

Faculty Handbook

2023 – 2024





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2023 - 2024 INSTRUCTIONAL CALENDAR

FALL 2023

- 8/09/23: Division chairs return for fall semester
- 8/14/23: Faculty return for fall semester
- 8/14/23: Fall in-service, Athens campus
- 8/21/23: Fall 16WK and 8WK1 semesters begin
- 8/28/23: Fall 8WK1 census date
- 9/06/23: Fall 16WK census date
- 9/15/23: Fall learning day, Athens campus
- 9/29/23: New spring/summer textbook adoption deadline submitted to bookstore
- 9/29/23: Last day to drop fall 8WK1 courses
- 10/02/23 to 10/06/23: Faculty select spring 2024 textbooks (**MyCardinalConnect**)
- 10/02/23 to 10/09/23: Faculty load all spring 2024 syllabi (**TVCC website**)
- 10/03/23 to 10/17/23: Instructor evaluation period, fall 8WK1 term
- 10/09/23 to 10/10/23: Fall 8WK1 final exams
- 10/11/23, 10:00 AM Fall 8WK1 semester grades due**
- 10/12/23 to 10/13/23: Fall break
- 10/16/23: Fall 8WK2 semester begins
- 10/16/23: Course shells (at least half completed) submitted to Instructional Design for review**
- 10/20/23: Curriculum and instruction committee meeting
- 10/23/23: Online registration begins for spring 2024 term
- 10/23/23: Fall 8WK2 census date
- 11/17/23: Last day to drop fall 16WK and 8WK2 courses
- 11/21/23 to 12/5/23: Instructor evaluation period, fall 16WK and fall 8WK2 terms
- 11/28/23 to 12/4/23: Fall 16WK semester final exams
- 11/30/23 to 12/4/23: Fall 8WK2 semester final exams
- 12/01/23: Final course shells due to Instructional Design for recertification**
- 12/5/23, 10:00 AM: Fall 16WK and 8WK2 semester grades due**
- 12/8/23, 12:00 PM: Artifacts due to Institutional Research from selected classes
- 12/08/23: AA/AAS/Certificate fall graduation **mandatory attendance unless excused by the Vice President of Instruction**



WINTERMESTER 2023

- 10/23/23: Wintermester registration begins
- 12/11/23: Wintermester semester begins
- 12/13/23: Wintermester census date
- 12/13/23: TVCC holiday break begins at 12:00 PM
- 1/3/24: Last day to drop Wintermester courses
- 1/4/24: Wintermester final exams
- 1/5/23, 10:00 AM: Wintermester grades due**

SPRING 2024

- 1/3/24: 12-month employees return
- 1/3/24: Division chairs return for spring semester
- 1/08/24: Faculty return for spring semester
- 1/08/24: Spring in-service, Athens campus
- 1/15/24: MLK holiday
- 1/16/24: Spring 16WK and 8WK1 semesters begin
- 1/23/24: Spring 8WK1 census date
- 1/31/24: Spring 16WK census date
- 2/09/24: Spring learning day
- 2/16/24 OR 2/23/24: Curriculum and instruction committee
- 2/23/24 to 3/01/24: Faculty select summer 2024 textbooks
- 2/23/24 to 3/4/24: Faculty load summer 2024 syllabi
- 2/23/24: Last day to drop spring 8WK1 courses
- 2/27/24: FY23 departmental budgets due to AVP
- 2/27/24 to 3/12/23: Instructor evaluation period; 8WK1 term
- 3/01/24: Catalog and faculty handbook revisions due
- 3/05/24 to 3/06/24: Spring 8WK1 final exams
- 3/06/24: New fall 2024 textbook adoption deadline submitted to bookstore
- 03/07/24, 10:00 AM: Spring 8WK1 semester grades due**
- 3/10/24: FY23 budgets due to VPI
- 3/11/24 to 3/15/24: Spring break
- 3/18/24 to 3/22/24: Faculty select fall 2024 textbooks
- 3/18/24 to 3/29/24: Faculty load all fall 2024 syllabi
- 3/18/24: Spring 8WK2 semester begins
- 3/29/24: Easter holiday
- 4/08/24: Online registration begins for summer and fall 2024 terms
- 4/19/24: Last day to drop spring 16WK and 8WK2 semester courses
- 4/23/24 to 5/5/24: Instructor evaluation period, spring 16WK and spring 8WK2 terms
- 4/30/24 to 5/06/24: Spring 16WK semester final exams



5/02/24 to 5/06/24: Spring 8WK2 semester final exams

5/7/24, 10:00 AM: Spring 16WK and 8WK2 semester grades due

5/10/24, 12:00 PM: Artifacts due to Institutional Research from selected classes

5/10/24: ADN/ AA/AAS/Cert Spring graduation **mandatory attendance unless excused by the Vice President of Instruction **



Instructional Timeline

Semester	Fall 16WK	Fall 8WK1	Fall 8WK2	Wintermester	Spring 16WK	Spring 8WK1	Spring 8WK2
First day of class	8/21/23	8/21/23	10/16/23	12/11/23	1/16/24	1/16/24	3/18/24
ETS (core objective assessment)	9/19/22 - 9/30/22 (approximately)				4/3/23 - 4/14/23 (approximately)		
*Submit roster of students not attending courses (Certify class rosters)	*when VPI/Registrar notice email received; (approximately 9/7)	*when VPI/Registrar notice email received; (approximately 8/29)	*when VPI/Registrar email notice received; (approximately 10/23)	*when VPI/Registrar email notice received; (approximately 12/14)	*when VPI/Registrar email notice received; (approximately 2/1)	*when VPI/Registrar email notice received; (approximately 1/24)	*when VPI/Registrar email notice received; (approximately 3/26)
Dual credit grade checks (upon notification by DC director)	1 st check due to D/C director: 10/11/22				1 st check due to D/C director: 2/28/23		
	2 nd check due to D/C director: 11/8/22				2 nd check due to D/C director: 4/3/23		
New textbook adoption (bookstore)	---	---	---	9/29/23	9/29/23	9/29/23	9/29/23
Textbook selection (MyCardinal Connect)	---	---	---	10/2/23 - 10/6/23	10/2/23 - 10/6/23	10/2/23 - 10/6/23	10/2/23 - 10/6/23
Online registration	---	---	---	10/23/23 - 12/6/23	10/23/23 - 1/10/24	10/23/23 - 1/10/24	10/23/23 - 1/10/24

Commented [SK1]: @Johnson, Thelma this one too please

Commented [JT2R1]: Checked what I could on this one. Grade checks, textbooks, evaluations, etc. are not on the academic calendar.

Semester	Fall 16WK	Fall 8WK1	Fall 8WK2	Wintermester	Spring 16WK	Spring 8WK1	Spring 8WK2
Upload syllabi	---	---	---	No later than 10/9/23	No later than 10/9/23	No later than 10/9/23	No later than 10/9/23
Course withdrawal deadline	11/17/23	09/29/23	11/17/23	1/3/24	4/19/24	2/23/24	4/19/24
Student course evaluations	11/21/23 - 12/04/23	10/03/23 - 10/10/23	11/21/23 - 12/04/23		4/23/24 - 5/6/24	2/27/24 - 3/06/24	4/23/24 - 5/6/24
Faculty self-evaluation to be submitted to supervisor	10/2/23 through 10/13/23; Meet with supervisor on or before 10/27/23						
Final exam period	11/28/23 - 12/4/23	10/9/23 - 10/10/23	11/30/23 - 12/4/23	1/4/24	4/30/24 - 5/6/24	3/5/24 - 3/6/24	5/2/24 - 5/6/24
Grade submission deadline	12/5/23 - 10:00AM	10/11/23 - 10:00AM	12/5/23 - 10:00AM	1/5/24 - 10:00AM	5/7/24 - 10:00AM	3/7/24 - 10:00AM	5/7/24 - 10:00AM
Graduation	12/8/23				5/10/24		

Instructional Timeline

Semester	Summer 12WK	Summer 6WK1	Summer 6WK2	Nursing Transition	Cosmetology/TDCJ
First day of class	5/28/24	5/28/24	7/8/24	5/15/24	5/15/24
*Submit roster of students not attending courses (Certify class rosters)	*when VPI/Registrar notice email received; (approximately 06/17)	*when VPI/Registrar notice email received; (approximately 06/3)	*when VPI/Registrar notice email received; (approximately 07/11)	*when VPI/Registrar notice email received; (approximately 06/5)	*when VPI/Registrar notice email received; (approximately 06/5)
New textbook adoption (bookstore)	2/05/24	2/05/24	2/05/24	2/05/24	2/05/24
Textbook selection (TBD)	2/20/24 - 2/27/24	2/20/24 - 2/27/24	2/20/24 - 2/27/24	2/20/24 - 2/27/24	2/20/24 - 2/27/24
Online registration	Begins 4/08/24	Begins 4/08/24	Begins 4/08/24	Begins 4/08/24	Begins 4/08/24
Upload syllabi	No later than 3/4/24	No later than 3/4/24	No later than 3/4/24	No later than 3/4/24	No later than 3/4/24
Student withdrawal deadline	8/01/24	6/20/24	8/01/24	7/18/23	7/18/23
Student course evaluations	8/06/24 - 8/13/24	6/25/24 - 7/01/24	8/06/24 - 8/13/24	8/06/24 - 8/13/24	8/06/24 - 8/13/24
Final exam period	8/12/24 - 8/13/24	6/27/24 - 7/01/24	8/12/24 - 8/13/24	7/31/24 - 8/01/24	7/31/24 - 8/01/24
Grade submission deadline	8/14/24 - 10:00AM	7/2/24 - 10:00AM	8/14/24 - 10:00AM	8/14/24 - 10:00AM	8/14/24 - 10:00AM
Graduation		08/16/2024			TBD



2023-2024 FINAL EXAM SCHEDULES

All exams will be given at regular scheduled class times according to class periods, specific days those classes meet, and exam dates listed below.

Fall 2023 Final Exam Schedule	
CLASS BEGINNING TIME	EXAM DATE
9:25 AM TTH, 12:15 PM TTH, 3:05 PM TTH, 3:20 PM & 4:20 PM T, 5:40 PM TTH, 6:00 PM & 7:00 PM T	TUESDAY, NOV. 28, 2023
9:25 AM MW, 12:15 PM MW, 12:53 PM MW, 3:05 PM MW, 3:20 PM & 4:20 PM MW, 6:00 PM & 7:00 PM W	WEDNESDAY, NOV. 29, 2023
8:00 AM TTH, 10:50 AM TTH, 1:40 PM TTH, 12:45 PM TTH, 3:20 & 4:20 PM TH, 6:00 PM & 7:00 PM TH	THURSDAY, NOV. 30, 2023
8:00 AM F, 10:50 AM F, 1:45 PM F (Friday only)	FRIDAY, DEC. 1, 2023
8:00 AM MW, 10:50 AM MW, 1:40 PM MW, 3:20 PM & 4:20 PM M, 5:40 PM MW, 6:00 PM & 7:00 PM M	MONDAY, DEC. 4, 2023

Spring 2024 Final Exam Schedule	
CLASS BEGINNING TIME	EXAM DATE
9:25 AM TTH, 12:15 PM TTH, 3:05 PM TTH, 3:20 PM & 4:20 PM T, 5:40 PM TTH, 6:00 PM & 7:00 PM T	TUESDAY, APRIL 30, 2024
9:25 AM MW, 12:15 PM MW, 12:53 PM MW, 3:05 PM MW, 3:20 PM & 4:20 PM MW, 6:00 PM & 7:00 PM W	WEDNESDAY, MAY 1, 2024
8:00 AM TTH, 10:50 AM TTH, 1:40 PM TTH, 12:45 PM TTH, 3:20 & 4:20 PM TH, 6:00 PM & 7:00 PM TH	THURSDAY, MAY 2, 2024
8:00 AM F, 10:50 AM F, 1:45 PM F (Friday only)	FRIDAY, MAY 3, 2024
8:00 AM MW, 10:50 AM MW, 1:40 PM MW, 3:20 PM & 4:20 PM M, 5:40 PM MW, 6:00 PM & 7:00 PM M	MONDAY, MAY 6, 2024

INTRODUCTION

Trinity Valley Community College (TVCC) publishes this handbook to help prepare you for your experience as an instructor and to utilize throughout the school year. Since TVCC updates many items within these guidelines throughout the year, faculty should ensure they regularly consult the online version available on the TVCC website. While this handbook outlines several policies, procedures, and guidelines, it is not all-inclusive of information specific to TVCC. For more precise, detailed information, please contact your supervisor or review the TVCC website at www.tvcc.edu. If any content of this handbook conflicts with or is inconsistent with TVCC policies (current or as amended in the future), then College policies will control and govern. All TVCC Board policies are available online at <http://pol.tasb.org/Home/Index/623>.

Accreditation

Trinity Valley Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate and baccalaureate degrees. Trinity Valley Community College also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Trinity Valley Community College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).

ASSOCIATE DEGREE NURSING PROGRAM ACCREDITATION

The Department of Education (DOE) recognizes the Accreditation Commission for Education in Nursing for TVCC's Associate Degree Nursing Program that received its last reaffirmation of accreditation in 2017 with no sanctions or negative actions.

RN-TO-BSN PROGRAM ACCREDITATION

Effective March 28, 2022, this nursing program is a candidate for initial accreditation by the Accreditation Commission for Education in Nursing. This candidacy status expires on March 28, 2024

Accreditation Commission for Education in Nursing (ACEN)

3390 Peachtree Road NE, Suite I 400

Atlanta, GA 30326

(404) 975-5000

<https://www.acenursing.org/candidacy/>

Note: Upon granting of initial accreditation by the ACEN Board of Commissioners, the effective date of initial accreditation is the date on which the nursing program was approved by the ACEN as a candidate program that concluded in the Board of Commissioners granting initial accreditation.

PROGRAM APPROVAL

Programs, courses and degrees offered by Trinity Valley Community College are approved by the Texas Higher Education Coordinating Board.

HISTORY

Trinity Valley Community College was founded as Henderson County Junior College by a group of Athens, TX civic leaders, headed by J.P. Pickens, Orval Pirtle, and public-school administrators in late 1945 and early 1946. The creation of the college was formally approved by voters in the spring of 1946. The first registration and 1946 summer classes were conducted in temporary facilities at Athens High School. Classes for the 1946 fall semester were moved to a dedicated property provided by the Board of Trustees, which remains the main campus in Athens.

The school became a multi-campus institution with the initiation of instructional programs at the Texas Department of Criminal Justice Coffield, Beto I, Powledge, and Michael units beginning in 1969. Additional campuses were established in Palestine, TX, in 1972 and Terrell, TX, in 1973.

In 1983, the Health Science Center campus was opened in Kaufman, TX. In 1986, the Board of Trustees voted to rename the institution Trinity Valley Community College to better reflect the five-county areas our campuses serve. Trinity Valley Community College has a proud heritage of service to our region and continues to support the needs of our community and student body.

MISSION STATEMENT

In accordance with TVCC Board Policy AD (LOCAL), Trinity Valley Community College (TVCC) is transforming lives through affordable and accessible education.

STATEMENT OF PURPOSE

The TVCC Statement of Purpose is determined in the statute identified in the Texas Education Code, Section 130.003, which states that the charge of each public community college shall be to provide the following:

1. Technical programs up to two years in length leading to an associate degree or certificates;
2. Vocational programs leading directly to employment in semi-skilled or skilled occupations;
3. Freshman and/or sophomore courses in arts and sciences;
4. Continuing adult education programs for occupational or cultural upgrading;
5. Compensatory education programs designed to fulfill the commitment of an admissions policy that allows the enrollment of disadvantaged students;
6. A continuing program of counseling and guidance designed to assist students in achieving their individual educational goals;

7. Workforce development programs designed to meet local and statewide needs;
8. Adult literacy and other basic skills programs for adults; and
9. Other purposes may be prescribed by the Texas Higher Education Coordinating Board for post-secondary education in Texas.

CARDINAL WAY VALUES

Trinity Valley Community College adopted “The Cardinal Way” as our service standards.

Courageous

Accountable

Respectful

Driven

Inspirational

Networker

Authentic

Life-long learner

STRATEGIC PLANNING GOALS

In 2019, the Strategic Planning Committee and many subcommittee members began to research and compile a new five-year strategic plan. Rather than implement the traditional four-year plan, a five-year plan was drafted to be consistent with the unique history and needs of the College, as well as the statewide strategic plan for colleges and universities known as **60x30TX**. The state plan carries through to 2030 while the college plan ends in 2025. The goals flow from our Vision and Mission statements and identify four overarching goals:

- *Maximize Student Success*, through Engagement, Encouragement, and Empowerment
- *Develop Employee Excellence*, through Engagement, Encouragement, and Empowerment
- *Provide Community Enrichment and Service*, through Engagement, Encouragement, and Empowerment
- *Ensure Institutional Improvement*, through Collaboration, Innovation, and Action

For more information, visit [TVCC's strategic planning webpage](#).

EQUAL OPPORTUNITY STATEMENT

Trinity Valley Community College does not discriminate against any employee or applicant for employment because of race, color, religion, sex (including pregnancy), gender, national origin, age, disability, military status, genetic information, or on any other basis prohibited by law. Additionally, the

college does not discriminate against an employee or applicant who acts to oppose such discrimination or participates in the investigation of a complaint related to a discriminatory employment practice. Employment decisions will be made based on each applicant's job qualifications, experience, and abilities.

Employees with questions or concerns about discrimination based on sex, including sexual harassment should contact Janene Dotts, the Title IX coordinator. Employees with questions or concerns about discrimination based on a disability should contact Melinda Berry, the ADA/Section 504 coordinator. Questions or concerns relating to discrimination for any other reason should be directed to the Director of the Human Resources Department, 100 Cardinal Drive, Athens, Texas 75751, humanresources@tvcc.edu, or 903-675-6215.

FACULTY COMMITMENT TO STUDENT LEARNING

Trinity Valley Community College (TVCC) is a learning-centered community college focused on enhancing student learning. There are two essential questions that all members of the TVCC community are asked to reflect upon:

- 1) How does what I am doing contribute to learning?
- 2) How do we know?

At the heart of these two questions lies a fundamental belief that inquiry into the learning process, when shared with the broader organization, can lead to the college learning about learning. By placing learning at the center of everything we do, we are committed to engaging in this type of reflection. Our commitment leads to increased institutional knowledge of how our students learn, what types of learning environments support the greatest learning, and what types of additional accommodations are necessary to enhance learning.

The above questions are predicated upon the following two assumptions:

1. *Learner success is at the center of all College endeavors.*
Students are responsible for their learning, and quality teaching is expected, recognized, and rewarded. TVCC is dedicated to the highest quality education that develops learners for success in life and work. The needs of learners, not the preferences of the institution, guide priorities for academic planning, policies, and programs.
2. *Assessment of all functions is necessary for improvement and continued renewal.*
Systematically gathered information challenges antidotes, questions the status quo, and identifies where change is needed to enhance learning. TVCC is committed to accounting for its effectiveness using comprehensive and systematic assessment.

Faculty are expected to engage in a variety of learning support activities, including, but not limited to:

- Participating in professional development to gain updated knowledge in teaching field(s), adult learning, use of technology, utilization of pedagogies that support best learning practices, and trends in community colleges;
- Participating in curriculum development and evaluation of courses and programs, including general education;
- Establishing intentionality in learning outcomes by stating learning outcomes on course syllabi, Learning Enhancement Annual Plans (LEAPs), and through general education outcomes;
- Facilitating student learning through in-class and out-of-class activities;
- Developing knowledge, skills, and abilities of students, while recognizing the needs of diverse learners;
- Holding students to high expectations – academic and behavioral - in the classroom, in extracurricular activities, and in the community;
- Assessing student learning on a regular basis, using multiple measures and strategies that address student learning styles and needs;
- Using the results of assessments to improve teaching and learning;
- Providing feedback on ways to improve instructional/institutional practices;
- Participating in College committees and related college governance activities; and
- Contributing to TVCC’s collaborative work environment.

To learn more about TVCC’s learning-centered initiatives, please email Spencer Wagley at spencer.wagley@tvcc.edu or Holley Collier at holley.collier@tvcc.edu.

FACULTY JOB DUTIES

The Vice President of Instruction, as designated by the College president, defines the qualifications, duties, and responsibilities of all positions and shall ensure that job descriptions are current and accessible to employees and supervisors.

In accordance with TVCC Board Policy DDA (LOCAL), faculty members shall be responsible for the content, quality, and effectiveness of the curriculum. Faculty members shall be under the direct supervision of the appropriate Division Chairpersons or campus leadership. The duties of the faculty shall be to:

- a. Teach assigned classes according to approved course syllabi and minimum competencies;
- b. Arrive on time for classes or notify the appropriate supervisor as early as possible of an inability to meet a class;
- c. Schedule, post, and keep office hours as required by College policy;

- d. Keep class record books, keys, lesson assignments, and other necessary materials or equipment available for substitute instructors;
- e. Assist with counseling and registration of students;
- f. Submit all required student grade reports to the Registrar's office, Division Chairperson, and appropriate Associate Vice President on schedule; submit student artifacts on schedule to Institutional Research when selected;
- g. Maintain accurate attendance records for all classes;
- h. Attend all faculty meetings, commencements, and other special meetings called by the Division Chairperson, Associate Vice Presidents, the Vice President of Instruction, or the College President;
- i. Inform the administration regarding all matters affecting the welfare of students, faculty, and the institution;
- j. Serve as members of committees;
- k. Recommend the purchase of library books and instructional materials;
- l. Perform other duties as assigned by the Division Chairperson, Associate Vice Presidents, Vice President of Instruction, and College President;
- m. Participate in curriculum development, including the establishment of departmental learning outcomes and the reporting of results for learning outcomes, as required by departmental procedures.

TVCC EMPLOYEE CODE OF CONDUCT

The College holds all employees to the ethical standards expressed for faculty in the Texas Community College Teachers Association Code of Professional Ethics. The following code of conduct shall apply to all faculty, staff, employees, and volunteers while they are on the premises of the College or when they are away representing the College or attending a College function.

An employee shall not:

1. Solicit, accept, or agree to accept any benefit, gift, favor, or service that might reasonably tend to influence the employee in the discharge of official duties, or that the employee knows or should know is being offered with the intent to influence official conduct.
2. Intentionally or knowingly solicit, accept, or agree to accept any benefit for having exercised the employee's official powers, or performed official duties in favor of another.
3. Disclose confidential information, information that is excluded from public disclosure under the Texas Public Information Act (PIA) or the Family Educational Rights and Privacy Act (FERPA) or disclose information that has been ordered sealed by a court and was acquired by reason of the employee's official position. Additionally, the employee shall not accept other employment, including self-employment, or engage in a business, charity, nonprofit organization, or professional activity that he or she might reasonably expect would require or induce the employee to disclose confidential information, information that is excluded from public disclosure under the Texas PIA, FERPA or information that has been ordered sealed by a court that was acquired by reason of the employee's official position.



4. Accept employment, including self-employment or compensation, or engage in a business, charity, nonprofit organization, or professional activity that could reasonably be expected to impair the employee's independence of judgment in the performance of official duties.
5. Make personal investments or have a personal or financial interest that could reasonably be expected to create a substantial conflict between the employee's private interest and the public interest.
6. Utilize College time, property, facilities, or equipment for any purpose other than official College business, unless such use is reasonable and incidental and does not result in any direct cost to the College, interfere with official duties or interfere with College functions.
7. Utilize the employee's official position or College issued items, such as a badge, to obtain financial gain or privileges or to avoid consequences of illegal acts.
8. Knowingly make misleading statements, either oral or written, or provide false information in the course of official College business.
9. Knowingly make false and damaging statements about the College, its students or employees, regardless of the means and environment in which the statements are made.
10. Deliberately refuse to follow a job-related directive or assignment that is legal and does not violate safety rules or regulations.
11. Engage in any political activity while on College time or utilize College resources for any political activity.
12. Use the employee's own public office for private gain.
13. Misappropriate or use without authorization any College property, equipment, supplies, tools, monies, or credit cards.
14. Be insubordinate to the employee's supervisor in relationship to his or her job function or job responsibility.
15. Engage in any conduct, whether on or off the job, that adversely affects the College, subjects the College to negative publicity or criticism or that affects the employee's ability to appear at work or perform his or her work.

An employee shall:

1. Perform the employee's official duties in a lawful, professional, and ethical manner benefiting the College.
2. Report any conduct or activity that the employee believes to be in violation of this ethics policy to the College's human resources department or legal counsel.
3. Endeavor to avoid any actions that would create the appearance that the employee is violating the law or the ethical standards of the College.
4. Maintain a positive and professional work atmosphere by acting and communicating in a manner where the employee gets along with guests, students, faculty, and staff while on campus or at any time the employee is representing the College.
5. Follow and comply with all College policies, regulations, or rules.

DIRECTORY OF CORRESPONDENCE

Athens Main Campus 100 Cardinal Drive Athens, TX 75751 903-677-TVCC; Fax: 903-675-6316	Kaufman Workforce Education Center 800 Ed Hall Drive Kaufman, TX 75142 972-932-4309; Fax: 972-932-5751
Palestine Satellite Campus 2970 North State Hwy. 19 PO Box 2530 Palestine, TX 75802 903-729-0256; FAX: 903-723-7074	Terrell Satellite Campus 1200 East I-20 Terrell, TX 75161 972-563-9573; Fax: 972-563-4960
TDCJ, Tennessee Colony Satellite Campus Correctional Education Programs 2970 North State Hwy 19 Palestine, TX 75802 903-723-7008; Fax: 903-723-7071	Terrell Health Science Center 1551 TX-34 Terrell, TX 75160 469-614-3800

INSTRUCTION	Vice President of Instruction And Chief Academic Officer Dr. Jason Morrison (Acting) 903-675-6231 kspizzirri@tvcc.edu
ACADEMIC EDUCATION.....	Associate Vice President of Academic Affairs Ms. Erica Richardson 903-675-6262 erichardson@tvcc.edu
WORKFORCE EDUCATION.....	Associate Vice President of Workforce Education Ms. Kelley Townsend 903-675-6266 ktownsend@tvcc.edu
HEALTH SCIENCE CENTER.....	Associate Vice President, Health Occupations Mr. Jason Smith 903-932-4309 Jason.smith@tvcc.edu
TVCC – KAUFMAN CAMPUS	Campus Director, Kaufman Mrs. Amanda Leyva 903-932-5720 aleyva@tvcc.edu
TVCC – PALESTINE CAMPUS.....	Campus Director, Palestine Karen Shipman

TVCC – TERRELL.....	903-723-7023 @tvcc.edu Campus Director, Terrell Debra Airheart, Interim 903-563-4947 @tvcc.edu
TVCC – TDCJ PROGRAMS.....	TDCJ Program Director Vacant 903-928-3289 @tvcc.edu
TVCC – DUAL CREDIT.....	Director, Dual Credit Ms. Mary Helen Kelm 903-675-6338 mary.kelm@tvcc.edu
COMMUNITY SERVICES/CONTINUING EDUCATION	Director, Adult and Continuing Workforce Education Ms. Chris Hicks 903-675-6237 chicks@tvcc.edu
INSTRUCTIONAL INNOVATION AND SUPPORT	Associate Vice President of Instructional Innovation and Support Dr. Holley Collier 903-675-6259 holley.collier@tvcc.edu

STRATEGIC PLANNING, EFFECTIVENESS & ACCREDITATION	Director, Strategic Planning, Effectiveness & Accreditation Dr. Spencer Wagley 903-675-6282 Spencer.wagley@tvcc.edu
INSTITUTIONAL RESEARCH	Coordinator, Institutional Research Dr. Spencer Wagley 903-675-6282 Spencer.wagley@tvcc.edu
STUDENT SERVICES	Vice President of Student Services, Dr. Philip Parnell 903-675-6213 Philip.parnell@tvcc.edu
ADMISSIONS, TRANSCRIPTS AND ACADEMIC RECORDS	Associate VP of Enrollment Management, Ms. Tammy Denney 903-675-2617 tdenney@tvcc.edu
REGISTRAR.....	Registrar Ms. Caroline Whitaker 903-670-2690 Caroline.whitaker@tvcc.edu
STUDENT ENGAGEMENT	Director, School Engagement Ms. Audrey Hawkins 903-675-6257 ahawkins@tvcc.edu

HOUSING.....Director, Housing
Mr. Harold Jones
903-675-6256
hjones@tvcc.edu

STUDENT PATHWAYS AND SUCCESSDirector, Student
Pathways
Ms. Janet Green
903-675-6204
janet.green@tvcc.edu

TESTING.....Director, Testing
Ms. Diane Milner
903-675-6386
dmilner@tvcc.edu

HUMAN RESOURCES/AFFIRMATIVE ACTION/TITLE IX.....Director, Human Resources,
Title IX Coordinator/Affirmative
Action Officer, Title IX Officer
Ms. Janene Dotts
903-675-6215
janene.dotts@tvcc.edu

ACCESS AND COUNSELING.....Director, Access and Counseling
Ms. Melinda Berry
903-675-6224
mlberry@tvcc.edu

INSTRUCTIONAL DIVISION CHAIRPERSONS AND LEAD FACULTY

ACCOUNTING, ECONOMICS, & MATHEMATICS – DEBRA SMITH, DIVISION CHAIRPERSON

Courses	Coordinators
Accounting.....	David Loper
Economics.....	Matt Cleaver
Mathematics – MATH 1332.....	Jenny Cooper
Mathematics – MATH 1342.....	Karen Shipman
Mathematics – STEM.....	Tyson Spizzirri

BUSINESS, CAREER, & TECHNICAL PROGRAMS – RICH CROSBY – DIVISION CHAIRPERSON

Courses	Coordinators
Business and Management.....	Dorothy Hetmer-Hinds
Cosmetology.....	Valerie Holmes
Drafting.....	Donald Fulford

HVAC.....	Rich Crosby
Electrical Line Worker.....	Rich Crosby
Welding.....	Tom Sheram

CIVICS – CADE ALLEN – DIVISION CHAIRPERSON

Courses	Coordinators
Geography.....	Cade Allen
Government.....	Donna Godwin
History.....	Rob Risko
Humanities.....	James Reed
Philosophy.....	Matt Cleaver

FINE ARTS AND KINESIOLOGY – KRISTIN HUGGINS – DIVISION CHAIRPERSON

Courses	Coordinators
Art.....	September Kirk
Drama.....	Craig Lee
Music.....	Tim Samples
Dance.....	Emma Cox
Kinesiology.....	Guy Furr

LANGUAGE ARTS AND SPEECH – AMY ROGERS, DIVISION CHAIRPERSON

Courses	Coordinators
English.....	Amy Rogers
Foreign Language (Spanish).....	Bill Monds
Speech.....	Jennifer Hannigan

SCIENCE – JOHN PLACYK, DIVISION CHAIRPERSON

Courses	Coordinators
Biology.....	John Placyk
Chemistry.....	Michael Felty
Physics/Physical Science.....	Vacant
Agriculture.....	Brent Bratton, Marc Robinson

SOCIAL SCIENCE & EDUCATION – DANA CURRY, DIVISION CHAIRPERSON

Courses	Coordinators
Early Childhood, Education.....	Suzzette Stringer
Learning Framework.....	Melanie Ward
Psychology.....	Vickie Geisel
Sociology.....	Angel Mallory

TECHNOLOGY & PUBLIC SERVICES – VACANT – DIVISION CHAIRPERSON

Courses	Coordinators
Computer Science.....	David Stephens
Criminal Justice.....	Donna Bennett
Legal Assistant.....	Donna Bennett

Fire Science Dorothy Hetmer-Hinds

PALESTINE – RICHARD DAVIS, LEAD FACULTY, PALESTINE CAMPUS

TERRELL

Courses	Lead Faculty
BCIS, DRAM, EDUC, ENGL. GOVT, HIST, HUMA, LF, PHIL.....	Donna Baker
PSYC, SOCI, SPCH.....	Donna Baker
BIOL, WLDG.....	Mark Howson
ACCT, BUSI, BMGT, CSME, MATH.....	Tyson Spizzirri

NEW EMPLOYEES

Upon hire at TVCC, employees will receive an email notification containing their TVCC employment offer letter in which they are to sign digitally. They will also be provided with documentation that is still outstanding and needs to be submitted in order to complete their personnel file. A new hire [FAQ page](#) provides answers to commonly asked questions of applicants for TVCC positions.

Employees will be provided with details of their Cardinal ID and TVCC password on the [HR New Employee Information page](#). Employees will use these credentials to access their TVCC email (required method of communication), the syllabus system, and Canvas. Should an employee have difficulty setting their passwords, they are encouraged to contact TVCC IT services at 903-675-6300.

All new faculty will be required to complete a new faculty orientation on the Friday before the beginning of the fall semester, participate in a college teaching education course within the first semester they are hired under the direction of the Associate Vice President of Instructional Support and Innovation, and attend faculty retreat. Faculty are required to complete Canvas training prior to their first semester teaching for TVCC.

ACADEMIC ADVISING

Individual, academic, vocational, and personal counseling/coaching are available to all students. Instructors are encouraged to refer to the current TVCC catalog for information to some instructional or student questions; however, students are urged to make an appointment with the advisement center prior to registering each semester to receive comprehensive academic advising. Instructors should be available during posted office hours for consultations regarding their assigned courses.

If students are experiencing difficulties, the instructor is encouraged to reach out to the student and attempt to identify the source of their problems. If personal problems are discovered, outside of the purview of the instructional setting or instructor's expertise, the instructor should refer student(s) to the advising office. Instructors are encouraged to submit an Academic Alert Form to Chalisa Madsen to request academic support for students not performing well in their courses. You may find the Academic Alert Form using the following link (). The instructor is also encouraged to make a referral to the Behavioral Intervention Team (BIT) in which an evaluation will be conducted by the team and appropriate referrals will be made. In the event of imminent danger to the student or others, instructors are expected to make a referral in a timely manner to the BIT. Referral to the BIT team should be promptly directed to at least one of the following individuals: Melinda Berry (mlberry@tvcc.edu; ext. 6224), Chief Heath Cariker (heath.cariker@tvcc.edu; ext. 6254), Janene Dotts (janene.dotts@tvcc.edu; ext. 6215), Harold Jones (hjones@tvcc.edu; ext. 6256).

Please refer to the following TVCC Board Policies for comprehensive information about the obligations of and the channels by which faculty are to report students' issues: DDA (LOCAL) and DHC (LEGAL).

ACADEMIC FREEDOM AND RESPONSIBILITIES

Instructors are accorded certain academic freedoms within their specific discipline; however, academic freedom must exist within certain guidelines, including:

1. Material introduced must have a clear and significant alignment to the current ACGM or WECM learning outcomes.
2. The class must not be used to promote personal agendas, including political and religious beliefs (i.e., promoting a product and /or service, or a political or social idea).
3. Profanity is considered inappropriate and will not be tolerated.

The concept of academic freedom must be accompanied by an equally demanding concept of responsibility shared by the Board, administrators, and faculty members [TVCC Board Policy DGC (LOCAL)].

- Faculty members will respect the rights of others to hold and articulate opinions, whether the faculty member shares the opinion – especially the students that disagree with the faculty member’s opinions.
- Faculty members are expected to promote and maintain an environment that promotes a high expectation to teaching, service, and scholarly expectations of their assignments. This includes the promotion of inclusive learning and working environments free from harassment, discrimination, or bias based on culture, national origin, race, sex, disability, sexual orientation, gender identity and/or expression, age, religion, family structure or relationships, economic status, veteran status, or intellectual point of view.
- The following is a list of statements that are not included in academic freedom...this is not an exhaustive list: (adapted from Inside Higher Ed):
 - Does not mean a faculty member can harass, threaten, intimidate, ridicule, or impose their views on students.
 - Does not deny faculty members the right to require students to master course material and the fundamentals of the disciplines they teach.
 - Does not protect faculty members who are not performing to the college’s standards from losing their job.
 - Does not protect faculty members from colleague or student challenges or disagreements with their educational philosophy and practices.
 - Does not protect faculty members from non-college penalties if they break the law.
 - Does not give students or faculty the right to ignore college regulations, though it does give them the right to question regulations they believe are unfair using professional etiquette.
 - Does not protect faculty or students from disciplinary action, but it does require that they receive fair treatment and due process.
 - Does not protect faculty from sanctions for professional misconduct, though sanctions require clear proof established through due process.

Commented [SK3]: @Richardson, Erica we need to update after we receive the language from HR to ensure the same wording.

- Does not protect faculty members from various sanctions, including teaching desired classes and committee assignments, for poor performance, though sanctions require clear proof established through due process.
- Does not protect faculty members who are repeatedly late or miss class or refuse to teach the subject matter outlined by ACGM/WECM.
- Does not protect a faculty member from investigations into allegations of misconduct or violations of college policies, nor from appropriate penalties should allegations prove true.

ADDING AND/OR DROPPING COURSES

Students may change from one class to another only during the time designated in the college calendar, early in the semester. **After classes begin, student's schedule changes must be completed in the Advisement Office.** Appropriate approvals must be secured through the Vice President of Instruction and AVP of Enrollment Management/Registrar before the change is official. No course may be changed or added after the date designated by the college calendar [TVCC Board Policy ECC (LEGAL)].

ATHLETIC EVENTS

Upon request, all full-time employees will be provided with two tickets to all regular-season home games. Contact the Athletic Office at 903-675-6356 or visit the TVCC athletic webpage for information on obtaining tickets [TVCC Board Policy DEB (REGULATION)].

BACTERIAL MENINGITIS

Effective January 1, 2014, [Texas state law](#) was revised to require all college students under 22 years of age to provide proof of receiving an initial bacterial meningitis vaccination dose or booster within the last five years. Students are not required to submit evidence of receiving the bacterial meningitis vaccination if the student meets any of the following criteria:

- the student is enrolled **only** in online or other distance education courses; or
- the student is enrolled in a continuing education course or program that is less than 360 contact hours or continuing education corporate training; or
- the student is enrolled in a dual credit course which is taught at a public or private K-12 facility not located on a higher education institution campus; or
- the student is incarcerated in a Texas prison.

However, students seeking to enroll in a course taught on a TVCC campus or an online course with proctored exams must provide proof of vaccination prior to registration. Exemptions from the vaccine are available in cases in which a physician has determined that receiving the vaccination is not in the best interest of the student or through completion of the conscientious objection (including religious belief) process through the Texas Department of State Health Services. The affidavit must be on a form provided by DSHS as described by Health and Safety Code 161.0041 and must be submitted to the

admitting official not later than the 90th day after the date the affidavit is notarized. Visit the TVCC Cardinal Connection important news page for more information [TVCC Board Policy FFAA (LEGAL)].

CANCELLING CLASS

WHAT IF I NEED TO MISS SCHEDULED CLASS(ES)?

On occasion, faculty members need to be absent during a time in which they are scheduled to teach a class for TVCC. It is VERY important that all faculty and supervisors adhere to TVCC's process for such instances:

1. Faculty are expected to contact their immediate supervisor to inform them of their need to be absent from class(es) **prior** to the absence(s) OR as quickly as possible in the case of an emergency that warrants a sudden leave.
2. In consultation with the immediate supervisor, a determination is made on whether the class needs to meet without the instructor. If this is decided, a "substitute" will need to be arranged to cover the class(es) in which the faculty will miss.
 - a. **The supervisor should work with the AVP of Academics and/or Workforce to approve a selected substitute BEFORE the substitute is used to cover a class for the absent faculty member.**
 - b. It is preferred that current part-time OR full-time TVCC employees be used as a substitute. In the case where there is not a qualified current TVCC employee, and we require a long-term substitute, an outside employee may be interviewed and hired to substitute.
 - c. Approved substitute faculty members will be compensated according to the rate outlined on the current posted overload schedule. **IMPORTANT NOTE – PLEASE remind your supervisor that he/she is responsible for ensuring that the approved substitute is compensated.**
3. Any faculty member who will be out for three or more consecutive days is required to contact the TVCC human resources department and notify them of this leave. Depending upon the nature and length of the anticipated leave, the human resources department may require the faculty member to complete and submit FMLA paperwork.

This process for covering classes when instructors are absent is intended to protect the students and the College. **It is CRITICAL that a class NEVER be allowed to meet without a current part-time or full-time TVCC employee assigned to supervise for the duration of the class period.**

HOW DO I NOTIFY STUDENTS WHEN I NEED TO CANCEL CLASS?

If you know ahead of time that you will be unable to convene class, notify your students as early as possible of the class dismissal. Send an email to the class through the MyCardinalConnect self-service portal (Faculty --> Section Name --> Email All), the Canvas Inbox, and post and announcement in Canvas, post a sign on the classroom door stating the name of the class is canceled, the instructor's name, and the date of the cancellation.

If an unforeseen emergency arises that does not allow adequate notice to your students, contact your immediate supervisor AND the office administrative assistant by telephone AND email. During your contact, provide the dates/times of the class(es) that will be missed, the location of the class(es), the assignment details to provide to the student and the expected date of return. Upon the first day of your return, an absence from duty form is to be submitted to your immediate supervisor. An electronic version of this form can be found on TVCC's human resources webpage.

CARDINAL ID

WHAT IS MY CARDINAL ID?

Your Cardinal ID is the part of your email address before the "@tvcc.edu". The Cardinal ID is required to gain access to much of the technology provided by TVCC. The Cardinal ID password is also required for employees to log in to their TVCC accounts.

The initial password assigned to all employees follows the combination of first initial, last 4 digits of SSN, last initial (capitalized) and birth year *Ex: John Doe's (SSN 123-45-6789 and year of birth 1970) Cardinal ID password is J6789D1970*. **Once logged into a computer on the TVCC network (with Cardinal ID and Cardinal ID password), employees may change their default assigned password. Although newly hired employees are not required to change their assigned password immediately, it is best practice to change it as soon as they are able to when logged into a computer on the TVCC network.**

CARDINAL SUCCESS CENTERS (CSC)

The Cardinal Success Center (CSC) is located on the Athens, Palestine, and Terrell campuses. The centers provide academic support to all TVCC students. Students have access to tutoring, academic coaching, study halls, and learning communities. TVCC faculty may donate time weekly to assist students studying in the CSC, with approval from leadership.

An extensive tutoring assistance program is offered without charge to all credit students online through Tutor.com and is accessible through the learning management system, Canvas. Qualified tutors conduct individual and group tutoring sessions for all academic courses. Drop-in tutoring sessions are available throughout the day at any CSC, if a face-to-face tutor is scheduled in advance and available.

Academic coaching and learning communities are programs available to all credit students to receive support in learning skills and soft skills. Students have access to learning resources (free printing, computers, webcams, headphones, calculators, quiet places for study groups, etc.) in each center.

The Athens center is in the Learning Resource Center on the second floor in room 246, and the Math English Tutoring Center (MET) is in room 245.

The Palestine center is in the Anderson building, in room A126, inside the Learning Resource Center.

The Terrell center is in L125, and Student Support Services is in L104.

CHEATING/PLAGIARISM POLICY

Scholastic dishonesty includes, but is not limited to cheating on an assignment, plagiarism, and collusion.

“Cheating” shall include but not be limited to, using or attempting to use unauthorized materials, information, or study aids in any academic exercise. TVCC expects all students to complete their work without any outside resources unless specified by the instructor.

“Plagiarism” shall be defined as the appropriating, buying, receiving as a gift, or obtaining by any means another’s work and the unacknowledged submission or incorporation of it in one’s written work.

“Collusion” shall be defined as the unauthorized collaboration with another person in preparing written work for the fulfillment of course requirements. [TVCC Board Policy FLB (LOCAL)].

*Instructors define their own classroom policy regarding cheating/plagiarism and the appropriate punishment. Punishment may include, but is not limited to, receiving a failing grade on the assignment or receiving a failing grade in the course. **The course syllabus should clearly delineate the instructor’s position for identifying plagiarism and cheating and their SPECIFIC consequences. If an instructor plans to penalize their students for using AI, their policy should be clearly defined in their syllabus.***

CIVILITY STATEMENT

Students and faculty are expected to assist in maintaining a classroom environment that is conducive to learning. In order to ensure that everyone has the opportunity to gain from time spent in class, inappropriate or distracting classroom behavior is prohibited. If a disruptive classroom incident occurs, the faculty member in charge should consult their leadership team regarding the best course of action to resolve issues, including removing the student on either a temporary or permanent basis. Students have the right to appeal through the appropriate channels.

CLASS ROSTERS

HOW DO I RETRIEVE CLASS ROSTERS?

During the registration period, after the semester begins, and following the end of the semester, class rosters are available in MyCardinalConnect. **Because only the students who appear on the MyCardinalConnect class roster are eligible to receive a grade in the course at the end of the semester, faculty are expected to regularly verify student attendance and reconcile the official roster with the students who are attending the class and the students who have withdrawn.**

WHAT IS CENSUS?

Census is the official report day is the day of record for state reporting.

WHY IS CENSUS IMPORTANT?

The number of students enrolled in each class on that day is sent to the Texas Higher Education Coordinating Board who, in turn, sends the information to the Legislative Budget Board who determines

the amount of state funding that the institution will receive based on enrollment and contact hours generated. The ORD (official reporting date) serves as a “snapshot” of our enrollment on a given day and funding is based on that information.

HOW MANY ROSTERS DO I HAVE TO CERTIFY?

You will have to certify your roster when prompted by the Registrar via email for every section that you teach.

I KNOW WHEN THE CENSUS DATE IS FOR EACH SECTION THAT I AM TEACHING, HOW WILL I KNOW WHEN TO CERTIFY MY ROSTER ON THAT DAY?

You will receive an email to your TVCC email address from the Registrar on census date with instructions on how to certify your roster.

SHOULD I CERTIFY MY ROSTER PRIOR TO RECEIVING THE EMAIL FROM THE REGISTRAR?

No. Only begin certifying your roster once you receive the email from the Registrar on census day.

WHAT WILL MYCARDINALCONNECT LOOK LIKE ON CENSUS?

On census you will have access to the “census” tab for your section(s) on your MyCardinalConnect. You can access the census tab for each section on the day of census by the following steps.

- Login to MyCardinalConnect



- Click the faculty tab and choose your course

Hello, Welcome to Colleague Self-Service!
Choose a category to get started.

- Student Finance**
Here you can view your latest statement and make a payment online.
- Employee**
Here you can view your tax form consents, earnings statements, banking information, timecards and leave balances.
- Advising**
Here you can access your advisers and provide guidance & feedback on their academic planning.
- Financial Management**
Here you can view the financial health of your cost centers and your projects.
- Banking Information**
Here you can view and update your banking information.
- Course Catalog**
Here you can view and search the course catalog.
- Faculty**
Here you can view your active classes and submit grades and waivers for students.
- Student Finance Admin**
Here you can view the Student Finance information as a student would so you can help the student with any questions.

- Click on the name of the course you want to certify.

Manage your courses by selecting a section below

Section	Times	Locations	Availability	Books	Census Dates
Fall 2022					
BIDL-2420-ONL-04- Microbio-None-Su	8/22/2022 - 10/10/2022 8/22/2022 - 12/5/2022	Online, ONLN Lecture - Distance Ed Online, ONLN Lab - Distance Ed	6 / 30 / 0	2	9/7/2022 Census - Certification Opens On 9/7/2022
June-Aug 2022 (2014 2022)					
SOCT-1000-8CON1: Essentials of Human	M/7/79/7h 8:00 AM - 5:00 PM 6/1/2022 - 8/9/2022	Online, ONLN Lecture - Distance Ed	40 / 100 / 0		
Summer 2022					
BIDL-2420-ONL-19- Microbio-None-Su	5/31/2022 - 6/29/2022 5/31/2022 - 8/10/2022	Online, ONLN Lecture - Distance Ed Online, ONLN Lab - Distance Ed	9 / 30 / 0	2	
BIDL-2420-ONL-20- Microbio-None-Su	7/6/2022 - 8/9/2022 7/6/2022 - 8/9/2022	Online, ONLN Lecture - Distance Ed Online, ONLN Lab - Distance Ed	11 / 30 / 0	2	7/12/2022 Census - Certification Opens On 7/12/2022

- Go to census tab

Seats Available 11 / 30 / 0
[Deadline Dates](#)

Waitlisted 0

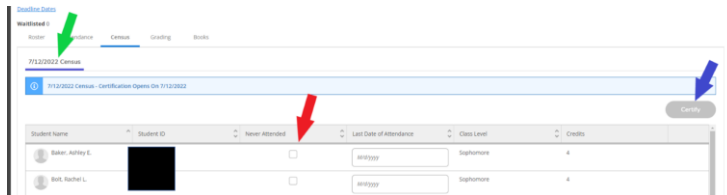
Roster Attendance **Census** Grading Books

Student Name	Student ID	Class Level
Baker, Ashley E.	[REDACTED]	Sophomore
Bolt, Rachel L.	[REDACTED]	Sophomore
Castillo, Jennifer	[REDACTED]	Unclassified
Delacruz, Jonathan A.	[REDACTED]	Freshman

WHAT WILL I BE DOING ON IN THE CENSUS TAB? WHAT ARE THE CRITERIA TO MARK A STUDENT AS 'NOT ATTENDING'?

Compare the roster listed in MyCardinalConnect with the one in Canvas or your face-to-face attendance records.

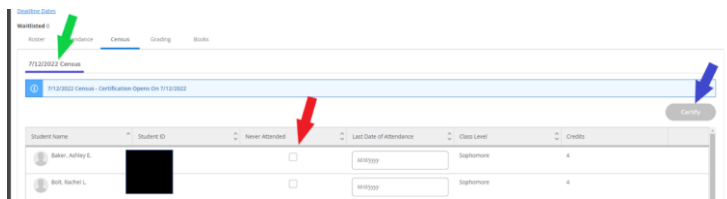
Mark any student that has NOT completed the minimum assignments designated in your syllabus as required for financial aid as 'Never Attended.'



- If a student is on your MyCardinalConnect roster, but not in Canvas:
 - Contact coursehelp@tvcc.edu for assistance in adding the student to Canvas
- If a student is in your Canvas course/gradebook, but not on your MyCardinalConnect roster:
 - [Conclude](#) their enrollment in Canvas by contacting Distance Learning
 - Have the student visit the Advising Office
 - A student not on your MyCardinalConnect roster should NEVER be attending class
 - If you are teaching a TDCJ class, reach out to a TDCJ advisor as soon as possible.

AFTER I RECONCILED/MARKED MY ROSTER, WILL I CLICK 'CERTIFY'?

Yes. If the Registrar has sent the notification to certify rosters, and the Certify button in the upper right corner is not blue, click on the date to activate the button.



IF I MARK A STUDENT AS 'NEVER ATTENDED' ARE THEY DROPPED FROM THE COURSE/MY ROSTER?

No. Marking 'Never Attended' **DOES NOT** drop the student from your course. It is vital for instructors to follow their attendance-based drop policy.

Report your 'Never Attended' students to the [Cardinal Success Center](#) by visiting their webpage and clicking on 'Request Academic Support'

WHAT HAPPENS IF I INCORRECTLY CERTIFY MY ROSTER OR MARK ATTENDANCE INCORRECTLY?

Failure of faculty to accurately certify their roster could result in an incorrect disbursement of financial aid funding for the student. It could also keep a student from receiving aid for a class for which they should be eligible to receive funds.

**Instructors NO LONGER have the ability to make changes to the attendance status of their students outside of the census period. If you make a mistake, you will need to complete the form at the following link (<https://tvcc.jotform.com/230386309506153>) to change a student's attendance status. You have seven days after the census to change the status of attendance. **

WHAT DO I DO IF I HAVE A QUESTION REGARDING UPDATING MY CENSUS ROSTER?

Please DO NOT ask students to contact financial aid. You need to contact your Associate Vice President to determine if the attendance status for the student may be updated outside of the seven-day window.

Reporting Reminders:

- If a student physically attends a faculty's face-to-face class at least once **BEFORE** the census date, then that student should be considered and reported as **ATTENDING**.
- If a student **NEVER** physically attends a face-to-face course, the faculty should mark them as **NON-ATTENDING** when they submit their form.
- In an **online course**, a student must **complete an activity**, such as a discussion, syllabus quiz, start here quiz, or an actual assignment for the student to be considered as **ATTENDING**. The requisite activity to confirm substantial participation, as required by the department of education, should be identified in the class syllabus.
- In an **online course**, a student who simply logs into the faculty's Canvas course but **does not complete an activity by the census date**, should be reported as **NON-ATTENDING**.
Note: The activity/activities that faculty will use in an **online course** to determine census reporting must be stated in their official course syllabus online through the TVCC login central.

CENSUS REPORTING SYLLABUS ACTIVITY STATEMENT:

Non-Attendance and Financial Aid:

If students are receiving financial aid, federal regulations require them to have **begun** attending the courses for which they are enrolled on or before the census date (e.g., 12th day of each fall and spring semester, third class day for summer semesters). Attendance in a **F2F course** is verified by attending at least one class session before census. Attendance in an **online course** is verified by substantial participation in the course on or before the census date. TVCC defines substantial participation as logging in to the online course AND completing/participating in at least one required activity of the course. PLEASE keep this requirement as simple as possible. We recommend using completion of the Start Here Quiz as the requirement for attendance in an online course.

EXAMPLE: This means that by the census date a student must have logged into Canvas, completed the start here quiz, and created their MyMathLab account to be considered an active participant in the course.

CLASSROOM MAINTENANCE

Smoking, or the use of any tobacco product (including, smokeless tobacco, e-cigarettes, vape pens, mods, pod mods, juul, suorin, etc.), is not allowed at any location, on any TVCC campus. This includes the prohibition of e-cigarettes, or any electronic nicotine, or other substance, delivery device. It is up to faculty if they allow food and drinks in classrooms. However, it is the faculty's responsibility to monitor the cleanliness of the classroom and deposit all trash in the trashcans before leaving the classroom. Instructors are expected to take an active role in monitoring student use of furniture, equipment, and materials in the classrooms and buildings [TVCC Board Policy FLB (LOCAL)].

COMMITTEE PARTICIPATION

All full-time faculty members are expected to actively perform their responsibilities as committee members and club sponsors. Faculty members are given an opportunity to select committees they prefer to serve on; however, the Vice Presidents and President will make final decisions on committee assignments [TVCC Board Policy DLA (LOCAL)]. All faculty will serve on at least one, but not more than three committees. Refer to the current committee listing roster included on the TVCC Vice President of Instruction's webpage. For a comprehensive list of the TVCC active committees.

COMMUNICATION SERVICES

Communication services within the IT Services department consist of Service Catalog, Telecommunications Request Form, Cisco Phone Interactive Tutorial, Cisco Phone Guide, and information related to scheduling a WebEx meeting. For more information, visit the [IT Services webpage](https://www.tvcc.edu/it-services/?d=148) at <https://www.tvcc.edu/it-services/?d=148>.

COMPUTER LABS

Computer labs are available on each of the TVCC campuses. The "Computer Usage" section (below) outlines appropriate usage. Priorities for gaining access to the computers in the labs are as follows:

1. Instructors teaching computer related classes
2. Students completing assignments for computer related classes
3. Students completing non-computer class assignments
4. Faculty and staff for research and job-related functions
5. Students for leisure learning

COMPUTER USAGE

All College employees and students shall use College electronic resources, including, email and other systems that require a password, in a manner that is professional, lawful, and does not harass others. Use of the College's information technology equipment or services by an employee, student, or guest shall be in accordance with the conditions outlined in TVCC Board Policy CR (LOCAL). It is the employee's responsibility to be familiar with these conditions and abide by them.

The College reserves the right to extend, restrict, and refuse access to College computer resources. Unauthorized use, misuse, or abuse of information technology resources by any user will result in appropriate disciplinary action. Carefully read TVCC Board Policy_CR (LOCAL) for the current Technology Acceptable Use Policy. Students and employees violating this policy will be subject to the outlined disciplinary action within the policy.

INFORMATION RESOURCE SECURITY

In an effort to protect information resources of Texas state agencies and Texas institutions of higher education the State of Texas has implemented Texas Administrative Code Title 1, Part 10, Chapter 202 (TAC 202 for short). TAC 202 provides a foundation for information resources security program.

Because of the requirements of TAC 202, IT Services has been incorporating several changes in the area of Information Resource Security. Some of these changes are internal and you will not be aware of them. Others will be obvious and may change the way you have operated in the past. A few of the changes are outlined below:

- **Account Management**

Each user is given a unique identifier (Cardinal ID, iSeries Account, etc.) to access Information Resources of the College. You should never share or give your assigned login or password to anyone including, but not limited to supervisors, coworkers, family members, student workers, and/or students. **All accounts shall be for use by a single individual – the person for whom the account was approved.** Please remember that you are responsible for anything that is done while logged in with your Cardinal ID.

- **Logon System Usage Agreement**

Before employees logon to any network TVCC Information Resource you will have to agree to the TVCC System Usage Agreement shown below. The agreement will be presented on the logon screen of college owned devices.

***** TVCC – System Usage Agreement *****

This computer system is the property of Trinity Valley Community College (TVCC). This computer system, including all related equipment, networks and network devices (including internet access) are provided only for authorized employees and students of TVCC in support of TVCC's programs.

Users have no personal privacy rights in any materials they place, view, access or transmit on this system. TVCC complies with state and federal law regarding certain legally protected confidential information, but makes no representation that any uses of this system will be private or confidential.

Any or all use of this system and all files or information stored on this system (including emails) may be intercepted, monitored, recorded, copied, inspected and audited for all lawful purposes, including to ensure their use is authorized, for management of the system, to facilitate protection

against unauthorized access, to verify security procedures, during the course of an investigation or to enforce the college's policies.

Use of this system should complement TVCC's purpose and mission. TVCC information systems are not to be used for commercial purposes.

Unauthorized or improper use of this system may result in administrative disciplinary action, civil charges/criminal penalties and/or prosecution by law. Evidence of unauthorized use collected during monitoring may be used for administrative disciplinary, criminal or other adverse action.

By continuing to use this system you indicate your awareness of and consent to these terms and conditions of use and agree to observe and obey all college policies including, but not limited to, CR (LOCAL) and all Information Technology Standard Administrative Procedures (ITSAP) as outlined on the TVCC Information Technology website.

- **Installation of Software**

Because of the threat of viruses and malware, users will no longer be allowed to install software on their college computers or devices. All software will have to be approved and installed by Information Technology Services.

- **Automatic screen lock after a pre-determined time**

All computers will be set to lock the screen after 20 minutes of inactivity. Once the screen is locked you will be required to reenter your password to access your computer.



CONCEALED CARRY

Effective August 1, 2017, individuals holding an (LTC), otherwise known as a license to carry a firearm, may carry their concealed handgun on TVCC property. The weapon must be concealed at all times and must be kept in a holster that covers the trigger guard or a case designed to hold the weapon.

License to Carry holders may only carry their handguns if they are concealed. Therefore, you should never see a handgun being carried openly. Should you ever see a firearm on campus, whether it is a handgun or otherwise, please call the TVCC campus police department immediately and we will investigate the sighting.

The LTC policy on concealed handguns on campus as approved by the Board can be found on the police department's web page under the firearms on campus tab. Please take the time to read and become familiar with this policy. It is located on TVCC's campus police web page at:

<https://www.tvcc.edu/Police/category.aspx?z=1075>.

In 2021, the Texas Legislature passed HB 1927 effectively allowing Texas residents to openly carry a firearm in public. This law does not affect Institutions of Higher Education. Therefore, no one may open carry on any TVCC campus.

It is important that all College employees maintain a professional attitude toward their assigned responsibility and act in the best interest of the College. Personal, financial and business interests should never conflict with a faculty member's ability to properly discharge his/her duties. Any personal or business situation that could compromise the best interests of the College should be discussed with the immediate supervisor. For additional information, refer to TVCC Board Policies DBD (LOCAL) and DBD (LEGAL).

An employee shall not recommend, endorse, or require students to purchase any product, material, or service in which the employee has a financial interest or that is sold by a company that employs or retains the employee during non-school hours, unless the product, material, or service is recommended, endorsed, or required for a course the employee teaches and is reasonably related to the subject matter of the course and the course syllabus.

In accordance with TVCC Board Policy FD(LOCAL), no fees of any kind shall be assessed and collected from students by faculty members unless approved in advance by College policy. Faculty shall not sell supplies of any kind to students. All course materials and supplies shall be made available at the bookstore.

No employee shall require students to purchase a specific brand of supplies if other brands are equal and suitable for the intended instructional purpose.

COPIER SERVICES

GENERAL

Administrative Services manages the College's long-term contract with Xerox through which all TVCC copy machines are leased. For assistance in acquiring, moving, or releasing a Xerox machine, contact Administrative Services by email to lswalt@tvcc.edu and CC requestor's division chair or immediate supervisor. Emergency contact can be made via x6214. For all copier service information, please refer to the TVCC Business Services webpage. For service and supplies other than paper, contact the following:

- Athens Campus and Tennessee Colony Office: msingleton@tvcc.edu (x6214)
- Palestine Campus and Palestine Workforce Education Center: suzanna.sexton@tvcc.edu (x7022)
- Terrell Campus: heidi.edwards@tvcc.edu (x4901)
- Terrell Health Science Center: sgoldman@tvcc.edu (x5725)

PAPER

- Athens Campus and Tennessee Colony Office: transportation@tvcc.edu
- Palestine Campus and Palestine Workforce Education Center: suzanna.sexton@tvcc.edu (x7022)
- Terrell Campus: heidi.edwards@tvcc.edu (x4901)
- Terrell Health Science Center: sgoldman@tvcc.edu (x5725)

COPY MACHINE ACCESS CODES

Copy machine access codes are tied to departmental accounting codes and are used to bill the College's copier and copier paper costs to the user's department or instructional program based on usage. You will need to use a separate code for copies made for TDCJ classes. The charge is currently \$.06 per copy; no charge for scan-to-email or outgoing faxes. To request or change a copy code, email msingleton@tvcc.edu, CC your supervisor and provide the departmental accounting code to charge. Copiers should ONLY be used for college business pertaining to your roles as a TVCC instructor.

DISCRIMINATION, HARASSMENT, AND RETALIATION

In accordance with TVCC Board Policy DA, DAAA, DH, DHC, DIAA, DIAB, FA, FFDA, AND FFDB (LOCAL), the College prohibits discrimination, including harassment, against any employee, unpaid intern, student teacher, or student based on race, color, religion, sex (including pregnancy), gender, national origin, age, disability, military status, genetic information, or any other basis prohibited by law. While acting in the course of their employment, employees shall not engage in prohibited harassment of other persons including board members, vendors, contractors, volunteers, or parents. A substantiated charge of harassment will result in disciplinary action.

Retaliation is also prohibited under the above policies against an employee, unpaid intern, student teacher, or student who makes a claim alleging to have experienced discrimination or harassment, or another employee, unpaid intern, student teacher, or student who, in good faith, makes a report, serves as a witness, or otherwise participates in an investigation.

Reporting Actions Targeting Employees. An employee who believes he or she has been discriminated or retaliated against or harassed is encouraged to promptly report such incidents to the employee's supervisor, the Title IX coordinator (Director of Human Resources - 100 Cardinal Drive, Athens, TX 75751, 903-675-6215, humanresources@tvcc.edu). An employee is not required to report prohibited conduct to the person alleged to have committed it. If the supervisor or college official is the subject of a complaint, the complaint may be directed to the college president or designee. A complaint against the college president or chancellor, as appropriate, may be made directly to the board. Allegations of sexual harassment, sexual assault, dating violence, or stalking may also be reported electronically through the college district's website at www.tvcc.edu/titleix. An electronic report may be submitted anonymously. The college's policy that includes definitions and procedures for reporting and investigating discrimination, harassment, and retaliation is reprinted below:

DISCRIMINATION

Discrimination against an employee is defined as conduct directed against an employee based on race, color, religion, sex (including pregnancy), gender, national origin, age, disability, military status, genetic information or any other basis prohibited by law, that adversely affects the employee's employment. Additionally, the college does not discriminate against an employee or applicant who acts to oppose such discrimination or participates in the investigation of a complaint related to a discriminatory employment practice. Employment decisions will be made based on each applicant's job qualifications, experience, and abilities.

Employees with questions or concerns about discrimination based on sex, including sexual harassment, should contact the Director of Human Resources, the college Title IX coordinator. Employees with questions or concerns about discrimination based on a disability should contact the college ADA/Section 504 coordinator. Questions or concerns relating to discrimination for any other reason should be directed to the college president.

HARASSMENT

Harassment is defined as physical, verbal, or nonverbal conduct based on an individual's race, color, religion, gender, national origin, age, disability, or any other basis prohibited by law, when the conduct is so severe, persistent, or pervasive that the conduct:

1. Has the purpose or effect of unreasonably interfering with the employee's work performance;
2. Creates an intimidating, threatening, hostile, or offensive work environment; or
3. Otherwise adversely affects the employee's performance, environment, or employment opportunities.

SEXUAL HARASSMENT

Harassment, a form of discrimination, is defined as unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature when:

- Submission to the conduct is either explicitly or implicitly a condition of an employee’s employment, or when submission to or rejection of the conduct is the basis for an employment action affecting the employee; or
- The conduct is so severe, persistent, or pervasive that it has the purpose or effect of unreasonably interfering with the employee’s work performance or creating an intimidating, threatening, hostile, or offensive work environment.

RETALIATION

The College District prohibits retaliation against an employee who makes a claim alleging to have experienced discrimination or harassment, or another employee who, in good faith, makes a report, serves as a witness, or otherwise participates in an investigation. An employee who intentionally makes a false claim, offers false statements, or refuses to cooperate with a College District investigation regarding harassment or discrimination is subject to appropriate discipline.

Prohibited Conduct. In this policy, the term “prohibited conduct” includes discrimination, harassment, and retaliation as defined by this policy, even if the behavior does not rise to the level of unlawful conduct.

REPORTING PROCEDURES

An employee, unpaid intern, student teacher, or student who believes that they have experienced prohibited conduct or believes that another employee has experienced prohibited conduct should immediately report the alleged acts. The employee may report the alleged acts to their immediate supervisor. Alternatively, the employee may report the alleged acts to one of the College District officials below. For the purposes of this policy, College District officials are the ADA/Section 504 coordinator (100 Cardinal Drive, Athens, Texas 75751, 903-675-6224).

Reports of prohibited conduct shall be made as soon as possible after the alleged act or knowledge of the alleged act. Failure to promptly report may impair TVCC’s ability to investigate and address prohibited conduct. For more information, contact the Director of Human Resources at 903-675-6215 or via email humanresources@tvcc.edu. Confidential online reporting is also available at www.tvcc.edu/titleix.

CONFIDENTIALITY

To the greatest extent possible, TVCC shall respect the privacy of the complaint, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation and comply with applicable law.

Additional information regarding discrimination, harassment, sexual harassment, including hostile working environment, or retaliation can be found in TVCC Board Policy DIIA and DIAB (LOCAL).

APPEAL

A complainant who is dissatisfied with the outcome of the investigation may appeal through DGBA (LOCAL), beginning at the appropriate level. The complainant may have a right to file a complaint with the appropriate state or federal agency.

For more information, contact the Director of Human Resources at 903-675-6215 or via email humanresources@tvcc.edu.

DISTANCE LEARNING

In accordance with TVCC Board Policy EBA (LEGAL), a distance learning course refers to a course in which a majority (more than 50 percent) of the instruction occurs when the student(s) and the instructor(s) are not in the same place. Two categories of distance learning courses are defined, as follows:

- **Fully distance education course:** A course that may have mandatory face-to-face sessions totaling no more than 15 percent of the instructional time. (Examples of face-to-face sessions include orientation, laboratory, exam, review, or an in-person test).
- **Hybrid/blended course:** A course in which a majority (more than 50 percent but less than 85 percent) of the planned instruction occurs when the students and instructor(s) are not in the same place.
- **Hyflex:** A course that allows the students to change modalities within the semester between face-to-face, zoom, or online instruction.

Faculty teaching distance learning courses at Trinity Valley Community College should reference the Faculty Resource Center, found in Canvas, where various instructor resources exist.

All distance learning faculty requesting to teach online courses will be required to attend the TVCC distance learning training prior to being scheduled to teach a distance learning class. This requirement applies to full-time and adjunct faculty. Additionally, before teaching online courses, all faculty members will be required to submit their course for review by the Instructional Innovation and Support team. This review will be conducted to confirm that required elements and course structure aligns with the TVCC course certification checklist. A copy of the current TVCC course certification checklist is found within the Faculty Resource Center in Canvas.

DEVELOPMENT OF ONLINE COURSES

To ensure consistent and quality elements in all the TVCC online courses, distance learning instructors will be expected to include, *at a minimum*, the following components as outlined by the course re/certification rubric provided by the Instructional Innovation and Support department:

1. A standard “Homepage”, “Start Here” module, and “Textbook/Course Material” module that are prominently located and provide guidance to the students as they begin the semester
2. A COMPLETE syllabus, using the most up to date template, which includes at least the following:
 - a. Instructor information (i.e., name, contact information, office hours)
 - b. Expected response time from the instructor
 - c. Course description



- d. Textbook and required course materials information
 - e. Measurable instructional or learning objectives
 - f. Course grading framework
 - g. Assessment/evaluation information
 - h. Drop policy
 - i. Cheating policy
 - j. ADA policy
3. Communication about the TVCC course evaluations in announcements
 4. Instructor-created course materials, with activities, assessments, interactions, etc.
 5. Closed captioning for all video content and resources provided in an accessible format and does not require special software to open
 6. Communication with students shall be made using TVCC authenticated accounts ONLY (i.e., Canvas or TVCC email accounts). Exceptions to this can only be made IF the student requests alternative contact options WITHIN a TVCC authenticated account.
 7. All material outlined in the course certification checklist must be met for all online courses taught by TVCC full-time and adjunct faculty.

ONLINE COURSE APPROVAL PROCESS

Each trained instructor is required to have all online courses certified before their addition to the schedule. The course certification review was developed by the distance learning committee to ensure minimum standards for best practices of online teaching design are upheld. The course certification checklist is included in the appendices.

New faculty participating in training “build” their online course shell, and a review team ensures all minimum standards are included in the online course shell and will determine that the course meets the TVCC standards.

REVIEW OF ONLINE COURSE CERTIFICATION

Online courses will be evaluated with the Course Certification Rubric on a rotation. The selection of the courses to be reviewed will be prioritized in a manner that first identifies high-enrollment courses and then targets instructors who teach multiple online courses and maintains a current two-year certification for all online courses.

DRESS CODE

All College personnel are expected to always project a professional image, including but not limited to bathing, clean teeth, combed hair, clean clothing, etc. Therefore, when determining what constitutes appropriate attire, employees should practice professional-level hygiene, use good judgement, and common sense and err on the side of caution. On workdays, faculty and staff members should conform to the general rules of **business casual attire**. Failure to follow the proper dress code will result in disciplinary action. Though jeans are not generally acceptable, nice jeans (those that are hemmed and without holes) may be worn on Fridays. Generally, TVCC-themed collared shirts are acceptable attire

Monday through Thursday, t-shirts are acceptable attire on Friday. Shorts, workout attire, or other non-conforming attire should only be worn in appropriate settings with prior approval from your immediate supervisor. Those needing assistance in interpreting the appropriateness of certain attire should consult with their immediate supervisor or the director of human resources.

The TVCC bookstore stocks and sells a wide assortment of college-themed clothing. **TVCC does not provide these items for employees.** However, staff members and faculty members who wish to wear TVCC-related clothing can purchase those items. Regularly priced apparel items are sold to TVCC employees at a 20% discount.

DROP POLICY (FACULTY)

Each course syllabus should clearly outline the instructor's position for dropping students with regards to attendance, limited participation, or other reasons. Furthermore, the instructor is expected to adhere to the stated drop policy and consistently apply it to all students enrolled in their course. The decision to initiate a student drop based on non-attendance or limited participation is that of the instructor and must be clearly and consistently represented in course syllabi posted online and distributed in class. [TVCC Board Policy ECC (LEGAL)].

After the official published census date of the semester and the day before the official published drop date of the semester, faculty may drop a student by completing and submitting the Drop Form found on the [Employee Portal](#). This form is also available on the [TVCC Vice President of Instruction webpage](#).

NOTE: TDCJ vocational faculty should complete the form made available to them by the TDCJ enrollment or counseling staff. Upon completion, it should be submitted to TDCJ enrollment or counseling staff.

Upon completion, this faculty drop form will be emailed to the appropriate Associate Vice President and assessed based on the drop policy in the syllabus. If approved, the request will be sent to TVCC Advising and the advising staff will enter the student drop.

- After 3 business days, faculty should access class rosters on [MyCardinalConnect](#) to confirm that the student has been dropped from their class according to the request submitted. ***In order to confirm whether the drop has been processed, refer to the "Grading" tab "Overview" menu and determine if the student's name has (Dropped) following it.***
- If the student drop has NOT been recorded after 3 business days of submitting the drop form, contact advisinghelp@tvcc.edu to inquire of the status of the drop request.

Students who are dropped will NOT be eligible to receive a grade at the end of the semester. Marking a student as never attended during the census certification process, does not drop the student from your class.

HOW DO I KNOW WHO HAS DROPPED MY CLASS?

After logging in to class section (found within the faculty menu within MyCardinalConnect), select the “GRADING” tab; Note that students who have dropped this course have the “(dropped)” suffix following their name in the “Student Name” column.

Student Name	Student ID	Never Attended	Last Date of Attendance	Final Grade	Expiration Date	Class Level	Credits
Adams, Carlos	[REDACTED]						3
Arceveau, Eric M.	[REDACTED]						3
Balby, Megan A.	[REDACTED]						3
Barkston, Neely A.	[REDACTED]					Freshman	3
Barnett, Cassie D.	[REDACTED]						3
Berryhill, Whitney J.	[REDACTED]						3
Chavez, Michael (dropped)	[REDACTED]					Freshman	3
Cook, Anna K.	[REDACTED]						3

WHEN IS THE LAST DAY TO DROP?

Drop (withdrawal) deadline dates are published in the calendar (included within the TVCC catalog) each year and in the TVCC catalog published on the TVCC webpage. After the drop deadline has passed, all students remaining in the class will receive a grade of A, B, C, D, or F.

If the attendance policy outlined within the syllabus states that students will be dropped after a designated number of absences, emailing a “warning” to the student before they are dropped is strongly recommended. Student TVCC email addresses are displayed on the class roster within MyCardinalConnect.

DROP POLICY (STUDENT)

In 2007, a Texas Higher Education Coordinating Board (THECB) rule was established to comply with a law regarding the number of withdrawals (“W’s”) that a student may have during their academic career (THECB Rules: Chapter 4, Subchapter A, 4.10). The law states that any student whose first semester in college is fall 2007 or later may not have more than six unexcused withdrawals (W’s) during their academic career. This rule applies to a student’s academic record from all higher education institutions attended. If a student has six unexcused withdrawals, they will no longer be allowed to withdraw from a course without receiving a grade in the course (which will likely be an “F”). To determine if a withdrawal is excused, a student must initiate a withdrawal request through the advisement office or, in special circumstances, through the faculty member. It is the student’s responsibility to officially withdraw from a course and to verify that the withdrawal has been posted to their transcript. Faculty will not be involved in verifying the eligibility of a student’s ability to withdraw but are encouraged to direct students to the advisement center. [TVCC Board Policy ECC (LOCAL and LEGAL)].

HOW DOES A STUDENT DROP A COURSE?

Students may drop their class by consulting with an advisor OR through their MyCardinalConnect portal. They do not have the ability to withdraw from all courses without first consulting with an advisor. When students consult with an advisor to seek assistance in dropping their course, they are presented with the following note:

DROPPING A CLASS

Please make sure you consider all these that may apply to you. If you still wish to withdraw/drop a class or classes, log into MyCardinalConnect, select calendar, click the blue drop button to remove the class. If your button is grey, please reach out to advisinghelp@tvcc.edu for assistance.

- a. Thinking about withdrawing/dropping a class or classes?*
- b. Have you spoken with someone in the Financial Aid Office/VA Representative? Make sure you understand possible financial aid/scholarship consequences to dropping.*
- c. If you live in a dorm, have you spoken with Housing? Generally speaking, you need to be in at least 12 college credit hours to live in the dorm.*
- d. Have you spoken with your instructor? Things may not be as bad as you think.*
- e. Have you considered how this will change your graduation plans?*
- f. If you are involved in extracurricular programs, have you spoken with your coach or director? A coach/director signature is required for the Advising Office to proceed with a drop.*

If it is an instructor's policy (as clearly communicated and outlined in course syllabus) NOT to drop students for any reason, faculty should clearly inform students of the drop date deadline and process by which students can withdraw/drop a course. Withdrawing/dropping a course is NOT allowed to be completed via a telephone call. Rather, students should be instructed to go to the nearest TVCC advising office and talk to an advisor.

DUAL CREDIT

Dual credit refers to the process by which a high school student enrolls in a college course and receives simultaneous credit for the course from both the college and the high school. Concurrent enrollment refers to the process by which an eligible high school student enrolls in college-level academic or technical courses while still enrolled in high school and receives college credit without receiving high school credit for these courses. Dual credit and concurrent courses include both academic courses as well as technical courses.

Faculty teaching dual credit courses at Trinity Valley Community College are expected to possess the same qualifying credentials as those teaching non-dual credit students. The rigor and learning outcomes for dual credit courses are expected to parallel the non-dual credit courses. **TVCC faculty should not alter their expectations for dual credit students/classes.** Dual credit faculty should refer to the [dual credit webpage](#) to access a variety of instructor resources. The dual credit faculty are strongly encouraged to access the Frequently Asked Questions and TVCC Manual for Administration and Embedded Faculty resources located on the TVCC dual credit webpage [TVCC Board Policy EFA (LEGAL)].

EMERGENCY NOTIFICATION – TVCC ALERT

TVCC ALERT is a mass notification system that can alert students, faculty, and staff with text messages on their cell phones. With more than 90% of college students, faculty, and staff having cell phones, this method of communication can increase safety on all TVCC campuses. Time-sensitive messages can now go out to parents, students, faculty, and staff wherever they are. In addition to cell phones, TVCC ALERT enables TVCC to send important campus information to all registered users via web page, RSS, PDA, email, or Text Pager. **Employees are STRONGLY ENCOURAGED to register with the [TVCC ALERT](#) on the [TVCC IT webpage](#). Furthermore, faculty are asked to encourage their students to register with the TVCC ALERT.**

Authorized TVCC officials will immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation occurring on the campus involving an immediate threat to the health and safety of students, faculty, and staff, unless issuing a notification will compromise efforts to contain the emergency.

Upon receiving the report of an emergency, the responding officer will determine the appropriate level of response required and will communicate with appropriate personnel at the scene. Emergency messages will include information detailing what has occurred and directions to the community regarding what to do next. The TVCC ALERT system will be activated to provide an emergency notification to registered users through email and text message. The emergency notification process does not replace the timely warning requirement. Instead, the emergency notification addresses a much wider range of threats such as gas leaks, fires, weather (tornado/hurricane), bomb threats, contagious viruses, etc. [TVCC Board Policy CGC (LOCAL)]

TVCC faculty are encouraged to be in possession of their personal cell phones while in the classroom. This recommendation is to assist in notifying emergency personnel in the event of an incident or receiving TVCC ALERTS.

EMERGENCY OPERATIONS PLAN (EOP)

In order to be prepared for any emergency that may arise at TVCC, students and employees are encouraged to access and review the current [TVCC Emergency Operations Plan](#) (EOP).

HOW WILL I KNOW THERE IS AN EMERGENCY ON CAMPUS?

Notification of campus emergencies will be done through the TVCC ALERT to all registered individuals. The TVCC ALERT system is a mass notification system that allows designated administrators to send time-sensitive messages to the mobile phones, email, and/or pagers of their subscribers (students, faculty, staff, radio stations, TV stations, and others). In the event of an emergency, subscribers will be notified immediately of the situation, wherever they are. There is also an emergency broadcast siren on top of the Baugh Technology Center on the Athens campus that will sound in the event of severe weather, emergency evacuation, or a hazardous material incident. The siren will be used in conjunction with the TVCC ALERT whenever possible.



WHAT DO I NEED TO DO IN CASE OF AN ARMED INDIVIDUAL ON CAMPUS?

You will be notified through the TVCC ALERT system. Lock and barricade doors, turn off lights, close blinds, block windows, and silence cell phones. Keep occupants calm and out of sight. Remain where you are unless you are told to evacuate through TVCC ALERT. A short video on what to do in the event of an armed intruder on campus can be viewed at www.tvcc.edu/police.

WHAT DO I DO DURING INCLEMENT WEATHER?

In case of inclement weather, employees will be notified by the TVCC ALERT system. The primary sources of notification of campus closings are the TVCC homepage (www.tvcc.edu), TVCC ALERT system, and official TVCC social media outlets. Campus closings are also reported to all major television and radio stations, which include

- KETK REGION 56 NEWS
- KYYK RADIO- PALESTINE
- KCKL RADIO – MALAKOFF
- KDFW – FOX 4 NEWS
- KLTV CHANNEL 7
- KTVT CHANNEL 11 (CBS)
- WFAA TV CHANNEL 8
- KXAS TV NBC 5
- 107 The Ranch - Tyler
- KXAS TV NBC 5

If a class is canceled for any reason, instructors are expected to notify their immediate supervisors as well as their students via email (MyCardinalConnect). Furthermore, a sign should be posted on the classroom door notifying the students of the class cancellation and providing them with important information on what to complete prior to the next class meeting. If the college decides to open late, the class is expected to meet at the start time of the class period involved. For example, if the college opens at 11:00, then the 10:50 classes would meet at 11:00. Any faculty member that is not able to make it to campus due to weather issues, should notify the appropriate supervisor and AVP as well as notify the students. Be mindful of the fact that students may attempt to brave the weather to make it to class, so a prompt notification to them is a common courtesy. Upon returning to work, an absence slip should be submitted for the time missed.

WHAT DO I DO IN CASE OF A MEDICAL EMERGENCY?

Contact 911, then contact Campus Police at the numbers listed below:

Athens: Campus Police at 903-675-6235.

Palestine: Campus Police at 430-502-4121.

Terrell: Campus Police at 903-681-4572

Terrell Health Science Center: Campus Police at 903-675-6235

Kaufman: Campus Police at 903-675-6235

WHAT DO I DO IN CASE OF AN EVACUATION?

In the event of an evacuation, all subscribers will receive a message on TVCC Alert. Monitor your email or cell phone for subsequent TVCC Alert messages and notifications on how to proceed. If advised, evacuate the building as fast and safely as possible. Assist students and other individuals from the building. Do not use elevators. Once outside, gather your students at least 500 feet from the building and determine if all students were safely evacuated. If not, notify emergency personnel immediately. Do not reenter the building until it is advised to do so by emergency personnel.

WHO DO I CONTACT FOR OTHER EMERGENCIES?

IN ALL CASES OF EMERGENCIES NOTIFY CAMPUS POLICE AT 903-675-6235 REGARDLESS OF CAMPUS AND 911, IF NECESSARY.

EMERGENCY INFORMATION FOR TERRELL CAMPUS

NON-EMERGENCY PROCEDURES

If you need an officer for any **non-emergency** situation and they are not located in your building, call 903-681-4572.

EMERGENCY PROCEDURES

In the event of an **emergency**, call 911 and inform the dispatcher of your location, the nature of the emergency, and the immediate needs. The officer on duty, once contacted by the dispatcher, will request backup if he/she believes it is needed.

GENERAL COMMENTS

- The officer on duty will typically walk through each of the buildings and out in the parking lots during the beginning or ending of classes.

Note: After normal business hours when administrative personnel are not on campus, the security officer on duty has the right to dismiss classes or move faculty and students to a designated safe area.

EMPLOYEE BENEFITS AND LEAVE

INSURANCE

All full-time employees of the College are eligible for health, life, disability, and dental insurance. A new employee should contact the human resources department to enroll in the group plan during the first 30 days of employment. Failure to enroll within the first 30 days will limit the options available to the employee and his or her dependents. There is a 60-day waiting period for health insurance only. Employees who are planning to retire are encouraged to make arrangements with human resources for insurance coverage before retiring. Contact the Director of Human Resources, at humanresources@tvcc.edu if you have questions regarding your insurance. Additional information can be obtained on the TVCC Human Resources webpage.

JURY DUTY

The college provides paid leave to employees who are summoned to jury duty. An employee's pay or leave balances will not be impacted. Employees may keep any compensation the court provides. An employee should report a summons for jury duty to the supervisor as soon as it is received and may be required to provide the college with a copy of the summons to document the need for leave. An employee may be required to report back to work as soon as they are released from jury duty. The college may consider the travel time required and the nature of the individual's position when determining the need to report to work.

PERSONAL LEAVE

All full-time employees who do not earn vacation leave shall be eligible for two days of personal leave per year. Twelve-month faculty earn three days of personal leave per year. For the faculty and professional staff, personal leave must be approved in advance by the division chairperson, associate vice president, vice president for instruction, and/or the College President. For auxiliary staff, the immediate supervisor, and the appropriate vice president and/or the College President shall approve in advance all personal leave. Personal leave may not be taken during the week preceding nor during the first three weeks of a long semester unless the leave is taken as a result of an emergency. Personal leave shall not accumulate. [TVCC Board Policy DEC (LOCAL)]

RETIREMENT SYSTEMS (TRS & ORP)

All TRS-eligible employees are automatically enrolled in the Teacher Retirement System (TRS) on their first day of employment. ORP-eligible employees such as Administrators, Faculty, and Professional-level staff may elect to participate in the Optional Retirement Program (ORP) in lieu of TRS. The option to enroll in the ORP must be made by the employee and received by TRS no later than the 90th calendar day of the first day of employment. Failure to elect the option of ORP during the 90-day election period shall constitute a default election into TRS. This is a one-time irrevocable decision (except for two very specific circumstances) and cannot be changed. Therefore, ORP-eligible employees are advised to make this decision very carefully after considering both plans in light of personal circumstances. Employees who plan to retire should notify the Benefits Manager as soon as possible. Information on the application procedures for TRS benefits is available from TRS at Teacher Retirement System of Texas, 1000 Red River Street, Austin, TX 78701-2698, or call 800-2238778 or 512-542-6400. TRS information is also available on the web (www.trs.texas.gov).

SICK LEAVE

To accrue sick leave, an employee must be employed on a full-time basis by the College District for at least nine months per year. Eligible employees shall be granted one sick leave day for each month of full-time employment. The maximum accumulation of sick leave days shall be 45 days. Sick leave benefits shall accrue only during active periods of employment and may not accrue while an employee is on academic leave, sick leave, or any other extended absence from official duty.

Reporting Absences. Employees who are unable to be present for duty because of illness must report their absence in advance to their immediate supervisor and/or the next person in the chain of command. Upon returning to work, the employee will complete a sick leave authorization form and file it with the immediate supervisor, who shall forward it to the appropriate supervisor. According to the Employee Handbook, this must be accomplished on the day the employee returns to work, or the leave will be considered unauthorized, and the appropriate salary deduction shall be made. This policy shall apply to all personnel. The College District may require a physician's statement confirming an employee's inability to work. The statement shall specify the date the employee may return to work. Failure to provide a physician's statement upon request shall result in payroll deductions and possible termination.

An employee who has exhausted all paid leave and who suffers from a catastrophic illness or injury or is absent due to the catastrophic illness or injury of a member of the employee's immediate family may request the establishment of a sick leave pool, to which College District employees may donate sick leave for use by the eligible employee. For eligibility requirements, contact human resources for details. [TVCC Board Policy DEC (LOCAL)].

TUITION AND FEE REIMBURSEMENT (OUT OF COLLEGE)

In accordance with TVCC Board Policy DEB (LOCAL), a full-time College District employee shall be eligible to apply for tuition and fee reimbursement for college-level coursework, programs, or degrees taken at an accredited institution of higher education that are related to the employee's current position or profession.

- Be employed for a minimum of 90 continuous days;
- Be in paid status;
- Be in good standing with his or her department with no disciplinary action (written reprimands, attendance probations, and the like) at least six months prior to beginning the coursework in which reimbursement is requested; and
- Not be currently receiving the College employee tuition scholarship for themselves.

APPLICATION

Tuition and fee reimbursement application forms shall be available on the human resources website (www.tvcc.edu/Human-Resources), in accordance with administrative procedures. Application forms shall be submitted at least two weeks prior to beginning the course of study.

REIMBURSEMENT

An employee shall be eligible for reimbursement of the actual cost of tuition and fees up to \$500 per semester or \$1,000 per fiscal year, whichever is less. The employee shall be required to submit receipts and proof of his or her final course grade prior to reimbursement. Reimbursement shall be made upon successful completion of the course based upon the final course grade as follows:

Grade Reimbursement

- A 100%
- B 85%
- C 70%
- Below C 0%

CONTINUED EMPLOYMENT OBLIGATION

Upon reimbursement, an employee shall be required to continue employment in the College District. A reimbursement of \$500 or less shall require six months of continued employment for staff or one-half of the contract term for faculty. A reimbursement of more than \$500 shall require 12 months of continued employment for staff or an additional one-year term contract for faculty.

TUITION GRANTS/SCHOLARSHIPS (IN COLLEGE FOR TVCC COURSES)

After a minimum of 90 days of continuous employment and in accordance with TVCC Board Policy DEB (LOCAL), a full-time employee, the employee's spouse, and the employee's dependents shall be eligible to receive a tuition scholarship for credit courses at the College in accordance with administrative procedures.

An employee, spouse, or dependent shall obtain approval from the human resources office prior to enrolling in a course. An employee shall be eligible to enroll in job-related courses and shall be prohibited from enrolling in courses that conflict with the employee's work schedule without supervisory approval.

Scholarship recipients shall be required to satisfy admission requirements, including any additional course admission requirements [see FB]. Scholarship recipients shall also be required to meet satisfactory academic progress requirements published in the catalog.

Tuition scholarships shall be subject to budgeted funds available for this program and any individual or family caps established by the Board or administration.

EMPLOYEE EMAIL

Full-time and part-time faculty and staff are assigned an email account at the time they are hired. This is the REQUIRED means of communication at TVCC and is considered the sole receptacle of campus-wide messages.

Faculty are REQUIRED to use either their TVCC email accounts or their TVCC Canvas accounts as the exclusive form of all electronic communication with their students. Furthermore, faculty are expected to require their students to communicate with them using their TVCC student email account or through the TVCC Canvas account in which they are enrolled in order to assure the identity of the individual.

EMPLOYMENT OF RELATIVES

Spouses and relatives of College employees are eligible for employment at the institution in accordance with TVCC Board Policy DBE (LOCAL). However, an applicant shall not be employed by the College District in a full-time, part-time, or temporary position if they will directly or indirectly supervise or directly or indirectly be supervised by a College District employee who is related to the applicant as defined by the nepotism statutes of TVCC Board Policy DBE (LOCAL). Staff members will not initiate or participate in institutional decisions involving a direct benefit to members of their immediate family who are employed by the College.

EQUAL EMPLOYMENT OPPORTUNITY

Trinity Valley Community College does not discriminate against any employee or applicant for employment because of race, color, religion, sex (including pregnancy), gender, national origin, age, disability, military status, genetic information, or on any other basis prohibited by law. Additionally, the college does not discriminate against an employee or applicant who acts to oppose such discrimination or participates in the investigation of a complaint related to a discriminatory employment practice. Employment decisions will be made based on each applicant's job qualifications, experience, and abilities.

Employees with questions or concerns about discrimination based on sex, including sexual harassment should contact the director of human resources, the college Title IX coordinator. Employees with questions or concerns about discrimination based on a disability should contact the college ADA/Section 504 coordinator. Questions or concerns relating to discrimination for any other reason should be directed to the college president or the director of human resources at humanresources@tvcc.edu.

EQUIPMENT REPAIR

SchoolDude, located on the TVCC website, is the portal by which employees are to submit a request for equipment repair and/or maintenance needs. Logging in to the portal requires requesters to have an individual password. To create your password for use in all work requests:

- Navigate to the TVCC Homepage
- Scroll to the bottom of the page, and open the Employee Portal
- Select Operations from the menu at the bottom of the page
- Select Work Requests
- If this is your first time accessing SchoolDude:
 - Complete the Register Here page (the account number should automatically populate)
 - Use your TVCC email address
 - Create a unique password for SchoolDude
 - Once you register, you should be taken to the page to submit your request
 - The Submittal Password is **cardinal**
- If you are returning to SchoolDude:
 - Enter your email address and unique SchoolDude password
 - Complete the request form

- The Submittal Password is **cardinal**

FACULTY CONTRACTS

Faculty contracts for the following school year will be renewed and approved by the board of trustees at the June or July board meeting each year. Contracts for the new school year will be distributed to all contracted employees within the 30 days of the start of the academic year. Faculty will be notified electronically by the Human Resources department when the new contract is ready for signature. For more information, please see DCA (LEGAL).

If the Board of Trustees approves employee pay raises with the adoption of the next fiscal year's budget (August board meeting), all contracted employees will be provided with an addendum to their contract noting the salary adjustment.

FACULTY CREDENTIALS

Upon hiring, the faculty member's immediate supervisor will complete a Credential Evaluation Summary to confirm acceptable credentials for faculty membership. This form, along with the employee's transcripts, verification of employment forms, and other supplemental documentation will be forwarded to human resources to be retained in the employee's personnel file. During the hiring process, applicants are required to present official transcripts from all post-secondary school sources to the Human Resources office. Additional documentation, including but not limited to verification of employment forms, that are needed to substantiate relevant credentials may be requested upon hire. The Southern Association of Colleges and Schools: Commission on Colleges (SACSCOC) outlines the following criteria for faculty credentialing, as published in the 2012 edition of the Resource Manual for *The Principles of Accreditation: Foundations for Quality Enhancement*.

Comprehensive Standard 3.7.1 of the Principles of Accreditation reads as follows:

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. 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.

CREDENTIAL GUIDELINES

Trinity Valley Community College (TVCC) defines faculty qualifications using faculty credentials; therefore, we have developed the following guidelines:

To teach **transfer courses**, a faculty member must:

- Hold a master's degree in the teaching discipline;

- **OR:** Hold a master's degree in any discipline, with 18 graduate hours in the teaching discipline.

To teach **non-transfer** physical education activity or kinesiology courses, a faculty member must:

- Hold a master's degree in the teaching discipline;
- **OR: Hold** a master's degree in any discipline, with 18 graduate hours in the teaching discipline;
- **OR:** Hold a bachelor's degree in physical education or kinesiology (*NOTE: Any number in the ranges 1100-1150 and 2100-2150 may be used for physical education activity courses, as opposed to theory/classroom courses, as defined by the Academic Course Guide Manual*).

To teach **workforce associate degree courses not designed for transfer** to the baccalaureate degree must:

- Hold a master's degree or higher in the teaching discipline;
- **OR:** Hold a master's degree in any discipline, with 18 graduate hours in the teaching discipline;
- **OR:** Hold a bachelor's degree in the teaching discipline;
- **OR:** Hold a bachelor's degree in any discipline, with 12 undergraduate and/or graduate hours in the teaching discipline or related field
- **OR:** an associate's degree **PLUS** have demonstrated competencies in the teaching discipline and must have **3 years** of relevant full-time non-teaching work experience.

To teach **workforce certificate only courses**, including the basic computation/communication skills courses, not intended for transfer, a faculty member must:

- Hold a master's degree or higher in the teaching discipline;
- **OR: Hold** a bachelor's degree or higher in the teaching discipline;
- **OR: Hold** a bachelor's degree in any discipline, with 12 undergraduate and/or graduate hours in the teaching discipline or related field
 - **OR:** Hold an associate's degree (in the teaching discipline) and a minimum of **3 years** relevant full-time non-teaching work experience;
 - **OR:** Hold a certificate in the teaching field **PLUS** provide (in a continuously updated portfolio) documentation of demonstrated competencies in the teaching field, work experience in the field, licensure, certification, honors and awards, continuing education, continuous documented excellence in teaching and other demonstrated competencies and achievements that contribute to effective teaching and student learning outcomes. **PLUS**, have a minimum of **3 years** of relevant full-time non-teaching work experience.

To teach **associate degree nursing courses**, a faculty member must:

- For **full-time** employment, a faculty member must hold a doctorate or master's degree in nursing;
- For **part-time** employment, a faculty member must hold a doctorate or master's degree in nursing, or master's or doctoral degree in a discipline other than nursing with a bachelor's degree in nursing and at least six (6) graduate semester hours in nursing appropriate to assigned teaching responsibilities;
- **OR:** For **part-time** employment, a faculty member must have an earned bachelor's degree in nursing, enrolled in and completed at least 50% of a master's nursing education program.

FACULTY DEFINITIONS

- Full-Time Faculty – A full-time instructor is hired as a full-time employee for TVCC who is responsible for teaching 15 hours per semester (all faculty except science and welding disciplines) in the fall and spring. The science and welding full-time faculty are responsible for teaching 18 hours per semester in the fall and spring.
- Adjunct (Part-Time) Faculty - An adjunct instructor is a part-time instructor hired on a contractual basis who is responsible for teaching no more than two sections in a semester except in cases of extreme need.

FACULTY EVALUATIONS

TVCC meets the standards for making end of course evaluations available online every semester for every section taught as set forth in House Bill 2504, Chapter 4: Rules Applying to All Public Institutions of Higher Education in Texas. Subchapter N: Public Access to Course Information related to Faculty Evaluations: Undergraduate Classroom Course - Any lower- or upper-division credit course offered to five or more students. This includes all courses, regardless of location or mode of instructional delivery (e.g., on-campus, off-campus, distance education, and dual credit courses). It excludes courses with highly variable subject content that are tailored specifically to individual students, such as Independent Study and Directed Reading courses. It excludes laboratory, practicum, or discussion sections that are intrinsic and required parts of larger lecture courses and are directly supervised by the same instructor(s) of record for those large courses.

A sample Evaluation of Faculty Form by Supervisor is included in the appendix section of this handbook.

Once student evaluations of faculty have been processed and grades have been posted each semester, the office of institutional research will email faculty their student evaluation results from the completed semester.

During the month of October, all full-time and part-time faculty are evaluated by their immediate supervisors for the previous academic year. This evaluation will include goal setting for the upcoming academic year. A segment of this instrument includes the results from the fall semester and previous spring semester (if applicable) student evaluation results. Additional information regarding the faculty

evaluation process should be directed to the faculty member's immediate supervisor. Faculty evaluation forms are in the appendix section of this handbook and can also be found on the institutional research webpage under the Faculty Evaluations link. All evaluation procedures are outlined in TVCC Board Policy DLA (LOCAL).

WHO COMPLETES THE EVALUATIONS?

Students complete the evaluations each semester, accessible during a designated period announced by the office of institutional research. TDCJ students are provided paper versions to complete their evaluations.

STUDENT INCENTIVES

To increase the response rate, faculty may consider offering students who complete the course evaluation incentives.

WHEN WILL I KNOW IT IS TIME FOR EVALUATIONS?

A notice is posted in Canvas with details of the evaluation period and instructions on how students can access and complete them. Instructors are encouraged to remind their students of the deadline for completing the evaluations.

HOW WILL I KNOW THE RESULTS OF MY STUDENT EVALUATIONS?

After the semester has ended, instructors will receive an email with the evaluation results. Results for classes completed on or before August 2019 are available in a faculty member's Cardinal Connect (LEGACY) portal or [here](#).

WHERE CAN I LOCATE THE FACULTY EVALUATION FORMS?

A copy of the most recent faculty evaluation form is included in the appendix section of this handbook. Additionally, the institutional research department can provide you with a copy of the most recent instrument. The IR web page of the TVCC website also contains instructions related to the Faculty Evaluations.

FACULTY ORGANIZATIONS

All full-time faculty members are encouraged to become members of the Texas Community College Teachers Association. The TCCTA offers optional professional liability coverage. Annual TCCTA conferences provide valuable professional development opportunities for each discipline. TVCC pays for the registration fee and will reimburse all full-time faculty up to \$400 to cover travel related expenses to the annual TCCTA conference that is conducted in January or February of each year. **Faculty must submit a travel advance report to their immediate supervisor for approval prior to the convention. To be reimbursed for the travel related expenses of up to \$400 to attend TCCTA, faculty must complete and submit a travel expense report with receipts to their immediate supervisor within 2 weeks of**

return. For more information about the TCCTA conference, please visit www.tccta.org. TVCC does not pay the dues for TCCTA or other professional organizations.

All faculty members are invited to join the Trinity Valley Community College Faculty Association and urged to take an active part. Annual dues (\$15) can be payroll deducted. The purpose of the Faculty Association is to improve TVCC's academic environment and promote faculty needs and goals. The Faculty Association cultivates consideration and understanding to the president on policies that affect instruction and general faculty welfare. During the fall and spring semesters, the Faculty Association officers meet monthly with the College President and Vice President of Instruction to make recommendations on general policies and offer a line of communication with other institutional constituencies. Please visit the Faculty Association page to view a list of the faculty association officers, agendas, and minutes from these meetings (<https://www.tvcc.edu/faculty-association/?d=272>). For more information, contact the office of the Vice President of Instruction.

FACULTY TEACHING LOAD

The following guidelines, outlined in TVCC Board Policy DJ (LOCAL), establish a reasonable teaching/workload. Exceptions may be made by the Vice President of Instruction, in rare cases. The appropriate instructional administrator, in consultation with the College President, shall be responsible for assigning and adjusting an employee's teaching/workload.

During the fall and spring semesters, an instructor's load shall be determined with the following considerations:

1. All full-time faculty members are expected to teach face-to-face classes as dictated by the needs of the college. The expectation is that faculty will have a balanced schedule composed of face-to-face and online classes as dictated by the needs of the college.
 - a. A balanced schedule means that instructors will teach as many face-to-face classes as online classes.
2. All full-time faculty members are expected to teach on any campus or ISD as dictated by students' needs.
3. All full-time faculty members are expected to teach evening and weekend classes as dictated by students' needs.
4. All full-time faculty members are expected to meet the academic course needs for TDCJ classes.
5. The instructor is teaching 15 to 18 semester hours. Instructors who have small class sizes may be asked to teach 18 semester hours as part of their regular load.
6. The instructor is teaching 18 semester hours of lecture and/or laboratory classes in science.
7. In some disciplines, lecture and/or lab enrollments may be combined and counted as one course in computing loads.
8. The instructor teaching art, drama, music, or kinesiology should refer to the overload compensation manual for load calculations.
9. The instructor is teaching 24 semester hours of music classes, including applied music lessons.

10. The instructor is teaching ten activity courses in kinesiology with a lecture course equating to two activity courses.
11. The instructor is teaching certain occupational courses (health occupations, cosmetology, welding, College occupational programs and other programs as determined by the Division Chairperson and/or appropriate AVP) that require a teaching/workload of 30 to 40 hours per week as part of the contracted hiring requirements.
12. This policy shall not preclude a faculty member from receiving extra compensation for teaching in a program of continuing education or from carrying an assignment in excess of assigned duties during any semester.

FACULTY OVERLOADS AND TEACHING ASSIGNMENTS

When enrollment dictates it, full-time faculty may teach additional classes for overload compensation each semester. To equalize the ability for all faculty to teach overloads, the Vice President of Instruction and instructional administrators may limit the number of courses that faculty can teach each semester beyond their assigned load.

When assigning overloads, the number of courses that full-time faculty may teach each semester should not exceed two (2) courses beyond their full-time teaching load. Adjunct faculty loads should not exceed two (2) courses. In circumstances in which all full-time faculty in a specific discipline are teaching two (2) courses beyond their full-time teaching load AND all available/qualified adjunct faculty in a specific discipline are teaching two (2) courses, exceptions to the overload limit may be made, giving full-time employees the first opportunity to teach an additional overload course. A third overload may be scheduled based on enrollment needs with the approval of the Vice President of Instruction.

Assignment of section offerings:

- All full-time faculty members will have priority when schedules are created. We will ensure all full-time faculty members have the opportunity to request the accepted number of overloads during the schedule building process. However, classes will not be redistributed after registration begins unless it is to make load. All full-time faculty members must adhere to the expectations for load requirements (balanced load).
- Next, open classes will be scheduled and assigned to adjunct faculty members. TVCC defines an adjunct faculty member as anyone who teaches for TVCC that is not employed as a full-time faculty member.
- TVCC division chairperson loads should not be greater than full-time faculty course loads within the division.
- The official CSAR report that contains the official enrollment numbers for each semester will be run the morning **after** the last day to drop-add for the semester. Typically, this is the Thursday of the first week of classes. These official numbers will be used by the Division Chairpersons, Associate Vice Presidents, and Vice President of Instruction to determine whether a class makes.

- Faculty should work with the appropriate supervisor to review their overloads during the communicated timeframe to make corrections.

Consideration for assigning course overloads will always comply with TRS guidelines, with retired TRS employees limited to teaching no more than the equivalent of two courses per semester.

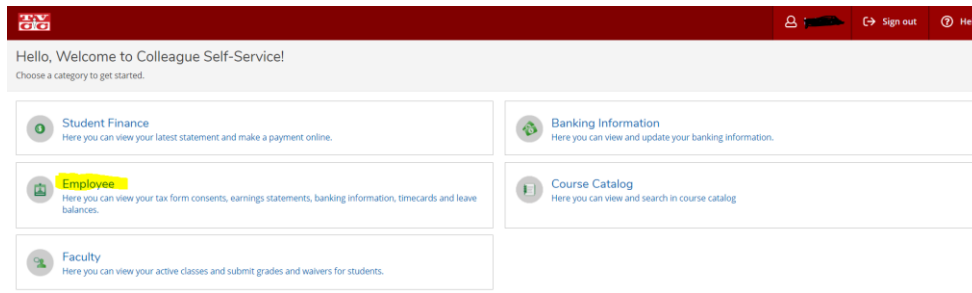
Overload pay for instructors teaching beyond a full-time teaching load shall be computed according to the current [overload salary schedule](#) located under the Human Resources link on the TVCC website. In some instances, faculty members may be required to teach one or more extension courses to complete a full-time teaching load.

HOW DO FACULTY REVIEW THEIR COURSE LOAD ASSIGNMENTS AND OVERLOADS?

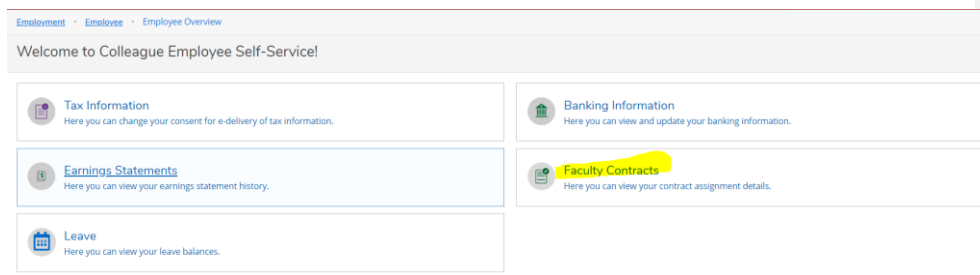
Faculty teaching assignments for all full-time and adjunct faculty (excluding TDCJ vocational), including load and overload coursework can be accessed and reviewed in MyCardinalConnect self-service on or around the census date of each semester. All active courses, including load and overload coursework should be visible through the faculty contracts portal.

In lieu of receiving an adobe sign electronic special assignment agreements from human resources, all faculty (excluding TDCJ vocational and continuing education) will be expected to review their faculty assignment contract and notify their immediate supervisor with any questions or concerns.

- Log in to MyCardinalConnect and access the “Employee” menu



- Access the “Faculty Contracts” menu



- Depending upon the employee faculty status, faculty contracts will display different information:

Full-time faculty (excluding TDCJ vocational) – “Overload” section and “Course Load” section:

- the overload section notes the courses that are being taught beyond the load and the amount being paid for each course
- the full-time course load section notes the courses that are being taught for the instructor’s load and the percentage that the course counts towards the load

Employment · Employee · Faculty Contracts

Faculty Contracts

19FL119 Fall | 8/26/2019 - 12/9/2019

Overload

Position	Description	Start	End	Load	Amount
Instructor	SOC-1306-ONL01 Social Problems (T: Lecture)	8/26/2019	12/9/2019	20	\$1,650.00
Instructor	SOC-2301-ONL01 Marriage & Family (T: Lecture)	8/26/2019	12/9/2019	20	\$1,650.00
					\$3,300.00

Full Time 5 Course Load

Position	Description	Start	End	Load	Amount
Instructor	SOC-1301-ATH01 Intro Sociology (T: Lecture)	8/26/2019	12/9/2019	20	\$0.00
Instructor	SOC-1301-ONL01 Intro Sociology (T: Lecture)	8/26/2019	12/9/2019	20	\$0.00
Instructor	SOC-1301-ONL02 Intro Sociology (T: Lecture)	8/26/2019	12/9/2019	20	\$0.00
Instructor	SOC-1301-ONL03 Intro Sociology (T: Lecture)	8/26/2019	12/9/2019	20	\$0.00
Instructor	SOC-1301-ONL04 Intro Sociology (T: Lecture)	8/26/2019	12/9/2019	20	\$0.00
					\$0.00

Adjunct faculty – “Adjunct Faculty” section notes the courses that are being taught and the amount being paid for each course

Employment · Employee · Faculty Contracts

Faculty Contracts

19FL119 Fall | 8/26/2019 - 12/9/2019

Adjunct Faculty

Position	Description	Start	End	Load	Amount
Adjunct Instructor	PSYC-2301-ONL02 General Psychology (T: Lecture)	8/26/2019	12/9/2019	20	\$1,650.00
Adjunct Instructor	PSYC-2314-ONL02 Lifespan Grow Deve (T: Lecture)	8/26/2019	12/9/2019	20	\$1,650.00
					\$3,300.00

Important information to note when reviewing faculty contracts

- Confirm that all active courses during the term are listed in either the overload/adjunct faculty section OR the full-time course load section. **Canceled courses will not be included.** Contact your immediate supervisor if you determine that a credit course is NOT listed in your faculty contract portal.

- Pay dates will be determined based on the number of pay periods in the term. If you have questions regarding pay dates, please contact the appropriate AVP or VPI. The current pay schedule is available on the [human resources webpage](#).
- If you have questions regarding your overload payment or calculation, please contact your division chair, AVP, or VPI. Please do not contact payroll in HR, as they do not calculate the overloads.
- In cases where enrollment minimums are not met or instructional delivery method includes travel/ITV, there will be adjusted amounts to the standard rates of pay. There is not a way to note the reasons for the adjustments to the standard rates of pay in the faculty contract portal. Contact your immediate supervisor if you have a question regarding the adjustment.

FACULTY VITAE

WHAT IS A VITAE?

All TVCC instructors must provide a vitae that has to be uploaded on the TVCC website. The vitae contain the following information: degrees earned, current teaching position, professional publications, honors, and awards. Faculty should update their vitae as their information changes. All vitae are located on the TVCC website by selecting the schedule of classes at the bottom of the webpage. Within the online semester schedule of classes, faculty vitae are available when the instructor's name is selected. The Faculty Vitae Template is available in the appendix section of this manual. Campus leadership and division chairs can assist faculty in uploading their vitae. [TVCC Board Policy EFA (LEGAL)].

FAMILY EDUCATION RIGHTS & PRIVACY ACT OF 1974

In compliance with the Texas "Open Records" Act and the Buckley Amendment (Public Law 93-579), [TVCC Board Policy GAB (LEGAL)] TVCC will consider the following information to be "public or directory information" unless the individual student properly advises the registrar's office in writing that his/her name not be included or released as public information:

- Name
- Date and place of birth
- Current & permanent address
- Telephone listing
- Major & minor
- Current class schedule
- Number of hours enrolled current semester
- Classification
- Marital status

- Email address
- Degrees & awards received
- Dates of attendance
- Participation in officially recognized activities & sports
- Weight & height of members of athletic teams
- All previous educational agencies or institutions attended

FIELD TRIPS

Faculty wishing to schedule a field trip for their classes or organizations must gain **prior** approval from their immediate supervisor BEFORE scheduling the trip. If the trip occurs outside the regular class time and contributes to the student's grade, alternatives must be provided for students who cannot attend. During field trips, students are expected to adhere to the guidelines outlined in the "Student Conduct" section of the College catalog [TVCC Board Policy ED (LOCAL)].

FINAL EXAMS

The final exam period is published in the TVCC catalog, and the detailed schedule is established by the Vice President of Instruction.

Faculty are expected to strictly adhere to the published final exam schedule and administer their final exams during the assigned date and time. Individual students who have unusual circumstances and need an adjustment to the final exam schedule must have the approval of the instructor, the Division Chairperson, the appropriate Associate Vice President, and the Vice President of Instruction **PRIOR** to scheduling an alternative option.

The final exam schedules are also located on the TVCC Vice President of Instruction webpage [TVCC Board Policy EGAB (LOCAL)].

GRADES

The level of success achieved by a student in his or her course work is designated by letter grades calculated by student attendance, class work, and examinations scale publicized in the course syllabus. [TVCC Board Policy EGA (LOCAL)]. TVCC uses the following scale to determine letter grades in non-health occupations courses:

A — Excellent (90-100)	I — Incomplete
B — Good (80-89)	F — Failure (Below 60)
C — Fair (70-79)	W — Withdrew - instructor or student-initiated drop
*D — Poor (passing) (60-69)	

Selected health occupations courses in pharmacy technician, surgical technology, associate degree nursing, vocational nursing, patient care technology, and emergency medical technology programs,

which are required for graduation or certification, use the following grading scale for theory courses with grading for clinical courses having explanations outlined in the respective course syllabus:

- A — 90 – 100
- B — 80 – 89
- C — 75 – 79
- D — 65 – 74 (not passing)
- F — Below 65 (not passing)

At the end of each semester, instructors will post the semester grades via the MyCardinalConnect self-service or using the “Submit Grades” tab in Canvas. Refer to the section below for detailed instructions on submitting semester grades.

Students will have access to their grades via the MyCardinalConnect Self Service Portal after the semester has ended.

An “I” (incomplete) is generally only considered for instances occurring **after** the posted drop date in which illness or other emergency prevents the student who was otherwise in good standing from completing the course. Upon request of an “I” from the student, instructors are to inform the student that they are to complete the required outstanding work **within one year**, and preferably during the next long semester.

Important information about issuing a grade of “I” to students:

- All “I” incomplete grades will automatically “expire” and convert to an “F” at the end of the next long semester after the I is assigned. When faculty enter an “I”, they will enter an expiration date. This date should be the last date of the next long semester (i.e., fall or spring).
- The “I” grade is calculated into the grade point average as an “F”.
- Faculty are to complete a [grade change](#) when the student completes outstanding work and submits it to their supervisor for approval and processing.

*The grade of “D” may not transfer to some senior colleges. The policy on the transfer of “D’s” varies.

Important information about students who have withdrawn or been dropped:

- DO NOT ENTER anything for students who have dropped.
- A student who officially withdraws or drops from one or more courses will receive the grade of “W” if such withdrawal is completed by the deadline specified in the College calendar.
- NOTE – if a student has withdrawn from your class, there will already either be a “W” or a “blank” for the grade entered.
- Contact the registrar’s office **ONLY** if there is a grade already entered that is NOT a “W” or “BLANK”.

Students will not be allowed to appeal grades recorded on permanent records after one year from the date the grade was recorded.

HOW DO I SUBMIT GRADES MANUALLY ENTERING IN MYCARDINALCONNECT? FOR INSTRUCTIONS ON HOW TO ENTER GRADES THROUGH THE SUBMIT GRADES OPTION IN CANVAS, PLEASE SEE THE FACULTY RESOURCE CENTER IN CANVAS.

- Access MyCardinalConnect Self Service
- Select Faculty menu
- Select the section that you want to work with, confirming that you are working in the correct term.
- Select the “Grading” tab

PSYC-2301-ONL02: General Psychology
Fall 2019
Online (06)
Su 11:00 PM - 11:00 PM
8/26/2019 - 12/9/2019
TBD
Seats Available 33 of 35
Waitlisted 0

Roster Attendance **Grading** Books Permissions

Print Email All Export

Student Name	Student ID	Class Level	Preferred Email
Clary, Grace M.	[REDACTED]		gclary141@tvcc.edu
Smith, Elizabeth M.	[REDACTED]	Freshman	lz.0412@gmail.com

- Select the “Final Grade” tab

PSYC-2301-ONL02: General Psychology
Fall 2019
Online (06)
Su 11:00 PM - 11:00 PM
8/26/2019 - 12/9/2019
TBD
Seats Available 33 of 35
Waitlisted 0

Roster Attendance **Grading** Books Permissions

Overview **Final Grade**

Please enter missing final grades.

Student Name	Student ID	Never Attended	Last Date of Attendance	Final Grade	Expiration Date	Class Level	Credits
Clary, Grace M.	[REDACTED]						3
Smith, Elizabeth M.	[REDACTED]					Freshman	3

- Tab to the “final grade” cell and either type in the NUMERIC AVERAGE or use the drop-down menu to select the NUMERIC AVERAGE.

PSYC-2301-ONL02: General Psychology

Fall 2019
Online (OL)
Su 11:00 PM - 11:00 PM
9/26/2019 - 12/9/2019
TBD

Seats Available 33 of 35

Waitlisted 0

Roster Attendance **Grading** Books Permissions

Student Name	Student ID	Never Attended	Last Date of Attendance	Final Grade	Expiration Date	Class Level	Credits
Clary, Grace M.	[REDACTED]	<input type="checkbox"/>	MM/YYYY	Select Grade	MM/YYYY		3
Smith, Elizabeth M.	[REDACTED]	<input type="checkbox"/>	MM/YYYY	Select Grade	MM/YYYY	Freshman	3

- If the grade is failing or the student withdrew, faculty will be prompted to enter the last date of attendance in MM/DD/YYYY format.
- If the grade is an "I", faculty will be prompted to enter the last date of attendance and the expiration date for the "I". **The expiration date should be the last day of the next LONG semester (i.e., fall or spring).**
- **NOTE: there is NOT a "submit" button.**
- Upon entering each NUMERIC average, faculty can review and edit the entries until the posted deadline for grade submissions. **Faculty ARE NOT to contact the registrar's office if they revise any grades that are entered or updated BEFORE the posted deadline of grade submissions.**

To review the entries and check that grades have been properly recorded, select “Overview” tab and confirm that there is an entry for every student. NOTE – grades below 60 will require a last date of attendance to be entered. If this date is not entered, the grade will not be recorded and must be reentered with a last date of attendance (submission of work in online courses) entered.

Student Name	Student ID	Never Attended	Last Date of Attendance	Final Grade	Expiration Date	Class Level	Credits
Bass, Madelyn R.	[REDACTED]			81			3
Baugh, Carey D.	[REDACTED]			80			3
Bell, William T.	[REDACTED]			92			3

NOTE: Once the deadline for grades to be entered has passed, faculty will NOT be able to enter or update any grades. **ALL grade changes must be submitted via a [grade change form](#) that is created by the faculty member and sent through the approval process to the Vice President of Instruction.**

Important reminder: If a student receives an “I”, outline all assignments/work to be completed in order to earn a final grade and provide a copy to the student. The student has until the last day of the next long semester to complete the work or the “I” will become an “F” on their transcript.

GRADE BOOKS

Instructors must keep a complete and accurate grade book for each course taught during the semester and after.

Division Chairs and Associate Vice Presidents require their faculty to submit a copy of their FULL grade books (in EXCEL format) to their office at the end of each semester. To assist in resolving grade disputes during the timeframe in which students may appeal grades, **instructors are expected to retain a copy of the grade books and grade sheets for each semester for at least one year following the semester.**

GRADE CHANGES

Only the instructor of record has the authority to initiate a change to a student’s final grade after it has been posted to their transcript. If a grade change is needed, the instructor should complete a [Grade Change Form](#) and submit it to their immediate supervisor. Changes should be made as soon as possible, and no grade changes may be made **after one year**, unless special approval is granted by the Vice President of Instruction. Electronic [Grade Change Forms](#) are in the Faculty Resources on the [VP Instruction webpage](#) or under the [employee resource webpage](#).

- Instructors should only accept work from students after the course ends if they are allowing it from all students in the section.
- Instructors should be willing and able to provide justification as to why the grade change is warranted.



GRADE DISPUTES

TVCC encourages students to discuss their concerns and complaints, including academic grade appeals, through informal conferences with the appropriate instructor. Regardless of the instructional mode of delivery or location, concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level. If an informal conference regarding a complaint fails to reach the outcome requested by the student, the student may initiate the formal process delineated in TVCC Board Policy FLD (LOCAL), and outlined below, by timely filing a written complaint form with the appropriate College personnel. Even after initiating the formal complaint process, students are encouraged to seek informal resolution of their concerns.

If students want to appeal a grade after a formal conference with the instructor has been conducted, direct them to the immediate supervisor of the faculty member. The faculty member is requested to provide all supporting documents that will be reviewed during the appeal process (i.e., course syllabus, grade book, etc.). Students may not appeal grades recorded on permanent records after one year from the date the grade was recorded.

GRADUATION

TVCC holds graduation ceremonies in May and December. Full-time faculty are required to attend, part-time faculty are encouraged to attend. Full-time faculty must attend the ceremony in which they teach and are highly encouraged to assist in the other ceremonies. All Instructional professional staff are required to assist in the graduation ceremonies.

Faculty must request permission to be excused from December or May graduation from the Vice President of Instruction at least one week prior to graduation, and if approved they will be required to submit an absence from duty form for missing the required event.

Faculty members who teach in the Associate of Applied Science (AAS) and certificate programs are required to attend the December and May AAS/certificate ceremonies. Faculty members who teach in the Associate of Arts (AA) degree program are required to attend the December and May AA ceremonies. The ADN nursing faculty are required to attend the December and the May ADN ceremonies. Academic regalia is to be worn at the graduation ceremonies and can be purchased at **the beginning of the semester** through the Athens bookstore. Faculty should expect an email from bookstore personnel with instructions for ordering graduation regalia.

Faculty are required to attend the ceremony in which they teach, but they are encouraged to volunteer to help assist the graduation committee during the remaining ceremonies.

Faculty are expected to wear graduation regalia reflecting their educational attainment and/or institutional affiliation during the fall and spring graduation ceremonies. Faculty who do not have appropriate graduate regalia may contact the director of TVCC bookstore for information about ordering graduation regalia.



ID CARDS

The TVCC ID Card provides employees free access to all sporting and most performance events at TVCC. This card will also have your Trinity Valley identification number (TVIN) displayed. Faculty teaching at TDCJ must present a TVCC ID card to enter the correctional facility.

Employees can acquire their ID Cards from the Athens campus police department, located in the Math Journalism building. Employees working at the Terrell, Palestine, Terrell HSC, Kaufman, and TDCJ campus can acquire their ID cards at the following locations:

Terrell Campus	Palestine Campus	Terrell HSC Campus	TDCJ Campus
LRC building	Library	Terrell Campus LRC	Athens Campus (The Rock)

IT SERVICE DESK

The TVCC Service Desk utilizes service desk solution, Service Now. This product will make the management of service incidents easier for you. The product is web based. If you are connected via a TVCC computer or device and using Microsoft Edge, you will see “TVCC Service Desk” as a shortcut under your “TVCC Favorites” which will take you directly to the interface where you can log in using your Cardinal ID and password.

SERVICE-NOW

Access to the site can be gained through the [IT Services page](#) of the TVCC Website. Upon your first visit, a brief tutorial screen will be presented. Once the screen is closed, access to the dashboard for the TVCC Service Desk will be gained so that technical assistance from IT Services as well as Administrative Computing Services can be requested. Hardware, software, and media services are all requested using the Service Now platform.

Access a [Getting Started Guide](#) for a short guide to help you get started creating and viewing incidents.

CALL THE SERVICE DESK

Technical support is only a phone call away. Call the TVCC Service Desk for quick answers to your technology questions. If the problem cannot be easily resolved, a trouble ticket will be created, and a technician will contact you when a resolution to your problem is available. During Service Desk business hours, the Service Desk staff can be reached by calling (903)-675-6300.

COME BY THE SERVICE DESK OFFICE

To expedite your request call (903)-675-6300 and schedule an appointment before dropping by the Service Desk to talk with a technician. The Service Desk is located upstairs in the Ginger Murchison Learning Resource Center in Room LRC 221. Stop by to ask a quick question, report a problem, or get technical assistance. Full-time or part-time instructors can bring their laptop by for assistance in getting their wireless connection working or if there are any other issues, they would like help with. Note that

some issues may require scheduling. If you have questions, contact the Service Desk staff during office hours by calling (903)-675-6300.

INFORMATION TECHNOLOGY SERVICES (ITS)

Information Technology Services (ITS) provides technology leadership, guidance, and support in the selection, acquisition, application, and management of information resources to enhance the college's instructional and administrative environments. We do this by:

- Providing technology that is reliable, scalable, and sustainable
- Supporting innovation
- Being good stewards of the college's resources
- Optimizing technology and processes
- Hiring, training, and retaining the technology expertise needed by the college

ITS provides information resources for several areas, including networks (wired and wireless), servers, desktops, laptops, tablets, data, video, media, security, and software. For a complete list of services and up-to-date information, visit the IT web page at <https://www.tvcc.edu/it-services>. You may also visit ITS, located on the 2nd floor of the Learning Resource Center (LRC) on the Athens campus or with one of the technicians located on the satellite campuses, to ask a question, report a problem, or seek technical assistance.

- Service Desk Hours: 8:00 AM - 4:30 PM (closed during regular scheduled holidays and Friday during the summer)
- Service Now Website: <https://tvcc.service-now.com>
- Locations:
 - Athens Campus, Learning Resource Center (LRC), Room 221 (2nd Floor of the LRC)
 - Terrell Campus – Room 102
 - THSC Campus
 - Palestine Campus – Room 106

IT SERVICES DESK

The TVCC ITS Service Desk uses Service Now, our service desk solution, to track and staff all requests for IT Services. This product makes the management of service incidents easier for you. The product is web based. The link below takes you directly to Service Now where you can log in using your Cardinal ID and password.

- [TVCC Service Desk](#)

INFORMATION SECURITY

Trinity Valley Community College considers information technology to be a critical enabler in meeting its mission and has made significant investments in information technology assets and capabilities to meet the requirements of that mission. TVCC recognizes the inherent value of these information technology resources to the state and the College. Texas Administrative Code Title 1, Part 10, Chapter 202, (TAC 202), requires the institution head of each public institution of higher education to protect their institution's information resources by establishing an information security program consistent with TAC

202 standards. Compliance with TAC 202 and these guidelines contribute to the availability, integrity, and confidentiality of the information technology resources of TVCC.

All College faculty, staff, students, and guests shall use the College's information technology resources, including hardware, software, as well as email and other systems that require a password, in a manner that is professional, lawful, and does not harass others. Use of the College's information technology equipment or services by faculty, staff, students, or guests shall be in accordance with the conditions outlined in TVCC Board Policy CR (LOCAL). It is everyone's responsibility to be familiar with these conditions and abide by them.

The College reserves the right to extend, restrict, and refuse access to College computing resources. Unauthorized use, misuse, or abuse of information technology resources by any user will result in appropriate disciplinary action outlined in TVCC policy. Carefully read TVCC Board Policy_CR (LOCAL) for the current Technology Acceptable Use Policy.

INFORMATION TECHNOLOGY RESOURCE SECURITY GUIDELINES

ACCOUNT MANAGEMENT

Each user is given a unique identifier (e.g., Cardinal ID) to access Information Resources of the College. You should never share or give your assigned login or password to anyone including, but not limited to supervisors, coworkers, family members, student workers and/or students, or members of Information Technology Services (ITS). No member of ITS will ask for your password. **All accounts shall be for use by a single individual – the person for whom the account was approved.** Please remember that you are responsible for anything that is done while logged in with your Cardinal ID.

LOGON SYSTEM USAGE AGREEMENT

When logging into any TVCC network or information technology resource, you must agree to the TVCC System Usage Agreement presented on the screen.

INSTALLATION OF SOFTWARE

Because of the threat of viruses and malware, users will no longer be allowed to install software on their college computers or devices. All software will have to be approved and installed by Information Technology Services.

AUTOMATIC SCREEN LOCK AFTER A PRE-DETERMINED TIME

All computers will be set to lock the screen after 20 minutes of inactivity. Once the screen is locked you will be required to reenter your password to access your computer.

INTELLECTUAL PROPERTY AND COPYRIGHT

DEFINITION AND IDENTIFICATION OF INTELLECTUAL PROPERTY

TVCC Board Policies CT (LOCAL) and CT (LEGAL), in accordance with Texas Education Code Chapter 51, Subchapter A, defines and identifies intellectual property as copyrightable, patentable, and trademarked works. Copyright extends to original works of authorship fixed in any tangible medium of expression,

now known or later developed, from which they can be perceived, reproduced, or otherwise communicated, either directly or with the aid of a machine or device.

OWNERSHIP OF INTELLECTUAL PROPERTY

TVCC Board Policy CT (LOCAL) stipulates that, “All copyrights, trademarks, and other intellectual property rights shall remain with the College at all times.” As an agent of the College, an employee, including a student employee, shall not have rights to work he or she creates on College time or using College technology resources.

The College shall own any work or work product created by a College employee in the course and scope of his or her employment, including the right to obtain copyrights. A College employee shall own any work or work product produced on his or her own time, away from his or her job and with personal equipment and materials, including the right to obtain patents or copyrights. Students shall retain all rights to work created as part of instruction or using College technology resources.

In no case does copyright protection for an original work of authorship extend to any idea, procedure, process, system, method of operation, concept, principle, or discovery, regardless of the form in which it is described, explained, illustrated, or embodied in such work **17 U.S.C. 102**.

POLICIES GOVERNING INTELLECTUAL PROPERTY

Policies governing intellectual property are clearly established and are detailed below:

TVCC Board Policy CT (LOCAL) defines intellectual property and establishes all rights of ownership for TVCC supported work, specially commissioned work, and student created work. Work and work products created by a College employee in the course and scope of his or her employment, including the right to obtain copyrights. If the employee obtains a patent for such work, the employee shall grant a non-exclusive, non-transferable, perpetual, royalty-free, College-wide license to the College for use of the patented work. College employees may apply to the President or designee to use College materials and equipment in his or her creative projects, provided the employee agrees either to grant to the College a non-exclusive, non-transferable, perpetual, royalty-free, College-wide license to the College to use the work, or permits the College to be listed as co-author or co-inventor if the College contribution to the work is substantial.

CT (LEGAL) outlines copyright protection and specifies that, “Copyright protection subsists, in accordance with United States Copyright Law, 17 U.S.C. 101–1332, in original works of authorship fixed in any tangible medium of expression, now known or later developed, from which they can be perceived, reproduced, or otherwise communicated, either directly or with the aid of a machine or device. Works of authorship include the following categories:

- Literary works
- Musical works, including any accompanying words
- Dramatic works, including any accompanying music

- Pantomimes and choreographic works
- Pictorial, graphic, and sculptural works
- Motion pictures and other audiovisual works
- Sound recordings
- Architectural works

In no case does copyright protection for an original work of authorship extend to any idea, procedure, process, system, method of operation, concept, principle, or discovery, regardless of the form in which it is described, explained, illustrated, or embodied in such work.

Exceptions to the exclusive rights of copyright owners are established through the doctrine of fair use. CT (LEGAL) identifies the following factors in determining fair use:

- The purpose and character of the use, including whether the use is of a commercial nature or for nonprofit educational purposes.
- The nature of the copyrighted work.
- The amount and importance of the portion used in relation to the copyrighted work as a whole.
- The effect of the use upon the potential market for or value of the copyrighted work.

TVCC’s Board Policy CR (LOCAL) “Technology Resources,” states that information technology equipment or services by an employee, student, or guest shall follow all federal, state, and local laws and policies governing the use of technology resources and strictly prohibits software piracy and the illegal use or attainment of copyrighted materials, or the distribution of copyrighted materials or software. In addition, the Compliance with the Higher Education Opportunity Act (HEOA) and Peer-To-Peer File Sharing Requirements provide students’ responsibilities in regards to unauthorized duplication of copyrighted works, College’s Acceptable Use Policy [CR (LOCAL)], and unauthorized duplication, use or distribution of copyrighted materials, including but not limited to music and video files. The College considers the unauthorized peer-to-peer file sharing of copyrighted music and video to be inappropriate use of its network resources. Furthermore, such activity is illegal under the Digital Millennium Copyright Act (DMCA) and exposes users to serious civil and criminal penalties.

TVCC Board Policy FLB (LOCAL); Student Rights and Responsibilities: Student Conduct expressly prohibits students from inappropriate use of information technology, including copyright infringement as defined under TVCC Board Policy CR (LOCAL) Technology Resources.

VIDEO CONFERENCE

TVCC IT Services provides Zoom professional licenses to faculty and staff to provide quality video conference capabilities to meet the needs of students and faculty at TVCC, both near and far. This software, in conjunction with encryption, allows TVCC to provide quality, synchronous instruction to various classes across the entire TVCC system, including dual credit students and those enrolled with the



Texas Department of Criminal Justice (TDCJ). TDCJ courses are only allowed to be transmitted from designated rooms on the TVCC campuses; they are not allowed to be transmitted from faculty offices or homes.

LEARNING OUTCOMES/LEARNING ENHANCEMENT ANNUAL PLANS (LEAPS)

All faculty are expected to collaborate with their departmental colleagues and contribute to the construction, implementation, evaluation, and subsequent improvement of clearly defined, measurable, student learning outcomes. Learning outcomes should be identified for every course, detailed in the course syllabus, measured and evaluated by all faculty members each semester. Additionally, all faculty within each academic program are required to assess the departmental learning outcomes (referred to as Learning Enhancement Annual Plans, LEAPs) and provide the data to the respective division chair using their designated reporting forms and process each semester [TVCC Board Policy DDA (LOCAL)].

LEARNING RESOURCE CENTER (LRC OR LIBRARY)

Trinity Valley Community College has a Learning Resource Center (LRC) on each of the campuses to provide academic support systems for all students. These centers are located on the first floor of the Ginger Murchison Learning Resource Center building on the Athens campus, the Anderson Building on the Palestine campus, the M. L. Risinger Learning Resource Center building on the Terrell campus, and the Administration Building on the Health Science campus.

In addition to the four campus LRCs, remote access to the library catalog and online databases is available for all students, including those enrolled in distance education and off-campus instructional sites. Support is available (either in person or virtually) to any group or individual student who seeks assistance with any of the services provided by the LRC.

Generally, all campuses have study areas, circulating books, reference books, digital books, reserve materials, copy machines, newspapers, computers, periodicals, print and electronic journals, and access to online databases. Books are classified by the Library of Congress Classification system and housed in open stacks. Online public access catalogs are available in each Learning Resource Center for searching the collection. For orientation, training and information about online services, see the library staff.

The hours of operation are posted on the LRC's webpage and at each campus location, and a current identification card is required for transactions. Books, computers, and other materials are available for academic research and class assignments. All provided resources are designed for use by the college student for academic use and personal enrichment.

Faculty are encouraged to assign activities in which their students are required to use the Learning Resource Center (LRC). If an entire class needs access to the LRC, make advanced reservations with the campus librarian. Do not send your entire class unless you plan to stay in the library with them. LRC hours of operation will be posted each semester.

On the Athens campus, the LRC is responsible for videos, and the Media Department is responsible for providing media equipment (VCRs, DVDs, and projectors). Librarians at the Palestine and Terrell

campuses and the Health Science Center can assist with reserving and using video equipment, checking out videos, and putting material on reserve for your students. For additional information, contact the library at your campus or visit the website located at <http://libguides.tvcc.edu/c.php?g=218366>.

MAILBOXES

Faculty members will be assigned mailboxes for receiving both postal and inter-campus correspondence. Official correspondence will be sent through your TVCC assigned email address and inter-campus mail, so it is important to check your email and your TVCC assigned mailbox daily. All part-time and adjunct faculty are encouraged to visit with their Division Chair or branch campus leadership to determine if there is an inter-campus mailbox designated for them. Regardless of intra-campus mailbox availability, faculty are expected to regularly check *email accounts* for vital communications.

MEDIA SERVICES

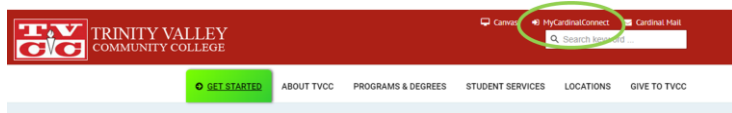
Information related to reserving or scheduling equipment is found on the TVCC IT webpage, Media Services link or by submitting a Service Now ticket via the [TVCC Service Now Support link](#).

MINOR CHILDREN

Minor children **who are not enrolled in courses** are not allowed to visit the classroom, nor are they to be left unattended on campus. As an established Board policy, no exceptions will be granted [TVCC Board Policy CG (LOCAL)]. Not only is this a distraction from the academic environment, but it could start a practice that is detrimental to the learning environment. Unsupervised minor children create an opportunity for danger for the child and infringe on the rights of other students in the area.

MYCARDINALCONNECT SELF SERVICE

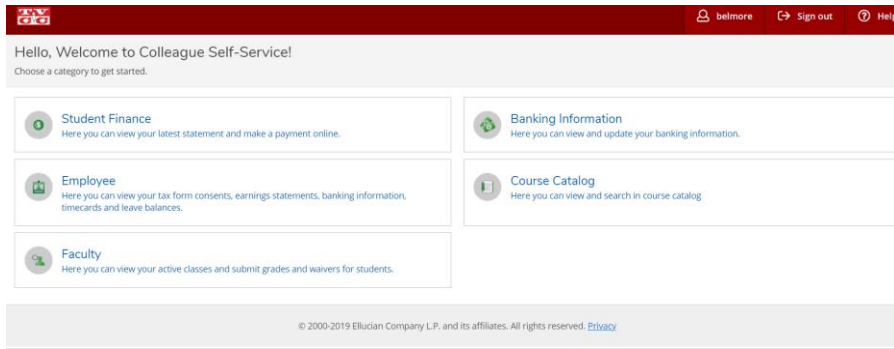
TVCC's MyCardinalConnect self-service portal is available to students and faculty for many applications and is replacing the Cardinal Connection (LEGACY) portal. To access the MyCardinalConnect self-service portal, access the TVCC website and select the "**MyCardinalConnect**" along the top of the webpage.



Enter TVCC log in credentials in the "Login to **My CardinalConnect**" link to access the portal.



Once logged in to the TVCC My CardinalConnect portal, employees have access to a variety of features including employee earnings statements, banking information (to review and change banking deposit information), faculty access (to review class rosters, enter grades, etc.).



OPEN EDUCATIONAL RESOURCE (OER) COURSES

Statute for the Texas OER definition: <https://statutes.capitol.texas.gov/Docs/ED/htm/ED.51.htm#51.451>

(4-a) "Open educational resource" means a teaching, learning, or research resource that is in the public domain or has been released under an intellectual property license that permits the free use, adaptation, and redistribution of the resource by any person. The term may include full course curricula, course materials, modules, textbooks, media, assessments, software, and any other tools, materials, or techniques, whether digital or otherwise, used to support access to knowledge.

An OER designated course at TVCC requires students only access openly licensed, freely available, high-quality educational resources (textbooks, media, videos, articles, and more). Faculty should have an open license to adapt the materials based on their course and students' needs. Access to course materials should be available on day one, at no cost to the students. Please remember, for a course to be listed as OER on the TVCC schedule, faculty must work with the Associate Vice President of Instructional Innovation and Support for course certification.

A 'low cost' course at TVCC indicates the required resources (textbook/materials) cannot exceed \$50 in total. The designation "low-cost" will refer to any textbook/course material under \$50 when purchased new, and includes copyrighted material, materials used under Fair Use, and materials accessed on the open web.

An Inclusive Access course is not OER. Faculty do not have access to adapt the materials. Access to course materials should be available on day one and students are directly billed for the cost later.

While courses with a lecture and lab component cannot be distinguished by separate designations on the TVCC course schedule, a lecture can be OER, and a lab can be low-cost based on the course design.

The OER and low-cost designations are based on two different (but related) pieces of information: cost and open copyright license. The OER designation is the more restrictive of the two groups; for a class to be designated as OER, it must use materials that are free to access and have an open license. Classes using materials that total \$50 or less may be designated as low-cost, regardless of the materials' license.

Example designations:

- Traditional materials with a price under \$50 (new) - Low-cost.
- No cost high-quality materials (found on the web, instructor's own notes, fair use) – OER.
- OER (digital) - OER.
- OER (digital w/ print copy optional) - OER.
- OER (print copy required) - Low-cost if under \$50.
- OER-based paid subscription service (Lumen, Waymaker, etc.) - Low-cost if under \$50.

OFFICE HOURS (STUDENT SUPPORT HOURS)/FACULTY SCHEDULES

Instructional faculty members shall be expected to consider their employment with the College as their full-time responsibility. Each full-time faculty member shall be expected to spend a minimum of 37.5 hours per week during the regular fall and spring semesters, **beginning with Monday of the week of in-service and ending with graduation.** During this workweek, they should be involved in teaching,

advising, committee responsibilities, club sponsorship, preparing, and/or travel as associated with their job responsibilities (does not include travel from home to campus).

Each instructor **NOT** teaching a “block scheduled program” or responsible for the oversight of health science clinicals, shall be expected to spend ten (10) hours per instructional workweek (defined as 7:00 a.m. – 7:00 p.m.) available to **support students on campus**. Instructors should spend a minimum of five hours in their office **on campus** available to meet with students face-to-face or virtually **and** a minimum of five hours **on campus** assisting students, such as in the tutoring center, hosting small group instruction, etc. These additional student support hours must be approved by the AVP by the end of the first week of instruction. Any changes to the posted office hours schedule must be approved in writing by the appropriate AVP and reposted as soon as possible. All ten office/student support hours should be posted outside the faculty’s office door and turned in to the appropriate AVP. The remaining balance of regular workload should be used for class prep, which consists of classroom instruction, advising, committee obligations, club sponsorship, and course preparation time.

Faculty teaching “block scheduled” programs, including cosmetology, plumbing trades, electrical trades, and welding technology satisfy the 10-hour availability to students each instructional workweek through their lecture and lab teaching assignments. Health science faculty and continuing education faculty responsible for the oversight of clinicals will be expected to schedule a minimum of 5 hours per week in their office to be available for students.

TDCJ vocational faculty are expected to work 32.5 hours each workweek, comprised of class time and additional activities outlined by TVCC TDCJ leadership.

Every fall and spring semester, each instructor shall be required to complete, post, and submit their detailed weekly schedule using the provided Excel template to the Division Chairperson and Associate Vice President. In instances in which students are unable to convene with instructors during the scheduled and posted office hours, appointments should be coordinated to accommodate the instructor and student schedule. The administration recognizes that most faculty members will spend considerably more time than this in the performance of their duties.

Instructors shall be expected to meet all scheduled classes. Instructors shall arrive at the class before the scheduled starting time of the class and are expected to keep the class the entire period.

Instructors shall not schedule or permit “cuts” or “walks” without prior approval of the Division Chairperson and Associate Vice President. This practice is only acceptable in the most dire and unusual circumstances.

Refer to TVCC Board Policy DI (LOCAL) for the most recent version.

OFFICIAL REPORTING (CENSUS) DAY

The official reporting day (ORD) is determined each semester based on a schedule established by the Texas Higher Education Coordinating Board and is calculated according to the length of the semester. Long semesters (fall and spring) are generally 16-weeks long and the ORD is the 12th day of class

(commonly known as the “12th Class Day”). Short semesters (summer) are usually six weeks long and the ORD is the 4th day of class. Mini-terms, long summer terms, and other terms that are irregular in length each have a different ORD, depending on the length of the term. The semester’s first-class day is always the first official day of the semester, not the first day of an individual’s class. When calculating the ORD, each day that classes are offered (Monday-Friday) is counted in the total.

The official report day is the day of record for state reporting purposes. The number of students enrolled in each class on that day is sent to the Texas Higher Education Coordinating Board who, in turn, sends the information to the Legislative Budget Board who determines the amount of state funding that the institution will receive based on enrollment and contact hours generated. The ORD serves as a “snapshot” of our enrollment on a given day and funding is based on that information. Therefore, students who are not properly enrolled in the correct courses cannot be counted in our enrollment, which results in a decrease in the amount of funding we receive. Instructors are expected to carefully reconcile their class rosters within the Cardinal Connection Portal with the students who are attending class. **Only students who are enrolled in the course on the official census day will be eligible to earn a grade at the end of the semester. For detailed instructions on how to properly certify class rosters, please refer to the “CLASS ROSTERS” section in this handbook.**

OFF-CAMPUS TEACHING ASSIGNMENTS

All faculty members are expected to be willing to teach classes regardless of location or mode of delivery, including the Texas Department of Criminal Justice (TDCJ), offered during the day or at night as part of their regular assignments. Faculty who teach on more than one campus during the same semester are expected to use a TVCC vehicle to travel between campuses. Travel to and from the teaching site will not be reimbursed for use of their personal vehicle.

ORGANIZATIONAL ACCOUNT MANAGEMENT

TVCC faculty and staff may oversee institutional and/or agency accounts as part of their assigned duties. Within this role, it is critical that the employee abide by all TVCC policies and procedures related to the handling of cash and depositing funds into the institutional and/or agency account. For specific details regarding account management guidelines and procedures, contact your supervisor or the TVCC Controller, Stephanie Golem (stephanie.golem@tvcc.edu).

ORGANIZATIONAL CHART

Consult the online version for the current TVCC organizational chart.

OUTSIDE EMPLOYMENT

A full-time faculty member shall give full-time service to the College. Any outside employment by a faculty member shall be permitted only upon the advanced and written approval of the Vice President of Instruction. ***Outside employment that interferes with the regularly assigned duties of full-time faculty members is not permitted.***

During holidays or such time as faculty members are not employed by the College, faculty members are free to accept outside employment so long as the work is generally in keeping with the commonly accepted standards of dignity and social station for the instructor [TVCC Board Policy DBF (LOCAL)].

OVERLOAD PAYROLL

The current overload pay schedule is sent out through your instructional leadership team during the time in which semester overloads are calculated. We strive to ensure that the overload payment begins as quickly as possible within each semester.

Paychecks, including overload amounts, are directly deposited into employee's bank account.

Changes to deposit accounts are to be made through an employee's MyCardinalConnect portal. Requests for banking changes will NOT be accepted by the human resources office.

PARKING

HOW DO I GET A PARKING STICKER?

Full-time and part-time employees should visit the TVCC police department on the Athens, Palestine, or Terrell campuses or the campus administration office on satellite campuses to secure a parking sticker for their personal vehicle.

Only TVCC faculty, staff, and students displaying proper TVCC permits may enter or park on the campus. Ownership of the permit remains with the institution and is not transferable. Any change affecting ownership of a vehicle on which a permit has been displayed must be promptly reported to the campus police department. Parking permits must be properly affixed to the lower left-hand rear window of the vehicle. Permits which are taped or affixed by unauthorized materials will subject the holder to a citation. Additionally, the permit will be revoked, and the holder may lose all parking privileges. All vehicles regularly driven on campus by both students and faculty must bear a current parking permit and must be parked in authorized areas. Faculty parking areas are marked with green paint. Faculty members may obtain a parking sticker from the campus police. For additional information, visit the campus police website located at www.tvcc.edu/police.

PAYROLL

FACULTY SALARY SCHEDULE (FULL-TIME)

For comprehensive information regarding TVCC payroll, review TVCC Board Policy DJ (LOCAL).

Full-time faculty members should express their desire to teach overload courses before commitments are made to part-time faculty. Once a commitment is made to a part-time faculty member, the College shall assume a moral obligation to its commitment, unless the class does not make, or a regular full-time faculty member is assigned the class to complete a full workload as approved by the Vice President of Instruction.

Full-time faculty salaries are divided into 24 equal payments issued monthly unless the instructor makes prior arrangements with the payroll office (located within the TVCC business office) to be paid on a nine-month basis.

Employees are paid on the 5th and the 20th of each month. If the pay date falls on a holiday or weekend, the employee is paid on the last business day preceding the stated pay date.

Courses or assignments that are taught in addition to your regular load are eligible for overload pay, calculated in accordance with the current overload salary schedule posted on the TVCC Vice President of Instruction webpage and the human resource webpage. Overload compensations may be reviewed under the Faculty tab in MCC. Please review these after being prompted by your division chair to ensure prompt payment. Questions regarding your overload calculations should be directed toward your division chair, NOT payroll. Be aware that overload payments for 8WK2 or 6WK2 classes may not be accurate in MCC due to the timing of processing payroll for 8WK1 or 6WK1. Adjustments due to low enrollment will be made to these overloads the day after the last day to add/drop a class for 8WK2 and 6WK2 but will not be reflected in MCC.

POLICY OF RIGHTS, CONDUCT, AND RESPONSIBILITIES

The board of trustees of Trinity Valley Community College expects employees, students, visitors, and guests to the college to accept the following responsibilities:

- Comply with and support duly constituted civil authority.
- Respect the rights of others and cooperate to ensure that such rights are maintained, whether one agrees with the views of those exercising such rights.
- Cooperate to ensure that the will of the majority is implemented after due consideration, but not to include the suppression of the minority.
- Exercise disagreement in a responsible manner and within a framework compatible with the orderly resolution of differences.
- Knowledge of and active support of college regulations.

All employees are expected to work together in a **cooperative spirit to serve the best interests of the college and to be courteous to students, one another, and the public.** Employees are expected to observe the following standards of conduct:

- Recognize and respect the rights of students, parents, other employees, and members of the community.
- Maintain confidentiality in all matters relating to students and coworkers.
- Report to work according to the assigned schedule.
- Notify their immediate supervisor in advance or as early as possible if they must be absent or late. Unauthorized absences, chronic absenteeism, tardiness, and failure to follow procedures for reporting an absence may be cause for disciplinary action.
- Know and comply with department and college policies and procedures.

- Express concerns, complaints, or criticism through appropriate channels.
- Observe all safety rules and regulations and report injuries or unsafe conditions to a supervisor immediately.
- Use college time, funds, and property for authorized college business and activities only.

All employees should perform their duties in accordance with state and federal law, college policies and procedures, and ethical standards. Violation of policies, regulations, or guidelines may result in disciplinary action, including termination. The college holds all employees to the ethical standards expressed in the [Texas Community College Teachers Association Code of Professional Ethics](#).

PROFESSIONAL DEVELOPMENT

Faculty and staff will be provided with a positive environment for employee professional growth and development. The College maintains a program, Team Student, to encourage professional growth and development by providing ongoing internal professional development activities such as learning days, seminars, in-service meetings, and classes for the purpose of faculty and staff development. In addition, a faculty member may attend off-campus workshops, seminars, TCCTA, or other professional development activities with prior approval from his or her supervisor and/or the appropriate administrator [TVCC Board Policy DK (LOCAL)].

All faculty are expected to attend the designated TVCC Learning Day each fall and spring semester. The dates are published in the TVCC catalog each year. Faculty who are unable to attend learning day will be expected to secure prior approval from the Vice President of Instruction AND submit an absence from duty form for not attending.

PROMOTIONAL REQUEST FORM

For events that need promotion, faculty are to submit their promotional requests with adequate advance notice. Submit a Service-Now ticket requesting the event to be publicized on the digital marquee, campus-wide digital signage, or TVCC webpage. Additionally, email events@tvcc.edu with your promotional request so that social media, possible newspaper coverage, and possible photography services may be provided.

Should faculty need to reserve a building, room, or grounds for an event, they should contact TVCC's Chief of Police with the date, time, and location of the reservation.

PURCHASES

Most office and classroom supplies are available in the college bookstore on each campus. Therefore, employees should check with the bookstore before purchasing supplies, materials, and other items from outside sources.

Supplies purchased at the bookstore should be charged to the appropriate department with prior approval from the appropriate supervisor. **Employees should only charge for purchases made to the**

department in which they work. Classroom and/or office supplies are generally allowable charges to TVCC institutional accounts. Personal items should **not** be purchased using TVCC institutional budget funds.

Departmental/institutional charges to the bookstore should only be for classroom or office related supplies. Food, drinks, clothing, and other non-classroom or office supplies (headphones, cell phone chargers, etc.) are not to be purchased at the TVCC bookstore (or elsewhere) using departmental/institutional funds WITHOUT prior approval from the VPI or AVP responsible for overseeing the account/department.

When supplies, equipment, and/or services are needed, only those over \$200 require submission of a purchase order. When considering purchasing supplies, forward an electronic purchase order request to the Division Chair, Associate Vice President, and Vice President of Instruction **before** the purchase is made. The following procedures are to be used, per TVCC Board Policy CFD (LOCAL):

- Complete a “Request for Purchase” form and submit it to your immediate supervisor for approval.
- After the instructor receives the approved purchase order from the business office, the purchase may be ordered/made.
- When the invoice is received, the instructor must sign and date when merchandise was received and forward it with a payment approval form to their immediate supervisor for signature. This indicates to the business office that the invoice is approved for payment; if available, attach packing slips, freight tickets, and/or delivery tickets to invoice.
- Forward to the business office for payment.
- Once received in the business office, the invoice will be matched to its purchase order and if all is in order, payment will be processed. The business office must receive the invoice and available attachments before payment will be processed.

* The “Request for Purchase” form must be completed electronically. The [electronic version](#) is on the business office webpage. Business Services Staff can be contacted for any additional questions.

SCHOLASTIC DISHONESTY

Scholastic dishonesty includes, but is not limited to, cheating on assignments, plagiarism, and collusion. Any student violating this policy will be subject to discipline up to and including possible suspension and may be referred to the campus judicial officer [TVCC Board Policy FLB (LOCAL)]. Instructors should establish guidelines regarding the consequences for students engaging in scholastic dishonesty. **The course syllabus should clearly delineate specific consequences that students will encounter with regards to scholastic dishonesty.**

It is the instructor's responsibility to assure that the scholastic dishonesty guidelines and respective consequences are in accordance with Board policy. Instructors are to consistently apply the consequences to all students who engage in scholastic dishonesty. Additionally, faculty are to cautiously approach students with their suspicions of scholastic dishonesty, providing evidence of sufficient cause while remaining professional and protecting the student's privacy while examining the facts. It is important that faculty explain their guidelines, referring to the class syllabus and the disciplinary actions. If further disciplinary action is assigned, inform the student and provide written documentation.

SEMESTER SCHEDULES

Semester schedules are prepared, finalized, printed, and publicized on the TVCC website several months before the beginning of the semester in order to align with the opening of online registration for students. While instructors have input in their schedule, the final schedule will be approved by the Division Chair, Associate Vice President, and Vice President of Instruction based on enrollment trends for the semester. Instructors are required to post all their semester syllabi based on the scheduled due dates before the first day of online registration. The Vice President of Instruction will notify all faculty of the deadline to post their syllabi to the TVCC webpage.

A long semester will usually include at least 16-weeks for instruction and one week for final exams for a total of 16 weeks. The two traditional summer terms include no fewer than five and one-half weeks that include registration, instruction, and final exams. Several alternative semesters are scheduled, including TDCJ cycles, Fast Track, Choices, all summer, and mini-semester. They vary from two-and-a-half to 13 weeks in length. Regardless of the duration of the semester, instructional administrators are required to ensure that appropriate contact hours are met with the class scheduled times [TVCC Board Policy EFA (LEGAL)].

SMART MULTIMEDIA CLASSROOMS

Currently available on all TVCC campuses, smart multimedia classrooms bring together a variety of tools that enhance the learning environment for TVCC students. Each of the multimedia smart classrooms are equipped with a touchscreen Viewboard and microphone/speaker playback system. At the front of each room is a custom designed lectern. This lectern includes a desktop computer, laptop video and audio connection, document camera, and S-VHS VCR, DVD player. A detailed description, including pictures, of each smart classroom is available on the IT Services website. We are in the process of replacing the above technology with Viewboards due to difficulties obtaining replacement parts. Please be on the lookout for new technology in your classrooms, and the removal of the old equipment!

STUDENT ATTENDANCE POLICY

Responsibility for class attendance falls to the student. Regular and punctual attendance to all classes is expected. When a student has a legitimate reason for being absent, the instructor has the option of permitting the student to make-up work missed and may require an explanation for the absence. The college reserves the right to evaluate individual cases of non-attendance. If a student's absence is the

result of them representing the College (or ISD) and attending a school sponsored activity or event, the student WILL be permitted to make-up work missed during the absence.

In general, students are graded based on intellectual effort and performance. In many cases, class participation is a significant measure of performance and nonattendance can adversely affect a student's grade. When, in the judgment of the instructor, a student has been absent to such a degree as to jeopardize the chances of success in the course, the instructor may recommend to the Advisement Office the student be dropped from the course based on the policy in their syllabus. However, instructors are not required to drop students from a course. It is the student's responsibility to officially drop a course or verify that the instructor has initiated the drop procedure. **The course syllabus should clearly outline the instructor's position for tracking attendance and/or withdrawing students for excessive absences beyond those which are accrued for school sponsored events.**

To provide consistency to the attendance policy, instructors may drop students for non-attendance after they have accumulated the following number of absences, if clearly stated in their syllabus:

FALL/SPRING SEMESTER

- Nine absences — Monday, Wednesday, Friday classes
- Six absences — Tuesday, Thursday classes
- Six absences — Monday, Wednesday classes
- Three absences — Classes meeting one time per week

SUMMER SEMESTER

- Two absences — Classes meeting two days/evenings per week
- Four absences — Classes meeting four days per week

Information regarding other class absences can be found in the current general catalog. Attendance policies must be clearly identified in the syllabus or course guide distributed to students by the instructor [TVCC Board Policy FC (LEGAL)].

STUDENT CONDUCT

Discipline problems on the College campus are rare but will occur from time to time. **Management of student conduct should be clearly outlined within the course syllabus.** As the syllabus cannot identify and address every potential issue, basic expectations with respective consequences for misconduct should be clearly outlined and shared with the students. Consistency in enforcement of consequences is of utmost importance.

When discussing conduct and behavioral issues with a student, respect the student's privacy as much as possible while being cautious about being alone in an isolated environment with the student. If the student continues to disrupt the class, firmly and calmly request the student to leave and instruct them to arrange a meeting with the judicial officer or Associate Vice President before returning to class.

Faculty should file a report to the BIT outlining the class disturbance after class ends. If the student refuses to leave, call security, and the student will be escorted out of class by campus police. Inform the division chair and/or branch campus leadership of the details of the misconduct and how it was handled. [TVCC Board Policy FLB (LOCAL)].

Consult the TVCC catalog for standard guidelines on student conduct and student disciplinary procedures.

STUDENTS WITH DISABILITIES ACT/504 EQUAL ACCESS TO EDUCATION

As a faculty member you play an important role in promoting equal access to higher education for all Trinity Valley Community College students. Students who request accommodations are encouraged to collaborate with their instructors to ensure that the student's approved accommodations are in place prior to their need. This allows the student equal access to education.

FROM THE OFFICE OF CIVIL RIGHTS

"OCR enforces Section 504 of the Rehabilitation Act of 1973 and Title II of the American with Disabilities Act, which prohibit discrimination based on disability. Every institution of higher education that receives federal funding is subject to Section 504 and Title II".

Institutions of higher education must provide appropriate academic accommodation based on students' disabilities and individual needs when necessary to avoid discrimination. In providing an academic accommodation, a postsecondary institution does not have to eliminate or lower essential requirements or make modifications that would result in a fundamental alteration of the programs or activities being offered or impose an undue burden on the institution.

FACULTY ROLES

- Make reasonable accommodation as directed by the Director of Student Access & Counseling/campus coordinator
 - o Upon receipt of the Accommodation approval form, the faculty member is required to sign the document immediately
- Provide access to classroom and materials
- Maintain confidentiality
 - o Store accommodation advisement forms in a locked cabinet after signed receipt.
 - o Do not discuss any student's accommodations in the classroom or with another faculty member. For questions regarding any accommodations, please contact the Director of Student Access and Counseling.

While it is the faculty member's responsibility to ensure that the learning environment is accessible, students who need accommodations must initiate the request via the proper process. It is strongly recommended that faculty include a statement in their syllabus, so students are aware of the process for requesting accommodations.

The dual credit student requesting accommodations is required to meet with the disabilities coordinator or identified ADA TVCC campus designee (listed below) in person and provide appropriate diagnosis documentation that will support the request for accommodations. The reasonable accommodations



that are established for students taking college level classes are determined by the college disabilities coordinator or the local campus ADA liaison based upon their review of the "Request for Accommodation Form" and supporting documentation.

TVCC campus ADA accommodation coordinators

Technology Building 325
(Access and Counseling Office)

mlberry@tvcc.edu,

903-675-6224

chenson@tvcc.edu

972-563-4904

Athens Campus

Melinda Berry

Terrell Campus

Cherie Henson
Administration Building

Palestine Campus

Christy Seibel
Administration Building,
A110

Christy.seibel@tvcc.edu

903-723-7033

STUDENT WORKERS/WORK STUDY

Faculty and/or departments may have an opportunity to hire student workers to assist them with non-instructional tasks that do not involve confidential access or records. **Faculty should seek the permission of their immediate supervisor before employing a student worker.** If the immediate supervisor permits the faculty member to utilize a student worker, the considerations/events below should be followed BEFORE a student worker is authorized or allowed to assist the faculty member/department.

TVCC employs student workers who are paid either with:

- Federal/state financial aid funds (known as work study); OR
- TVCC institutional budget funds

Student workers who qualify for financial aid are eligible to work as student workers using federal or state money. NOTE: Students who qualify for this opportunity will often reach out to faculty members to determine their willingness to "hire" them. ***TVCC prefers that faculty members employ student workers who qualify for federal or state work study.***

Full-time faculty members who are interested in hiring and supervising a student worker should follow this process:

Hiring Student Workers/Work Study

1. Seek approval from department supervisor to "hire" student work study. The supervisor should then proceed with emailing either Financial Aid or Human Resources to confirm that a student is eligible to work using federal funds. If the student is not eligible to work utilizing federal or state funds, then institutional budget funds must be used to hire student workers, and the process will be coordinated through Human Resources not Financial Aid. Student workers should be encouraged to complete a FAFSA to determine eligibility for federal/ state aid.

2. Supervisor: Email financial aid office (finaidinfo@tvcc.edu) with Federal Work Study in the subject line, the student's name, TVIN, and whether institutional budget funds are available to pay the student worker/work study. Once the financial aid office confirms eligibility, the supervisor will receive an email with the number of hours, and which fund the student will be paid through. Respond by providing the proposed weekly work schedule, including days and times the student will work. **WORK MUST NOT BE SCHEDULE DURING STUDENT'S CLASS TIME.**
3. The Financial Aid office will determine whether the student you are requesting qualifies to work as a student worker/work study paid via federal or state funds or whether they must be paid via institutional budget.
4. If the student qualifies for federal or state funds, the Financial Aid office will prepare a clearance form for the student workers/work study supervisor. The student should receive the prepared clearance form from the financial aid office and deliver the paperwork to the hiring faculty/staff member for a signature.
5. If the student does not qualify for federal or state funds, the supervisor should request hiring through the Human Resources department with institutional funds.
6. All completed and signed paperwork should be delivered to the Human Resources office by the student.

Before Beginning a student worker/work study duties:

7. The student worker and supervising faculty/staff member are to review the student worker job description, sign, and submit the signed copy to Human Resources.
8. Student workers are to complete the required FERPA/confidentiality training and confidentiality agreement. Required training is provided by the U.S. Department of Education and can be accessed online at: <https://training.wecomply.com/wc2/doelogin.aspx?id=10821>
 - a. Note. Students must present certification of completion to hiring supervisor before beginning worker duties. Hiring supervisors should save and file the certification.
9. Faculty/staff supervisors assign the student worker/work study tasks that are identified as "allowable" on the job description.

During the semester:

10. Faculty/staff supervisors PREPARE the student worker/work study timesheets (excel document provided by Human Resources) ENSURING the hours being reported as worked are accurate and within the range of allowable hours. Any hours worked outside of normal business hours or during TVCC holidays must be approved by the VPI.
11. If the student worker/work study is being paid with institutional budget money, ensure there is sufficient money in the TVCC budget account being charged. IF there is NOT sufficient money, seek guidance from immediate supervisor on how to subsidize the payroll account and whether the student worker can continue with their duties.

End of the semester:

12. Complete the evaluation of the student worker (provided by Financial Aid office) and submit to the Financial Aid office (finaidinfo@tvcc.edu).

- a. Note. Not returning an evaluation will impact the supervisor's ability to hire work study students in future semesters.

SYLLABUS/COURSE GUIDE

All faculty are expected to prepare and post a syllabus for each course they are assigned to teach two weeks before registration begins for the semester. They should also disseminate their syllabus to students within the first week of the semester. Within the syllabus, all pertinent information should be included in the syllabus. The division chairs can provide a master syllabus for the courses to the faculty within their division. Faculty are expected to model their course syllabi using the information provided within the respective master syllabus.

WHAT IS A SYLLABUS?

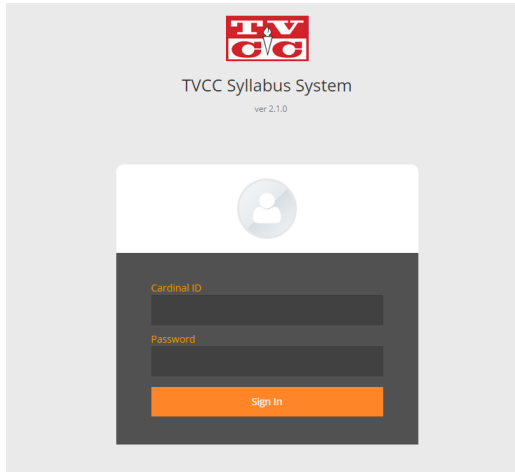
A syllabus is the information that explains the primary goals, expectations, and policies for the course. Access to this document needs to be given to students within the first week of class. The syllabus you provide to your students should match the syllabus posted on the TVCC website. The syllabus is expected to explain how you determine course grades (in accordance with department policy), any required textbook information (link to the TVCC bookstore), attendance policy, testing, Americans With Disabilities Act (ADA) policy, cheating policy, and any other important/relevant information. [TVCC Board Policy EF (REGULATION)].

SYLLABUS TEMPLATES

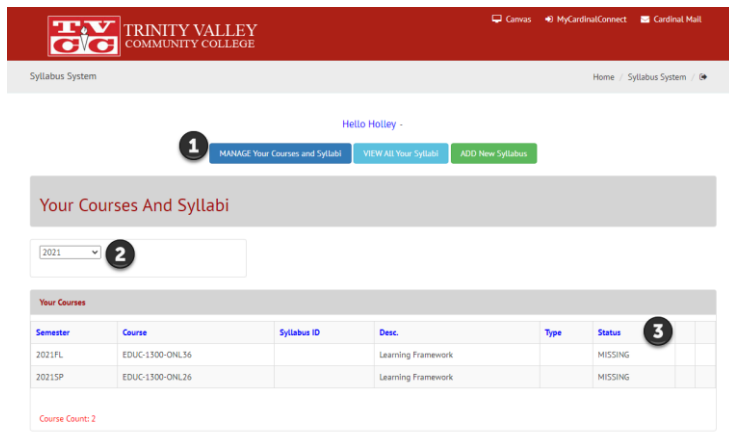
To ensure thorough coverage and consistent formatting, faculty are expected to complete all fields in the syllabus template found in the Syllabus System. Prior to the due dates posted in the schedules at the beginning of this document, faculty will be required to post a syllabus for all sections they are scheduled to teach. The syllabus should be created with customized information, specific to the instructor and course requirements.

HOW DO I CREATE A SYLLABUS IN THE SYLLABUS SYSTEM?

- A. To access the Syllabus System:
 - a. Navigate to the TVCC homepage
 - b. Scroll to the bottom of the homepage and select the Employee Portal
 - c. Next, select the Faculty Resources category towards the bottom of the page
 - d. Select Syllabus Management from the menu in the middle of the page
 - e. Use your TVCC Cardinal ID and password to log into the system

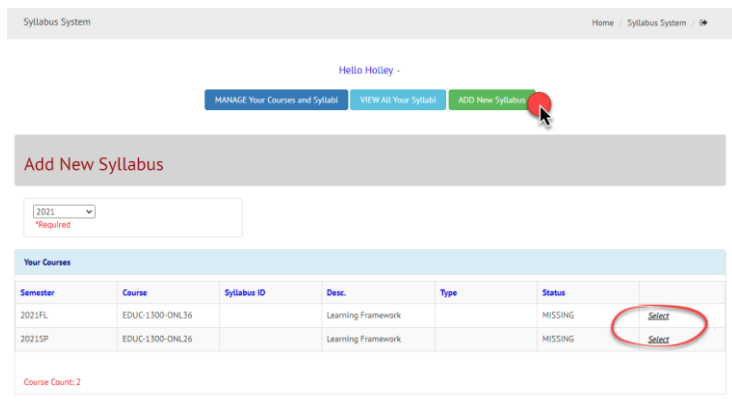


- Screen Information: The following is an example of the screen upon logging in.

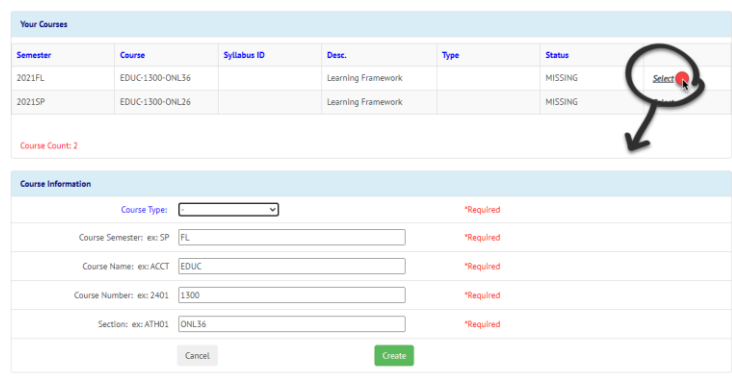


1. Interactive buttons to create, update, and view your syllabi.
2. Select the semester year for the syllabi options to load.
3. Overview of courses with status information.

- B. ADD New Syllabus: Click the green button titled ADD New Syllabus to initially begin. Ensure your year is chosen correctly. Note the status chart changes to Select.



- Enter Course Information: Click on Select for your course and begin adding your Course Information. Choose your course type from the drop-down list. Click ADD New Syllabus New Syllabus button to approve.



- Edit Syllabus: Upon clicking the green Create button, the Edit Syllabus page will load, where you will begin to create your first draft of each course syllabus. *Copy and paste content is encouraged for placeholders you have content written previously.

Syllabus System Home / Syllabus System

Edit Syllabus

Cancel Save and Return to List

Syllabus ID: 188

Year: 2021 Semester: FALL Type: ONLINE COURSE

- DOES NOT DOES Require Cengage Unlimited / or textbook
- DOES NOT DOES Use Open Education Resources(OERs)
- DOES NOT DOES Utilize Inclusive Access(A)
- DOES NOT DOES Require Exams to be Proctored
- DOES NOT DOES Require a Purchase of Textbook(s)
- DOES NOT DOES Require a Purchase of Other / Lab Materials
- DOES NOT DOES Require a Lab

Save and Return to List

Course Information

- Details for Fields: *blue text preloaded should be edited but not removed.
 - Other/Misc.
 - Explanations for requirements (ex. OER, Inclusive Access, materials, etc.)
 - Course Description
 - Course Prerequisites
 - Learning Outcomes
 - Upon completion of this course, the student should demonstrate a mastery of the following learning outcomes: [input WECM or ACGM course outcomes]
 - Course Requirements
 - Additional required course resources and materials
 - Course activities and expectations for participation
 - Grade Policy
 - Time Requirements
 - Time Requirements for Course: Approximately how much time per week should be spent on your course? How could a student expect to spend that time?
 - Outline of Course Schedule
 - Overview of the course design (weeks, days, modules, units, etc.)
 - Classroom Policies
 - Communication procedure between student and instructor
 - Attendance
 - Late Work

- Drop Policies
- Additional Information
 - Consider time management and study tips and special instructions.
- Save and Return to List: When you save and return to the dashboard, you will see updated information about the status of your syllabus.

1. Status Options:
 - a. Missing – Syllabus has not been started.
 - b. Incomplete – Information is missing from the fields in your syllabus.
 - c. Complete – Approval has been requested.
 - d. Locked – Approval has been granted and syllabus cannot be edited.
2. VIEW ALL Your Syllabi: Click the middle light blue button to view your syllabi once you have a complete syllabus.
3. Click Display to see the current version of your syllabus. Instructors and students should use the Print Syllabus button to create handouts. The Copy Syllabus Link button can be used by instructors to share with students in Canvas.

- Use the Duplicate option to save time and reuse your syllabus for future semesters.

[MANAGE Your Courses and Syllabi](#) |
 [VIEW All Your Syllabi](#) |
 [ADD New Syllabus](#)

All Your Syllabi

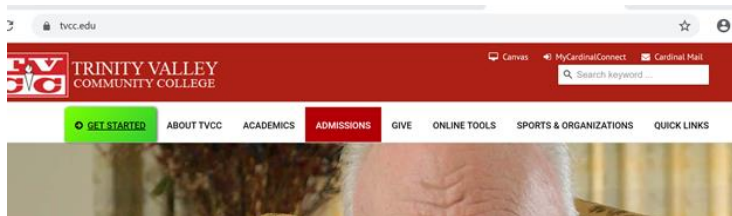
Semester	Course	Syllabus ID	Type	Created Dt.	Status		
2021FL	EDUC-1300-ONL36	188	ONLINE COURSE	09-16-2021	INCOMPLETE	Duplicate	Delete

TEXTBOOKS

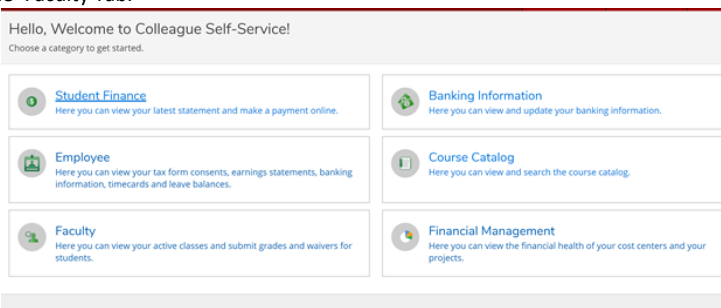
Instructors are required to select the textbooks and required materials for all courses assigned to them every semester. During the period in which the textbook selection is conducted (see Instructional Calendar), faculty will receive information on how to select their textbooks and materials.

HOW DO I SELECT MY REQUIRED TEXTBOOK/MATERIALS?

- Log into your MyCardinalConnect from the TVCC homepage. (www.tvcc.edu)



- Open the 'Faculty Tab.'



2.

- Click on the course within the semester for the textbook selection.

Manage your courses by selecting a section below

Wintermester 2020			
Section	Times	Locations	Books
MATH-2413-ONL02: Calculus I	TBD 12/16/2020 - 1/8/2021	Online, ONLN T: Lecture	

- Click on the 'Books' tab.

MATH-2413-ONL02: Calculus I

Wintermester 2020
Online (06)

TBD
12/16/2020 - 1/8/2021
Online, ONLN T: Lecture

Seats Available 35 of 35

[Deadline Dates](#)

Waitlisted 0

Roster Attendance Grading **Books**

No waitlisted students

- Click on the blue 'Add Book' tab located on the right side of the screen.

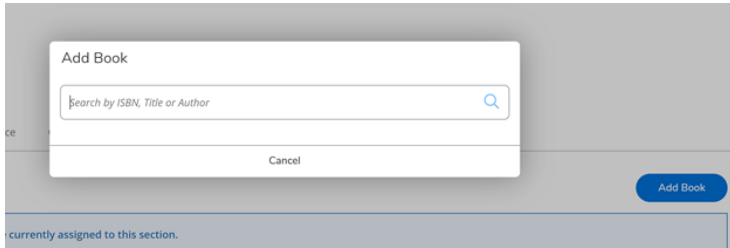
Waitlisted 0

Roster Attendance Grading **Books**

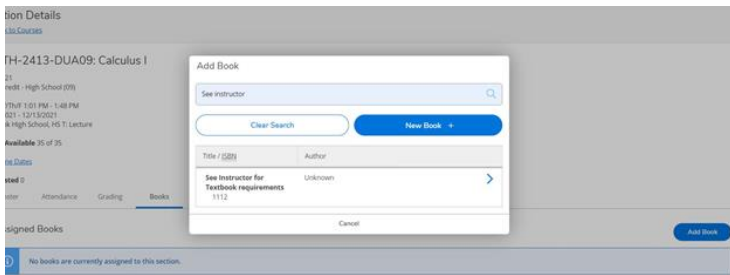
Assigned Books Add Book

No books are currently assigned to this section.

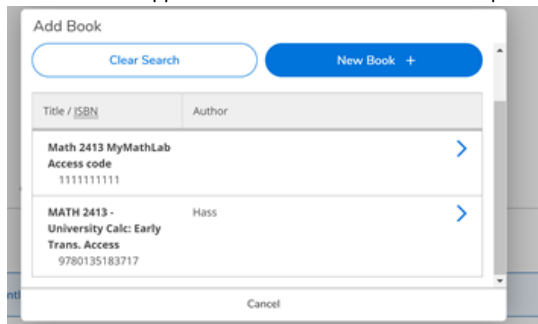
- In the pop-up box, type in your course name and number (if you select a textbook or access code option) WHICH STUDENTS NEED TO PURCHASE.
 - Do NOT search by ISBN, Title, or Author. Please type in your course name: Math 2413 or BUSI 2301.
 - If you select OER, please type in Open Education Resources and search. You should ONLY choose OER if Distance Learning has approved your course as OER.
 - Note, if you are using Cengage Unlimited, you must select both the Cengage Unlimited option and the textbook selection.
 - If you are using Inclusive Access, you only need to choose Inclusive access as your book.
 - If you are not using a textbook, you may select No Textbook Required or See Instructor.
- (Please see the notes below for additional information). DO NOT ADD ANY ADDITIONAL RESOURCES BEYOND THOSE LISTED UNDER YOUR COURSE NAME!!



- If you use See Instructor, type it into the search box. After you click “enter” or the magnifying glass, you will see the dialogue box that gives you the option to select See Instructor or enter your course name. Click on the blue arrow.



- Select the textbook from the approved course list for the course in question.



- You will see a drop-down menu in the pop-up box that says select an option. You should choose required, recommended, or optional. Then select ‘Add Book’ to add the book selection to your course.

Book Details

Required for Section *

Select an option...

ISBN
9780135183717

Title
MATH 2413 - University Calc: Early Trans. Access

Edition

Author

Cancel Add Book

- You should now see the book showing as the assigned textbook for your course.

Waitlisted 0

Roster Attendance Grading Books

Assigned Books

Title / ISBN	Author
MATH 2413 - University Calc: Early Trans. Access 9780135183717	Hass

- Important Notes
 - Note that **you should never add a book to the list from MyCardinalConnect**. The department and department chair must approve all textbook options before adding them to the list. Then, for the textbook selection to connect all Colleague areas, Beth Ann must enter the book through production.
 - If you do not see your approved book listed with your course when you search by the course number (Math 2413, BUSI 2301, etc.), you need to notify your department chair and Beth Ann Kidd.
 - There will be separate options for selecting Inclusive Access and Cengage unlimited. If you plan to use Cengage Unlimited (CU), please select the textbook and select CU and use the textbook you choose-pick one option when prompted for required, optional, or pick 1.
 - For MyMathlab/Mastering access code selections, you will need to ensure that you select the access code associated with the book in which you built the course. Please remember if you use Inclusive Access (the business office applies the fee for the access code to the student's tuition bill), you only select IA as the textbook.

- For OER courses, you will select OER (Open Education Resources); however, only approved OER courses (certified by Holley) should select this option. If your selection requires a book or code purchase, it is a textbook selection, not an OER.

TOBACCO

An employee shall not use tobacco products or e-cigarettes on College District property, in College District vehicles, or at College District-related activities, unless authorized by the College President or designee.

TRAVEL

All faculty, staff, and College-sponsored student trips require prior approval from their immediate supervisor EVEN if the trip is budgeted or advance funds have been requested and approved. At a minimum, the TVCC Request for Travel Authorization or Other Expense Advance form should be completed and submitted to the employee's immediate supervisor with supporting documentation that outlines the nature of requested encumbrances attached. If the travel request includes expenses/fees for individuals OTHER than the employee requesting to travel, the names and roles of each prospective attendee should be itemized and submitted with the TVCC Request for Travel Authorization or Other Expense Advance form.

All faculty, staff, and college-sponsored student trips that are out of state require written permission to attend the out of state conference. The employee should request in writing to their immediate supervisor who may approve the request, then send it up to the Vice President of Instruction. Once written permission has been granted, this must be included with the request for travel authorization form.

Faculty and instructional administrators who are approved to travel are expected to present the information gained from the event to TVCC colleagues and/or committees upon their return.

Within 15 days of returning from approved travel events, personnel must complete a Travel or Other Expense Report form, signed by the employee who traveled and submitted to the division chair or Associate Vice President/branch campus leadership for submission to the business office within 15 days of travel. Original itemized receipts for all expenses (excluding meals) are required and must be attached to the Travel or Other Expense Report form. Meals are paid on a per diem basis at the rate stated on the TVCC Request for Travel Authorization or Other Expense Advance form.

The transportation department at TVCC is responsible for all TVCC vehicles. If a vehicle is needed for a college related trip (not including instructional assignments), the employee's supervisor should be notified, and a Vehicle Request Form (VRF) completed. The request should be made as soon as possible to secure a vehicle. The VRF is located at <http://www.tvcc.edu/Logistics/files/VRF.pdf>. Refer to TVCC Board Policy CJ (LOCAL) for specific information about TVCC transportation management policies.

Each campus has a TVCC vehicle, and the Athens campus has a fleet of cars and vans. If a College vehicle is unavailable (as confirmed by the director of transportation) and the employee uses his or her personal vehicle to travel, the employee will be reimbursed at the state-allowed rate. In order to receive the state-allowed rate, the Vehicle Request Form documenting that no school car was available must be attached to the Travel Report. If a College vehicle is available and the employee chooses to use his or her personal vehicle, the employee will be reimbursed at a lower rate (currently 30 cents per mile).

All travel that is supported through Carl Perkins funds must be approved through the Associate Vice President of Workforce Education. As such, the TVCC Request for Travel Authorization or Other Expense Advance form and the Travel or Other Expense Report form must be approved by the Associate Vice President of Workforce Education. Additional paperwork and information may be requested of the employee who travels using Perkins funds, documenting the impact the trip had on supporting workforce students.

For more information on travel requirements, contact your immediate supervisor.

TVWIRELESS

TVWireless is an initiative of the IT Services department to provide TVCC with wireless network access to the TVCC Network in most areas across the four campuses. Access to TVWireless is available to TVCC staff, faculty, adjunct faculty, students, and guests. TVWireless provides unencrypted access for most 802.11b/g (Wi-Fi) equipped computers. Note that the actual TVWireless login is still encrypted even when other network communications are not. For information regarding the TVCC Wireless network, please visit the webpage at: <http://www.tvcc.edu/ITServices/wireless>.

APPENDIX A: FACULTY VITAE

Instructor's Name:

Office Location:

Office Telephone:

Campus Address:

Institution(s) attended and Degree(s) Earned:

Current Teaching Position:

Previous Teaching Positions:

Professional Publications:

Honors, Awards, Service and Publications:

APPENDIX E: TVCC EMPLOYEE CODE OF CONDUCT

The following code of conduct shall apply to all faculty, staff, employees and volunteers while they are on the premises of the College or when they are away representing the College or attending a College function.

An employee shall not:

- Solicit, accept or agree to accept any benefit, gift, favor or service that might reasonably tend to influence the employee in the discharge of official duties or that the employee knows or should know is being offered with the intent to influence official conduct.
- Intentionally or knowingly solicit, accept or agree to accept any benefit for having exercised the employee's official powers or performed official duties in favor of another.
- Disclose confidential information, information that is excluded from public disclosure under the Texas Public Information Act (PIA) or the Family Educational Rights and Privacy Act (FERPA) or disclose information that has been ordered sealed by a court and was acquired by reason of the employee's official position. Additionally, the employee shall not accept other employment, including self-employment or engage in a business, charity, non-profit organization or professional activity that he or she might reasonably expect would require or induce the employee to disclose confidential information, information that is excluded from public disclosure under the Texas PIA, FERPA or information that has been ordered sealed by a court that was acquired by reason of the employee's official position.
- Accept employment, including self-employment or compensation or engage in a business, charity, nonprofit organization or professional activity that could reasonably be expected to impair the employee's independence of judgment in the performance of official duties.
- Make personal investments or have a personal or financial interest that could reasonably be expected to create a substantial conflict between the employee's private interest and the public interest.
- Utilize College time, property, facilities or equipment for any purpose other than official College business, unless such use is reasonable and incidental and does not result in any direct cost to the College, interfere with official duties or interfere with College functions.
- Utilize the employee's official position or College-issued items, such as a badge, to obtain financial gain or privileges or to avoid consequences of illegal acts.
- Knowingly make misleading statements, either oral or written, or provide false information in the course of official College business.
- Knowingly make false and damaging statements about the College, its students or employees, regardless of the means and environment in which the statements are made.
- Deliberately refuse to follow a job-related directive or assignment that is legal and does not violate safety rules or regulations.
- Engage in any political activity while on College time or utilize College resources for any political activity.

- Use the employee's own public office for private gain.
- Misappropriate or use without authorization any College property, equipment, supplies, tools, monies or credit cards.
- Be insubordinate to the employee's supervisor in relationship to his or her job function or job responsibility.
- Engage in any conduct, whether on or off the job, that adversely affects the College, subjects the College to negative publicity or criticism or that affects the employee's ability to appear at work or perform his or her work.

An employee shall:

- Perform the employee's official duties in a lawful, professional and ethical manner benefiting the College.
- Report any conduct or activity that the employee believes to be in violation of this ethics policy to the College's human resources department or legal counsel.
- Endeavor to avoid any actions that would create the appearance that the employee is violating the law or the ethical standards of the College.
- Maintain a positive and professional work atmosphere by acting and communicating in a manner where the employee gets along with guests, students, faculty and staff while on campus or at any time the employee is representing the College.
- Follow and comply with all College policies, regulations or rules.

APPENDIX F: FACULTY EVALUATION BY IMMEDIATE SUPERVISOR

NAME:	Click here to enter a date.
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Rate the following items from 0 to 3 using the following scale:

3 – Meets Expectations (100 % compliance);

2 – Not Applicable;

1 – Needs Improvement (< 100% compliance);

0 – Out of compliance/PIP needed (< 75% compliance)

<i>Faculty Self Evaluation and Supervisor Rating</i>		Faculty Self-Rating	Supervisor Rating
	Instructor cooperates with other TVCC personnel including immediate supervisor, administration, other faculty members, and support staff.		
	Instructor notifies the division chairperson, their immediate supervisor, or appropriate administrator via email and telephone message as early as possible of an inability to meet a class.		
	Instructor participates in curriculum development, including, but not limited to: Syllabus review and update Learning outcome identification, evaluation, and reporting Program reviews Library book/resources recommendations Instructional material and textbook review and recommendation		
	Instructor willingly accepts his/her share of department/division tasks, including, but not limited to: <ul style="list-style-type: none"> • Counseling and registration of students • Informing administration of all matters that affect the welfare of students, faculty, or the institution • Serving as member of committees (list committees actively serving) • Performing other duties as assigned by immediate supervisor, associate vice president, Vice President of Instruction, or president 		

<p>Instructor is present and punctual in attending meetings and assigned events, including, but not limited to:</p> <ul style="list-style-type: none"> • Scheduled faculty meetings • Learning Day • Commencement • Committee meetings • Special meetings called by the immediate supervisor, associate vice president, Vice President of Instruction, or president 		
<p>Instructor completes assigned non-instructional record-keeping tasks properly and in a timely manner, including, but not limited to:</p> <ul style="list-style-type: none"> • Posting updated/current syllabi to TVCC website • Verifying and authorizing special assignment agreements, when applicable • Selecting textbooks in Cardinal Connection • Certifying class rolls for each assigned course in Cardinal Connection • Verifying and confirming future schedules, including room assignments, course offerings and class times • Posting semester grades in Cardinal Connection • Other requested and assigned activities 		
<p>Instructor teaches assigned classes according to approved course syllabi and minimum competencies.</p>		
<p>Instructor maintains office hours in accordance with TVCC Board Policy DJ (LOCAL). Part-time faculty are available to students outside of their regularly scheduled classes for consultation/assistance with class-related items on an as needed-basis.</p>		
<p>Instructor publishes office hours in their syllabus and posts on their office door (if applicable) to meet the requirements outlined in TVCC Board Policy DJ (LOCAL).</p>		
<p>Instructor participates in the identification and evaluation of student learning outcomes (LEAPs).</p>		
<p>Instructor keeps accurate and current student records, including, but not limited to:</p> <p>Attendance</p> <p>Class grade records</p> <p>Exam answer keys</p> <p>Lesson assignments</p> <p>Student artifacts for outcome assessment</p>		

	Instructor attends professional development opportunities as assigned and is proactive with maintaining professional development hours relevant to their instructional assignment.		
	Instructor has completed the mandatory training assigned to them by the Human Resource Office, the Information Technology Department, or their supervisor(s) for compliance of State and Federal requirements.		

Faculty Evaluation Components

<i>To Be Completed by Faculty and/or Supervisor</i> (See Instructions Below)		Overall Assessment (check one)			
QUESTIONS FROM THE COURSE EVALUATIONS:		Exceeds Expectations	Meets Expectations	Improvement Needed	Comments
	The instructor relates the importance of the subject matter to real life.				
	The instructor is very knowledgeable of the subject matter.				
	The instructor encourages questions and discussions from students.				
	The instructor follows the provided syllabus for classroom instruction and				
	The instructor gives class assignments (tests, projects, presentations, etc.) that measure what was covered.				
	The instructor's teaching methods are effective in helping me learn.				
	The instructor expects students to take responsibility for their learning.				
	The instructor establishes a climate of				
	The instructor is well organized and prepared for each class.				
	The instructor is available to me on matters pertaining to the class.				
	The instructor provides feedback or grades for all assignments, quizzes, or exams within one week.				
	The instructor meets and starts class on time, do not answer the question if class				
	This instructor has challenged me to think.				

The "Overall Assessment" box should be filled out based upon the overarching pattern that emerges from the student course evaluation results. Judgments about an instructor's need to improve or his/her strength in an area should be based upon a review of the student evaluations submitted for the courses they are teaching. Below is a suggested guideline for judging performance; however, faculty and division chairs are encouraged to use their professional judgment for unique situations. In circumstances where limited participation of student evaluation an issue, the faculty member is encouraged to provide strategies for improving participation rates in their faculty comment section.

Exceeds Expectations is assigned to questions for which the average for the instructor is rated a 4.0 score or above;

Meets Expectations is assigned to questions for which the average falls between 3.0 and 3.9;

Improvement Needed is assigned to questions for which the average falls below 3.0.

FACULTY IMPROVEMENT SECTION

Professional Development activity that you've engaged in since the last evaluation.

Date(s):	Title:	Description:	Total Hours Overall	Hours Related to Distance Education

From last year's evaluation, review the goals and objectives for improvement and indicate whether these were accomplished. Why, or why not?

Faculty Comments:

Supervisor Comments:

Goals and objectives for improvement for the upcoming year.

Faculty Comments:

Supervisor Comments:

Please use this space below for any additional comments.

Faculty Comments:

Supervisor Comments:

Signature of Supervisor

Date

Signature of Instructor

Date

Please attach copies of your *Student Evaluations of Course and Instructor*
Immediate Supervisor **MUST** keep a copy of these results on file.