEMENT (SG)

SCHEV developed the Chart of Accounts by direction of the Governor in consultation with the Division of the Budget, the Auditor of Public Accounts, and the Department of Accounts. Amendments and revisions are made, when required.

The Chart of Accounts developed exclusively for the VCCS conforms with the requirements established by SCHEV. In general, this Chart of Accounts is also compatible with the system recommended by the National Association of College and University Business Officers in its publication entitled *College and University Business Administration (Administrative Service)*, which is in use by a majority of the institutions of higher education throughout the United States.

A current VCCS Chart of Accounts can be obtained from the System Accounting Office.

##### 4.03.01 Accounting Procedures for Community Service Activities (C)

- a. All revenues derived from non-credit community service activities shall be deposited with the Treasurer of Virginia, Community Service Income.
- b. Individual colleges shall have the authority to establish charges as appropriate for the various community service offerings in accordance with State Board Policy. (Reference Section 5.0.1.1).

- c. All related expenditures shall be charged to the appropriate program/sub-program code.
- d. All lecturers and seminar leaders who meet the test of independent contractor shall be paid on a contractual service basis.
- e. All lecturers and seminar leaders who do not meet the test of independent contractor must be paid by the State payroll.
- f. Supplies and materials needed for community service courses shall be obtained through normal purchasing procedures.
- g. Other related costs such as rentals, special luncheons, and awards shall be paid by State invoice.

#### 4.03.02 Disbursement and Deposit Procedures

##### 4.03.02.01 Cash Receipts (SG; SB; and C)

Cash receipts shall be handled in the following manner.

- a. Tuition and other State revenues shall be coded according to State revenue classification code and deposited to the credit of the Treasurer of Virginia in an approved bank.
- b. Local fund revenues shall be established in a separate fund and bank account and subject to State audit.
- c. It shall be the responsibility of each college to maintain detailed records on cash overages and shortages including written explanations.
- d. A subsidiary account must be established within the vending commission local funds to reflect cash overages and shortages on a cumulative basis. This account must be used to make up any shortages on deposits to State funds. Any overages shall be retained in the account to offset shortages.

##### 4.03.02.02 Expenditures (SG and SB)

No expenditure shall exceed the amount appropriated and approved by the State Board. Should a college need to exceed its budgetary appropriation, application shall be made by the college to the Vice Chancellor for Administrative and Fiscal Affairs for a transfer of funds.

#### 4.03.03 Local Community College Funds (SB)

- a. Local funds may be established by the colleges and the System Office of the VCCS. These funds shall derive their revenue from enterprise activities, contributions of local political sub-divisions, contributions of educational foundations, student activity fees, other direct contributions to the community college or the System Office, and from interest earned on the investment of these funds. Funds held by the VCCS in a

- fiduciary capacity (e.g., student clubs) shall be held locally but are classified as agency funds. All activity for local and agency funds shall be accounted within the VCCS' Administrative Information System (AIS).
- b. Expenditures of local funds may be made for the benefit of the college's operation, development and construction of facilities. Local funds are public funds and subject to all laws, rules, and policies appropriate to public funds including the requirement that public funds outlined in the Code of Virginia and the Virginia Public Procurement Act.
  - c. Local funds of more than \$5000 per year may not be disbursed or transferred to college foundations for any purpose with the following exceptions:
    1. Annual college donations to the Virginia Foundation for Community College Education to support the Chancellor's discretionary fund.
    2. Lease payments made to the college's foundation (colleges shall follow lease policies within Section 10 of the VCCS Policy Manual and the VCCS Operation and Income Lease Policy Manual)
  - d. Procurement of goods or services with local funds, including contributions from supporting foundations, shall be made in accordance with the Virginia Public Procurement Act and the rules and regulations applicable to the type of procurement as follows:
    1. Local capital funded projects shall follow DGS' Construction and Professional Services Manual (as adopted by the VCCS)
    2. IT purchases shall follow the VCCS Guidelines and Procedures for the Purchase of Information Technology Goods and Services.
    3. General goods and services purchases shall follow the Virginia Department of General Services (DGS) [Agency Procurement and Surplus Property Manual \(APSPM\)](#).
  - e. College local fund disbursements associated with revenues received from localities, student fees, self-operated auxiliaries (bookstores, food services, parking, and student centers) shall follow the "Improper Expenditure" and "Advance Payment" disbursement guidelines in [Commonwealth Accounting Policies and Procedures \(CAPP\) manual section 20310](#). In addition, college disbursements from these local fund sources shall follow the travel reimbursement guidelines outlined in [CAPP manual section 20335](#). The local fund policies in this paragraph do not apply to commission revenues (including bookstore and food services), vending revenues, private gift income, investment income, or agency funds (see definition in paragraph 4.2.2a) including student fees disbursed from agency funds in support of student clubs or student activities.
  - f. The State Board may establish for the Chancellor and the College Board may establish for its President a discretionary local funds account to support the activities

- and obligations of those respective offices. The sources of discretionary funds shall be those not subject to the CAPP Manual policies in item e above.
- g. Management of the local funds shall be the responsibility of the local board and the college administration in the case of the colleges, and of the State Board and the System Office administration in the case of the System Office. All activities within the local funds, including discretionary funds accounts, shall be within the limits set through budgets prepared by the college administration and approved by the local board, or by the System Office administration and approved by the State Board in the case of the System Office local funds. Contributions by political sub-divisions shall be based on a formula agreed to by the Local College Board and the political sub-divisions. Local funds budget expenditures shall be reviewed at least annually by the respective board.
  - h. Full financial reports and other reports as deemed necessary shall be prepared in accordance with the regulations promulgated by the Chancellor, and these reports and other such reports as required from time to time shall be submitted to the VCCS Comptroller's Office as requested. The VCCS Comptroller's Office shall combine these reports and make an annual report to the State Board. Colleges shall provide an annual local funds financial report to their local college board. All activities of the local funds shall be subject to audit by the VCCS Internal Auditor and the Auditor of Public Accounts (State Auditor). The State Board reserves the right to approve or disapprove any local fund activity.
  - i. Fund accounting principles shall be applied to set forth results of operations and ensure contributions and revenues generated are administered in accordance with the conditions in which they were given or generated.
  - j. Local bank accounts shall be established to transact the business of the local funds. These accounts shall be in the name of the college or the VCCS, and not the State Treasurer. Individual funds should be combined into single bank account to the greatest extent allowable given the college's requirements for convenience of deposit and other functions related to banking, with the exception of federal government financial aid and other grant funds which shall be deposited in accordance with federal regulations. Funds deposited in the local bank account(s) shall be in compliance with the requirements of the [Virginia Security for Public Deposits Act, Chapter 23 of the Code of Virginia](#).
  - k. Investment of idle local funds is encouraged. Amounts available for investment from various local funds may be pooled in order to maximize investment return. Interest earned on pooled principle may be prorated, as earned, to the individual fund based on the relative ratio of individual funds contribution amount to the total pooled amount. Interest earned by the various funds may be transferred, as approved in the local funds budget, to other local funds for scholarships, general use, student

activities, etc., so long as it benefits the operation of the colleges as defined by this Section.

Each college shall develop and implement an investment policy covering, as a minimum, the institutional objectives, authorized investments and credit quality, diversification, maturity limitations, divestiture, and safekeeping policies; and is encouraged to use as a guideline the policies set forth in the Local Government Investment Pool Investment Circular and any successor publication issued by the Commonwealth of Virginia Department of the Treasury. Investment vehicles are limited to those allowed under [Chapter 45, Sections 2.2-4500 and 2.2-4501 of the Code of Virginia](#).

- l. Enterprise fund activities shall be self-supporting. Auxiliary enterprises shall be charged for services rendered by the Educational and General Programs.
- m. Student activities supported in whole or in part by local funds or student activity fees must be subject to the same controls as other local fund operations. Campus organizations recognized by the college which are not supported in whole or in part by local funds or student activity fees, but which collect and disburse funds on a continuing basis, shall be required to conduct those transactions within the local agency funds if the college administration deems it in the best interest of the college and/or the individuals of the organization.

#### 4.03.04 Checks

##### 4.03.04.01 Policy for Acceptance of Personal Checks (SB)

Checks shall be accepted subject to collection for authorized charges only. Cashing of checks is discouraged. However, at the discretion of the chief business officer or designee, and when circumstances warrant, checks may be cashed although they are made payable for more than the amount of tuition and fees. Sound business practices and procedures should govern the acceptance and cashing of checks.

##### 4.03.04.02 Procedures Regarding Bad Checks (SB)

- a. When a bad check for State funds is returned to the college from the bank for any reason, it shall be necessary to take the amount of the check from petty cash and deliver it to the bank for restitution. This is not done by use of a Certificate of Deposit.

The college is to retain the bad check with petty cash as receipt for disbursement. Diligent efforts must be made by the college's business office through letters, phone calls, etc., to obtain payment from the party issuing the check. If the college has not succeeded in making collection after diligent efforts, then the bad

check along with copies of collection letters and memoranda in regard to telephone calls should be attached to a [State voucher Form No. DA 02-181 Revenue Refund Voucher](#) requesting reimbursement to the petty cash fund. The voucher shall be charged as a "Revenue Refund" to the revenue code to which the bad check was originally deposited.

- b. When a bad check on local funds is returned to the college, it shall be necessary to draw a check for the same amount from the fund in which original deposit was made. This is delivered to the bank for restitution.

The college is to retain the bad check as a receipt. Diligent efforts must then be made by the college business office to obtain payment from the party issuing the check.

- c. The college must assess a \$35 service charge for handling returned checks or dishonored credit card or debit card payments for accounts not in past due collection status.

The college must assess a \$50 service charge for handling returned checks or dishonored credit card or debit card payments when the account is in past-due collection status.

Collection of returned check charges shall be deposited to State or local funds depending on the fund source of the bad check

#### 4.04 STUDENT CHARGES

##### 4.04.01 (a) Tuition (SB)

VCCS tuition and fee rates are reviewed and approved annually by the State Board for Community Colleges. The detail tuition and fee rates are published at the following: <http://www.vccs.edu/students/tuition-and-fees/>

The e-Rate is applicable to designated distance learning courses delivered entirely over the Internet. The e-Rate only for out-of-state students includes an indirect cost fee which accrues to the System Office to defray related expenses.

Eligibility for the in-state tuition is provided for in [Section 23-7.4 of the Virginia Code](#) and implementing SCHEV guidelines.

A technology fee shall be charged for all credit courses including those delivered by distance learning.



A capital fee shall be charged to all out-of-state students for all credit courses with the following exceptions:

1. Out-of-state dual enrolled students who meet the requirements in section 4.3.0.1 of the VCCS Policy Manual.
2. Out-of-state students deemed to be either domiciled in Virginia or counted as in-state students for purposes of eligibility for in-state tuition and fees by specific language in the Code of Virginia. This includes dependents of active duty military personnel (VCCS Policy section 4.3.0.4) and reciprocal students (VCCS Policy section 4.3.0.5). Unless otherwise permitted by law, colleges have no authority to waive credit hour tuition or fees that have been established by the State Board for Community Colleges within Section 4.3.0 of the VCCS Policy Manual, nor do colleges have authority to charge tuition and fees above the State Board approved rates for credit courses.

#### 4.04.01 (b) Differential Tuition Policy (SB):

Effective with the Fall 2009 term, VCCS colleges are authorized to implement the following differential tuition policies:

##### 1. Local Tuition Differential

With approval of the State Board for Community Colleges, individual colleges in the VCCS may assess a local tuition differential to students taking credit courses. The purpose of the tuition differential is to increase capacity in order to improve service to college communities and to address access issues for expanding student populations.

The following criteria apply to the local tuition differential:

- a. The local tuition differential must be approved by the Local College Board prior to submission to the State Board for Community Colleges.
- b. The college must submit a request to the VCCS Chancellor and the State Board for Community Colleges for approval to assess the local tuition differential. The request must include:
  1. Detail justification of the tuition differential including specific plans of how additional revenues will be used to increase capacity to better serve the needs of the community.
    - a. The amount of the local tuition differential per credit hour (the differential must be assessed on a per credit hour basis.)
    - b. Detail justification for the tuition differential relative to the student's ability to pay (measured by disposable income of the area and other factors, market conditions, cost of living, etc.)
  2. Provisions to sustain and/or improve access to need based financial aid relative to the increase (through foundations, unfunded scholarships, etc.)
  3. Evidence of local board approval of the tuition differential.

- a. Colleges assessing a tuition differential may collect and retain all differential tuition revenue with the following stipulations:
  1. Colleges with an efficiency factor equal to or less than 1.0 in the Resource Distribution Model will contribute an amount of funding equivalent to 20% of the differential collected into a fund for distribution to colleges for purposes as determined and approved annually by the Chancellor and State Board for Community Colleges.
  2. Colleges with an efficiency factor greater than 1.0 in the Resource Distribution Model will contribute an amount to the fund equivalent to 20% of the differential collected above the amount needed to recover the efficiency factor contribution required in the Resource Distribution Model.
  3. Should a college be funded above the Base Budget Adequacy guideline amount for the college, an amount equivalent to 30% of the differential will be contributed to the fund.
- c. Differential tuition rates approved by the State Board for Community Colleges remain in effect at the applicable college in subsequent fiscal years. However, subsequent increases or decreases to the approved differential tuition rate must be approved by the Local College Board, the VCCS Chancellor, and the State Board for Community Colleges using applicable criteria within this Differential Tuition policy.
- d. Colleges with approved differential tuition rates must provide the State Board for Community Colleges an annual report on the continued use and justification of the differential tuition by March 1.
- e. The local tuition differential revenues must be deposited to state educational and general funds. The college assessing this tuition differential will retain all revenues.
- f. Eligibility to receive the funding will be determined by the State Board for Community Colleges, including such factors as size, stability of college enrollment base, constrained resources, and opportunities to undertake cost effective initiatives.

## 2. Weekend Tuition Discounts

Colleges wishing to offer tuition discounts for weekend (Saturday and Sunday) credit courses to better utilize facilities may do so with approval of the Local College Board, the VCCS Chancellor, and the State Board for Community Colleges. A detailed plan must be submitted to the Chancellor that justifies the cost and the benefit of the college's proposal. Subsequent changes to approved weekend tuition discounts must be approved by the Local College Board, the VCCS Chancellor, and

the State Board for Community Colleges.

### 3. Reduced Tuition and Fees

Colleges may reduce State Board approved tuition and fee rates for courses taken for credit. Credit tuition rates are published in section 4.3.0(a) of the VCCS Policy Manual. Prior to reducing tuition rates, colleges must submit a request detailing the proposal to the Chancellor. The reduced tuition proposal must be approved by the Local College Board, the VCCS Chancellor, and the State Board for Community Colleges. Subsequent changes to approved ‘reduced’ tuition and fee rates must be approved by the Local College Board, the VCCS Chancellor, and the State Board for Community Colleges.

#### 4.04.01.01 Waived Tuitions - Children of Certain Veterans (SG)

[Section 23-7.1 of the Code of Virginia](#) provides that free tuition shall be granted to children of permanently disabled or deceased veterans of the armed forces of the United States to State-supported institutions of secondary grade or college level.

Eligibility of such children shall be determined by the Division of War Veterans' Claims who shall certify in writing to the admitting institution that tuition should be waived in accordance with the provisions of [Section 23-7.1](#).

#### 4.04.01.02 Waived Tuition - Students in Certain Dual Enrollment Courses (SB)

Tuition shall be charged at the Virginia in-state rate for any high school or magnet school student, not otherwise qualified for in-state tuition, pursuant to [Section 23-7.4 of the Code of Virginia](#), who is enrolled in courses specifically designed as part of the high school or magnet school curriculum in a community college for which he/she may, upon successful completion, receive high school and community college credit pursuant to a dual enrollment agreement between the high school or magnet school and the community college. This waiver is made pursuant to [Section 23-7.4 of the Code of Virginia](#).

#### 4.04.01.03 Senior Citizens Higher Education Act of 1974, As Amended 1976, 1977, 1982, 1988, 1999, and 2003 (SG)

Subject to SCHEV regulations and any legislative revisions, the Act gives senior citizens certain rights.

- a. "Senior citizen" shall mean any person who, before the beginning of any semester in which such person claims entitlement to senior citizen benefits, (1) has reached sixty years of age, and (2) has had his legal domicile in Virginia for one year.
- b. A senior citizen shall be entitled:

1. To register for and enroll in courses as a full-time or part-time student for academic credit if such senior citizen had a taxable individual income not exceeding \$15,000 for Virginia income tax purposes for the year preceding the year in which enrollment is sought;
  2. To register for and audit courses offered for academic credit regardless of income level; and
  3. To register for and enroll in courses not offered for academic credit regardless of income level.
- c. Such senior citizen shall pay no tuition or fees for courses offered for academic credit or for courses not offered for academic credit, except fees established for the purpose of paying for course materials, such as laboratory fees, subject to a determination by the institution of its ability to offer the course or courses for which the senior citizen registers. The Council of Higher Education shall establish procedures to ensure that tuition-paying students are accommodated in courses before senior citizens participating in this program are enrolled. However, the state institutions of higher education may make individual exceptions to these procedures when the senior citizen has completed seventy-five percent of the requirements for a degree.

#### 4.04.01.04 Contracted Instruction For Federal Installations and Virginia Employers (SB)

Contract instruction for employees of Federal Installations and Virginia Employers shall comply with [Section 23-7.4.G of the Code of Virginia](#) pertaining to eligibility for in-state tuition. For credit instruction, the contract shall stipulate that the tuition charge for out-of-state students shall be at the VCCS contract rate established annually by the State Board. Further, each contract shall stipulate that those persons eligible for instruction under the contract shall be designated by the Federal installation or company.

#### 4.04.01.05 In-State Tuition – Dependents of Active Duty Military Personnel (SG)

[Section 23-7.4.E of the Code of Virginia](#) provides that all dependents, as defined by [37 U.S.C. Section 401](#), of active duty military personnel, or activated or temporarily mobilized reservists or guard members, (i) assigned to a permanent duty station or workplace geographically located in Virginia, or in a state contiguous to Virginia or the District of Columbia, who reside in Virginia; or (ii) assigned unaccompanied orders and immediately prior to receiving such unaccompanied orders were assigned to a permanent duty station or workplace geographically located in Virginia; or (iii) assigned unaccompanied orders with Virginia listed as the designated place move shall be deemed to be domiciled in Virginia for purposes of eligibility for in-state tuition and shall be eligible to receive in-state tuition in Virginia. All such dependents

shall be afforded the same educational benefits as any other individual receiving in-state tuition pursuant to this section as long as they are continuously enrolled or are transferring between Virginia institutions of higher education. Temporarily mobilized means activated for service for six months or more.

#### 4.04.01.06 In-State Tuition – Reciprocal Arrangements(SG)

[Section 23-7.4.2.D of the Code of Virginia](#) provides that the governing board of the Virginia Community College System shall charge in-state tuition to any person enrolled in one of the System’s institutions who lives within a 30-mile radius of a Virginia institution, is domiciled in, and is entitled to in-state tuition charges in the institutions of higher learning in any state which is contiguous to Virginia and which has similar reciprocal provisions for persons domiciled in Virginia.

#### 4.04.01.07 In-State Tuition – Active Duty Military Personnel (SG)

[Section 23-7.4.2.G of the Code of Virginia](#) provides that any active duty members, activated guard or reservist members, or guard or reservist members mobilized or on temporary active orders for six months or more, that reside in Virginia, shall pay tuition, to the public institution of higher education in which they are enrolled, in an amount no more than the institution’s in-state tuition rate.

#### 4.04.01.08 In State Tuition – Military Veterans (SG)

[Section 23-7.4.2.H of the Code of Virginia](#) provides that notwithstanding any other provision of law, veterans residing within the Commonwealth shall be eligible for in-state tuition charges. Any students granted in-state tuition pursuant to this subsection shall be counted as in-state students for the purposes of determining college admissions, enrollment, and tuition and fee revenue policies.

#### 4.04.02 Other Fees, Charges, and Fines (SB)

The VCCS mission includes the concepts of economic and geographic accessibility. Consistent with this commitment, efforts are made to set the tuition rate at a level that shall provide for economic accessibility and generate the non-general funds portion of the budget as required by action of the General Assembly.

Transcripts and graduation awards shall not be issued, nor shall a student be permitted to register, until all accounts due the college have been paid in full. However, an exception may be granted if a student's debts to the college have been discharged in bankruptcy.

Each college requesting an increase in a mandatory non-educational and general program fee will prepare appropriate documentation to demonstrate the required cost justification for the fee increase and submit the fee increase request to the Chancellor for

consideration by the State Board for Community Colleges. Mandatory non-educational and general program fees are defined as those that are assessed to a student for services provided (e.g., auxiliary parking fees and student activity fees) and are not deposited and retained in state educational and general operating funds. All mandatory non-educational and general fee increases are subject to dollar limits outlined in the Appropriations Act, Section 4-2.00 Revenues.

Except for auxiliary enterprise fees, student activity fees, and local bad checks, all fees must be deposited to and remain in the State Treasury (i.e., not transferred to the colleges' local funds). While student activity fees should be initially deposited to the State Treasury, they may be refunded to local funds and utilized by the college to support student activity programs.

#### 4.04.02.01 Community Education/Public Service Fees (SB)

Fees shall be established for Community Education and Community Service offerings appropriated in the Education and General Program such that revenues generated in the aggregate shall be equal to or greater than the direct cost of such offerings plus thirty percent for administrative overhead support. See section 4.3.1.7.b for a definition of direct costs.

#### 4.04.02.02 Fees Paid to a Third Party (SB)

Costs of educational programs shall generally be borne by the general and non-general fund appropriations of the General Assembly. Only the specific exceptions to this general principle provided herein shall be authorized.

##### a. Physical Education Facilities and Personal Equipment Rental Fees

College presidents may require students to pay facilities use and equipment rental fees for physical education instruction held in specialized facilities and/or requiring special personal equipment. Examples of such fees are bowling lane fees and shoe rental for a bowling class held at a local bowling alley.

##### b. Field Trip Expenses

College presidents may require students to pay transportation, admissions, and other similar charges associated with field trips that are included in the syllabus of a course.

##### c. Applied Music Private Lesson Fees

College president may require students to pay the cost of private music instruction included in applied music programs.

##### d. Other Fees Paid to a Third Party

Contractual arrangements with third parties to provide instruction or services requiring students to pay a fee beyond regular tuition charges not specifically

authorized in Sections 4.3.1.1 a., b., and c., above, require the prior approval of the State Board.

e. General

1. Fees authorized by this section shall either be paid by the students directly to the provider of the facility, equipment, or service or to the college for reimbursement of payments to the third party provider. The fees must be no more than the normal fees charged the general public for the same services.
2. The nature of each fee authorized by this section shall be described in course schedules.
3. All fees authorized by this section shall be reported to the VCCS System Office annually.

4.04.02.03 Standardized Placement Test Fees (SB)

College presidents may require students to pay the processing charge levied by outside testing agencies for the administration of standardized placement tests. A standardized placement test is an examination used to test a student's academic ability or progress in a certain field (prior to enrolling in a course) so that the student may either be placed in or allowed to take the appropriate course(s). Colleges should deposit such fees for administration of standardized placement tests as revenue in a state educational and general revenue account. Payments to outside testing agencies should be processed as refunds against the same revenue account.

Colleges do not have the authority to charge fees for college costs to administer standardized placement tests that are bought from external testing entities and administered by the college.

Colleges are not authorized to charge testing fees (administered by the college or a third party) for assessment, program review, or certification when such testing is required for successful completion of a credit course.

4.04.02.04 Miscellaneous Education and General Program Fees (SB)

College presidents may establish fees and fines as a means of improving efficiency, effectiveness, economy of operation, and encouraging compliance with rules and regulations. For example, a transcript fee may be established to discourage excessive student requests for transcripts or a late registration fee may be charged to encourage compliance with certain registration deadlines. Policies concerning these fees and fines shall be printed in appropriate college publications. All fees collected under these provisions shall be retained by the college generating the revenue.

Revenues generated from the use of college owned facilities for instructional and community service-based activities that make higher education more accessible to and benefit the constituency of the college service area and the Commonwealth of Virginia, in general, may be retained by the college generating the revenue. Revenues

will be from sources such as, casual rental of college owned facilities to community groups and organizations for the use of general classrooms, Commonwealth classrooms, meeting rooms or auditoriums, long-term rental agreements for Teletechnet programs, business and industry partnerships for economic development initiatives and incubator programs.

Revenues generated from activities that are not instructional or community service-based, such as the lease of college owned property and/or land for the housing of microwave towers and the lease of office space or general facility use to outside entities, may be retained by the college generating the revenue provided that these activities are approved in writing by the VCCS Chancellor.

#### 4.04.02.05 Student Activity Fees (SB)

- a. Co-curricular and extra-curricular student activities are viewed as a valid part of the community college educational experience. Such activities are intended to provide an environment in which students may experience democratic decision-making through participating in college and civic governance processes; participate in social, recreational, and leisure time activities; become involved in community and campus political and social activities; and pursue cultural, educational, and vocational interests.
- b. Student activity fees may be established by the college boards to help fund such activities, subject to approval of the State Board for Community Colleges in accordance with Section 4.3.0 of the VCCS Policy Manual. Fees are to be collected and administered in accordance with regulations pertaining to the administration of local community college funds.
- c. Student activity fees may not be used for site construction, repair, or maintenance unless approved by the College Board and the State Board for Community Colleges.

#### 4.04.02.06 Parking and Other Auxiliary Service Fees (SB)

- a. Reasonable fees may be established by college boards for the support of selected auxiliary enterprises associated with the mission of the college. Such charges may include parking permit fees and fines, tennis court fees, etc. The collection and retention of such fees in local fund accounts shall be contingent upon the existence of a clearly defined auxiliary enterprise subject to the provisions of Section 4.2.2 of the VCCS Policy Manual. Establishment of parking fees and subsequent increases must be approved by the State Board for Community Colleges in accordance with Section 4.3.0 of the VCCS Policy Manual.
- b. A clearly defined auxiliary enterprise has a separate set of accounts to which fees and revenues are deposited and to which all expenses (direct and indirect) are charged. Fees for individual auxiliary enterprises shall be directly related,



although not necessarily equal, to the cost of the service. Auxiliary enterprises of the college are required, in the aggregate, to be self-supporting.

- c. It is a general policy of the Commonwealth that parking is to be operated as an auxiliary enterprise; therefore, State funds shall not be used to construct, maintain or operate parking lots. Colleges shall establish a capital outlay plan for parking and a reserve fund from auxiliary enterprise revenues and/or contributions from local government jurisdictions to provide for the construction, repair, and maintenance of college parking facilities approved by the College Board, which shall be submitted to the Chancellor by July 1 of each new biennium.
- d. Auxiliary enterprise funds may be used for site improvements other than for construction, repair, and maintenance of parking facilities when approved by specific action of the College Board for projects with a total project budget of up to \$25,000, and additionally, approved by the State Board for Community Colleges when the project budget exceeds \$25,000.

#### 4.04.02.07 Video Bridge “Association Fee” (SB)

The Virginia Community College System has Video Bridges that connect three or more video classrooms so participants can see and hear each other. VCCS colleges may schedule video sessions with each other, high schools, universities or other organizations. Some organizations, like high schools and universities, desire to schedule the use of the Video Bridges without the VCCS colleges being involved.

A Video Bridge “Association Fee” of \$7,500 per year may be assessed non-VCCS organizations that wish to independently schedule the Video Bridges. The annual fee permits an organization to schedule events without a guarantee of times and dates. VCCS colleges are automatically included in the “association”, however, other organizations within Virginia may voluntarily join the “association” by paying the annual fee.

Proceeds of the fee will be used to defray technology expenses for equipment and services like maintenance, technical support, etc.

#### 4.04.02.08 Noncredit Workforce Training Programs

- a. Sufficient revenue must be generated from fees, gifts, grants, donations or state funds dedicated solely for noncredit workforce training programs to support all of the programs’ direct costs. Such revenues and costs shall be measured in the aggregate for each fiscal year. Colleges may determine how revenues generated by these programs in excess of direct costs are used including, but not limited to, reinvesting in workforce programs or being used to offset indirect costs.

- b. Direct costs are expenses attributable to a specific class, service, or series which would not be present if the class, service, or series did not exist. Examples of direct costs include:
- Instruction:
    - Instructor/Facilitator compensation and benefits
    - Third-party vendor fees
    - Curriculum development expenses
  - Marketing:
    - Advertising expenses when directly associated with a specific class, service, or series of classes
    - Market studies directly associated with a specific class or series of classes
  - Materials/Incidentals:
    - Handouts, books, and other costs to provide the learners with learning materials
    - Instructional consumables such as food for a culinary class or wires and cables for an electrical class
    - Space rental for non-college owned facilities such as a conference center
    - Hospitality expenses such as food and drink
    - Give-away items such as name badges, pads, and pencils
- c. Indirect costs are expenses not directly attributable to a specific class, service, or series and which would be present even if a specific class, service, or series did not exist. Examples of indirect costs include:
- Staffing (salary and benefits) for individuals not directly instructing/facilitating learning
    - Administrative/Managerial such as dean and vice-president
    - Coordination staff such as program developers and managers
    - Clerical staff such as customer service, registration, record maintenance, and support staff
    - Professional development
  - Marketing
    - General marketing not directly attributable to a specific class, service, or series
  - Physical Plant
    - Office space
    - Instructional space owned by the college or the division/department and regularly used for programming and perhaps other functions
    - Common areas such as lobbies, waiting areas, convenience centers like kitchens or vending areas, restrooms, conference rooms
    - Maintenance and upkeep of spaces
    - Utilities

- Office equipment
- Instructional equipment (including software and license fees) not specific to a particular class, service, or series

#### 4.04.03 Tuition Refunds

Students are eligible for a refund for those credit hours dropped during the add/drop period. After the add/drop period has passed, there shall be no refunds, except as provided in subsection 4.3.2.3. and 4.3.2.4

##### 4.04.03.01 Tuition Refund Eligibility

To be eligible for refund under any of the circumstances set forth in the foregoing paragraph, a student must either execute an official drop form at the college or drop classes on the internet using the VCCS Student Information System (SIS) by refund dates published by academic term. Official resignation for a student shall become effective on the date that written notification of intent to resign is received by the Office of Admissions and Records or the date the student drops the course(s) on the internet using the VCCS SIS.

All services shall be withheld from a student who owes money to the college for any reason or who has books or materials outstanding from the college.

##### 4.04.03.02 Tuition Refund Procedures (SG and SB)

Revenue refunds are generally generated automatically from the Student Information System (SIS) from which a general State warrant shall be issued. The revenue refund is prepared payable to the student at the student's last known address as payee.

Exception: at the discretion of the chief business officer, a total refund of tuition may be made from petty cash in cases where courses are cancelled by the college and the student has no election in the action. This procedure should be exercised only under extraordinary circumstances.

For refunds generated automatically from the SIS, colleges should maintain the appropriate detail documentation that reconciles to and supports the revenue refunds. The documentation should include the listing of students receiving the refunds from the SIS, daily accounting system activity reports, and the Commonwealth Accounting and Reporting System (CARS) daily transmittals.

##### 4.04.03.03 Exceptional Cases Caused By VCCS or College (C)

The college is authorized to issue a tuition refund based on the following: (1) Administrative error of the VCCS, extreme financial hardship, or, in some extraordinary circumstances, a major medical emergency; (2) A national emergency or mobilization declared by the President of the United States and in accordance with [Section 23-9.6.2 of the Code of Virginia](#). In the latter case, there will be a full refund.

If a tuition refund is required as a result of actions of the VCCS or the college, the student may be granted a tuition refund notwithstanding earlier provisions of the section. In addition, if a tuition refund is required due to a highly unusual emergency or extenuating circumstance, any such refund must be approved in writing by the president or his/her designee.

#### 4.04.03.04 Policy on Refunds, Credits, and Reinstatement as a Result of Military Service

Each community college shall have a policy statement providing for the tuition relief, refund, and reinstatement of military students in the event that military requires their sudden withdrawal or prolonged absence from their enrollment. For purposes of this section, military services is defined as service (whether voluntary or involuntary) on active duty in the Armed Forces, including such service by a member of the National Guard or Reserve, when mobilized or deployed for a period of more than 30 days. Dependents of military members may also be given consideration under this policy. Dependents are defined as any civilian qualifying as a military dependent under 37 USC 401 currently or as otherwise amended. Each community college shall provide for the following:

a. Tuition and Required Fees

Should a student defined in Section 4.3.2.3 requests to be withdrawn from the college after the census date, the student may elect either to be deleted from the registration file and be awarded a full refund or to be administratively withdrawn with no refund and assigned a grade of "W", except for the refund requirements per Section 4.3.2.4 where active duty military students receive federal financial aid.

Each community college shall also have a policy statement regarding the granting of refunds of Miscellaneous Education, General Program, Auxiliary Services and Student Activity fees to students.

The college shall provide, at the option of the student, for such refunds to be retained and to be applicable to tuition and fees charged in the semester or term in which the student returns to study.

b. Deposits

Each community college shall have a policy statement regarding the granting of refunds of deposits to students.

c. Textbooks

Each community college shall process refunds for textbooks according to contractual arrangement with local vendors.

d. Academic Credits and Grades

Students as defined in Section 4.3.2.3 should have the opportunity to receive an

incomplete grade (“I” ). All course requirements shall be completed within one year from the date of release from active duty or mobilization.

Students may be given the option of taking their examinations prior to regularly scheduled.

Careful consideration should be given and special options are advised for students who receive student financial aid or Veterans Administration benefits.

e. Reinstatement

Students as defined in Section 4.3.2.3 shall be assured a reasonable opportunity to be reinstated in the same programs of study without having to re-apply for admission if they return to the same community college after a cumulative absence of not more than five years so long as the student provides notice of intent to return to the institution not later than three years after the completion of the period of service.

f. Dissemination of Information

Community college officials should make every effort to ensure that the aforementioned VCCS policies relative to tuition relief, refund, academic credit and reinstatement are well disseminated and carefully explained in accordance with the requirements of the [Code of Virginia, Section 23-9.6:2](#), and the [Virginia Tuition Relief, Refund, and Reinstatement Guidelines](#) in the appropriate college publications. Moreover, the college shall designate an administrative unit to ensure that these policies are properly disseminated and administered.

#### 4.04.03.05 Tuition Refund Policy for Certain Federal Student Financial Aid Recipients

The Higher Education Amendments of 1992 (Public Law 102-325) require all institutions participating in federal Title IV financial aid programs to have fair and equitable refund policies for all students receiving Title IV funds. An institution's refund policy is considered to be fair and equitable if the policy provides for a refund of at least the larger of the amount provided under:

- a. The requirements of the applicable state law.
- b. The specific refund standards established by the institution's nationally recognized accrediting agency, if those standards are approved by the U. S. Secretary of Education.
- c. The pro-rata refund calculation for any student attending the institution for the first time who withdraws completely during the first 60 percent of the period of enrollment, or drops out without notice to the institution. In the latter case, the refund date is the last day of attendance documented in the institution's records.

- d. If the pro-rata refund calculation does not apply, and if there is no refund policy mandated by applicable state law, or accrediting agency standard, then the larger of the following will apply:
  1. The refund standards contained in [34 CFR Part 668](#) of the Federal Regulations.
  2. The institution's refund policy.

As of the date of implementation of this policy, the Commonwealth of Virginia does not have an applicable refund law, and the Southern Association of Colleges and Schools does not have an applicable refund standard. The Virginia Community College System will adhere to the policies as provided in guidance memoranda from the System Office.

#### 4.04.03.06 Policy on Return of Unearned TA Funds for Active Duty Military Students Covered by U.S. Department of Defense Military Tuition Assistance Program

Each community college shall have a policy statement providing for the return of any unearned TA funds on a proportional basis through at least the 60 percent portion of the period for which the funds were provided for the service member in accordance with the terms and conditions of the “DoD Voluntary Education Partnership Memorandum of Understanding (MOU)”. In instances when a Service member stops attending due to a military service obligation, the educational institution will work with the affected Service member to identify solutions that will not result in a student debt for the returned portion.

#### 4.04.04 Student Payment of Tuition and Fees (SB)

A student’s tuition and fees must be paid, charged to a third party sponsor, or covered under a signed tuition payment plan agreement prior to the end of the add/drop date. Should a student fail to pay or charge to a third party sponsor all tuition and fees prior to the end of the add/drop date, that student must be dropped from his or her class(es). Limited exceptions, approved by the President, may be allowed with appropriate documented justification. Colleges have the option to allow students to pay for enrolled courses throughout the enrolled term by utilizing a formal tuition payment plan. However, the complete amount owed must be satisfied no later than a date determined by the college and, in no case, later than the term end date. Such payment plans must be made available to all students if adopted, and published in the college’s schedule of classes.

4.04.05 Suspension of Students for Non-payment of Tuition and Fees, College Loans, College Fines, or Other Debts Owed the College (SB)

- a. A student's continued attendance at the college is dependent upon proper settlement of all debts owed the institution. Should the student fail to satisfy all due and payable amounts for tuition and fees, college loans, college fines, or other debts owed the college, the student may be suspended. No student shall be allowed to register in any succeeding semester until all current debts owed to the college have been satisfied. An exception to this policy will be granted when a debt owing student registers under a third party contract arrangement. If the third party is responsible for the tuition payment under the contract, the named students on the contract may register even if individual debts to the college are outstanding.
- b. Students who owe \$500 or more to any individual college in the VCCS will not be allowed to register at another college in the VCCS until their debt is satisfied. A cross college financial hold must be placed by the college on a student's account in the Student Information System when the student's past due debt is equal to or greater than \$500. The hold will automatically block registration at another college in the VCCS until the debt is satisfied by the student and the hold is cleared by the hold-setting college. An exception to this policy will be granted when a debt owing student registers under a third party contract arrangement. If the third party is responsible for the tuition payment under the contract, the named students on the contract may register even if individual debts to any college in the VCCS are outstanding.

4.05 LIBRARY - FISCAL PROCEDURES

4.05.01 Library Fines (C)

Each college may charge fines for overdue books and materials consistent with the policy contained in Section 4.3.1. If a college chooses to charge library fines, it shall develop a policy relating the amount of charges and conditions under which fines shall be charged and shall publish this policy in the college catalog. A college charging library fines shall be audited on the basis of its published policy upon generally accepted procedures for handling State funds.

SWCC's policy includes a \$5.00 replacement charge for lost ID cards.

4.05.02 Disposal of Surplus Library Books and Periodicals (SG and SB)

In the case of library books and periodicals that are surplus to the needs of an institution, since this type of item is quite difficult to sell or transfer through our normal surplus procedures, disposition should be made to the best interest of the Commonwealth in one of the following approved ways:

- a. Exchange with other State-supported institutions;

- b. Exchange with other non-supported State institutions;  
Dispose of through the "Duplicate Exchange League;"
- c. Dispose of through the "U.S. Book Exchange" in Washington, D.C.;
- d. Sell locally intact or as wastepaper, depositing any monies to the State Treasurer, giving credit to the institution's surplus property code. This would require reporting dollar amount received and certificate of deposit number to the System Office Purchasing Division;
- e. Donate, only after the above methods have been explored and with written authority from the System Office Purchasing Division, since the Code of Virginia requires donations to be reported by us to the Auditor of Public Accounts; or
- f. Dispose of all other library items through the normal surplus property procedure as set forth in the Code of Virginia

#### 4.06 ACCEPTANCE OF GIFTS, GRANTS, AND CONTRACTS (SB)

Gifts, grants, and contracts are important revenue sources, and the solicitation and acceptance of them is encouraged insofar as they enhance the accomplishment of the mission of the system and its colleges.

##### 4.06.01 Definitions

Gifts, grants, and contracts include amounts accepted from governmental agencies, individuals and non-governmental organizations, including college foundations. They may be in the form of cash; provision of gifts of services, generally referred to as in-kind gifts; real property; tangible personal property; or intangible property. Accountability to the grantor or donor of use and/or disposition may or may not be required depending upon the terms and conditions of the gift or grant instrument. They are further defined as follows.

Unrestricted gifts, grants, and donations include all resources received for which no stipulation was made by the grantor or donor as to the purpose for which they should be expended or used.

Restricted gifts, grants and contracts include all those resources received for which the grantor or donor has stipulated a specific use or disposition or requires the college to furnish goods and/or services of an instructional or public service nature, this latter type being generally referred to as Sponsored Programs. They are generally conferred by a written grant or gift instrument which constitutes a contract between the grantor and the college. They may be revocable upon certain actions or events, such as disallowed use or discontinuance of use.



#### 4.06.02 Authority and Responsibilities

The State Board is authorized to accept and the Chancellor is authorized to receive gifts, grants, and contracts (see Section 2A.IX. A.3.c. of this Manual, [§23-230 of the Code of Virginia](#), and pursuant to §4-02.1a of the Appropriations Act.).

The Chancellor is granted the authority to accept gifts and grants in the name of and for the benefit of the State Board.

The Chancellor is delegated the authority and has the responsibility to establish such policy and procedure deemed necessary to ensure sound fiscal management of the receipt and disposition of gifts, grants, and contracts.

#### 4.06.03 General Provisions

The president of each college shall develop and implement guidelines for the acceptance of gifts, grants, and contracts; to include the level and type of gifts, grants and contracts to be pursued and both fiscal and program administrative procedures. The latter shall identify as a minimum, the functions, including the responsible college official, procedures for proposal preparation and review for both program and budget content, conduct of negotiations, preparation and submission of technical and financial reports, and compliance with the terms and conditions of the agreement or other conditions imposed by the grantor through federal and state law.

Such procedures shall use as a guide, College and University Business Administration, Chapter 18, Research and Sponsored Programs; and shall be submitted to the Chancellor for approval as developed and as periodically modified.

#### 4.06.04 Gifts Requiring the Approval of Chancellor or State Board

- a. Offers of gifts of data processing, word processing and telecommunications products, software, or services must be submitted to the Chancellor for approval.
- b. Other than noted in 4.5.3 a. above, gifts of tangible personal property with a value of \$25,000 or more, must be approved by the Chancellor prior to acceptance.
- c. Gifts of real estate must be approved by the State Board for Community Colleges and the Governor prior to acceptance.
- d. Adhering to the basic standards in designing, implementing and monitoring internal controls, which include, but are not limited to: documentation, recording of transactions, execution of transactions, segregation of duties, supervision, access to resources, competent personnel and reasonable assurances;
- e. Maintaining current and effective accounting, administrative and program control system;

- f. Periodically performing a risk assessment to determine the vulnerability of each assessable unit;
- g. Identifying any weaknesses or high risk areas and developing corrective actions; and
- h. Assessing its internal control environment annually and providing the Chancellor a statement regarding the status of the college internal control program. Such a statement shall be signed by the president and included with the year-end financial statement.

**SECTION 5**  
**ACADEMIC INFORMATION**

## 5.01 TYPES OF PROGRAMS (SEE ALSO, SECTION 2-A) (SB)

In determining the curricula and programs to be offered in each college under the jurisdiction of the State Board, the State Board shall take cognizance of the varying needs of the communities served through the Virginia Community College System and the substantiated requests of interested local governing bodies, employers, and individuals. These programs shall include, but not be limited to, the following:

### 5.01.01 Career/Technical Education

Career/technical education programs shall be designed to meet the increasing demand for technicians, semiprofessional workers, apprentices, and skilled crafts persons for employment in industry, business, the professions, and government. These programs normally require two years or less of training beyond high school. They may include preparation for agricultural, business, engineering, health and medical, industrial, service, and other technical and occupational fields. The curricula shall be planned primarily to meet the needs for workers in the region being served by the community college, but the State Board may designate certain community colleges as centers to serve larger areas of the state in offering expensive and highly specialized occupational and technical education programs. See Section 5.1.0 for types of career/technical curricula.

### 5.01.02 College Transfer Education

College transfer programs shall include courses the first two years of a baccalaureate program in arts and sciences and pre-professional programs meeting standards acceptable for transfer to baccalaureate degree programs. These programs shall be of equal content and quality to those provided in the four-year, degree-granting institutions to facilitate the transfer of students from the community college to four-year colleges and universities. See Section 5.1.0 for types of college transfer curricula.

### 5.01.03 General Education

#### 5.01.03.01 General Education Areas

General education is that portion of the collegiate experience that addresses the knowledge, skills, attitudes, and values characteristic of educated persons. It is unbounded by disciplines and honors the connections among bodies of knowledge. VCCS degree graduates will demonstrate competency in the following general education areas: communication, critical thinking, cultural and social understanding, information literacy, personal development, quantitative reasoning, and scientific reasoning.

#### 5.01.03.02 General Education Outcomes

The associate degree programs within the Virginia Community College System support a collegiate experience that focuses on the above definition and attendant areas. The general education outcomes shall be included in the catalog of each college.

#### 5.01.03.03 VCCS General Education Goals and Student Learning Outcomes

VCCS degree graduates will demonstrate competency in the following general education areas:

1. **Written Communication:** Written communication is the ability to develop, convey, and exchange ideas in writing, as appropriate to a given context and audience. Degree graduates will be able to express themselves effectively in a variety of written forms. Degree graduates will demonstrate the ability to:
  - a. Purpose and Focus: Clearly-stated purpose that addresses the writing task and/or audience in a thoughtful way.
  - b. Content and Development: Substantial, logical and concrete development of ideas; effective use of paragraph structure.
  - c. Organization: Well-organized content, with effective transitions; effective beginning and ending paragraphs.
  - d. Language and Style: Appropriate and precise word choice; language and sentence structure are alive, mature, and varied.
  - e. Mechanics and Conventions: Few mechanical and usage errors; evidence of superior control of diction.
2. **Critical Thinking:** Critical thinking is the internalized and recursive process of decision-making using acquisition, analysis, synthesis, and application to solve problems creatively. In addition, critical thinking is the ability to use information, ideas and arguments from relevant perspectives to make sense of complex issues and solve problems. Degree graduates will locate, evaluate, interpret, and combine information to reach well-reasoned conclusions or solutions. Degree graduates will demonstrate the ability to:
  - a. discriminate among degrees of credibility, accuracy, and reliability of inferences drawn from given data;
  - b. recognize parallels, assumptions, or presuppositions in any given source of information;
  - c. evaluate the strengths and relevance of arguments on a particular question or issue;

- d. weigh evidence and decide if generalizations or conclusions based on the given data are warranted;
  - e. determine whether certain conclusions or consequences are supported by the information provided,
  - f. use problem solving skills.
3. Civic Engagement: Civic Engagement is the ability to contribute to the civic life and well-being of local, national, and global communities as both a social responsibility and a life-long learning process. Degree graduates will demonstrate the knowledge and civic values necessary to become informed and contributing participants in a democratic society. Degree graduates will demonstrate the ability to:
- a. Civic Identity: Reflect on personal social/civic identity and how that identity differs from others in their communities
  - b. Civic Discourse: Deliberate on issues and problems to advance or achieve a civic aim
  - c. Diversity in Civic Life: Recognize the value of diverse feelings, perspectives, and life experiences, and the strength that such diversity brings to civic life
  - d. Civic Responsibility: Consider and respond to civic, social, environmental, or economic challenges at local, national, or global levels
  - e. Social Justice: Identify personal and collective actions that could be taken to address injustices in society
4. Professional Readiness: Professional Readiness is the ability to work well with others and display situationally and culturally appropriate demeanor and behavior. Professionally ready degree graduates will be able to demonstrate skills important for successful transition into the workplace and/or pursuit of further education. Degree graduates will demonstrate the ability to:
- a. maintain open, effective, and professional communications.
  - b. demonstrate appropriate workplace and classroom demeanor and behavior.
  - c. work effectively with others on a task in a group or a team to achieve a common goal while maintaining constructive interpersonal relationships
  - d. to be able to assess their own ethical values and the social context of problems, recognize ethical issues in a variety of settings, think about how different ethical perspectives might be applied to ethical dilemmas, and consider the ramifications of alternative actions.
5. Quantitative Literacy: Quantitative literacy is correctly using numbers and symbols; studying measurements, properties, and relationships of quantities; or formally reasoning within abstract systems of thought to make decisions, judgments and predictions. Degree graduates will demonstrate the ability to:
- a. Interpret and draw inferences from mathematical models such as formulas, graphs, tables, and schematics.
  - b. Communicate mathematical information symbolically, visually, numerically, and verbally.
  - c. Use arithmetical, algebraic, and analytic methods to solve problems.

- d. Estimate and check answers to mathematical problems in order to determine reasonableness.
  - e. Solve word problems using quantitative techniques and interpret the results.
  - f. Apply mathematical/statistical techniques and logical reasoning to produce predictions, and make inferences based on a given set of data or quantitative information.
  - g. Determine the soundness and accuracy of conclusions derived from quantitative information.
  - h. Solve multi-step problems.
  - i. Demonstrate an understanding of the fundamental issues of statistical inference, including measurement and sampling.
6. **Scientific Literacy:** Scientific Literacy is the ability to recognize the steps and implement the scientific method in experimental design, and its applications used in science and society. Scientific literacy enables individuals to make informed decisions based upon empirical information and ethically apply them to the natural, physical, and social world. Degree graduates will demonstrate the ability to:
- a. Identify the steps of the scientific method to plan, design, execute an experiment to collect empirical data and make evidence-based decisions.
  - b. Identify experimental controls, independent, dependent variables and distinguish cause and effect relationships where appropriate.
  - c. Apply scientific models, theories, and empirical data to explain the principles of natural and physical sciences.
  - d. Distinguish and describe the concepts of opinion, hypothesis and theory, as well as non-scientific vs scientific arguments.
  - e. Evaluate, without bias, the legitimacy and ethical use or misuse of scientific data in society.

#### 5.01.04 Developmental Programs

Developmental or preparatory programs shall be offered to prepare individuals for admission to the college transfer programs and the career/technical programs in the community college. These developmental programs shall be designed to develop the basic skills and understandings necessary to succeed in other community college programs.

#### 5.01.05 Workforce Development Programs

Workforce Development Programs help Virginia businesses and industries to be globally competitive by supporting the economic development goals of the Commonwealth and local governments. Such programs may provide credit and non-credit customized training, general education and special skill building programs, and services such as organizational consulting, applicant assessment, career placement or any related service

within the capabilities and financial resources of each college individually, collectively or with external partners.

#### 5.01.06 Continuing Adult Education

Adult education programs shall be offered to enable adults to continue their learning experiences. This may include both credit and non-credit work.

#### 5.01.07 Community Services

Community services include various programs and activities that provide public service to the citizens and organizations of the region. This service includes programs such as cultural events, workshops, meetings, lectures, conferences, seminars, and special community projects which are designed to provide needed cultural and educational opportunities for the citizens of the region.

#### 5.02.01.02 Computer Competency Requirements (SB)

Each college must ensure that students are able to demonstrate college entry-level computer skills necessary for academic success and discipline-specific skills necessary for successful transfer or employment.

#### 5.02.02 Diploma and Certificate Programs (SB)

Virginia community colleges may offer diploma, certificate and career studies certificate programs. The diploma and certificate curricula shall differ from associate degree curricula in that they may be presented at a different educational level.

##### 5.02.02.01 Diploma

A diploma program is defined as a two-year curriculum of study that consists of a minimum of 60 and a maximum of 72 semester hours with an emphasis in a career/technical area. Exceptions to credit hour limits must be justified on the basis of documented business and industry requirements or standards. Diploma curricula may include any appropriate courses numbered 10-299. A minimum of fifteen percent (15%) of a diploma's credit hour requirement shall be in general education. The general education requirements must include one (1) three (3) credit hour English class. Existing programs (as of 2009) that exceed the 72 semester hour maximum are grandfathered in at their current length.

##### 5.02.02.02 Certificate



A certificate program is defined as a curriculum of study less than two years in length that consists of a minimum of 30 and a maximum of 59 semester credit hours. Certificate curricula may include any appropriate courses numbered 10-299. A minimum of fifteen percent (15%) of a certificate's credit hour requirement shall be in general education. The general education requirements must include one (1) three (3) credit hour English class.

#### 5.02.02.03 Career Studies Certificate

A career studies certificate program is defined as a program of study of not less than 9 nor more than 29 semester credit hours which may include courses numbered 10-299. Career studies certificate programs are not required to include general education.

#### 5.02.03 Graduation Requirements (SB)

Each college shall ensure that students who receive associate degrees, diplomas, certificates or career studies certificates have completed the established graduation requirements.

To be eligible for graduation with an associate degree, diploma, certificate, or career studies certificate from a Virginia community college, students must:

- a. Fulfill all of the course and credit-hour requirements of the curriculum with at least 25% of credit semester hours acquired at the college granting the award;
- b. Be certified by an appropriate college official for graduation;
- c. Earn a grade point average of at least 2.0 in all studies attempted which are applicable toward graduation in their curricula;
- d. Meet any other competency requirements established by the local college;
- e. File an official application for graduation, which may be waived in the case of the General Education Certificate; and
- f. Resolve all financial obligations to the college and return all library and college materials.

#### 5.02.03.01 Credits Applicable to Second Degree, Diploma, or Certificate (SB)

In awarding students an additional degree, diploma, certificate, or career studies certificate, the college may grant credit for all completed applicable courses which are requirements of the additional degree, diploma, certificate, or career studies certificate. However, the awards must differ from one another by at least 25% of the credits.

#### 5.02.04 Graduation Honors (SB)

Students who have fulfilled the requirements of degree, diploma, or certificate programs (with the exception of career studies certificates) are eligible for graduation honors.

Appropriate honors based upon scholastic achievements are recorded on the student's permanent record as listed below:

Minimum Cumulative Grade Point Average	Honor
3.2	Cum laude (with honor)
3.5	Magna cum laude (with high honor)
3.5	Summa cum laude (with highest honor)

#### 5.02.05 Signatures on Awards (SB)

The signatures of the Chancellor of the VCCS, the President of the College, the Chair of the State Board, and the Chair of the College Board shall appear on the degrees, diplomas, certificates, and career studies certificates awarded to students in the VCCS.

#### 5.02.06 Reissuance of Diplomas (SB)

VCCS colleges have the authority to issue replacement degrees, diplomas, certificates, and career studies certificates previously awarded to students. Signatures of current college officials may be used on reissued diplomas.

5.1.5.1 Diplomas will be reissued upon the graduate's request provided the graduate does not have any outstanding debt to the college, in which case, no diplomas will be re-issued until the debt is fully satisfied. However, if a bankruptcy court has issued an automatic stay preventing the collection of pre-bankruptcy petition debts at that time, or has discharged a student loan that the graduate had, then the outstanding debt may not be used as a basis for denying the request for a diploma reissuance. (Colleges may wish to consult with System Counsel if confronted with a bankruptcy issue.) The policies and procedures for requesting a reissued diploma shall be clearly stated on each college's website. Colleges may charge a fee for reissuing diplomas.

#### 5.02.07 Honorary Degrees (SB)

The State Board authorizes the individual colleges to award honorary associate degrees of humane letters to individuals who have contributed significantly to the awarding college or the VCCS. Individuals are not eligible for this award if they are currently employed by the college, serving on the local College Board, or serving on the State Board for Community Colleges at any time between the date of the local College Board approval and the actual receipt of this award. A separation from such employment or service of at least one month is a prerequisite for eligibility. Recommendations for such honorary

degrees shall be made to the Chancellor and to the State Board and approval granted by the Chancellor and State Board prior to the award being made.

#### 5.02.08 Posthumous Degrees (SB)

The State Board authorizes individual colleges to award posthumous degrees for students. Criteria for these degrees shall be determined by individual institutions.

### 5.03 DEVELOPMENT OF ACADEMIC PROGRAMS AND COURSES (SB)

Curricula generally shall be originated by the colleges. There must be ample justification for the creation of new curricula based upon the needs and opportunities of the state or region served by the college. In determining the curricula to be offered in the VCCS, the State Board shall take cognizance of the varying needs of the communities served throughout the Commonwealth of Virginia and the substantiated requests of interested local governing bodies, employers, and individuals.

#### 5.03.01 Review and Approval Procedures (SB)

A new or modified degree program that includes content in a discipline or field not currently offered by the institution requires approval as a new degree program with a separate CIP code. Curriculum changes that result in a degree program that shares fewer than 25% of its courses (excluding the general education core) with an existing program require approval of a new major. VCCS approval is not required for new or modified specializations.

Procedures for the review and approval of degrees, majors, specializations, diplomas, certificates, career studies certificates, and courses are outlined in Table 5-3. These procedures are to be followed by all colleges in the VCCS and information on their implementation is available from the Academic Services and Research Division, VCCS System Office.

#### 5.03.02 Procedures for Discontinuance of Programs (SB)

Procedures for the discontinuance of degrees, majors, specializations, diplomas, certificates, career studies certificates, and courses are outlined in Table 5-3. These procedures are to be followed by all colleges in the VCCS and information on their implementation is available from the Academic Services and Research Division, VCCS System Office.

#### 5.03.03 Review of Programs

Institutions must review academic programs on a regular basis, as outlined in Section 8.2.1.0. Student learning outcomes in all degree programs must be assessed systematically.

Table 5-3  
Program Review and Approval Process

Key: R = Review/ Recommend A = Approve N = Notification/ Reported To	Course s	Career Studies Certificate s	Certificate s	Diploma s	Degree Program s	Major s	Specialization s
<b>Local Level</b>							
Curriculum Advisory Committee	-	R	R	R	R <sup>1</sup>	R <sup>1</sup>	R <sup>1</sup>
College Curriculum Committee	R	R	R	R	R	R	R
College Administratio n	A	A	A	A	A	A	A
College Board	-	A	A	A	A	A	A
Southern Association of Colleges and Schools	-	N/A <sup>4</sup>	N/A <sup>4</sup>	N/A <sup>4</sup>	N/A <sup>4</sup>	N/A <sup>4</sup>	N/A <sup>4</sup>
<b>State Level</b>							
Deans' Course Review Committee Reporting to ASAC	R	-	-	-	-	-	-
VCCS AS&R Staff	A	N	R	R	R	R	N
Chancellor	-	-	A/N <sup>2</sup>	-	-	-	-
Academic Services and Workforce	-	-	R	R	R	R	-

SBCC Committee							
State Board for Community Colleges	-	-	A/N <sup>2</sup>	A	A	A	-
SCHEV	-	-	N	N	A <sup>3</sup>	-	-

<sup>1</sup>Only for AAA and AAS degree programs

<sup>2</sup>Original requests must be approved; additional colleges' requests need only be reported

<sup>3</sup>Must be approved by State Council of Higher Education at least 6 months prior to requested program implementation semester. "Spin-off" degree programs (such as turning a specialization of a current degree program into a stand-alone degree program) require SCHEV staff approval.

<sup>4</sup>SACS must be notified if the new program is related to programs already approved at the college and does not represent a potential substantive change. If the new program does represent a substantive change from approved college programs, SACS approval is required.

### Program Discontinuance Process

Key: R = Review/ Recommend A = Approve N = Notification/ Reported To	Courses	Career Studies Certificates	Certificates	Diplomas	Degree Programs	Majors	Specializations
<b>Local Level</b>							
Curriculum Advisory Committee	--	R	R	R	R	R	R
College Curriculum Committee	--	R	R	R	R	R	R
College Administration	A	A	A	A	A	A	A
College Board	--	A	A	A	A	A	A
<b>State Level</b>							
VCCS AS &R Staff	A*	N	R	R	R	R	N

Chancellor	--	--	A	--	--	--	--
Academic Services & Workforce SBCC Committee	--	--	--	--	R	R	--
State Board for Community Colleges	--	--	--	A	A	A	--
SCHEV	--	--	N	N	N	--	--
*If being discontinued at the System level							

5.03.04 Course Listing in Master Course File (C)

All courses approved for the VCCS shall be listed in the Master Course File. Colleges must use the approved course title, credits, and description listed in the Master Course File. Courses shall be inactivated in the Master Course File when they have not been offered in the System for a three-year period, or for other justifiable causes. The System Office will generate a list of potential course inactivations every two years during the summer, and will notify colleges of intended inactivations to occur one year thereafter.

5.03.05 Local Curriculum Advisory Committees (SB)

Local advisory committees must be consulted for the establishment and review of all career/technical degree and stand-alone certificate programs. These committees shall be appointed by the community college president with the approval of the local college board. (See Section 2-A, IX.E., this Manual.)

5.03.06 Curricular Offerings (SB)

Approved curricular offerings shall be included in the college catalog and contain, as a minimum, the following elements of information:

Curriculum Description

- a. Curriculum title (as approved by VCCS);
- b. Type of award (degree, diploma, certificate, career studies certificates);
- c. Normal length of the curriculum (number of semesters/terms);
- d. Purpose and curricular objectives;

#### 5.04 MASTER COURSE FILE AND COLLEGE CATALOGS (SB)

The Master Course File is maintained by the Academic Services and Research Division of the VCCS.

##### 5.04.01 Courses (C)

The Master Course File shall include the following information for each course approved for the VCCS:

- a. Course prefix and number;
- b. Course title;
- c. Course credits;
- d. Course prerequisites and co-requisites;
- e. Course description; and
- f. Course lecture, laboratory, and total contact hours per week.

Colleges shall use the course information (prefix, number, title, credits, prerequisites and co-requisite, description, and number of hours) as listed in the Master Course File. Where appropriate, and as approved by the VCCS, courses may be cross listed in two or more prefixes. Course titles should indicate a clear relationship to the prefix or discipline. Course titles should not be duplicated except in sequenced courses. Abbreviations that are not universally understood, references to specific software packages, and references to licensure or certification should be avoided. Course descriptions should be written for system-wide use and should contain minimum standards for content and competencies taught in the course. Colleges may set additional prerequisites.

##### 5.04.01.01 Course Numbering System (SB)

A uniform course numbering system shall be maintained by the Academic Services and Research Division of the VCCS for all courses approved for the VCCS. The following system shall be used:

- 1-9 Developmental courses. Credits earned in these courses are not applicable toward associate degree programs; however, upon approval by the Chief Academic Officer, some developmental courses may provide credit appropriate for diploma or certificate programs.
- 10-99 Basic non-degree courses for diplomas and certificate programs. Credits earned in these courses are applicable toward diploma and certificate programs, but will not be applicable toward an associate degree. ESL courses may also be numbered 10-99.
- 100-199 Freshman-level courses applicable toward associate degree, diploma, and certificate programs.
- 200-299 Sophomore-level courses applicable toward associate degree, diploma, and certificate programs.



#### 5.04.01.02 Course Hours (C)

The teaching and application of theoretical concepts in lectures, seminars, discussions, and other similar activities are identified as "Lecture," and the application of principles through practical training in laboratories, clinical training, supervised work experiences and other similar classes is identified as "Laboratory."

The number of lecture hours in class each week (including lecture, seminar, discussion, and other similar activities) and/or the number of laboratory, supervised study, coordinated internship, and other similar activities are indicated for each course in the course description. The numbers of lecture and laboratory hours required each week are called "contact" hours.

Distance learning courses must include the same content and deliver the same student outcomes as do the same courses taught in the classroom. Although contact hours for distance learning courses may not refer to seat time, they do still indicate the amount of course time devoted to lecture and laboratory instruction.

#### 5.04.01.03 Course Credits (C)

The credit for each course must be indicated after the title in the course description. One credit is equivalent to one collegiate semester-hour credit.

Each semester hour of credit given for a course is based on the "academic hour," which is 50 minutes of formalized, structured instructional time in a particular course weekly for fifteen weeks. This is a total of 750 minutes of instruction. In addition to this instructional time, appropriate evaluation will be required. If this evaluation is a final examination, a minimum of 50 minutes of evaluation time shall be scheduled for each course, not to exceed a total of 150 minutes per course. Any exception must have prior approval by the requestor's Chief Academic Officer or designee. Credits may be assigned to the activities as follows:

- a. Lecture – One academic hour of lecture (including lecture, seminar, discussion, or other similar activities) per week, generally for 15 weeks, plus the evaluation or examination period, equals one collegiate semester-hour credit.
- b. Laboratory – Two to five academic hours, depending on the discipline, of laboratory, clinical training, supervised work experience, coordinated internship, or other similar activities per week, generally for 15 weeks, plus the evaluation or examination period, equals one collegiate semester-hour credit.
- c. Asynchronous Distance Learning Courses – In the case of asynchronous distance learning course offerings or hybrid courses that employ a mix of traditional contact hours and learning activities with students and faculty separated by time and place, colleges must demonstrate through faculty peer review that content and competency coverage and student outcomes are equivalent to those of traditional sections of the same class. In the event the only section of the course being taught

in the VCCS is an asynchronous or hybrid course, faculty peer review will be employed to confirm that content and competency coverage and student outcomes are appropriate for the course credits awarded.

- d. General Usage Courses – Variable academic hours from one to five credits for general usage courses.
- e. Variable Credits – A college may request that a course vary from the existing credit value, but by no more than one credit. Existing variable credit ranges may not be extended. Credit variability will not be approved for purposes of deleting laboratory hours or of making laboratory hours optional. General usage courses and courses numbered 1-99 are exempt from this policy.

#### 5.04.01.04 General Usage Courses (C)

General usage courses apply to multiple curricula and to all disciplines. The college catalog shall include course information (number, title, credits and description) as listed in the Master Course File. More specific titles, credits and course descriptions may be substituted in published class schedules to clarify topics and content covered in a given semester.

General usage courses may be repeated for credit, and may include lecture, laboratory, out-of-class study, or a combination thereof.

90, 190, 290 Coordinated Internship (discipline) (1-5 Cr.)

Supervises on-the-job training in selected business, industrial or service firms coordinated by the college. Credit/practice ratio not to exceed 1:5 hours. May be repeated for credit. Variable hours per week.

93, 193, 293 Studies In (discipline) (1-5 Cr.)

Covers new content not covered in existing courses in the discipline. Allows instructor to explore content and instructional methods to assess the course's viability as a permanent offering. A “Studies in” course is intended as an experimental course to test its viability as a permanent offering. Each offering of the course must be approved by the Chief Academic Officer or designee. An experimental course may be offered twice, after which the course must be approved under the appropriate discipline according to VCCS processes for adding new courses to the Master Course File. Variable hours per week.

95, 195, 295 Topics In (discipline) (1-5 Cr.)

Provides an opportunity to explore topic areas of an evolving nature or of short-term importance in the discipline. Variable hours per week. A “Topics in” course is intended to cover topics of an evolving nature or of short-term importance in the discipline. The course shall be approved by the academic VP or designee for a period up to two years. The Chief Academic Officer or designee may approve an extension of another two-year period, after which the course must be approved under the

appropriate discipline according to VCCS processes for adding new courses to the Master Course File.

96, 196, 296 On-Site Training (discipline) (1-5 Cr.)

Offers opportunities for career orientation and training without pay in selected businesses and industry. Supervised and coordinated by the college. Credit/work ratio not to exceed 1:5 hours. Variable hours per week.

97, 197, 297 Cooperative Education In (discipline)(1-5 Cr.)

Provides on-the-job training for pay in approved business, industrial and service firms. Applies to all career-technical curricula at the discretion of the college.

Credit/work ratio not to exceed 1:5 hours. Variable hours per week.

98, 198, 298 Seminar and Project In (discipline) (1-5 Cr.)

Requires completion of a project or research report related to the student's occupational objective and a study of approaches to the selection and pursuit of career opportunities in the field. Variable hours per week.

99, 199, 299 Supervised Study In (discipline) (1-5 Cr.)

Assigns problems for independent study outside the normal classroom setting under the guidance and direction of an instructor. Incorporates prior experience and instruction in the discipline. Variable hours per week.

Exceptions to the credit limit may be granted by the Chief Academic Officer.

## 5.05 ARTICULATION (SB)

The State Board encourages articulation between the VCCS and other institutions of higher education and will adhere to the policies established by the General Assembly and coordinated by the State Council of Higher Education.

### 5.05.01 Community College Courses for Teacher Certification Programs

(per Agreement with the Director of the Division of Teacher Education and Certification for the Virginia Department of Education, February 23, 1968)

Institutions may provide courses requested by the Virginia Department of Education. (Individual students needing courses for certification should be advised to consult with local superintendents for prior approval.)

## 5.06 ON-CAMPUS/OFF CAMPUS DEFINITIONS (SB)

“Off-campus” sites are those more than 25 miles from the campus administering them.

## 5.07 ACADEMIC POLICIES

### 5.07.01 Grading System for Credit Classes (SB)

In order to receive any letter grade, a student must have attended a minimum of one class meeting or the equivalent in the case of a distance learning course. In a distance learning course, initial student attendance is determined by course participation as measured by accessing and using course materials, completion of a class assignment, participation in a course discussion, or other evidence of participation. Students who enroll in a course but do not attend a minimum of one class meeting or the distance learning

A - Excellent	4 grade points per credit
B - Good	3 grade points per credit
C - Average	2 grade points per credit
D - Poor	1 grade point per credit
F - Failure	0 grade points per credit
I - Incomplete	No grade point credit. The “I” grade is to be used only for verifiable unavoidable reasons that a student is unable to complete a course within the normal course time. To be eligible to receive an “I” grade, the student must (1) have satisfactorily completed more than 60% of the course requirements and attendance and (2) must request the faculty member to assign the “I” grade and indicate why it is warranted. The faculty member has the discretion to decide whether the “I” grade will be awarded. Since the "incomplete" extends enrollment in the course, requirements for satisfactory completion shall be established through consultation between the faculty member and the student. In assigning the “I” grade, the faculty member must complete documentation that (1) states the reason for assigning the grade; (2) specifies the work to be completed and indicates its percentage in relation to the total work of the course; (3) specifies the date by which the work must be completed; and (4) identifies the default (B, C, D, F, P, R, or U) based upon course work already completed. Completion dates may not be set beyond the last day of the subsequent semester (to include summer term) without written approval of the chief academic officer of the campus. The student will be provided a copy of the documentation. Colleges will establish procedures to ensure that all “I” grades that have not been changed by the faculty member through the normal grade change processes are subsequently changed to the default grade assigned by the faculty member. An “I” grade will be changed to a “W” only under

documented mitigating circumstances which must be approved by the Chief Academic Officer of the campus.

P - Pass	No grade point credit; applies only to non-developmental studies courses. Stipulations for application of the "P" grade are outlined in Section 5.6.0.0
R - Re-Enroll	No grade point credit; the "R" grade may be used as a grade option, in developmental and ESL courses only, to indicate satisfactory progress toward meeting course objectives. In order to complete course objectives, students receiving an "R" grade must re-enroll in the course and pay the specified tuition.
S - Satisfactory	No grade point credit. Used only for satisfactory completion of developmental studies courses and ESL courses. See Section 5.6.0.1
U - Unsatisfactory	No grade point credit. Stipulations for application of the "U" grade are outlined in Sections 5.6.0.0, 5.6.0.1, and 5.6.0.2.
W - Withdrawal	<p>No grade point credit. A grade of "W" is awarded to students who withdraw or are withdrawn from a course after the add/drop period but prior to the completion of 60% of the session. After that time, the students shall receive a grade of "F" except under mitigating circumstances which must be documented and a copy of the documentation must be placed in the students' academic files. For purposes of enrollment reporting, the following procedures shall apply:</p> <ol style="list-style-type: none"><li>If a student withdraws from a class prior to the termination of the add/drop period for the session, the student is removed from the class roster and no grade is awarded.</li><li>After the add/drop period, but prior to completion of 60% of a session, a student who withdraws or is withdrawn from a course shall be assigned a grade of "W".</li><li>After that time, if a student withdraws or is withdrawn from a course, a grade of "F" shall be assigned. Exceptions to this policy may be made under mitigating circumstances; such circumstances must be documented and a copy of the documentation placed in the student's academic file. Only the chief academic officer of the campus or his/her designee can approve an exception to this policy under mitigating circumstances.</li></ol>

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

#### 5.07.01.01 Pass/Unsatisfactory Grading Option (SB)

Grades available under the Pass/Unsatisfactory option are "P" and "U." A student under this option receives one or the other of these two grades, except where an "R," "I," or "W" is appropriate, according to the conditions for these grades noted in 5.6.0. The pass/unsatisfactory grading option is used for non-punitive purposes. The use of this option requires the approval of the division dean responsible for the course or other designated academic administrator.

The P/U grading option may be used for an entire section of any course, but not for a single individual within a course. Pass grades are not included within GPA calculations. A maximum of seven (7) semester credit hours from courses for which the "P" grade has been awarded may be applied toward completion of a degree, diploma, or certificate. This maximum may be extended to fifteen (15) semester credit hours in experiential learning programs approved by the Chief Academic Officer.

#### 5.07.01.02 Grading - Developmental Studies (SB)

A grade of "S" (Satisfactory) shall be assigned for satisfactory completion of a developmental studies courses numbered 1-9 and ESL courses. "S" grades are not included in grade point average calculations.

Students making satisfactory progress but not completing all of the instructional objectives for a developmental studies course (numbered 1-9) or an ESL course shall be graded with an "R" (Re-enroll). To complete the course a student must re-enroll. Students not making satisfactory progress in a developmental studies course or an ESL course shall be graded "U" (Unsatisfactory). Counselors shall recommend consultation with the instructor to determine the subsequent sequence of courses for the student who receives a grade of "U."

The "I" and "W" grades may be utilized according to conditions noted in Section 5.7.0.

#### 5.07.01.03 Grading – Student Development Courses (SB)

The method of grading in Student Development courses shall be a matter of local option, i.e., "P" or "U," or the other letter grades.

#### 5.07.01.04 Grade Point Average (SB)

The grade point average (GPA) is determined by dividing the total number of grade points earned in courses by the total number of credits attempted.

##### Semester Grade Point Average (SB)

Semester GPA is determined by dividing the total number of grade points earned in courses attempted for the semester by the total number of credits attempted.

##### Cumulative Grade Point Average (SB)

Cumulative GPA, which includes all courses attempted, is computed each semester and is maintained on a continuing basis as a record of the student's academic standing. When students repeat a course, only the last grade earned is counted in the computation of the cumulative GPA and for satisfying curricular requirements unless the course is designated repeatable for credit in the Master Course File or is a General Usage course. In instances of courses designated as repeatable for credit or General Usage courses, all grades/credits are counted in the computation of the cumulative grade point average. Grades of "S," "P," "U," "W," "X," and "I" shall not count as first or subsequent attempts when calculating cumulative GPA. Courses that do not generate grade points are not included in credits attempted.

##### Curriculum Grade Point Average (SB)

A curriculum GPA, which includes only those courses applicable to the student's curriculum, is computed in order to ensure that the student satisfies the graduation requirement for that curriculum. When students repeat a course, only the last grade earned is counted in the computation of the curriculum GPA.

##### Grades from VCCS Colleges

GPA calculations only include grades earned at the home institution, unless specifically noted in an articulation agreement.

#### 5.07.01.05 Academic Renewal Policy (SB)

Students who return to the college after a separation of five (5) years, or more, may petition for academic renewal. The request must be in writing and submitted to the Admissions and Records Office.

If a student is determined to be eligible for academic renewal, “D” and “F” grades earned prior to reenrollment will be deleted from the cumulative and curriculum grade point average (G.P.A.), subject to the following conditions:

- a. Prior to petitioning for academic renewal the student must demonstrate a renewed academic interest and effort by earning at least a 2.5 G.P.A. in the first twelve (12) semester hours completed after reenrollment.
- b. All grades received at the college will be a part of the student's official transcript.
- c. 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.
- d. 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.
- e. The academic renewal policy may be used only once and cannot be revoked once approved.

#### 5.07.01.06 Grades (C)

Final grades are available to students via the student information system. These final grades are a part of students’ permanent record for credit activities.

Mid-semester grade reports (optional) are informational in nature and are not recorded on official transcripts.

#### 5.07.01.07 Grade Processing

The timely, accurate, and secure recording and maintenance of students’ grades are essential elements of an academic records system. All colleges have the responsibility to ensure that the processes for the initial recording of grades and any subsequent grade changes provide for integrity and confidentiality in the handling of student grades.

Each college shall develop and maintain a detailed “Grades Plan” for reporting and recording initial grades and for changing existing grades. The “Grades Plan” shall address the key control points in the process, including office responsibilities, maintenance and security of any forms, and computer security.

The “Grades Plan” for each college shall minimally include statements concerning the following procedures:

- a. When initial grades and grade changes are entered on the SIS by college personnel other than the instructor of record, the grades shall be verified by an individual other than the party who entered the grade initially, to ensure that they are as assigned by the faculty on the original data entry documents. Each college shall have a transaction document or access to appropriate on-line verification that will apprise the faculty of grade changes and provide an opportunity to verify



their authenticity. Each college shall utilize available SIS audit trail support to monitor appropriateness of grade change transactions.

- b. Authorization to access SIS screens that allow for the initial recording of grades and grade changes shall be limited to those with an essential need to maintain the student academic record. Approval of SIS screen access shall be by the appropriate dean with responsibility for student records.
- c. Adequate controls shall exist regarding the maintenance and security of any forms used in the grade assignment process to ensure that only appropriate personnel have access throughout the process of grade entry and change.
- d. Grade changes (i.e., A, B, C, D, F, P, R, S, and U) initiated by college personnel other than the original faculty member, and grade changes for classes taken that are over one year old shall be reviewed and approved by a Chief Academic Officer. Colleges should follow VCCS Policy Manual, Section 5.6.0. (Grading System) in regard to grades of W and I.
- e. The college shall provide for periodic internal written reviews of the “Grades Plan” to ensure compliance with the plan and to determine if any revisions should be made to the plan.

#### 5.07.02 Examinations (SB)

Students shall be expected to take examinations at the regularly scheduled times. No exceptions shall be made without the permission of the Chief Academic Officer, or another appropriate academic administrator, and the instructor of the course.

#### 5.07.03 Withdrawal from a Course (SB)

A student may withdraw from a course without academic penalty during the first 60% of a session. For purposes of enrollment reporting, the following procedures shall apply:

- a. If a student withdraws from a class prior to the termination of the add/drop period for the session, the student is removed from the class roll and no grade is awarded.
- b. After the add/drop period, but prior to completion of 60% of a session, a student who withdraws or is withdrawn from a course shall be assigned a grade of "W".
- c. After that time, if a student withdraws or is withdrawn from a course, a grade of "F" shall be assigned. Exceptions to this policy may be made under mitigating circumstances; such circumstances must be documented and a copy of the documentation placed in the student's academic file.

A grade of withdrawal implies that the student was making satisfactory progress in the course at the time of withdrawal, or that the withdrawal was officially made before the deadline date published in the college calendar, or that the student was administratively transferred to a different program.

#### 5.07.04 Repeating a Course (SB)

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: 90-190-290; 93-193-293; 95-195-295; 96-196-296; 97-197-297; 98-198-298; 99-199-299.) Other than the general usage courses, only those courses designed to develop and maintain proficiency in the visual and performing arts, or to meet requirements for certification or re-certification in allied health or applied technology fields, may be designated as repeatable for credit. Students should be limited to 10 credits earned through multiple enrollments in the same course.

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 a 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.

#### 5.07.05 Academic Load (SB)

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 excluding Orientation (SDV 100). Students wishing to carry an academic load of more than 18 credits must have the approval of the Chief Academic Officer or designee. Students placed on academic warning or academic probation may be required to take less than the normal course load. No curriculum may officially list in any publication more than 18 credits per semester plus Orientation.

#### 5.07.06 Waiver of Requirements (C)

Students having reason to believe that previous educational studies, training programs, or work experience may entitle them to an adjustment in the required courses in a particular curriculum should contact the Division Deans or Counselors at the college to determine procedures before registering for classes. Through subsequent interviews and tests, students may qualify for waiver of curriculum admission requirements, of course prerequisites, and of courses in a curriculum upon the recommendations of the counselor and the instructional division concerned.

Students may substitute equivalent or more sophisticated courses in the same field in any approved curriculum with the approval of the instructional division and the Chief Academic Officer or designee provided they can, by previous educational accomplishment or college administered examination, demonstrate the capability for success in the courses requested.

In addition, if students can demonstrate that previous educational study, training, work experience, or college administered examination results may entitle them to advancement

in the courses required for a particular curriculum, upon request and with the approval of the instructional division and the Chief Academic Officer, they may receive advance placement and credit in the course or curriculum for which advancement was requested. If requirements are waived, students must successfully complete other courses to compensate for the credit hours.

#### 5.07.06.01 Waiver of Credits (C)

Credits waived are those normally required course credits for a particular program which are administratively exempted. Credits waived require election of additional credit courses to compensate for the credits waived.

##### Physical Education Requirement for Veterans (SB)

In accordance with Policy 5.6.5.1.e, the physical education requirements for the degree, diploma and certificate programs may be waived for veterans, and the college may grant up to 3 credits of physical education/health credits for basic military training to satisfy the physical education/health credit requirement of the veterans' curricula.

Substitution of requirements for students with documented disabilities, covered by the Americans with Disabilities Act of 1990 (ADA) and § 504 of the Rehabilitation Act of 1973, as amended

Otherwise qualified students with documented disabilities who are, by reason of their disability, unable to complete a requirement of the program pursued by the student, with or without reasonable accommodations, may request an approved course substitution. <sup>[1]</sup>Substitutions will generally not be granted for any course that is deemed essential to the program of instruction being pursued by such student, or to any directly related licensing requirement. If requirements are waived, students must successfully complete other courses to compensate for the credit hours.

#### 5.07.06.02 Advanced Standing (C)

Advanced standing is the administrative placement of a student that awards credit for subject matter competency based upon previous academic study or acquired through nontraditional means. This may include, but is not limited to college credit and advancement based upon the administration and evaluation of locally-developed examinations, individual college participation in nationally recognized standardized examinations; experiential learning; and training provided by non-collegiate institutions, such as armed forces and service schools.

- a. College credit is a means of achieving Advanced Standing through an administrative determination by the college that equivalent course coverage has been satisfactorily completed at a regionally accredited postsecondary institution.

Credit through this means must be verified through receipt of an official transcript.

- b. Credit by Local Examination is a means of achieving Advanced Standing through satisfactorily demonstrating subject-matter competency by means of an examination developed, and evaluated by college faculty. Examinations must be based on established course learning outcomes and must be comprehensive.
- c. Credit by Standardized Examinations is a means of achieving Advanced Standing through a nationally recognized or college-approved external agency. External examinations used for this purpose include but are not limited to the College Level Examination Program (CLEP), DANTES Subject Standardized Test (DSST) of the Defense Activity for Non-Traditional Educational Support (DANTES), Excelsior Credit by Exam (ECE), the College Entrance Examination Board (CEEB), Advanced Placement (AP) program, Cambridge Advanced (A/AS) examinations, the International Baccalaureate (IB) program, and the Defense Language Proficiency Test (DLPT).

Upon receipt of official test scores, all Virginia community colleges shall accept a score of three (3) and higher for Advanced Placement (AP) courses, a score of five (5) or higher for higher level International Baccalaureate (IB) courses, and scores of C or better for Cambridge Advanced (A/AS) examinations.

- d. Credit by Experiential Learning is a means of achieving Advanced Standing through an administrative determination by faculty of the college or by a college-approved learning assessment service that the occupational experience of an individual is at least equivalent to the course(s) to be exempted. Credit may be awarded based upon an individualized portfolio evaluation, which may be conducted by faculty at the individual colleges or by using the Council for Adult and Experiential Learning's (CAEL) guidelines, and/or CAEL's LearningCounts.org prior learning assessment service. (See also Section 5.9.0, Apprenticeship Related Instruction)
- e. Credit may be granted as a means of achieving Advanced Standing for non-collegiate education, training, and/or occupational experiences as recommended by college faculty, the American Council on Education (ACE), the National College Credit Recommendation Service, or another college-approved organization. This training includes armed service school experiences, where credit should be awarded in accordance to the ACE Guide to the Evaluation of Educational Experiences in the Armed Services.
  - i. Administration of Advanced Standing (C)
    - a. The procedures for awarding credit through Advanced Standing are as follows:

1. The determination of such credit must be made by qualified faculty members at the institution or according to procedures and standards approved by qualified faculty ensuring that assessment procedures are appropriate for the credit awarded.
2. If documentation and interviews are used in lieu of examinations, the institution must demonstrate that these methods provide assurances of academic comparability to credit earned by traditional means.
3. Portfolio-based credit for prior experiential learning may be awarded for no more than 25 percent of the credit hours applied toward a degree.

In exceptional individual cases, however, the nature and content of the prior learning experience may be such that additional credit may be appropriately awarded. The institution must justify each such case.

4. In awarding credit for prior experiential learning, the institution must:
  - a. Award credit only for documented learning which ties the prior experience to the theories and data of the relevant academic field;
  - b. Award credit only to matriculated students, identify such credit on the student's transcript as credit for prior experiential learning, and upon request from another institution, document how such learning was evaluated and the basis on which such credit was awarded;
  - c. Adopt, describe in appropriate institutional publications, implement and regularly review policies and procedures for awarding credit for experiential learning; and
  - d. Clearly describe, and establish the validity of, the evaluation process and criteria for awarding credit for prior experiential learning.
- b. The college will designate a staff member or office responsible for the application of Advanced Standing credit to student records, and student records shall reflect Advanced Standing and applicable source.
- c. Advanced Standing guidelines, policies, and procedures will be clearly posted and widely disseminated to current and prospective students.

#### 5.07.07 Academic Standing (SB)

Students are considered to be "in good academic standing" if they maintain a semester minimum GPA of 2.00, are eligible to reenroll at the college, and are not on academic suspension or dismissal status.

##### 5.07.07.01 Academic Warning (SB)

Students who fail to attain a minimum GPA of 2.00 for any semester shall be placed on academic warning. Students on academic warning should be encouraged to consult

with their advisor/counselor and take advantage of academic support services provided by the college.

#### 5.07.07.02 Academic Probation (SB)

Students who fail to maintain a cumulative GPA of 1.50 shall be on academic probation until such time as their cumulative average is 1.75 or better. The statement “Academic Probation” shall be placed on their permanent records. Students on probation are ineligible for appointive or elective 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 carry less than a normal load the following semester and are required to consult with their advisor/counselor. Students shall be placed on probation only after they have attempted 12 semester credits.

#### 5.07.07.03 Academic Suspension (SB)

Students on academic probation who fail to attain a semester GPA of 1.50 or better shall be placed on suspension only after they have attempted 24 semester credits. Academic suspension shall be for one semester. The statement “Academic Suspension” shall be placed on the students’ permanent records. Students who are placed on academic suspension and wish to appeal should follow the appeal process established by the college. 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 their reinstatement and must earn at least a 1.75 GPA in each subsequent semester of attendance. The statement “Subject to Dismissal” shall be placed on the students’ 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 carry less than a normal course load the following semester and are required to consult with their advisor/counselor. Colleges are encouraged to make additional academic support available to students who have been reinstated following academic suspension.

#### 5.07.07.04 Academic Dismissal (SB)

Students who do not attain at least a 2.00 GPA for the semester of reinstatement following academic suspension shall 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 shall result in academic dismissal. The statement “Academic Dismissal” shall be placed on the students’ permanent records. Academic

dismissal is normally permanent. In exceptional circumstances, students may appeal and be reinstated following processes 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 carry less than a normal course load the following semester and are required to consult with their advisor/counselor. Colleges are encouraged to make additional academic support available to students who have been reinstated following academic dismissal.

#### 5.07.08 Satisfactory Progress

Students pursuing any credit programs are cautioned that, although an average between 1.50 and 1.99 may not result in formal academic probation, a minimum of 2.00 in their curriculum is a prerequisite to the receipt of an associate degree, diploma, or certificate.

#### 5.07.09 Class Attendance (C)

SWCC has developed attendance regulations, to include policies for distance learning students. At a minimum, the college attendance policy must be in alignment with provisions of VCCS Policy Manual Section 5.6.0, which defines minimum attendance required to receive a letter grade.

#### 5.07.10 Commencement (SB)

The community colleges shall have at least one formal commencement ceremony each year for students completing curricula. Attendance at this formal commencement ceremony shall be encouraged.

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<sup>[1]</sup> 34 C.F.R. 104.44(a) Academic requirements.

A recipient to which this subpart applies shall make such modifications to its academic requirements as are necessary to ensure that such requirements do not discriminate or have the effect of discriminating, on the basis of handicap, against a qualified handicapped applicant or student. Academic requirements that the recipient can demonstrate are essential to the program of instruction being pursued by such student or to any directly related licensing requirement will not be regarded as discriminatory within the meaning of this section. Modifications may include changes in the length of time permitted for the completion of degree requirements, substitution of specific courses required for the completion of degree requirements, and adaptation of the manner in which specific courses are conducted.

#### 5.08 ACADEMIC CALENDAR (C)

The academic calendar for colleges within the VCCS may be determined by the colleges within the following guidelines:

- a. The contract year for faculty extends from August 16 through May 15.
  - b. There shall be a minimum of 75 days of instruction in each semester for a total minimum of 150 days of instruction for the academic year.
  - c. There shall be approximately 10 days of instructional evaluation (examinations, etc.) in the academic year.
  - d. There shall be approximately 20 days of registration and faculty in-service days in the academic year.
  - e. An academic calendar year shall consist of 180 working days.
- Any deviations from these guidelines must be approved by the Chancellor, VCCS.

## 5.09 DEVELOPMENTAL STUDIES

Developmental courses are designed to provide the basic skills and knowledge necessary for success in college-level courses.

### 5.09.01 Credits Earned

Credits earned in developmental courses are not applicable toward Associate Degree programs; however, upon approval of the Chief Academic Officer, or another appropriate academic administrator, some developmental courses may provide credit applicable to diploma and certificate programs.

### 5.09.02 Course Level (C)

For the purpose of eligibility for federal Title IV, Student Financial Aid (34 CFT 668.20), it is the responsibility of the college to validate the course level of its developmental courses.

#### 5.09.02.01 Developmental Course Numbers

Developmental courses are those numbered 1–9.

## 5.10 WORKFORCE DEVELOPMENT SERVICES TYPES OF PROGRAMS

In addition to those programs identified in Section 2-A as being the several educational components within the comprehensive community college system; i.e., occupational/technical, college transfer, general education, continuing education, special training, developmental programs, and specialized regional and community services, the following policy pertains to apprenticeship training and continuing education:

### 5.10.01 Apprenticeship Related Instruction (SB)

#### 5.10.01.01 Definition



Apprenticeship Related Instruction is an organized and systematic form of instruction designed to augment on-the-job training for registered apprentices by providing knowledge of the theory and technical aspects of the trade. Related instruction usually consists of a minimum of 144 classroom hours for each year of apprenticeship.

#### 5.10.01.02 Authority

Pursuant to Sections 23-218 (D) and 40.1-118 (10) of the Code of Virginia, the State Board for Community Colleges establishes policies to coordinate Apprenticeship Related Instruction delivered by state and local public education agencies. The Chancellor, with the approval of the State Board for Community Colleges, provides for the administration and supervision of related and supplemental instruction for adult and student apprentices. The Virginia Apprenticeship Council advises the State Board for Community Colleges on policies to coordinate apprenticeship related instruction. The Virginia Apprenticeship Council has the authority to determine whether an employer is eligible for services and conforms with the standards governing registered apprenticeship programs.

#### 5.10.01.03 Administrative Guidelines

The VCCS shall oversee policies for the delivery of apprenticeship related instruction to registered apprentices through annual contracts with regional administrative agents based at community colleges or local school divisions. The contract, as well as the Apprenticeship Related Instruction Coordinator's Information and Procedures Handbook, housed in the office of the Coordinator of Apprenticeship Related Instruction, specifies the curriculum, supervisory, and administrative services necessary for coordinating and delivering related instruction for apprentices. The VCCS shall distribute funding for Apprenticeship Related Instruction from resources provided by the Commonwealth of Virginia based on a plan approved annually by the VCCS.

#### 5.10.01.04 Financial Support of Apprenticeship Related Instruction

Tuition is set by authority of the State Board for Community Colleges and by local school divisions. Additional reimbursement, provided through the VCCS, is based on state general fund appropriations. Contracts shall not imply any requirement on the part of the state for reimbursement beyond the amounts appropriated annually for such purposes, or beyond the biennial period covered by any such appropriation.

#### 5.10.01.05 Granting College Credit for Apprenticeship Work Experience and Related Instruction

College credit for apprenticeship related instruction delivered through local school divisions may be awarded based upon negotiated program agreements and dual credit agreements between local school divisions and community colleges. Colleges

granting credit toward an associate's degree for apprenticeship related work experience will use validated evaluation measures and procedures for awarding experiential credit.

## 5.11 CONTINUING (ADULT) EDUCATION AND COMMUNITY SERVICES (SB)

### 5.11.01 Continuing Education (SB)

Continuing Education programs shall be offered to enable adults in the region to continue their learning experiences. Programs may include both credit and non-credit courses. Continuing Education is a purposeful and systematic process of lifetime learning for individuals who are not enrolled in a formally structured curriculum. It is implemented by programs to further develop existing knowledge, latent human resources, and new insights and skills. Continuing Education includes credit courses offered independent of a curriculum to enable individuals to continue their learning experiences and non-credit courses and specialized services provided for the educational needs of the region. These latter services may include offerings separate from formalized classroom instruction and may consist of conferences, institutes, workshops, seminars, and special training programs. In clarification of the above policy, it is noted that courses in the State Curriculum Guide may be offered for credit as continuing education courses. Non-credit courses designed by the college to meet area needs also may be offered as continuing education courses but do not require approval or listing in the State Curriculum Guide. As required in Section 4.3 of the Criteria for Accreditation, Commission on Colleges, Southern Association of Colleges and Schools, (re: 1992-93 Edition), the continuing education unit (c.e.u.) is to be used as the basic unit of measurement for an individual's participation in, and an institution's offering of non-credit classes, courses, and programs sponsored by Virginia community colleges or the System Office of the VCCS. Appropriate records, as set forth below, must be maintained on all non-credit activities for which c.e.u. credit is awarded.

The following distinction is made between non-credit continuing education activities and community service activities: non-credit activities for which c.e.u. credit is awarded are considered to be continuing education; non-credit activities for which no c.e.u. credit is awarded are considered to be community services.

### 5.11.02 Definitions (SB)

#### 5.11.02.01 Continuing Education Unit

The continuing education unit (c.e.u.) is defined as ten (10) contact hours in an organized continuing education (adult or extension) experience under responsible sponsorship, capable direction, and qualified instruction. (A decimal fraction of a unit may be awarded for an offering of shorter duration.)

#### 5.11.02.02 Full-time Equivalent Continuing Education Student

An annual full-time equivalent continuing education student is defined as forty-five (45) continuing education units.

#### 5.11.02.03 Conference

A general type of meeting, usually of one or more day's duration, attended by a fairly large number of people. A conference may have a central theme, but is often loosely structured to cover a wide range of topics. The emphasis is on prepared presentations by authoritative speakers, although division into small group sessions for discussion purposes is often a related activity.

#### 5.11.02.04 Institute

Generally similar to a conference, but more tightly structured to provide a more systematic development of its theme, with the emphasis more on providing instruction in principles and techniques than on general information. Participants are usually individuals who already have some competence in the field of interest. Institute programs may have certain continuity, meeting on a yearly basis for example:

#### 5.11.02.05 Short Course

A sequential offering, as a rule under a single instructor, meeting on a regular basis for a stipulated number of class sessions over a short period of time (e.g., one to three weeks, etc.). Quizzes and examinations may be given--depending upon the determination of requirements. The non-credit course under this definition may resemble the credit course in everything but the awarding of credit. It may also be more informal and more flexible in its approach in order to meet the needs of students.

#### 5.11.02.06 Workshop

Usually meets for a continuous period of time over one or more days. The distinguishing feature of the workshop is that it combines instruction with laboratory or experimental activity for the participants. The emphasis is likely to be on skill training rather than on general principles.

#### 5.11.02.07 Seminar

A small group of people with the primary emphasis on discussion under a leader or resource person or persons. In continuing higher education a seminar is more likely to be a one-time offering, although it may continue for several days.

#### 5.11.02.08 Special Training Program

A skill program which offers a combination of instruction and practice. The approach is usually on a more individualized basis than a workshop.

#### 5.11.02.09 Media Instruction

Media instruction includes any form of instruction offered in special activities through television, radio, computer assisted instruction (CAI), telewriter, telelecture and other forms of media instruction which may develop.

#### 5.11.03 Criteria for Applying the Continuing Education Unit (SB)

Continuing Education Units shall be awarded only for educational programs which meet the basic criteria presented below. Programs can be classified in either of the following areas.

Area I: Programs which are wholly structured to provide skills and/or knowledge for occupational improvements in fields, such as:

- Agriculture and food production
- Business and industry
- Clerical services
- Education
- Government
- Health services
- Law and law enforcement
- The professions
- Trades and technologies

Area II: Programs specifically organized to provide help in the solution of problems confronting the state, such as:

- Aging
- Agriculture and production
- Citizenship
- Community development and housing
- Criminal Justice
- Education
- Environment
- Health and safety
- Human relations and communications

Activities classified in the above categories for which Continuing Education Units are to be awarded shall meet at least the following standards:

- a. The non-credit activity is planned in response to an assessment of educational needs for a specific target population.
- b. There is a statement of objectives and rationale.
- c. Content is selected and is organized in a sequential manner.
- d. There is evidence of pre-planning which should include the opportunity for input by the target group to be served, the faculty having content expertise, and continuing education personnel.
- e. The activity is instructional and is approved by an academic or administrative unit of the institution best qualified to effect the quality of the program content and to approve the resource personnel utilized.
- f. There is provision for registration for individual participants.
- g. Evaluation procedures are utilized, and criteria are established for awarding Continuing Education Units to individual students prior to the beginning of the activity.

#### 5.11.04 Required Records and Reports (SB)

The institution is responsible for establishing and maintaining permanent records of Continuing Education Units awarded. These records shall contain at least the following:

- a. For each individual student, a cumulative record showing:
  1. The name of the student
  2. Social Security Number of the student (or student number assigned by the college)
  3. Title(s) of course(s)
  4. Starting and ending dates of activity(s)
  5. Number of C.E.U.s awarded
  
- b. For each activity, an activity description showing:
  1. The title of the activity
  2. Description of the activity and comparative level
  3. Starting and ending dates of the activity
  4. Format of the activity
  5. Number of C.E.U.s to be awarded for completion of the activity
  6. The name of the instructor(s)
  7. Any cooperating sponsors, companies, associations, agencies, institutions, etc.
  8. Activity classification, i.e., professional, liberal education, vocational, job entry, in-service, etc.
  9. A roster of participants, showing at least the name and Social Security Number of each participant and whether the participant satisfactorily completed the activity

**SECTION 6**  
**STUDENT DEVELOPMENT SERVICES**

## 6.01 GENERAL ADMISSION TO SWCC

### 6.01.01 General Admissions Requirements to the College

Any person who has a high school diploma or the equivalent, or who is 18 years of age and, in any case, is able to benefit from a program at SWCC may be admitted as a regular or special student.

The College does not discriminate in the evaluation of any person's application on the basis of race, color, national origin, sex, or religion. The College, however, reserves the right to refuse admission to any applicant when, in the College's opinion, the applicant's presence in the College community will pose a serious threat to the continued safety or welfare of the campus and community, or when the College is of the opinion that the applicant will receive no significant educational benefit by attending the College. Such a determination will be based upon objective criteria such as prior record of criminal activity, prior academic record at other institutions, or the applicant's ability to benefit. These criteria are set forth as examples and not for purposes of limitation.

The following items must be received by the Office of Admissions of the College before final action is taken on the application.

#### 6.01.01.01 Regular Students

- a. A completed "Application for Admission as a Regular Student" (no fee required).
- b. Official transcripts from all high schools, colleges, and universities attended.
- c. Registration for any examinations used as admission counseling tools by the College.

#### 6.01.01.02 Non-curricular Students

Students not enrolled in a certificate, diploma, or degree program at the College.

- a. A completed official application for admission (no fee required).
- b. If anticipated enrollment will be in more than one course and/or for more than one term, students are requested to provide transcripts from all high schools, colleges, and universities attended.

#### 6.01.01.03 Special Students

Students not enrolled in a certificate, diploma, or degree program at the College.

- a. A completed official application for admission (no fee required).
- b. If anticipated enrollment will be in more than one course and/or for more than one term, special students are requested to provide transcripts from all high schools, colleges, and universities attended.

Special students desiring to enroll in a course with certain academic prerequisites should submit official transcripts for all high schools, colleges, and universities attended.

Anyone wishing to apply for non-credit community service programs should contact the College for additional information.

Applicants for admission to the College as a regular student are scheduled with one of the College counselors (a) to discuss the applicant's educational interest, (b) to determine if additional tests are needed, and (c) to plan an application for admission to a specific curriculum or program at the College.

#### 6.01.02 Admission to Specific Curricula

In addition to the general admission requirements listed above, specific requirements are usually prescribed for each curriculum of the College. Among the items generally considered in determining eligibility for admission to curricula in the College are educational and occupational experiences and other reasonable standards to ensure that the student possesses the potential to meet program requirements.

The specific requirements for each curriculum in the College are listed in the curriculum offerings section of this catalog. A person who does not meet the requirements for a specific curriculum or course may be eligible to enter the curriculum with the agreement that he or she will enroll in prescribed developmental or preparatory courses.

A student entering the College, or planning to take English or mathematics courses, will be required to take the Virginia Placement Test (VTP). SAT or ACT scores may be substituted for the VTP unless the applicant is seeking entry to one of the College's health care programs. Test scores below specified levels indicate students are not ready for some kinds of college courses. In such cases students will be required to complete certain developmental courses that are prerequisites for courses in their program of study. Students not initially meeting admission requirements for a specific program may qualify to be placed in an appropriate curricula or will be considered non-curricular until such time as requirements are satisfied and they are granted admission to the curricula. The appropriate college officer shall officially notify students of their admission to the curriculum. Admission requirements to curricula will be published in the college catalog.

The individual applying for admission to an associate degree (Associate of Arts and Sciences or Associate of Applied Science) program must be a high school graduate or the equivalent or have completed approved developmental or preparatory programs.



The college reserve the right to evaluate and document special cases and to refuse admission to applicants if such refusal is considered to be in the best interest of a college.

Additional information may be required by the college for admission to a specific program or curriculum. Students may be denied admission to the college if there is sufficient reason to believe that they present a danger to themselves or to other members of the college community.

It is the policy of SWCC to maintain and promote equal employment and educational opportunities without regard to race, color, sex or age (except where sex or age is a bona fide occupational qualification), religion, handicap, national origin, or other non-merit factors.

#### 6.01.03 Special Admission Requirements for International Students

In addition to the general admission requirements of the College, the international student must demonstrate proficiency in both written and oral English. Normally, a passing score is required on the Test of English as a Foreign Language (TOEFL). Students must also complete the Virginia Placement Test.

The international applicant is also required to submit with the application a signed statement (form provided by the College) verifying that he or she has adequate resources to meet all financial needs for the duration of enrollment at the College. The international student desiring admission to the College should direct requests to the College Admissions Office.

International applicants must comply with established college admissions policies specifically related to those requiring issuance of an I-20 Form of the U. S. Immigration and Naturalization Service.

#### 6.02 ADMISSION PRIORITIES

When enrollments must be limited for any curriculum, priority shall be given to all qualified applicants who are residents of the political subdivisions (Buchanan, Dickenson (partial), Russell, or Tazewell counties), supporting the College and to Virginia residents not having access to a given program at their local community college, provided such students apply for admission to the program prior to registration or by a deadline established by the College. In addition, residents of localities with which the College has clinical-site or other agreements may receive equal consideration for admission.

#### 6.02.01 Students Transferring from Other Colleges

Usually, a student transferring from another institution is eligible for admission to the College if the student is eligible for immediate re-enrollment at the most recent college attended. If academically ineligible to return to a previous college, a transfer student generally will not be allowed to enroll in the College until one semester elapses or until completion of an approved developmental or preparatory program at the College. The Admissions Appeal Committee will decide on each case and usually impose special conditions (including placement and probation) for the admission of such a student.

Each student transferring from another college should consult with the Admissions and Records Office at the College for an assessment of credits in order to determine academic standing before registering for classes. Official transcripts must be sent directly to the Admissions Office. Generally, no credit will be given for courses with grades lower than “C” or for courses from colleges and universities not accredited by a regional accrediting association.

#### 6.02.02 Re-Admission to the College

If a student in “good academic standing” has not been enrolled within the last three years (9 terms) he or she will be required to complete a new application for admission.

#### 6.02.03 Applying for Credit or Waiver of Requirements

The student who has reason to believe that previous educational studies, training programs, or work experience may entitle him or her to an adjustment in the course requirements for a particular curriculum should contact the Admissions and Records Office to determine procedures before registering for classes.

### 6.03 EMAIL ACCOUNTS

Electronic mail or email is the official method of communicating at the Virginia Community College System (VCCS). All official email communication is distributed to VCCS email accounts only. Students are required to use their campus email accounts as the official communication with their instructors and the college.

### 6.04 STUDENT DOMICILE

SWCC as part of the Virginia Community College System is guided by the Code of Virginia and the regulations of the State Council of Higher Education on determining domicile.

The individual performing the admissions function shall determine if a student has been domiciled in the Commonwealth of Virginia for at least one year immediately prior to the commencement of the semester for which in-state tuition is sought.

## 6.05 STUDENT REGISTRATION AND RECORDS

### 6.05.01 Registration Procedures

#### 6.05.01.01 Regular Registration

Students may register for courses only during the official registration period. Usually, students may not enter new classes after the first nine (6) calendar days of a semester. Requests for entry after that time must be approved by the instructor of the class and the Vice President of Academic and Student Services. Registration dates will be posted on SWCC website and announced in local newspapers and on radio stations and will be posted on College bulletin boards. In the event that a class is closed, the student must see the division dean to determine whether additional class seats are available.

#### 6.05.01.02 Web Registration

Students have the capability to register online via the Internet using the student information system – MYSouthwest.

MYSouthwest allows students to search for classes, plan schedules, register, add, drop or swap classes, print class schedules, view grades, print an unofficial transcript, request an official transcript, track degree progress, access financial aid information, pay tuition and fees, and much more. Instructions for registration online are available on the SWCC web site at [www.sw.edu/sis](http://www.sw.edu/sis) or contact the Office of Admissions and Records at 276.964.7238.

New students are required and current students are encouraged to meet with their academic advisor for assistance in course selection to assure progress toward graduation and transferability of course work.

### 6.05.02 Change of Registration (Add/Drop)

Students should follow established procedure for making any change in their schedules. Add/Drops may be processed online, via the Internet using MYSouthwest, prior to the end of the registration/add period. If not processed online via MYSouthwest, all changes in a student's schedule must be submitted on an add/drop form to the Office of Admissions and Records.

If a student drops a class prior to the end of the registration/add period for the semester or term, the student's name is removed from the class roll and no grade is awarded. Withdrawal from a course without academic penalty must be made within specific withdrawal period of a semester in order for the student to receive a grade of "W." After that time, the student will receive a grade of "F" except in mitigating circumstances. Withdrawals are not permitted under any circumstances following the last scheduled class day of each semester.

Classes with different start or end dates will also have different add/drop and withdrawal dates. Students should check with the Office of Admissions and Records for specifics.

#### 6.05.03 Addition and Late Registration for a Course

The add period and late registration period for classes in the fifteen-week session ends at the close of the sixth (6th) calendar day of the academic semester. The first day of classes, as published in the semester schedule, shall be the first day of the add and late registration period.

The add/drop period for classes in non-standard terms and summer sessions begins on the first day of classes and ends on the day which represents the completion of fifteen percent (15%) of the non-standard term.

#### 6.05.04 Withdrawal From the College

A student who wishes to withdraw from the College is encouraged to meet with an advisor prior to withdrawal. If a student stops attending but fails to withdraw from a course, he or she may receive a grade of "F" for that course. Students are encouraged to check with financial aid regarding the effect of a withdrawal on future aid prior to withdrawing. The student's official date of withdrawal is considered to be the date upon which the student's electronic/written/verbal notification of withdrawal is received by the Office of Admissions and Records.

#### 6.05.05 Audit

Students who wish to audit a course should register in the usual manner and indicate audit status on the registration form. Students must have signature approval of instructor or division dean to audit a course. Full tuition and fees must be paid to audit a course. Audited courses do not count as a part of the student's course load. A change from credit to audit must be completed within the drop/add period at the beginning of the semester.

6.05.06 Pre-Registration for Classes

Students are encouraged to take advantage of advanced registration for the upcoming semester. Registering during advanced registration permits early selection of courses for the desired schedule and prevents delays in the registration process.

6.05.07 Change of Program

A student desiring to change programs after acceptance or enrollment in a specific program of the College should contact an advisor for assistance. A Program Change Request form must be completed and signed by the student and submitted to the Office of Admissions and Records.

6.06 STUDENT GRADE REPORTS

6.06.01 Grading

College students may receive the following grade marks:

Grade	Meaning	Quality Points
A	Excellent	4
B	Good	3
C	Average	2
D	Below average	1
F	Failing	0
I	Incomplete	0
P	Pass	0
R	Re-enroll	0
S	Satisfactory	0
U	Unsatisfactory	0
W	Withdrawal	0
X	Audit (no credit)	0

Classes have assigned credit hours and each grade has set quality points with the exception of developmental courses. To determine the grade point average, divide the number of grade points earned by the number of credits taken.

6.07 CLASSIFICATION OF STUDENTS

All students are classified according to the following categories:

#### 6.07.01 Curricular Student

A student who has a high school diploma, a GED, or the ability to benefit is designated as a curricular student when all of the information required for general admission to the College has been submitted to the Office of Admissions and when the individual has been admitted to one of the curricula of the College.

#### 6.07.02 Non-Curricular Student

A non-curricular student is one who is not formally admitted to one of the curricula but is classified according to the following student goals or conditions.

- a. **Upgrading Employment Skills for Present Job**  
Student is employed and seeking to upgrade skills for a current job.
- b. **Developing Skills for New Job**  
Student is seeking to develop skills for a new job.
- c. **Career Exploration**  
Student is undecided about a career goal and an occupational choice. The College will provide counseling assistance to aid the student in making decisions concerning career/curricular goals. Such a student will be expected to declare another educational goal prior to completing 30 credit hours of course work.
- d. **Personal Satisfaction and General Knowledge**  
Student is enrolled for reasons not related to specific occupational or educational goals.
- e. **Transient Student**  
Student, while enrolled at a community college, maintains primary enrollment with another post-secondary institution.
- f. **High School Student (dual enrollment or dual credit)**  
Student must be high school juniors or seniors who are 16 or older. Student must be college ready as determined by VPT Assessments/SOL. Public school principal must approve/recommend the high school student and have a consent form on file.

#### 6.07.03 Full-time Student

A full-time student must carry 12 or more course credits per semester.

#### 6.07.04 Part-time Student

A part-time student carries fewer than 12 course credits per semester.

#### 6.07.05 Freshman

A student is classified as a freshman until completion of 30 course credits in a designated area.

#### 6.07.06 Sophomore

A student is classified as a sophomore after completing 30 or more course credits in a designated associate degree or diploma curriculum. Transferred credits are included, providing they apply toward the requirements of the student's curriculum.

#### 6.07.07 Senior Citizens

Subject to SCHEV regulations and any legislative revision, the Senior Citizens Higher Education Act of 1974, as amended 1976, 1977, 1982, 1988, 1999, and 203 shall be entitled:

- a. To register for and enroll in courses as full-time or part-time student for academic credit if such senior citizen had a taxable individual income not exceeding \$15,000 for Virginia income tax purposes for the year preceding the year in which enrollment is south;
- b. To register for and audit courses offered for academic credit regardless of income level; and
- c. To register for and enroll in courses not offered for academic credit regardless of income level.

### 6.08 STUDENT PERMANENT RECORD

A uniform student permanent record is used by SWCC. The permanent record, which meets the guidelines set up by the American Association of Collegiate Registrars and Admissions Officers, includes:

- a. The credits transferred from other institutions, including the number of credit hours given (the number of hours may change if the student transfers from one curriculum to another);
- b. The semester in which the student is currently enrolled;
- c. The student's social security number or ID number;
- d. The Academic Program and Plan;
- e. The course number, the course title, the hours attempted, the hours completed, and grade for each course. Course section shall be optional;
- f. A grade point average for each semester attended;
- g. The cumulative grade point average of the student; and
- h. Academic action taken against the student including academic probation, suspension, and dismissal.
- i. Degrees, diplomas, certificates, honors.

#### 6.08.01 Student Records Retention

SWCC shall comply with the Virginia State Library and Archives Records Retention Schedule and procedures for destruction of records.

## 6.08.02 Student Record Confidentiality

Southwest Virginia Community College complies with the requirements of the Family Education Rights and Privacy Act of 1974 regarding confidentiality and student's access to student records.

### Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act of 1974, as amended, is a federal law which allows students access to their educational records and prohibits the release of information from students' educational records by the institution without the written consent of the student, with certain specified exceptions.

SWCC accords all rights under the law to students who are declared independent. No one outside the institution will have access to, nor will the institution disclose, any information from students' educational records without the written consent of students, except to personnel within the institution, to officials of other institutions in which students seek to enroll, to persons or organizations providing students financial aid, to accrediting agencies carrying out their accreditation functions, to persons in compliance with a judicial order, and to persons in an emergency in order to protect the health or safety of students or other persons. All these exceptions are permitted under the Act.

The Act allows the College to report substance abuse violations to parents of students under 21, to disclose the results of College disciplinary proceedings in cases of violent crimes, and to release student records to the courts in the case of a parent/student lawsuit against the College.

In accordance with the provision of the Act, the college may provide directory information. Directory information will be withheld for students who notify the Admissions and Records Office in writing within two weeks of the first day of class.

Directory information shall include:

1. Student's name
2. Participation in officially recognized activities and sports
3. Address
4. Telephone listing
5. Weight and height of members of athletic teams
6. Electronic mail address
7. Degrees, honors, and awards received
8. Date and place of birth
9. Major field of study
10. Dates of attendance



11. Grade level
12. The most recent educational agency or institution attended
13. Number of credit hours enrolled
14. Photos

Request for nondisclosure will be honored by the institution for only one academic year; therefore, authorization to withhold directory information must be filed annually in the Admissions and Records Office. Once this request has been made, the student will not be allowed to request a transcript via the Web in the college's student information system, nor will the college provide employment (or other) authorizations for the student. If the student wishes for this information to be released, he/she will be required to submit written authorization, with proof of identify, to the Office of Admissions and Records prior to releasing a transcript or other information. Copies of the law and SWCC's policy for implementing it are available in the Admissions and Records Office and are on reserve in the SWCC library along with a copy of the SWCC policy on retention and disposal of records.

#### 6.09 HEALTH INFORMATION

Appropriate arrangements shall be made to discuss the health and accommodate the physical condition of each student admitted to the college. These arrangements must comply with Federal and State laws/regulations, and the requirements of the Southern Association of Colleges and Schools.

Student physical health records may be maintained for each student, and these records shall be available to persons able to demonstrate a legitimate need to access them. When symptoms indicate possible mental or emotional illness, a referral may be made to a proper source for assistance.

First aid services shall be made available to the student through arrangement with an outside agency/organization or by using qualified members of the Campus Police or college staff.

#### 6.10 CONTAGIOUS DISEASE POLICY

SWCC has a policy on contagious diseases for the purpose of preventing the spread of communicable/contagious diseases using safety, prevention, and education. Contagious disease is defined for the purpose of this policy as an infectious disease that is spread from person to person through casual contact or respiratory droplets, which may lead to an epidemic or pandemic situation and threaten the health of the campus community.

These diseases include but are not limited to:

- Tuberculosis (TB)

- Measles or German Measles (rubella)
- Certain strains of hepatitis and meningitis
- SARS and certain strains of influenza

Other potentially less serious infectious diseases, such as chicken pox and pneumonia, will be addressed on a case-by-case basis.

Persons who know or have reason to believe they are infected with a contagious disease:

- should seek expert medical advice;
- are encouraged to advise local health authorities of a possible public health threat;
- must follow the directions of local health authorities in order to prevent the spread of infection and to protect their own health.

Students who know or suspect they are infected with a contagious disease must notify the Dean of Student Success and/or their instructor(s). All records regarding this medical information must remain confidential and be filed separately from all other general student records and/or personnel files.

#### 6.11 CONFIDENTIALITY STATEMENT

No person, group, agency, insurer, employer, or institution should be provided any medical information without the prior specific written consent of the student, employee, or other College community member unless required by state and/or federal law. Furthermore, all medical information relating to contagious diseases of students, employees, or other College community members will be kept confidential, according to applicable state and federal law. Medical information relating to contagious diseases of persons within the College community will only be disclosed to responsible College officials on a need-to-know basis.

#### 6.12 AIDS POLICY

Current knowledge indicates that students or employees with AIDS (*Acquired Immunodeficiency Syndrome*), ARC (*AIDS-Related Complex*), or a positive HIV antibody test normally do not pose a health risk to other students or employees in an academic setting. Therefore, students or employees who have AIDS, ARC, or a positive HIV antibody test should be allowed regular classroom attendance and use of all institutional facilities.

Mandatory screening or testing ordinarily is not appropriate for admissions of students or employment of faculty.

Programs providing clinical experiences should be guided by Center for Disease Control and OSHA guidelines. Recommendations of the American College Health Association may also be consulted.

## 6.13 COUNSELING

The college shall maintain a staff of professional counselors to assist students in making decisions regarding career, educational, and personal/social plans.

### 6.13.01 Recruitment and High School Articulation

The college shall cooperate with the high schools in the region to provide pre-college counseling to those students planning to attend the community college. Students in the vicinity shall be kept informed of the offerings of the college. In addition, the college shall work closely with organizations in the community to determine the educational needs and interests of youth and adults in the region. A college representative shall respond to requests for information from all persons in the community.

### 6.13.02 Academic Advisement

Southwest Virginia Community College believes in the importance and uniqueness of each student. One college service which promotes this belief is the academic advisement system which provides for an advisor (a faculty member or counselor) to assist each student. Working together, the advisor and student will select and schedule classes; follow educational plans; discuss academic concerns; explore career goals on an on-going basis; clarify life goals; and plan transfer, graduation, or job selection activities. This advising relationship offers the student encouragement for personal growth and development; promotes persistence toward educational or vocational goals; and maintains one-on-one contact.

### 6.13.03 Virtual Advising

Virtual advising at SWCC is designed to assist students to receive personalized attention and information to make informed decisions with limited face-to-face contact. Students may obtain information to assist with educational plan, register for classes, and obtain student support services. This advising model is designed to help students obtain their educational and vocational goals.

### 6.13.04 Assessment

SWCC's Assessment Center (Dellinger Hall) serves area citizens and prospective students by offering comprehensive testing programs to enable individuals to know their abilities, aptitudes and interests.

The Virginia Placement Test (VPT) is required of all new students planning to enroll in a degree, certificate, or diploma program of study. However, applicants other than those seeking entry to the College's health care programs may submit Scholastic Aptitude Test

(SAT) or American College Testing Program (ACT) scores. The results of these tests are valid for two years and used for placement purposes rather than admission purposes. Careful and appropriate interpretations of test results are provided for each student.

#### 6.13.05 Orientation/Study Skills

SWCC offers a general orientation program to acquaint new students with the purpose and programs of the College. This process begins shortly after the student officially applies for admission. Each new student is advised to meet with a student services advisor to explore career options, to discuss his/her educational interests, entry-level assessment report, possible special testing and to choose a curriculum. The student also has the option of taking tours and visiting specific instructors. It is the desire of Student Development Services to clarify and deal with any concerns or problems that the prospective student might have.

Success in college depends on factors such as scholastic aptitude, motivation, application of ability, and good study habits. Good study habits are important for all students to protect investments of time and money and to achieve educational goals.

Every student, regardless of ability, can develop good study habits and can devote adequate time to study. The amount of time which must be devoted to out-of-class study varies according to the ability and preparation of the student, class load, and the difficulty of the subject. A minimum of two hours of study and preparation is normally needed for each hour of regular classroom work. The College Survival Skills course (SDV 108), and tutoring are provided to help students. Students should complete SDV 100, SDV 101 or SDV 108 within their first fifteen semester hours.

#### 6.14 CAREER PLANNING AND PLACEMENT SERVICES

The Career Resource Center (CRC) offers SWCC students, alumni, and area citizens assistance in career planning, job search strategies, and job connections. Services are available through individual counseling sessions, workshops, classes, and on-line ([www.sw.edu/career](http://www.sw.edu/career)). Career Events are a popular means for students to prepare for job search success prior to graduation.

Career planning services include assessment of skills and interests, investigation of career options, as well as matching skills and interests with career goals. Work Keys assessment of skill proficiency is used to assist employers and employees in determining skill levels for employment and for advancement within a career. CRC staff also provides guidance and documentation for the acquisition of work skills through experiential learning opportunities within and concurrent with students' academic programs.

Job search training complements the instructional program by developing student skills in understanding the workplace culture, marketing oneself to prospective employers, and building strong resume and interview skills. The CRC staff helps students develop the “soft skills” that employers seek, including the ability to work as a team member, a strong work ethic, and awareness of how to fit into the company culture. Job Search Clinics are held during the spring term to enhance students’ readiness for the job search process and for employment.

Job connections services include assistance with researching the job market, developing a personal career network, completing applications, and developing a job search plan. Staff assist students in learning to use the Internet to research target companies and to conduct job searches as well as helping to identify traditional sources of job connections, such as employment services and job listing services. Students have the opportunity to make networking and employment connections at four annual career fairs: SWCC’s Career Connection, an on-campus career fair held annually in April-the Interstate Career Fair, a regional career event co-sponsored with colleges and community colleges from southwest Virginia, southern West Virginia, western North Carolina, and eastern Tennessee-Bluefield State Job Fair, a cooperative effort between Bluefield State College, Bluefield College, Concord College, Southwest Virginia Community College, and Wytheville Community College---Community College Career Connections, co-sponsored by SWCC, VHCC, and WCC. The Career Resource Center is located in Tazewell Hall, Room 125 or online at [www.sw.edu/career](http://www.sw.edu/career).

## 6.15 FINANCIAL AID

It is the desire of the College that no qualified student be denied the privilege of attendance because of financial need. Determination of need is based upon the student's financial resources and allowances for tuition, fees, books, supplies, room, transportation, and other expenses. In order to be eligible to receive aid, a student must be enrolled in a curriculum which is financial aid eligible. The student must maintain satisfactory academic progress, as determined by the College, in order to continue to be eligible to receive aid. Students must sign a statement of educational purpose agreeing to only use federal student aid funds for expenses related to college attendance. Students wishing to apply for financial aid should contact the Financial Aid Office in Tazewell Hall or go online at [www.FAFSA.org](http://www.FAFSA.org). The "Student Financial Aid" booklet is available for all financial aid programs.

Financial aid applications must be filed each year. The summer term is the beginning of a new financial aid year so new applications should be filed two months prior to summer term. A student can receive financial aid from only one college per semester. A percentage of applications are marked for verification by the federal government.

Financial aid consists of several different programs, but is, generally, divided into three major categories: grants, scholarships, and work programs. A listing of the various programs offered is listed below.

#### 6.15.01 Federal and State Aid Programs

##### 6.15.01.01 Pell Grant

Students may apply for this federally funded aid program by completing the Application for Federal Student Aid. This non-repayable grant is available to eligible students enrolled in a regular program. Awards depend on expected family contribution, the cost of education, full- or part-time status, and the length of enrollment in the academic year.

##### 6.15.01.02 Supplemental Educational Opportunity Grants (SEOG)

SEOG, a non-repayable grant, is awarded to students having the greatest financial need; priority is given to Pell Grant recipients. Students who are eligible for SEOG funds may be awarded up to \$1,000 a year based on need, the availability of funds, and other aid received.

##### 6.15.01.03 Commonwealth Grants (COMA)

Commonwealth Grants are awarded to in-state students who are enrolled at least half time (six (6) credits or more) and who have extreme financial need. The grant will pay tuition for up to 14 credits.

##### 6.15.01.04 Part-Time Tuition Assistance Program (PTAP)

The Part-Time Tuition Assistance Program is a state-funded grant provided for students who are enrolled between one and six (1-6) credits per semester in a curriculum leading to the completion of a degree or certificate program.

##### 6.15.01.05 Federal Loans

SWCC does not participate in Federal Family Student Loan Programs.

##### 6.15.01.06 Short Term Loans (STL)

Short-term loans, offered by the College, may meet the emergency needs of a student with regard to the payment of tuition and the purchase of books. The short-term loan must be repaid within 60 days at no interest and requires a co-signer who is 21 years of age or older. Apply in person at the Office of Financial Aid.

##### 6.15.01.07 Work Study Program

Revised 2/15

College Work Study is a federally funded program that permits the College to create jobs for students who are eligible for financial aid. These part-time jobs, awarded to full-time students only, generally will not exceed ten (10) hours per week with pay equal to the minimum wage. Most college work study jobs are located on campus, but in some instances, a student may be placed off-campus working for a public or private non-profit agency. Students must maintain a 2.0 (+) GPA to be eligible for work-study.

#### 6.15.01.08 Mary Marshall Nursing Scholarship

Established by the General Assembly for Virginia residents in the nursing program who have financial need. Sophomore nursing students must apply by March 15. The application deadline for freshmen nursing students is June 15.

#### 6.15.01.09 Scholarships – Local

Revised 2/15

Students may apply for all scholarships based upon qualifications. Unless otherwise indicated, applicants must have a minimum of a 2.5 GPA and enroll as a full-time student (min.12 credit hours). Deadlines vary and are advertised on our website. Apply for these and other SWCC scholarships online at <http://www.sw.edu/scholarships>.

### 6.16 STUDENT HANDBOOK

SWCC has a student handbook which serves to inform students of pertinent information, policies, and procedures. The SWCC Catalog & Student Handbook can be found on the college's website.

### 6.17 REQUIREMENTS FOR STUDENT ACTIVITIES

The State Board encourages the development of a student activities program designed to promote educational and cultural experiences. The State Board shall recognize and encourage honorary, scholastic, service organizations, and sports clubs that do not restrict membership based on race, color, gender, age, religion, disability, national origin, sexual orientation or other non-merit factors. Private clubs, private associations, social fraternities, and social sororities shall not be authorized or recognized by the VCCS. The following regulations and procedures apply to all student activity programs in the community colleges of the VCCS:

- a. The entire program of student activities shall be under college supervision.
- b. There shall be a faculty or staff sponsor for each student organization.
- c. All student activity funds shall be deposited with and expended through the college business office, subject to State Board policies, procedures, and regulations pertaining to such funds.

- d. Each college, with the approval of its local board, shall adopt its own regulations and procedures to implement the above policy.
- e. All student activity programs and organizations must comply with the VCCS's non-discrimination policy.

## 6.18 CO-CURRICULAR ACTIVITIES AND STUDENT GOVERNMENT ASSOCIATION

### 6.18.01 Student Government Association Statement of Purpose

The Student Government Association represents the College's commitment to active participation by students in regard to policies, programs, committees, and other issues that directly affect students. The College is dedicated to student involvement in these matters. SGA serves as the students' voice.

The student activities program plays a key role in the total development of students. The activities program provides students the means to supplement their educational experience by providing opportunities to develop culturally, socially, physically, and emotionally.

The activities program is supported by the student comprehensive fee. The Student Government Association is directly involved in the planning to ensure quality and meaningful programming.

Student Development Services and the Student Government Association encourage student participation in extracurricular activities. Faculty members serve as advisors for all chartered organizations. Two activity periods are provided weekly as part of the regular schedule.

The College provides an opportunity for students to participate in the Student Government Association. Elected officers and the Senate provides representative leadership. More information about student activities and the Student Government Association can be found on the College's website at [www.sw.edu/sga](http://www.sw.edu/sga).

## 6.19 CAMPUS CONDUCT

### 6.19.01 Student Conduct

#### Student Code Of Conduct

Generally, College punitive action shall be limited to conduct which adversely affects the College community's pursuit of its educational objectives or behavior that disrupts the teaching/learning process. The following misconduct is subject to disciplinary action:



Possession or use of alcoholic beverages on college property or at any function sponsored or supervised by the College, except by state permit, is a violation of the Student Code of Conduct. State Law forbids providing alcohol to persons under 21 years of age.

Assault, battery, or physical abuse of a student or college personnel. Physical and/or psychological abuse or threat of such abuse toward any person on college premises or at college activities. Sexual harassment, sexual assault, and rape will be dealt with on criminal charges through the civil court system for disciplinary action and judicial board review.

Participating in or inciting a riot or an unauthorized or disorderly assembly.

All forms of sexual harassment or racial discrimination other than such forms as constitute protected speech.

Possessing on College property or at any College activity any dangerous chemical, explosive element, or component parts thereof, not used for lawful College studies.

Lewd, indecent, or obscene conduct.

Possessing a rifle, shot gun, pistol, revolver, or other firearm weapon on College property without authorization of the President of the College.

Gambling, holding a raffle, or lottery on the campus or at any College function.

Littering, defacing, destroying, or damaging property of the College or property under its jurisdiction or removing or using such property without authorization.

Computer and lab abuse in violation of College policy.

Unlawful possession, use, sale, or distribution of any type of controlled drug or substance.

Seizing, holding, commandeering, or damaging any property or facility of the College or a threat to do so, or refusing to depart from any property or facility of the College upon direction by College officials or other persons authorized within the regulations of the College.

Disruption or obstruction of teaching, research, administration, disciplinary proceedings, or other College activities.

All forms of dishonesty, cheating, plagiarism, knowingly furnishing false information to the College, forgery, and alteration or the use of altered College documents.

Persistent or gross acts of willful disobedience or defiance toward College personnel.

Failure to identify oneself on College property or at a College event when asked to do so by College personnel acting in the performance of his or her duties.

Intrusive use of personal sound amplification equipment such as;

Personal electronic devices in classrooms, including but not limited to, cell phones, MP3 players, gaming devices, radios, CD players, computer laptops with sound, etc.

Failure to maintain reasonable hygiene.

Sleeping in class.

Animals are not allowed on campus except in the case of seeing-eye dogs or as part of class presentations.

Use of the College mail by students is not allowed.

Illegal acts, such as copyright violation, fraud, forgery, pornography, etc. In cases where there is definite and imminent risk of physical harm or fear for safety, the student will be reported to Campus Police and the Dean of Student Success. At off-campus locations, students should call the local law enforcement agency and notify the site coordinator for the College, who will contact College administration.

#### 6.19.02 Penalties for Misconduct

The following sanctions may be imposed for misconduct.

- a. Admonition: An oral or written statement to a student that he or she is violating or has violated College rules and may be subject to more severe disciplinary action unless the violation ceases, or is not repeated. An admonition is an immediate action which may be administered by the Dean of Student Success without further review.
- b. Disciplinary Probation: A contract governing student behavior is required stating conditions of probation. Exclusion from participation in the extracurricular

- activities of the College, including the holding of a student office, for a period of time not to exceed one school year.
- c. Restitution: Required reimbursement for damage to or misappropriation of property.
  - d. Suspension: Exclusion from attending the College as a student for a definite period of time not to exceed one year.
  - e. Dismissal: Termination of student status for an indefinite period. The conditions of re-admission, if any, will be stated in the offer of dismissal.
  - f. Interim Suspension: If in the opinion of the President, the presence of a student poses a serious threat of harm to person or property, the President may immediately suspend the student.

#### 6.19.03 Faculty and Staff: Procedure for Enforcing the Student Code of Conduct

Any student and/or visitor impeding classroom instruction or disrupting any college activity may be removed from the premises using the following procedure:

- a. The determination of disruptive behavior is at the discretion of the college employee (teacher, administrator, or staff).
- b. Ask the student/individual to leave the instructional site, campus or activity area. Specify criteria for his/her return.
- c. Inform the student/individual that he/she has the right to appeal to your supervisor.
- d. If the student refuses to leave, dismiss the class or adjourn the activity, and call security.
- e. Report the incident to your supervisor immediately who will follow-up with a report to the Dean of Student Success.

#### 6.19.04 Suspended Student Restriction

No student who has been suspended for disciplinary reasons from the college will be permitted on the campus of the college during the suspension period without prior written approval of the Vice President of Academic & Student Services.

The Vice President of Academic & Student Services is responsible for disciplinary procedures. All cases involving disciplinary probation, restitution, suspension, or dismissal of students may be referred by the committee of review or other appropriate board, unless the student has waived his/her right to a hearing.

### 6.20 GRIEVANCE PROCEDURE FOR STUDENTS

The Student Grievance Procedure is designed to provide students due process when they believe college policy has been compromised. Grievable issues must be related to the interpretation or application of college policy. Personal opinions, matters of taste or preference, and

circumstances covered by external rules, laws, or guidelines are not typically grievable under the Student Grievance Procedure.

## **Definitions**

A grievance is defined as a written claim raised by a student alleging improper, unfair, arbitrary, or discriminatory action by an employee or a student involving the application of a specific provision of a college rule/regulation or a board policy/procedure. **This policy does not cover issues of sexual harassment or misconduct, which should be referred to the Title IX Coordinator, Dyan Effler Lester, at 276-964-7677, or [dyan.lester@sw.edu](mailto:dyan.lester@sw.edu), or reported online via the Southwest TIPS Line.**

Faculty and Staff should refer all student complaints, formal or informal, to the Dean of Student Success for follow up.

If a student is grieving an action that removed them from classes or a program, the student must be allowed to remain in the program and/or courses until the final decision is rendered. If there is a safety or competence concern that the faculty member or dean feels warrants immediate removal, they may request this in writing to the Dean of Student Success. If the student is removed, and the Grievance results in overturning the faculty member's decision, all efforts will be made on the part of the College's faculty and administration to catch the student up on any missed time or work from class.

## **Procedure**

Students are encouraged to maintain open, direct contact with faculty, counselors, and others who work with them in achieving educational goals. Concerns or questions are best resolved by direct, positive contact with the individual(s) concerned. A Student Grievance Form, [Student Grievance Form \(sw.edu\)](#) is required with each grievance and will need to be submitted to the appropriate party are detailed below.

The steps to be followed in the grievance process are as follows:

1. The student is encouraged to discuss his or her concerns directly with the other party within ten (10) business days of the precipitating event.
2. If the student remains dissatisfied with the results of the discussion, the student may initiate a formal grievance by using the Student Grievance Form to document the issue. The student should submit the form to the Dean of Student Success, again within the ten (10) day time frame of interacting with the other party.
3. The Dean of Student Success will perform a preliminary fact-finding investigation and attempt to resolve the issue by mutual consent of the two parties if possible. If the issue cannot be resolved in this manner, the Dean of Student Success will contact the other party's immediate Supervisor and provide any materials from the preliminary

investigation. The Supervisor will conduct an investigation and render a written decision within ten (10) calendar days.

4. If the decision of the immediate supervisor is not satisfactory to the student, they may file a written appeal within ten (10) calendar days with the Vice President of Academic and Student services. The written appeal must include why the supervisor's decision was not satisfactory and include all relevant points of information to be considered. The Vice President will consider the appeal and review any materials from the investigations as needed, and render a written decision within ten (10) calendar days.
5. If the Vice President's decision is not satisfactory, the student may file a written request for appeal by the Judicial Review Committee within ten (10) business days after receiving the decision from the Vice President. The written request must include why the Vice President's decision was not satisfactory, and include all relevant points of information to be considered. This request must be attached to the Student Grievance Form and include any documentation that has been presented in the prior steps. These documents shall be submitted to the Dean of Student Success, who will convene the Judicial Review Committee.
6. Copies of the grievance and the accompanying documentation will be provided to all parties of the grievance upon request. The student will be scheduled to meet with the Judicial Review Committee within 30 calendar days following the request to the Dean of Student Success. (\*If more time is needed to convene the committee, the parties involved will be notified in writing.) Both parties shall have the right to have present, at their own expense, legal counsel or others who may advise but may not present to the committee. In reaching its decision, the judicial review committee shall consider only the evidence presented at the hearing and such oral or written arguments as the judicial committee may consider relevant. The Board shall make a written decision within ten (10) business days of the meeting.
7. Either party may appeal in writing the decision of the judicial committee to the President within ten (10) business days of the decision. The President will review the Judicial Review Committee findings and make the final decision.

### **Student Complaints Under State Authorization Reciprocity Agreements (SARA)**

Southwest Virginia Community College accepts oversight from the State Council of Higher Education for Virginia (SCHEV), the Commonwealth's coordinating body for higher education, in resolving complaints from students taking distance education under the aegis of the State Authorization Reciprocity Agreements (SARA).

All student complaints will be addressed through the Southwest Student Grievance Procedure. Subsequently, if the complaint has not been resolved internally, the student may submit the

Student Complaint form to SCHEV. More details on the formal SCHEV student complaints procedure may be found on the SCHEV agency page at [www.schev.edu](http://www.schev.edu). Students may also seek resolution through the Office for Civil Rights of the United States Department of Education (“OCR”). A complaint filed with OCR must be filed within 180 calendar days of the alleged discrimination. Or, if the college complaint procedure was utilized by the student, the OCR complaint must be filed within 60 calendar days from the date of the final decision, unless the time for filing is extended by the OCR for good cause shown. Information on how to proceed may be accessed on OCR’s website at <http://www2.ed.gov/about/offices/list/ocr/index.html>.

## 6.21 Expressive Activity Policy

This policy applies to all buildings, grounds, and other spaces owned or controlled by a college. The term “expressive activity” includes:

- Meetings and other group activities of students and student organizations;
- Speeches, performances, demonstrations, rallies, vigils, and other events by students, student organizations, and outside groups invited by student organizations;
- Distributions of literature, such as leafleting and pamphleting; and
- Any other expression protected by the First Amendment to the U.S. Constitution.

### 6.21.01 Policy Statement

College property is primarily dedicated to academic, student life and administrative functions. But it also represents the “marketplace of ideas,” and especially for students, many areas of campus represent a public forum for speech and other expressive activities. Colleges may place restrictions on expressive activities occurring indoors, but especially for students and student organizations, the outdoor areas of campus remain venues for free expression, including speeches, demonstrations, and the distribution of literature.

Indoors or outdoors, colleges shall not interfere with the rights of individuals and groups to the free expression of their views or impermissibly regulate their speech based on its content or viewpoint. Nevertheless, colleges may establish reasonable time, place, and manner restrictions on expressive activity. Such restrictions must be content-neutral, narrowly tailored to serve a significant governmental interest, and allow ample alternative channels for communication of the information.

No event or expressive activity shall be permitted to violate or hinder the rights of others within the campus community or substantially disrupt normal college operations.

#### a. Reserving Campus Facilities Procedures

1. If students, student organizations, or college employees desire to reserve campus facilities, they shall submit their requests to the appropriate college administrator. Colleges normally may not require more than twenty-four hours advance notice for reservation requests. More notice may be required to allow for sufficient logistical support and to ensure the safety and security of the campus.
2. If individuals or organizations who are not members of the college community (i.e., not students, student organizations, or college employees) desire to reserve campus facilities, they must be sponsored by a recognized student organization or the college to conduct expressive activities or events on campus.
3. Colleges may designate certain indoor facilities as not available for expressive activity, such as administration offices, libraries, and (during instructional hours) classrooms. Colleges shall make the campus community aware of such areas. Any other restrictions on expressive activities occurring in indoor facilities must (a) apply equally to all individuals and organizations and (b) not depend upon the content or viewpoint of the expression or the possible reaction to that expression.
4. Students, student organizations, and college employees may request to reserve campus facilities on a first-come, first-served basis. These requests may be denied for the following reasons only:
  - a. The requested venue is an indoor facility that the college has designated as not available for expressive activity under section 6.5.2.0(a)(3) of this policy;
  - b. The requested venue is an indoor facility and the request conflicts with restrictions enacted pursuant to section 6.5.2.0(a)(3) of this policy;
  - c. The venue is already reserved for another event<sup>1</sup>;
  - d. The activity will attract a crowd larger than the venue can safely contain;
  - e. The activity will substantially disrupt another event being held at a neighboring venue<sup>2</sup>;
  - f. The activity will substantially disrupt college operations (including classes);
  - g. The activity is a clear and present threat to public safety, according to the college's police or security department;
  - h. The activity will occur during college examination periods; or
  - i. The activity is unlawful.
5. During an event, the student, student organization, or college employee requesting the reservation is responsible for preserving and maintaining the facility it reserved. If it causes any damage to those facilities, the person(s) or organization (and its officers, if applicable) shall assume responsibility.
6. When assessing a request to reserve campus facilities, colleges and their administrators must not consider the content or viewpoint of the expression or the possible reaction to that expression. Colleges and their administrators may not impose restrictions on students, student organizations, or college employees due

to the content or viewpoint of their expression or the possible reaction to that expression. In the event that other persons react negatively to a student's, student organization's, or college employee's expression, college officials (including college police or security) shall take all necessary steps to ensure public safety while allowing the expressive activity to continue.

b. Spontaneous Expressive Activity

1. Colleges are not required to designate any indoor area as available for spontaneous expressive activities. In the event that colleges elect to do so, college officials shall prominently post the areas in which students, student organizations, and their sponsored guests may engage in spontaneous expressive activities. Any areas so designated must (a) apply equally to all students and student organizations and (b) not depend upon the content or viewpoint of the expression or the possible reaction to that expression.
2. For outdoor campus facilities and areas, students, student organizations, and their sponsored guests may freely engage in spontaneous expressive activities as long as they do not (a) block access to campus buildings, (b) obstruct vehicular or pedestrian traffic, (c) substantially disrupt previously scheduled campus events<sup>3</sup>, (d) substantially disrupt college operations, (e) constitute unlawful activity; or (f) create a clear and present threat to public safety, according to the college's police or security department.
3. No college personnel may impose restrictions on students, student organizations, or their sponsored guests who are engaging in spontaneous expressive activities due to the content or viewpoint of their expression or the possible reaction to that expression. In the event that other persons react negatively to these activities, college officials (including college police or security) shall take all necessary steps to ensure public safety while allowing the expressive activity to continue.

- c. All college policies on expressive activities must have prior approval from the Office of Legal Services.

6.21.02 Authorization and Regulations for Campus Demonstrations

Each campus organization participating in a demonstration must file three copies of the registration form (Table 6-1) in the office of the president of the college for all demonstrations 4 days in advance of the demonstration.

The following regulations apply to authorized campus demonstrations:

- a. Only organizations recognized by the college may sponsor demonstrations on college property.
- b. Picketing is not permitted inside buildings.



- c. Outside picketing must not be carried on in a manner that interferes with entrance traffic or the normal flow of pedestrian or vehicular traffic.
- d. The form for registering campus demonstrations is Table 6-1.

#### 6.21.03 Unauthorized or Disorderly Assembly (Demonstrations)

All assemblies or demonstrations on the campus must have prior registration with the office of the president of the college. Students or college employees who participate in or incite a riot or a disturbance or disorderly assembly are subject to suspension or dismissal.

- a. When an unauthorized campus assembly of students and/or college employees has been requested to disband by the president or other designated officer, those refusing to comply shall be subject to immediate suspension and/or dismissal and the trespass laws of Virginia.
- b. In the event that an assembly appears to be a demonstration related to grievances, those present should be advised that orderly procedures for the hearing of college grievances are available and must be followed. College officials shall not negotiate with any organization under conditions of duress i.e., unauthorized occupation of college property by such group.

#### 6.21.04 College Registration of Demonstration Form

Form on the next page.

Date Filed \_\_\_\_\_

### COLLEGE REGISTRATION OF DEMONSTRATION

1. Campus Organizations *(Three copies of this form must be filed in the office of the President of the College **four days in advance** for **each** organization.)*

a. Registering organization \_\_\_\_\_

b. All participating organizations \_\_\_\_\_

\_\_\_\_\_

2. Details of Demonstration

a. Place (exact area of demonstration) \_\_\_\_\_

\_\_\_\_\_

b. Date \_\_\_\_\_

c. Time *(beginning and ending)* \_\_\_\_\_

d. Number to be expected \_\_\_\_\_

3. Rules and Regulations

a. Only organizations recognized by the College may sponsor demonstrations on designated areas of College property.

b. Outside picketing must not be carried on in a manner that interferes with entrance traffic or the normal flow of pedestrian or vehicular traffic.

c. Precise boundaries shall be set by agreement among the College administration, the organizations involved, and those in charge of any building specifically involved.

As the \_\_\_\_\_ of the \_\_\_\_\_  
(Title of Officer) (Name of Registering Organization)

I will make known these rules and regulations to those involved in this demonstration.

Signature \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Approved by \_\_\_\_\_ Date \_\_\_\_\_

(FORM ADOPTED BY STATE BOARD for COMMUNITY COLLEGES - 6/18/68)

#### 6.21.05 Official Procedures for Dispersing Unauthorized Assembly

The college will follow protocol from the VCCS and the Campus Police Department.

### 6.22 ILLEGAL SUBSTANCE POLICY

Students or employees of a SWCC shall not possess, sell, use, manufacture, give away or otherwise distribute illegal substances including drugs or, where prohibited, alcohol while on campus, attending a college sponsored off-campus event, or while serving as a representative of the college at off-campus meetings. Students or employees who violate this policy shall have college charges processed against them in the normal manner of due process provided by college rules. Further, students or employees who violate this policy shall have committed a criminal offense, and the college shall notify the appropriate agency of the Commonwealth of Virginia, county or city government for investigation and, if warranted, prosecution.

### 6.23 SUBSTANCE ABUSE POLICY

#### 6.23.01 Alcohol and Drug Policy

The College accepts responsibility for creating a responsible environment for its student body in reference to drugs and alcohol on campus. The College has the right to notify parents of students who are under the age 21 when alcohol or drug policies are violated. The policy on substance abuse has these basic premises:

1. All federal, state, and local statutes and laws in reference to the use of legal and illegal substances in public areas will be enforced in their entirety.
2. A Substance Abuse Awareness program will be offered on campus so that students may fully understand the dangers of substance abuse.
3. An ongoing network with local mental health agencies is in place so that students in need of assistance may be assured of prompt referral.

### 6.24 SEXUAL MISCONDUCT POLICY

As a recipient of federal funds, Southwest Virginia Community College is required to comply with Title IX of the Higher Education Amendments of 1972, 20 U.S.C. § 1681 et seq. (“Title IX”), which prohibits discrimination on the basis of sex in education programs or activities, admission, and employment. Under certain circumstances, sexual harassment constitutes sexual discrimination prohibited by Title IX. Inquiries concerning the application of Title IX may be referred to the College’s Title IX Coordinator or to the U.S. Department of Education’s Office for Civil Rights. The Title IX Coordinator is Dyan Lester, whose office is located at Buchanan Hall, room 151 and may be contacted by phone at 276.964.7677 or by email at [dyan.lester@sw.edu](mailto:dyan.lester@sw.edu). A copy of the policy may be found here:

<https://sw.edu/wp-content/uploads/2022/10/SWCC-Title-IX-Policy-on-Sexual-Harassment.pdf>