



## FACULTY HANDBOOK



This handbook is provided as a "How-To" guide for faculty. It is intended to serve as a reference guide for all faculty. In addition to this handbook, faculty members should also be familiar with the College Catalog, the Student Handbook, RSCC's Policy Manual and the TBR's Policy Manual.

Questions concerning areas covered and not covered in this handbook should be directed to the Vice President of Academic Services.

Revised: February 2009

## **RSCC MISSION STATEMENT**

Roane State Community College is a comprehensive, public, two-year postsecondary institution and a member of the State University and Community College System governed by the Tennessee Board of Regents. Roane State serves the higher education needs of a widely diverse eight-county service area which includes Roane, Anderson, Loudon, Campbell, Scott, Cumberland, Morgan, and Fentress counties and expands to include Knox and Blount counties for the delivery of health technologies. At multiple staffed teaching locations with a wide range of distance learning offerings, Roane State provides the benefits of higher education to all who live and work in these different communities.

Roane State awards the associate of arts and associate of science degrees to students who wish to transfer to a four-year college or university. For those students seeking immediate career opportunities, licensure, or professional skill upgrading, Roane State awards the associate of applied science degree as well as technical and academic certificates of credit. The college offers career programs for the 21st century workplace and has achieved regional and national distinction for the diversity and quality of its programs in the field of health care. To meet the needs of students who must balance multiple career and family priorities in the pursuit of their educational goals, Roane State offers programs in flexible and convenient instructional formats and has developed cooperative partnerships with area K-12 schools, the Tennessee Technology Centers, and four-year institutions to facilitate a seamless transition through all stages of the educational process.

Roane State provides a challenging and nurturing learning environment which encourages and inspires students to meet the high expectations and standards needed for responsible citizenship and to embrace the concept of learning as a lifelong endeavor. Regardless of their program of study, Roane State students are provided a sound foundation in critical thinking, problem solving, and communication skills and exposed to a curriculum which broadens their understanding and respect for wellness, diverse ideas and cultures, and a sense of the global community.

Through the various divisions which support its continuing education and community service mission, Roane State offers a wide array of specialized courses, programs, and services. These range from rigorous customized training for business, industry, and public service providers to offerings for cultural, aesthetic, and recreational awareness and enjoyment.

Just as Roane State values lifelong learning as the key to thriving in a complex and rapidly changing world, so too the college embraces technology as the driver which will power those changes and is committed to integrating the most efficient and effective uses of technology throughout the institution for the enhancement of learning and of service. Inside and outside the classroom, Roane State students are given a foundation in the use of technology required to succeed in 21st century society.

Roane State's success can only be measured by the success of its students and by maintaining its demonstrated reputation as a center for higher education excellence. The ongoing assessment of educational outcomes and administrative objectives and a firm commitment to the change and evolution necessary to ensure continuous improvement will enable the college to fulfill its vision for those it serves. The college community affirms as its highest values honesty and integrity, respectful communication, and a commitment to personal and professional accountability.

Roane State remains committed to the education of a non-racially identifiable student body and promotes diversity and access without regard to race, gender, religion, national origin, age, disability, or veteran status.

### **Accessing the RSCC and TBR Policy Manuals**

The Roane State Policy Manual is available online to ensure that every faculty and staff member has access to the current manual. To access the RSCC policy manual, go to the RSCC homepage <http://www.roanestate.edu> Keyword: Policies. TBR policies can also be found on the TBR homepage <http://www.tbr.state.tn.us>.

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## ACADEMIC ADVISING

As noted in Roane State Community College policy, PA-24-01, faculty members are required to assist with student advisement, registration, and follow along student activities including retention and placement.

At Roane State, academic advisement is a shared responsibility of the student and the faculty advisor. Counseling staff advise new students through the New Student Orientation Program. Once students enroll at Roane State, they are assigned a faculty advisor in their major area of study and emailed the information through Campus Pipeline. Students may also find out who their academic advisor is through Web for Students. Students contact the faculty advisor for academic advisement through graduation. The Intent to Graduate Form can only be signed by the faculty advisor.

Faculty advisors may approve overloads subject to the following guidelines:

- Students with a 2.5 GPA may take up to 20 hours credit.
- Students with a 3.0 GPA or better may take up to 21 hours credit.
- Students desiring to take 22 hours credit or more should have the approval of both the faculty advisor and the Vice President of Enrollment Management or his/her designee.
- Any exceptions to the above guidelines should have the approval of the Vice President of Academic/Student Services.

Additional information on Academic Advising can be found in the Faculty Advisor Handbook found on the RSCC website.

## ACADEMIC COUNCIL

The purpose of the Academic Council is to ensure that Roane State's courses/programs and policies meet the needs of its clientele while maintaining consistent quality standards with college purpose and goals, complying with Tennessee Board of Regents and Southern Association of Colleges and School requirements, and preventing unnecessary proliferation and duplication of courses across the curriculum. (RSCC Policy AA 05-01)

The membership of the Academic Council consists of representation from faculty and administration by virtue of the following positions:

- Vice President of Academic Services, Chair
- Dean of (each academic division)
- Director of Records/Registration
- President of the Faculty Senate
- Director of Library Services
- Faculty Representative(s) - (appointed representatives should be from academic divisions not represented by the Faculty Senate President)
- Student Representative(s) - 2

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- Counseling Representative
- Coordinator of Articulation
- Coordinator of Reporting
- Assistant Vice President for Institutional Effectiveness and Research/SACS Liaison Officer

Meetings will be held according to the following guidelines:

- Frequency
  - Should have standing monthly time subject to cancellation for lack of agenda items. There is no required frequency for meetings.
  - Special called meetings with 1 (one) week notice.
- Rules of Order
  - Quorum: A majority (half plus one) of the entire membership.
  - Proxy: A voting member may designate a proxy with full voting privilege to represent them in their absence.
  - Parliamentary authority: Robert's Rules of Order, current edition.
  - Submission of Items for Consideration: Request for agenda items should be placed on the public computer network one week prior to the meeting date. Notice of agenda items will be distributed via e-mail to all faculty and staff one week prior to the meeting.
  - Submission of support material: Support material should be submitted (7 working days) before meeting date in order to be distributed to Council members (4 days) prior to the meeting.
  - Minutes: Will be taken at each meeting and be placed on the network for viewing no later than one week after the meeting. The minutes will remain in draft form until approval by the Council at its next regularly scheduled meeting.

The above operating principles may be amended by motions made and passed at two consecutive meetings before becoming effective.

## **ACADEMIC FREEDOM AND RESPONSIBILITY**

RSCC subscribes to the Tennessee Board of Regents institutional policies on academic freedom and responsibility and specifically acknowledges compliance with TBR Policy on Academic Freedom and Responsibility (5:02:03:30). The RSCC institutional policy embodies and communicates clearly all provisions, definitions, and stipulations of the Board policy and provisions, definitions, and stipulations unique to RSCC. (RSCC Policy PA 22-02)

RSCC recognizes the principle of academic freedom, pursuant to which:

- The faculty member is entitled to freedom in the classroom in discussing his/her subject, being careful not to introduce into the teaching unrelated subject matter.

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- The faculty member is entitled to full freedom in research and in the publication of the results, subject to the adequate performance of his/her other academic duties. Research for financial gain must be based upon a written, signed agreement between the faculty member and the appropriate academic officer(s).
- The faculty member is a citizen, a member of a learned profession, and an officer of the institution. When the faculty member speaks or writes as a citizen, he/she should be free from institutional censorship or discipline, but his/her special position in the community imposes special obligations. As a person of learning and an educational officer, he/she should remember that the public may judge the profession and the institution by the faculty member's utterances. Hence, a faculty member should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that he/she does not speak for the institution.
- The principles of academic freedom and responsibility here defined are applicable both to faculty as defined in TBR policy 5:02:07:00 and to non-tenure track full-time, part-time, or adjunct faculty.

## **ACADEMIC FACULTY PROMOTION**

Promotion in rank is recognition of past achievement of the individual being considered for promotion. In addition, the advancement in rank is recognition of future potential and a sign of confidence that the individual is capable of even greater accomplishments and of assuming greater responsibilities. The policy of the Tennessee Board of Regents (TBR 5:02:02:30) is to make promotions strictly on consideration of merit tempered by college and fiscal considerations. The purpose of this policy is to help ensure that promotions are made objectively, equitably, impartially, and as recognition of merit consistent with the following policy guidelines.

The president of the college is responsible for the master-staffing plan of the college. In developing such a plan, the president will consider the fiscal impact of each promotion recommended to the Board.

For more information on the promotion process along with all of the forms, please review RSCC Policy PA-26-01 found on the Human Resources webpage at the Roane State Community College website.

## **ACADEMIC FACULTY TENURE**

Tenure is awarded only by positive action by the Tennessee Board of Regents (TBR), pursuant to the requirements and procedures of this policy. RSCC subscribes to the Tennessee Board of Regents institutional policies on academic tenure and specifically acknowledges compliance with TBR Policy on Academic Tenure (5:02:03:70). The RSCC institutional policy (PA 22-01) embodies and communicates clearly all provisions, definitions, and stipulations of Board policy and provisions, definitions, and stipulations unique to RSCC.

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The award of tenure is recognition of the merit of a faculty member and of the assumption that he/she would meet the long-term staffing needs of the department or academic program unit and the college. The continued professional growth and development of faculty is necessary for institutions of higher education to continue to provide educational programs in accordance with the college's mission, goals, and changing needs. Tenure is awarded only to those members of the faculty who have exhibited professional excellence and outstanding abilities sufficient to demonstrate that their future services and performances justify the degree of permanence afforded by academic tenure.

The quality of the faculty is maintained primarily through the appraisal, by faculty and administrative officers, of each candidate for tenure. Tenured faculty have the assurance of continued employment during the academic year until retirement or dismissal for adequate cause, financial exigency, or curricular reasons, as further discussed herein. TBR does not award tenure in non-faculty positions. Notwithstanding the above, this Section shall not be interpreted as diminishing the rights of non-faculty employees previously awarded tenure.

**Academic Tenure** - a personnel status in an academic organizational unit (e.g., a department or division) or program of a college, pursuant to which the academic year appointments of full-time faculty who have been awarded tenure are continued at the college until the expiration or relinquishment of that status, subject to termination for adequate cause, for financial exigency, or for curricular reasons.

For more information on tenure and promotion along with all of the forms, please review RSCC Policy PA-22-01 found on the Human Resources webpage at the Roane State Community College website.

## **ACCIDENTS AND CLAIMS AGAINST THE COLLEGE**

When an accident occurs, contact Campus Safety and Security immediately. Security personnel are on duty 24 hours a day, seven days a week and can be reached by phone in Roane County at (865) 882-4500.

In the event of an accident, the College must immediately and thoroughly investigate to determine the cause and collect appropriate related documentation. For each claim filed against the College, the Vice President for Financial Services is required to submit a departmental report which details the circumstances surrounding the incident. Per the TBR General Counsel's Office, the following information is needed when a student, guest, or employee is injured while on College-owned or controlled (i.e., leased) property:

- Date and time of incident
- Names and addresses of all parties and witnesses
- Written statements from all parties and witnesses
- Copies of any written correspondence, notes, etc., from the claimant or others regarding the claim
- Weather conditions at the time of the incident

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- Exact location of the incident (include location of each party of the incident and the location of any witnesses)
- If in any way the incident involves a College employee, determine the nature of his/her regular duties and also the nature of his/her activity immediately before and during the incident; i.e., was the activity connected in any way with the employee's duties
- Exact nature of the injuries sustained
- If the incident occurred in connection to an existing condition on College-owned or controlled property, provide the exact condition of the property (floor, step, sidewalk, etc.) as it related to the incident. Specify whether and for how long College employees were aware of the condition and/or defect in the property fixtures (Photographs of the site are extremely helpful)
- Notes of all conversations, including phone conversations, with the claimant regarding the claim and action taken by the College

Pursuant to the State of Tennessee law, any claims against Roane State Community College must be filed with the Division of Claims Administration for the State of Tennessee. A copy of the Claim for Damages form for use in filing such a claim is available in the Vice President for Financial Services Office. The form must be completed by the claimant and mailed by the claimant to the address listed at the top of the form.

## **BOOKSTORE**

Roane State Campus Bookstores are located on the Roane County Campus and on the Oak Ridge Branch Campus. Both stores offer a full line of new and used textbooks, Roane State clothing items, school and office supplies, as well as computer software.

- Hours  
Regular hours for both the Roane County and Oak Ridge Bookstore are: Monday-Friday 8:00 a.m. – 4:30 p.m. Extended hours are offered during peak registration periods.
- Free Book Delivery Service  
UPS Same Day Shipment is available from the Roane County Bookstore only. Payment must be received prior to shipment. To place an order, have class schedule available and call (865) 882-4671 or 1-800-343-9104, ext. 4671.
- Phone Orders  
Phone orders received before 1:00 p.m. EST and paid with credit cards will be shipped the same day. All other orders will be shipped immediately upon receipt of payment.
- Online Orders  
Orders may be placed by e-mail at [Bookstore@roanestate.edu](mailto:Bookstore@roanestate.edu). Please include correct phone numbers, address, and full class numbers including section numbers. For “Web Orders,” go to [www.rscclbcollege.com](http://www.rscclbcollege.com).

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## **CENTER FOR TEACHING ARTS AND TECHNOLOGY (CTAT)**

The Center for Teaching Arts and Technology is located on the second floor of the library on the Roane County Campus. CTAT is the point of contact to get assistance for technology needs, assistance with course materials, or training. The Center provides services that can be broken into the following categories: instructional technology support, audiovisual services, distance learning support, and training.

- **Instructional Technology Support**

The instructional technology support component of CTAT is responsible for the maintenance of the audiovisual and multimedia equipment in the classrooms. The CTAT FASTLab is also available to create course materials.

- **Audiovisual Services**

The audiovisual services component of CTAT provides equipment such as digital cameras, digital video cameras, and other equipment needed to create course material. CTAT also has a large Audiovisual Collection consisting of VHS tapes and DVDs. These are available for checkout to faculty or can be shown via closed-circuit television.

- **Distance Education Support**

The distance learning support component of CTAT provides support for the audio, video, IDEA room, and Momentum, also known as D2L, courses. If you are teaching using any of these modalities, the CTAT staff can assist you. Also, Momentum is often utilized to augment on-ground courses.

- **Training**

The training component of CTAT provides training for faculty. Some of the classes offered include Microsoft Office, D2L/Momentum, Flash, Dreamweaver, and video digitization.

## **CLASS ROLLS, ATTENDANCE AND RECORDS**

Faculty members should access their class lists via Banner frequently during the semester to check for proper registration of students attending each class. Particular attention should be given to the accuracy of class lists after the add period is over. Class lists should be carefully reviewed after the add deadline and corrections or discrepancies should be reported to the Records Office by the faculty member. Any student in the class at that time, not listed on the class list, must be sent to the Records Office to clarify the discrepancy. Students must be fully registered before they are allowed to attend any class. It is the responsibility of the faculty member to see that the student clears any discrepancy in his/her registration status. The Records Office will notify the faculty member of the admission status of such a student. Faculty will be notified by email each semester of the dates that Banner will be open for grading. During this period faculty can enter Banner and record grades for their assigned classes. No final grades may be reported for students whose names do not appear on the official roll. Faculty members must maintain accurate rolls at all times.

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## COMMENCEMENT

Faculty members are expected to attend all commencement exercises. Academic caps, gowns, and hoods are required for the May commencement. Faculty members are provided with rental academic regalia if they do not own their own. The bookstore orders rental regalia for faculty. Faculty will be advised when bookstore orders are due.

Commencement is typically held on the first Friday and Saturday in May of Spring semester after the semester has ended. Specific information is posted on the Roane State Community College website around Spring break.

## COUNSELING AND CAREER SERVICES (CCS)

Counseling and Career Services assists students with successfully completing their college work and establishing good foundations for future growth. CCS has offices at both the Roane County and the Oak Ridge Branch Campus. The staff is comprised of professionally trained counselors who provide students with a wide range of services including:

- COMPASS Placement Testing
- New Student Orientation Sessions
- Entrance Advising for First-Time Freshmen during New Student Orientation
- Short-Term Personal Counseling
- Career Assessments, including the online Kuder Career Planning System
- Career Counseling for Undecided Degree-Seeking Students

## COURIER SERVICE

RSCC courier service runs daily from the Roane County Campus to all of the surrounding site campuses. Since site campus mail is brought back to the Roane County Campus to be sorted and sent out the following day, please allow an extra day for the package to reach the other site campuses. Please make sure your materials are in the courier box approximately one hour before the courier's arrival time. Below is the courier schedule:

	ARRIVAL	DEPARTURE
Roane County	8:30 a.m.	
Lenoir City	9:00 a.m.	9:15 a.m.
Knoxville	9:30 a.m.	9:45 a.m.
Oak Ridge Branch Campus	10:00 a.m.	10:15 a.m.
Campbell County	11:00 a.m.	11:15 a.m.
Scott County	12:00 noon	12:15 p.m.
Fentress County	1:00 p.m.	1:15 p.m.
Cumberland County	2:00 p.m.	2:15 p.m.
Roane County	3:45 p.m.	4:00 p.m.
Post Office	4:10 p.m.	4:20 p.m.
Roane County	4:30 p.m.	

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## **COURSE SYLLABUS REQUIREMENTS**

Instructor prepared course syllabi should include:

- Course Description-Use catalog description plus other instructor details.
- Goals and Outcomes
  - General Education Goals and Outcomes-Check catalog, "College Graduation" section for general education goals and outcomes.
  - Other Goals-Other course goals should be established by division and available in division office.
  - Other Outcomes-Other course outcomes should be established by division and available in division office.
- Course Assessment Techniques
- Assessment of General Education Goals/Outcomes
- Assessment of Other Goals/Outcomes
- Instructor grading and attendance policies based on college policies are in the catalog
- Required college policy statements:
- ADA statement: In compliance with the American Disabilities Act, it is the students' responsibility to contact their instructors concerning any special accommodations required, for the completion of course requirements.
- Equal Opportunity Statement: Roane State Community College is at equal opportunity Affirmative Action Educational Institution. No person shall be excluded from the participation in, be denied the benefit of or be subjected to discrimination under any program or activity of the College because of race, color, national origin, age or handicap.
- Topical Outline (and/or dated schedule of readings and assignments)
- Other Suggested Syllabus Information:
- Instructor Name, campus office and phone number;
- Textbook(s) for the course; Special Projects/Assignments;
- Assignment descriptions; Information on tests, exams, essays, etc.

## **DISABILITY SERVICES**

Disability Services at RSCC are provided through the Counseling and Career Services Office to students who choose to self identify. Disability Services cannot provide disability assessments, however, the office can provide students with referrals to obtain assessments and documentation outside the College. Classroom accommodations or other disability services cannot be provided until the student has submitted appropriate documentation to Disability Services. Instructors should only provide accommodations after receiving the Accommodation Plan Form, which outlining any specific accommodations. Please see the RSCC website at [www.roanestate.edu](http://www.roanestate.edu), keyword: disability services for more information.

## **DISTANCE EDUCATION**

The Distance Education office is located on the first floor of the Library in L-101 on the Roane County Campus. Distance Education coordinates flexible and convenient educational

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opportunities through video and web courses including the Regents Online Degree Program and other non-traditional student programs.

- **Video Courses**  
Video courses are taught through videotapes. These courses require approximately 4 on campus trips for testing. There is an additional \$22.00 fee for each video course taken.
- **Web Courses**  
Web courses at RSCC are taught through the Internet using Momentum (D2L). Some courses require on campus testing, while others may not.
- **Regents Online Degree Program**  
Roane State offers associate degrees on the web with the assistance of other Tennessee Board of Regents schools. Students can choose to pursue the following degrees:
  - Associate of Applied Science in Information Technology
  - Associate of Arts or Science in General Studies (University Parallel)
  - Associate of Applied Science in Early Childhood Education

Courses are offered over the Internet via D2L. Some courses require two tests to be taken at the Testing Center. Testing Centers are conveniently located at the main campus (Harriman) and at the branch campus in Oak Ridge.

RSCC Policy AA-21-01 has more information pertaining to distance education courses.

## **EMAIL ACCOUNTS REQUIRED**

All Roane State Community College employees will have a college email address, and all official electronic correspondence will be via that address. See Electronic Information Systems (Email) Policy, GA-18-03, for how to obtain an email address and use of the college email system.

- **Redirecting of email**  
If an employee wishes to have email redirected from their official @roanestate.edu address to another email address (e.g., @aol.com, @hotmail.com, or an address on a departmental server), they may do so, but at their own risk. The College will not be responsible for the handling of email by outside vendors. Having email redirected does not absolve employees from the responsibilities associated with official communication sent to his or her @roanestate.edu account. This policy does not preclude staff or faculty from using personal email accounts for communications; however, the employee alone is responsible for reading official college correspondence. Only college email accounts will be maintained, the college has no responsibility for keeping up with personal staff or faculty email accounts.

## **EDUCATIONAL BENEFITS OFFERED BY THE COLLEGE**

Roane State Community College is committed to the need for the continued professional growth and development of employees. Support for educational assistance of personnel and their dependents is an important vehicle for addressing that need. These programs are available subject to funds being budgeted and available within the institution.

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- PC-191 - Full-time employees of the TBR and UT systems are eligible to enroll in one course per term at any public postsecondary institution, with fees waived for the employee on a space-available basis. All full-time employees of the College are eligible to participate upon the first day of employment. The course must be for credit; employees must meet the regular academic rules and regulations of the institution offering the courses. Tuition charges, maintenance fees, student activity fees, registration/access fees will be waived for the employee. Employees, however, are responsible for special course fees and the cost of books, supplies and application fees. TBR employees must present an approved PC-191 form at the time of registration.
- Employee Audit/Non-Credit Program - This program is designed to provide course or maintenance fees only for an employee who takes a course on an audit/non-credit basis at a TBR Institution with continuing work responsibilities at the home institution. Any regular full-time or part-time employee, including faculty, at a TBR institution who has been **employed by the institution for at least 6 months** is eligible to participate with the approval of the Director of Human Resources. Regular part-time employees may receive a prorated portion of assistance based on percentage of contract for employment. The program is designed to pay tuition/maintenance fees for credit or job-related non-credit courses for a maximum of six credit hours or two non-credit courses per semester. Employees, in counsel with their immediate supervisors, should limit the number of courses audited to maintain an optimum level of job performance. Course enrollment will be permitted on a “space- available basis”.
- Request for Fee Discount for Spouse and/or Dependent - The TBR Policy Number 5:01:04:50 establishes a Student Fee Discount Program for spouses and dependents of TBR employees. The employee must be a regular employee in an active pay status or working a minimum of 50 percent of the time or more at a TBR institution. Spouse and dependent children must be admitted to the TBR institution or technology centers through regular admissions procedures. The employee must complete a “Request for Fee Discount for Spouse and/or Dependent” form and forward to the Human Resources Office for approval. The amount of the student fee discount for spouses and dependent children of full-time employees shall be no more than one-half (50 percent) of the undergraduate maintenance fee. The student fee discount shall apply only to undergraduate courses at TBR institutions and technology centers. Eligible spouses and/or dependent children may enroll in any number of courses up to and including full-time study.

## EMERITUS FACULTY STATUS

Faculty having served Roane State Community College for a minimum of ten years shall be eligible for emeritus faculty status upon retirement from the institution. Emeritus faculty status is an honor bestowed for distinguished institutional services. Designation as emeritus faculty shall be at presidential discretion.

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In addition to appointment directly by the President, a nomination for emeritus status can be made by any tenured faculty member; however, the nomination must be affirmed by a majority of faculty within the candidate's division and endorsed by the division chair and the vice president of academic and student services.

Emeritus faculty shall be entitled to such privileges and benefits, other than monetary compensation, as the institution designates insofar as such privileges and benefits are within the limits of the institution's discretionary authority. Such privileges and benefits may include an identification card designating the holder as emeritus faculty and entitling the holder access to certain institution facilities and services commonly available to faculty. The privileges and benefits carry with them the same responsibility as for regular faculty.

## **EMPLOYEE BENEFITS AT ROANE STATE COMMUNITY COLLEGE**

Who is eligible?

- The following information is a summary of most benefits offer to regular (full-time and part-time) employees. Please check RSCC and/or TBR policy for full descriptions.
- Regular part-time employees receive benefits on a pro-rated basis depending upon the number of hours worked.
- Temporary employees are not eligible for benefits.

Summary of Benefits

<b>Benefit</b>	<b>Eligibility</b>	<b>Condition</b>
Annual Leave: Full time administrator Fiscal Faculty (12 month)	Accrues from date of employment	15 hours per month
Bereavement Leave	Immediately	Provides all regular, full-and part-time employees time off without loss of pay to attend the funeral of an immediate family member. (Such days shall not exceed 3 regular scheduled work days.)
Cancer & Intensive Care Insurance	Immediately	Employees pay premiums.
Civil Leave	Immediately	Regular pay for all time while serving on jury duty or as a subpoenaed witness. Money must be returned to state if annual leave is not taken.

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COBRA	<p>An employee may continue the same medical benefits through COBRA if:</p> <ul style="list-style-type: none"> <li>• The employee and/or the employee's dependents lost coverage due to one of the "qualifying events."</li> <li>• The employee and/or the employee's dependents are not eligible for Medicare.</li> <li>• The employee and/or the employee's dependents are not insured under another medical plan.</li> </ul>	<p>An employee may continue his or her single or family medical coverage for a maximum of 18 months if the employee loses coverage due to one of the "qualifying events" listed below:</p> <ul style="list-style-type: none"> <li>• Employment is terminated (including layoffs) for any reason other than gross misconduct.</li> <li>• The employee's work hours are reduced so he or she is no longer eligible under the state plan's eligibility rules.</li> <li>• The employee's job appointment changes so he or she is no longer eligible under the state plan's eligibility rules (such as changing to a temporary position).</li> </ul> <p>Dependents of the employee may continue their medical coverage for a maximum of 36 months if the dependents lose coverage due to one of the "qualifying events" listed below:</p> <ul style="list-style-type: none"> <li>• The death of the employee.</li> <li>• The divorce of the dependent from the state employee.</li> <li>• With respect to a dependent child, because the dependent child is no longer eligible as a dependent under the state plan's eligibility rule.</li> <li>• (For example, a child reaches the limiting age, drops out of college, gets married, is no longer dependent on the employee, etc.).</li> </ul>
Credit Unions	Immediately	<p>Membership and payroll deductions are available through the Tennessee Teachers Credit Union and Educator's Credit Union. Loans and other services are also available according to credit union guidelines.</p>

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Death Benefits	Immediately	In accidental or natural death, while in service, accumulated annual and sick leave paid to beneficiary or estate.
Dental Insurance	After one full month or current employee: during annual drive	Employees can choose one of two plans available: <ul style="list-style-type: none"> <li>• Prepaid Plan</li> <li>• PDO (Preferred Dental Organization).</li> </ul> Each plan offers preventive, diagnostic, basic, and major benefits. However, the employee may have a waiting period before these benefits are available. Employee-paid premium.
Direct Deposit	Immediately	Payroll checks deposited in the bank of the employee's choice.
Educational Assistance		<ul style="list-style-type: none"> <li>• Faculty or Administration / Professional Staff Grant- in-Aid Program.</li> <li>• Faculty or Administration / Professional Staff Tuition / maintenance Fee Reimbursement Program.</li> <li>• Employee Audit Program.</li> <li>• Clerical and Support Staff Maintenance Fee Payment Program.</li> <li>• Fee Waiver for TBR/UT System Employees.</li> <li>• Desegregation Development Programs.</li> <li>• Fee Discount for Spouse and/or Dependent Children.</li> <li>• Public Higher Education Fee Waiver for State Employees.</li> <li>• Fee Discount for Dependent Children of Licensed Public School Teachers or State Employees.</li> </ul>
Educational Leave	Immediately	See TBR Policy for specifics.
Employee Assistance Program (EAP)	Immediately	EAP provides consultation for employees who are experiencing personal problems which could impact their work performance and/or personal well-being. Services are confidential.

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Family and Medical Leave	After 12 months having worked 1,250 hours during the 12 months preceding the start of the leave.	Provides male and female employees up to 12 workweeks of leave during a 12 month period for specified family and medical reasons, to provide continued medical insurance coverage and to insure employees' reinstatement to same or equivalent positions following leave period.
Flexible Benefits Plan	New employees: must enroll during first calendar month of employment  Current employees: during annual drive	The IRS allows certain benefits to be purchased under the plan on a tax- free basis. Benefits in the Tennessee Board of Regents Plan include payment of state group medical premiums, payment of state group dental premiums, medical reimbursement accounts and dependent day care reimbursement accounts.
Group Medical Insurance	After one full calendar month for full-time.  After 24 months and scheduled to work 1,450 hours per year for part-time.	Comprehensive medical and hospitalization program in Preferred Provide Organization (PPO); Point of Service (POS); Health Maintenance Organization (HMO). Includes basic term life and special accident insurance coverage determined by a schedule based upon the employee's base annual earnings.
Holidays	Immediately	New Year's Day Martin Luther King's Day Good Friday Independence Day Memorial Day Labor Day, Thanksgiving Christmas Day 4 other days during Christmas season.
Long Term Disability	After one full month	Employee-paid premium. Premium can be paid through payroll deduction.
Longevity Pay	After 3 years of service	\$100 per year of full-time service; current maximum benefit: \$2,500.

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Maternity Leave	Immediately	Leave for maternity purposes shall be granted for a period of up to four (4) months upon request of a female employee. Sick Leave may be used for a period of medical disability only; an employee may use any or all accrued annual leave or leave without pay for the remainder of her maternity leave.
Military Leave	Immediately	Regular pay for up to 15 days plus emergency calls to active duty. Re-employment rights if qualified.
Optional Special Accident Insurance	Immediately if enrolled in group insurance plan	Provides additional special accident coverage if employees have paid premium.
Optional Term Life Insurance	After one full month for new employees.  During open enrollment for current employees.	Term life insurance offers a pure and simple death benefit. The premium is small in comparison to other types of life insurance because there is no cash accumulation or paid-up feature. The premiums automatically increase as the participant's insurability age increases. Spouse and dependent children coverage is also included in the term life insurance. Employee paid premiums through payroll deductions.
Optional Universal Life Insurance	After one full month for new employees.  During open enrollment for current employees with proof of insurability.	The universal life insurance plan offers a death benefit as well as a savings feature. The premiums are higher than a term life insurance plan because it includes cash accumulation, a loan provision and paid-up features. The universal life insurance plan has a level premium which means the premiums do not increase as the participant's age increases. The universal plan does not include coverage on spouse or children. Employee paid premiums through payroll deduction.
Retirement	Immediately	Benefits based on salary and years of service. VSCC and the state contribute 6.33% TCRS and 10% ORP (TIAA-CREF, VALIC, and Aetna).

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Sick Leave	Accrues from date of employment	7.5 hours per month. Unused sick leave counted as creditable service for retirement.
Tax Deferred Annuities	Immediately	Contributions can be made to a tax deferred annuity on a salary reduction basis through approved companies.
United States Savings Bonds	Immediately	U.S. Savings Bonds can be purchased through payroll deduction.
Voting Leave	Immediately	Regular faculty and staff who are registered voters may receive reasonable time off to vote if they request such time off before 12:00 noon the day before the election. No time off will be granted if the polls in the county where the employee is a resident are open three (3) or more hours before the employee is scheduled to begin work or if the polls close three (3) or more hours after the employee's work schedule ends.

For more information, please review information on the Human Resources web page.

## **EQUIPMENT CONTROL**

Equipment (capital assets) is any tangible personal property having a useful life of more than one year and costing \$5,000.00 or more. A personal computer unit includes the following components: the processor, monitor, keyboard, memory, and disk drives. These components will be capitalized as a unit. For all other equipment that consists of component items, only those components that cost \$5,000.00 or more will be capitalized.

It is the responsibility of the budgetary unit heads to control and monitor the equipment and other assets located within their areas. All employees should be made aware of the importance of the safekeeping of institutional equipment. The policies and procedures described in this document are to be considered minimum controls for equipment. Additional controls should be implemented by the departments if considered necessary. For a copy of the complete policy, contact your division office and/or the Vice President for Business and Finance.

## **EXAM SCHEDULES**

Exam Schedules are posted on the Academic Services page for Fall and Spring semester. Review the Academic Services webpage for the specific dates.

If a comprehensive examination is given, it is important that all faculty follow the exam schedule. If you have questions or concerns, and for some reason you cannot give your exams during these periods, please notify your division dean.

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## FACULTY CREDENTIALS

Roane State Community College employs faculty whose credentials comply with Tennessee Board of Regents guidelines and to meet SACS Criteria for Accreditation. Qualifications for teaching full-time or part-time at Roane State Community College are the same for all credit courses and those offered through distance learning activities.

Academic degrees presented for credentialing will generally be awarded from regionally accredited institutions. In the event that the faculty member is a graduate of a non-regionally accredited or an institution outside the United States, a further review of credentials will be conducted to ensure appropriate academic preparation.

The general SACS criteria for teaching transfer courses at the collegiate level are:

- Possession of a valid master's degree with a major in the teaching field;
- Possession of a valid master's degree in any area with at least 18 graduate hours in the teaching field.

The general SACS criteria for teaching non-transfer courses at the collegiate level are:

- Possession of appropriate academic preparation, with the minimum being the same level at which the faculty member will teach;
- Possession of appropriate work experience related to the teaching discipline.

Any request for exception to the above credential requirements must be approved in advance by both the Vice President for Academic and Student Services and the President.

If licensure or special certifications are required for the accreditation of an academic program, these credentials must be filed with the Office of Human Resources prior to employment. It is the responsibility of the faculty to ensure that such certifications are renewed when required.

<b>Faculty Credentials</b>	
<b>Program</b>	<b>Degree Requirement</b>
AA / AS degree programs (transfer courses)	Full-time and part-time faculty members teaching credit courses in humanities/fine arts, social/behavioral sciences, and natural sciences/mathematics <b>must</b> have completed at least 18 graduate semester hours in the teaching discipline and hold at least a master's degree, or hold the minimum of a master's degree with a major in the teaching discipline. In exceptional cases, outstanding professional experience and demonstrated contributions to the teaching discipline may be presented in lieu of formal academic preparation in the above areas.

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AAS degree programs (professional, occupational, technical) (courses not designed to transfer)	Associate degree plus work experience in the field. Baccalaureate degree preferred. In exceptional cases, outstanding professional experience and/or demonstrated contributions to the discipline may be presented in lieu of formal academic preparation.
Technical Certificate program (courses not designed for transfer)	Some college or documented specialized training plus work experience. Licensure demonstrating competence may be required.
Developmental Studies	Baccalaureate degree in a related field and either teaching experience in a related field or graduate training in remedial education (see remedial or developmental math footnote *).
Physical Education Activity Courses	Preferred: Master's degree in physical education, master's degree with 18 hours in physical education, or master's degree with related professional or teaching experience.  Also considered: Bachelor's degree in physical education or recreation or professional certification in specific areas such as aerobics, golf, tennis, etc.

\*The minimum requirements for teaching remedial/developmental mathematics at Roane State Community College are as follows:

- To teach Basic Mathematics requires college coursework through College Algebra.
- To teach Elementary Algebra requires college coursework through Calculus (one course).
- To teach Intermediate Algebra requires college coursework through Calculus (one course).
- To teach Geometry requires a course in Geometry (high school or college level) and college coursework through Calculus (one course).

## FACULTY EVALUATION

A comprehensive and flexible system for faculty evaluation has been developed and is linked with an objective planning system. The Roane State philosophy of evaluation complies with the TBR minimum criteria for tenure and promotion. A primary goal of the college is to provide a means for the professional development of each faculty member. Each faculty member can benefit from the feedback received from evaluation and from being provided specific ideas for enhancing his/her teaching and professional skills. Through the process of fair and accurate evaluation, both Roane State and faculty members can grow.

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Faculty members are evaluated by their contribution within specialty areas. The most desired employees are excellent teachers, maintain high academic standards, and are proficient in their chosen fields. In addition, they strengthen the institution through a variety of other contributions. The most desired faculty are resourceful in supporting the mission of the college. Ideal faculty serve the institution in multiple capacities.

The purpose of faculty evaluation is to provide information for use in determining tenure, promotion and retention. Evaluation criteria cover the three major components of evaluation: Teaching, Service/Outreach, and Scholarship/Creative Activities/Research. The period of evaluation is January 1 through December 31. At the beginning of the evaluation period and by February 1 of the evaluation year, each faculty member develops a set of objectives and/or IEPDs and submits them to his or her supervisor for mutual agreement. The faculty member has the opportunity to revise these objectives, if necessary, at the mid-year review. After the end of the evaluation period, the faculty member submits a summary of accomplishments. The supervisor prepares the evaluation narrative summary form. The results are shared with the faculty member and reported to the administration along with the supervisor's recommendations.

For more complete information, please review the policies and procedures of PA-22-01.

## **FACULTY SENATE**

In accordance with RSCC Policy GA-32-01 and in the interest of academic freedom and professional responsibilities, the Faculty Senate is dedicated to promoting faculty participation in decision-making, and to providing an orderly process for improving communication and mutual understanding between the administrative officers, the faculty, and the students of the college.

The duties and powers:

- To express the collective opinion of the faculty to the administration of the college on any matter of concern to the faculty, and to provide for the administration a significant avenue for the dissemination, discussion, and evaluation of all matters of concern to the faculty.
- To initiate faculty input for the planning and implementation of college programs, policies, and facilities, and to serve as a vehicle for recommendations faculty make to address current college issues, problems, and institutional goals.
- To define and recommend general educational objectives, subject to approval by the president, and to participate fully and actively in the determination of programs and policies that pertain to academic matters and faculty welfare.
- To aid in securing and maintaining adequate salaries, tenure, sound retirement systems, and such other benefits and improvements in conditions as will enable faculty to function effectively, and to provide a forum for the open discussion of faculty grievances and student concerns involving the faculty as a whole.
- To promote principles of human dignity and concern for the interest of both the college and the surrounding communities.

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## **FACULTY WORKLOAD GUIDELINES**

The individual instructor is the key figure in the educational process of the college, and his/her attitude, personality, skill, character, and initiative will determine how well the college accomplishes its mission and the general education objectives. He/she plays a prominent role in curriculum development through constant evaluation of student and course outcomes. Refer to PA-22-01 for information on academic freedom.

A full teaching load will be 15 hours or the equivalent per term unless the Dean assigns other duties for the benefit of the college. Additional teaching load assignments may be made within the TBR Policy on Extra Compensation.

Maintain class and office schedule including at least 30 hours per week on campus and be available for students, other faculty, and administration. Each faculty member is required to devote a of 37.5 hours per week to the college. Schedules must be posted and filed with the appropriate Dean and Vice President of Academic Services. A minimum of fifteen hours weekly should be open to students on campus and rescheduled each term to correspond to the new schedule for that particular term. Faculty members are expected to maintain regular office hours in addition to the regular teaching duties in order to accommodate students and administrative responsibilities. Office and teaching hours should be posted each term at the entrance to each faculty member's office. It is the responsibility of the Deans to see that new faculty office and teaching schedules are posted promptly on office doors each term. Faculty should make themselves available to students for advising purposes. All faculty members are expected to keep regular office hours and provide normal tutorial assistance to their students. Under no circumstances will a faculty member charge any student enrolled in the college for assistance in matters related to his/her teaching duties.

Assist with student advisement, registration, and follow along student activities including retention and placement. The Advising Office assigns all degree seeking students to an appropriate academic division, based on the student's declared major. Students are encouraged to make an appointment with their advisors prior to registration each term. Deans will schedule advisement assignments and/or responsibilities during scheduled registration hours.

In addition to the instructional responsibilities, faculty members are expected to perform other duties that contribute to the welfare and support of the college. Among these are academic advising of students and committee assignments. Assignment of non-instructional duties will be examined to assure that faculty members will not be asked to assume additional responsibilities which might prove detrimental to teaching performance.

The Vice President of Academic Services will appoint standing committees in the fall term to serve for that academic year. Faculty members are given the opportunity to indicate preference for committee assignments. Although every person may not receive their first choice, an attempt will be made to honor the requests. Efforts will be made to limit the faculty member to no more than two standing committee assignments per academic year. Occasionally, faculty members may be asked to work on a special task force or temporary committee assignment. If any faculty member is asked to serve on more than two committees and that faculty member thinks that the

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additional assignment would be detrimental to teaching performance, the faculty member can ask to be relieved of the additional assignment. Refer to Policy GA-25-01. Faculty members who perform other non-instructional responsibilities, such as sponsoring a student organization, may be relieved of additional committee assignments.

### Summer Pay

Summer pay for regular faculty employees and adjunct faculty will be paid on special exception payrolls at the middle (approximately) and end of the summer term following completion of the class or classes. For more information, review the TBR Policy regarding Summer Session and Inter-sessions found on the TBR website.

### 2008 Workload Credit for Distance Education Instruction

#### Video Courses

2 credit hours	3 credit hours	4 credit hours	Student Enrollment
2.0	3.0	4.0	Up to 30
3.0	4.0	5.0	31 – 45
4.0	5.0	6.0	46 -60
<i>Increments of 15 students</i>	<i>Generate 1 credit hour</i>		

Generally, video course enrollments should not exceed 60 students per section.

#### Web Courses

2 credit hours	3 credit hours	4 credit hours	Student Enrollment
2.0	3.0	4.0	Up to 25
3.0	4.0	5.0	26 – 30
4.0	5.0	6.0	31– 35

After 35 students, will need to make decision whether to cap or add another section.

The minimum class size is 15 per Roane State Community College; classes with a total enrollment will be offered or canceled at the discretion of the Division Dean.

#### Interactive Courses

Semester Hours 2 cr. hour class	Semester Hours 3 cr. hour class	Semester Hours 4 cr. hour class	Semester Hours 5 cr. hr. class	Student Enrollment
2.0	3.0	4.0	5.0	15-35
3.0	4.0	5.5	7.0	36-50
4.0	5.0	7.0	8.5	51-65
5.0	6.0	8.0	10.0	66-80
6.0	7.0	NA	NA	81>

1-3 sites: no extra credit

4-6 sites: 1.0 hour credit

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## FOOD AND DRINK

- The food and drink policy pertains to all persons using classroom space at Roane State.
- All general classrooms (excluding those with carpet) will be open for food and drink.
- Individual faculty may establish a "no food and drink" policy for their class periods.
- Decisions on whether to allow food and drink in labs require consensus among faculty using each lab each term providing that universally accepted safety regulations such as those of OSHA, etc., are followed.
- No food or drink is permitted in carpeted classrooms. Division deans may make exceptions for classes lasting longer than two hours.
- Site Campuses have a "no food and drink" policy in classrooms.

## FRESHMAN EXPERIENCE

The Freshman Experience is an event held the week before Fall semester begins for Freshman students entering college for the first time –traditional and non-traditional students. The main purpose of the event is for students to meet their advisors. In addition, students have the opportunity to meet other students, faculty and administrators who participate in the annual event.

Other sessions include a Technology session which reviews campus pipeline, Web for Students and the online course management system as well as General Information session for general discussion of successful survival strategies for the first year of college.

Faculty are required to meet with their group of students for a general advising session on the Roane County campus. This is your time to connect to students and leave a memorable impression.

## FULL-TIME FACULTY HIRING PROCEDURE

<b>Task</b>	<b>Responsible Party</b>
Position Request Form The form will contain the position description and qualifications, proposed advertising and position announcement, qualifications ratings, and appointment of Selection Committee if required.	Division Dean
Forwarding Procedures The Division Dean obtains the appropriate Executive Officer approval including Human Resources, Financial Services and President. The HR office forwards the signed / approved Position Request Form to the Division Dean.	Executive Officers
Position Announcement / Recruiting Process	Human Resources

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<p><b>Selection Committee Appointment</b> The committee must consist of two of the following: Division Dean, HR Officer, Executive Officer and faculty member. In addition, the committee must contain at least one female, one male and at least one minority member.</p>	Division Dean
<p><b>Selection Committee Responsibilities</b> The Selection Committee will screen all applicants, conduct interview and ascertain the qualified applicants. Completion of a Confidential Rating Form on all interviewed applicants is required. The committee chair completes a Certification / Faculty Form to document compliance on the mini-teaching unit and oral proficiency in the English language on the recommended candidate as well as conduct and complete a minimum of three telephone employment reference check sheets.</p>	Selection Committee
<p><b>Human Resources Review of Documents</b> HR reviews all materials to ensure all affirmative action steps have been taken.</p>	Human Resources
<p><b>Salary Equity Committee</b> The Salary Equity Committee makes a salary recommendation to the President.</p>	Salary Equity Committee
<p><b>Review and Recommendation by President</b> The President reviews the employment recommendation package.</p>	President
<p><b>Offer of Employment</b> HR will make the official offer of employment, prepare an offer letter, contract and schedule a benefit / orientation meeting.</p>	Human Resources

For more information, please see Roane State policy.

## **GUESTS AND VISITORS**

Children, relatives or friends are prohibited from attending class with students or instructors. Children are not to be left unattended on campus.

## **HARASSMENT**

Roane State Community College is committed to creating and maintaining a positive work environment for all employees and students. Employees and students have the right to work and learn in an environment free from sexual harassment. The College provides an online, self-paced, interactive training course “Preventing Sexual Harassment” to provide information and training on sexual harassment that is readily accessible to all RSCC faculty, staff and students. Individual training can be taken at your own pace and at your convenience. It is the responsibility of all regular full-time and regular part-time staff to satisfactorily complete (80

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percent mastery) the training program within the first 30 days of employment. The training and assessment is accessible on your computer from the RSCC Human Resources home page at [www.roanestate.edu/humanres](http://www.roanestate.edu/humanres).

### **Title VI/Discrimination**

Title VI prohibits discrimination on the basis of race. Since this is a serious subject, the Tennessee Board of Regents Offices of the General Counsel and Human Resources has developed an online Title VI training module. Employees will be trained annually on the provisions of Title VI.

All new employees should complete the training module within the first 30 days of employment. Go to [http://www.tbr.edu/human\\_resources/training/titlevittraining/pass.asp](http://www.tbr.edu/human_resources/training/titlevittraining/pass.asp) with password set to “compliance” (all lowercase, no quotes). Upon taking the quiz, the employee will receive a web certificate ready for printing. The employee identifies their institution from a drop down menu. The Human Resources officer and affirmative action officer of that institution will receive an e-mail verification of test results.

Institutional policy is to provide Equal Employment Opportunity for all present and prospective employees regardless of race, color, religion, sex, national origin, age, and physical or mental disability. Although sexual orientation is not included as a protected status under the law, the College is committed to equal employment and educational opportunities and applies this commitment to all aspects of recruitment, employment and education. It is also College policy to afford equal employment opportunities for applicants and employees who are veterans of the Vietnam era. This policy applies to all personnel actions including, but not limited to, recruiting, hiring, classification/ compensation, benefits, promotions, transfers, layoffs, recalls from layoffs and educational, social, and recreational programs of this institution. (RSCC Policy Number: PA-01-01).

### **INCLEMENT WEATHER**

It is the policy of Roane State Community College to cancel classes under extreme weather conditions. In the event that it is necessary for the President/designee to declare the specific hours as emergency closing, the following guidelines will be used:

- Daytime vs. Evening Classes  
A clear distinction will be made between day and evening classes in any announcements that are broadcast, and they will be treated separately. An evening class is defined as a class that begins at or after 4:30 p.m.
- Daytime classes  
When bad weather occurs, one of the three following decisions will be made:
  - Classes will be held as scheduled
  - Classes will start at 9:30 a.m.
  - Classes will be canceled.

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- **Evening Classes**  
Evening classes (those beginning at or after 4:30 p.m.) will either be canceled or held at the regular time. Generally, a decision about evening classes will be made by noon that day so that an announcement can be made on mid-day news shows.
- **Definition of 9:30 a.m. Late Start Schedule**  
If an announcement is made that RSCC will open at 9:30 a.m., this means that 8:00 a.m.. classes will not be held, and all classes starting at 9:30 a.m. or later will be held. To eliminate any confusion, at the beginning of each Spring Semester, instructors of early morning classes, morning labs, and morning clinical will give instruction for that class in the event of a 9:30 a.m. late start schedule.

When the Late Start Schedule goes into effect, early morning classes that are not held will be made up later; arrangements for make-up will be made and announced by the course instructor.

The 9:30 a.m. Late Start Schedule applies to classes on Eastern Standard Time and Central Standard Time. Therefore, classes at the Cumberland and Fentress County Centers will begin at 9:30 a.m. CST that is 10:30 a.m. EST. Interactive classes that start at 9:30 a.m. EST will not be on-line with Cumberland or Fentress County until 10:30 a.m. EST that day, and 9:30 a.m. classes will be rebroadcast to them at a later time.

- **Different Weather at Different Campuses**  
In general, when decisions about school closings are made, one decision will be made for all eight Roane State campuses. In the event that one campus experiences extreme weather that the other campuses do not (likely to happen in Cumberland or Scott counties), a decision to close or start that campus late will be made. On those occasions, an announcement about the one closing will not be made on Knoxville radio and TV stations so as not to confuse the public; at those times, students should tune in to the local radio station for current information.
- **Class Make up**  
Instructors of classes that do not meet or start late due to winter weather will announce arrangements for making up work as soon as the class resumes.
- **Announcement of closings and late-starts due to winter weather**  
Decisions about closings are made early enough so that announcements can be made on the 6:00 a.m. local news shows. Also by 6:00 a.m., tape-recorded messages about the status of Roane State can be heard by calling the main number at all Roane State campuses with the exception of the Knoxville campus; students in Knoxville should call another RSCC campus to hear the message. Students with web access at home may also get current closing information by going to [www.roanestate.edu](http://www.roanestate.edu).
- **Weekend classes**  
The same procedure will be followed for weekend classes.

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## INFORMATION TECHNOLOGY DIVISION

The Information Technology Division provides administrative, email, networking and microcomputer support for Roane State Community College. It has two departments, Administrative Systems and Networking and Technical Support.

- **Administrative Systems**
  - Administrative Mainframe Support—maintains the mainframe systems, Internet software, system printers, and numerous system software packages.
  - Programming Support--maintains the IA/SCT, Banner software, and all related subsystems for Banner and various locally developed programs.
- **Networking and Technical Support**
  - Help Desk--provides assistance and trouble-shooting for all computer problems, including but not limited to: Microsoft Office E-mail, PC/MAC hardware, PC/MAC software, password problems, etc. The Help Desk is open Monday--Friday, 8:00 a.m. until 4:30 p.m. The preferred method for reporting a problem is to send e-mail to [HELP@roanestate.edu](mailto:HELP@roanestate.edu). The Help Desk may also be reached by dialing extension HELP (4347). After hours the Help Desk number is forwarded to a technician working after hours.
  - Microcomputer Support--provides all microcomputer maintenance and support to faculty, staff and labs for Roane State. Support for applications software comes from this department as well. To request technical support, call or e-mail the Help Desk and identify the problem, the tag number of the machine, and whether the problem will prohibit a class from starting or continuing.
  - Network Management--responsible for the entire RSCC network, including Windows servers, network wiring, network configurations, and network monitoring. Requests for Network Support should be sent to [HELP@roanestate.edu](mailto:HELP@roanestate.edu).

## INSTITUTIONAL EFFECTIVENESS

The college's institutional effectiveness system incorporates the strategic planning process of the Tennessee Board of Regents which provides a collaborative framework for establishing and assessing five-year institutional goals and objectives in support of system-wide educational priorities. As an integral part of this process, the college sets annual benchmarks for the accomplishment of its stated goals and objectives, assesses whether it has achieved these outcomes/objectives, and uses the results of this assessment for improvement opportunities. Progress toward achievement of benchmarks is reported annually and recorded online in the strategic plans of the college and the Tennessee Board of Regents. This ongoing, shared process of documentation highlights the continuous and flexible nature of the college's strategic plan and its role in demonstrating institutional effectiveness. The college also utilizes SPOL (Strategic Planning Online™), an integrated, online system to record and continuously update departmental strategic objectives, assessment efforts, and the use of assessment results for improvement.

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## INTELLECTUAL PROPERTY

The Tennessee Board of Regents and Roane State Community College seek to encourage inventions, discoveries, and the production of copyrightable materials by members of the Roane State Community College community; facilitate the utilization of such discoveries and materials to the benefit of the public, the institution, and the members of the institutional community; and provide for the equitable sharing of any proceeds derived from the commercial exploitation of inventions, discoveries, and copyrightable materials in which, pursuant to this policy, Roane State Community College is determined to have an interest. Please reference TBR Policy 5:01:06:00 and RSCC policy GA-28-01 for more details.

## LEARNING CENTERS

Our Learning and Tutoring Centers provide free learning assistance to Roane State students, faculty, and staff, and to service-area community members. There are Learning Centers on the Roane County Campus (second floor of the Library) and the Oak Ridge Campus (in the Coffey Library), and a Tutoring Center on the Cumberland County Campus (rm. 152). Some tutoring is also available at our other sites. Visit our web site at <http://www.roanestate.edu/learningcenter>.

- **Tutoring in Math, Science, and Other Disciplines**  
The two Learning Centers provide tutoring in a variety of disciplines. Students can check the schedule for available tutors that is published on Campus Pipeline, distributed around the campuses, and posted outside the Learning Centers.  
The software that accompanies the college's math courses is loaded on Learning Center computers and is available to students.
- **Writing Help**
  - Writing consultations are available by appointment for one-to-one interaction with individual writers. Writing consultants do not edit or proofread writing assignments. Consultants focus on rhetorical and logical principles. Students are introduced to models of excellence in writing and challenged to think clearly and critically. We look for patterns of error and stress solid organization. To make an appointment, students may come by the Centers or call 882-4677 in Roane County, or 481-2026 in Oak Ridge.
  - The RSCC Online Writing Lab (OWL) contains a number of online documents that students can access to help solve their writing and research problems. The documents include brief instructions for writing essays in various rhetorical modes, along with student samples; guidelines for writing research papers; help in using MLA style and quotations; help with organization and writing introductions and conclusions; and information on conducting research on the Web. The OWL also includes a wealth of information for faculty, including links to other OWLs and professional sites across the country.
- **Online Tutoring**  
Professional online tutoring in a variety of disciplines is available from [www.Smarthinking.com](http://www.Smarthinking.com) at no charge to RSCC students. Call the Director of Learning Centers at extension 4486 for more information, including student passwords.

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- **Group Study Rooms**  
The Learning Center on the Roane County Campus has three group study rooms that students may sign up to use.
- **Computer Use**  
Each Center is equipped with computers with internet access and Microsoft programs. Center staff members provide free basic computer instruction.

Instructors are encouraged to drop by the Centers and introduce themselves. The Learning Center relies on full-time and adjunct faculty to bring to our attention students with strong skills in a discipline as these students may make excellent tutors. The Learning Center staff is also available to visit classes and tell your students about our services.

## **LIBRARY SERVICES**

The RSCC Libraries want to help our adjunct faculty provide high-quality instruction to our students. We offer a diverse collection of information resources in a variety of formats: print books; eBooks; magazines and academic journals; electronic databases; websites and more. To learn more about resources available at your RSCC libraries, go to [www.roanestate.edu/library](http://www.roanestate.edu/library). Our online catalog provides a complete listing of resources available at all RSCC library locations. Books and copies of articles may be requested for courier delivery to any RSCC campus location. Requests may be placed by phone, email ([librarystaff@roanestate.edu](mailto:librarystaff@roanestate.edu)) or online ([www.roanestate.edu/library/distance.htm](http://www.roanestate.edu/library/distance.htm)).

Other services include:

- Library tours/instruction – Bring your class to us or we'll come to you.
- Research assistance
- Help finding articles and other supplemental instructional material
- Wireless internet hotspot (Roane; Oak Ridge; and Scott)
- Laptops (available for checkout to students and staff)
- Interlibrary loan
- TBR/TALC Borrower card – Gives you borrowing privileges at UT, Knoxville; Tennessee Technological University; and other TBR-affiliated community college libraries.

## **MISSING PROPERTY**

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

## **OFFICE HOURS**

Maintain class and office schedule including at least 30 hours per week on campus and be available for students, other faculty, and administration. Each faculty member is required to devote 37.5 hours per week to the college. Schedules must be posted and filed with the

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appropriate dean and Vice President of Academic Services. A minimum of fifteen hours weekly should be open to students on campus and rescheduled each term to correspond to the new schedule for that particular term. Faculty members are expected to maintain regular office hours in addition to the regular teaching duties in order to accommodate students and administrative responsibilities. Office and teaching hours should be posted each term at the entrance to each faculty member's office. It is the responsibility of the deans to see that new faculty office and teaching schedules are posted promptly on office doors each term. Faculty should make themselves available to students for advising purposes. All faculty members are expected to keep regular office hours and provide normal tutorial assistance to their students. Under no circumstances will a faculty member charge any student enrolled in the college for assistance in matters related to his/her teaching duties.

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## ORGANIZATIONAL CHARTS



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## **OUTSIDE EMPLOYMENT**

According to the TBR Policy No. 5:01:05:00, full-time employment with the Tennessee Board of Regents demands an individual's full-time professional expertise, commitment, and energies, and the assigned teaching load of a TBR faculty member constitutes a full-time assignment. However, the Tennessee Board of Regents recognizes the value to its students, its personnel, its 45 member institutions, and to the citizens of Tennessee arising from outside consulting and other professional experiences in which members of the faculty and staff may engage. Such activities contribute to the quality of instruction, enhance the competency of the individual, contribute to the economic development of the state, and bring credit to the institution. These activities also create valuable links between the institutions and their communities.

Prior to engaging in outside employment or a continuing business activity, full-time faculty and staff members need to review the TBR policy mentioned above and submit an Outside Employment Notification form. The form will be reviewed and either approved or disapproved dependent upon the potential for interference with assigned duties and responsibilities and is not in conflict with the above policy. The Outside Employment Notification form can be found at the Human Resources webpage.

## **PARKING**

Parking permits are required for all faculty and staff. Parking permits are effective each year from September 1 through August 31. The campus access fee in the amount of \$10.00 will be deducted from the September payroll check of all full-time contracted employees. A faculty/staff parking decal will be provided to each full-time contracted employee by the Human Resources Office. All part-time faculty and staff and new hires can obtain parking permits in the Business Office. The permit should be affixed to the driver's side of the rear windshield. The permit must be displayed at all times when parked in a space reserved for faculty or staff. Traffic tickets will be issued for failure to display the parking permit and for parking in fire lanes and in spaces reserved for visitors and handicapped (Parking in handicapped spaces is by special permit only.)

## **PLACEMENT SERVICES**

Placement Services helps Roane State students and graduates obtain employment in their fields. The College has an annual job placement rate of more than 92 percent. Placement Services provides information about internships, cooperative education and job openings. The office also helps students write resumes and practice interview skills with the use of Roane State's OptimalResume Employment Program. Placement Services helps employers find Roane State graduates who fit their needs. The office schedules on-campus interviews, post online job listings and hosts annual job fairs. For more information go to [roanestate.edu/placement](http://roanestate.edu/placement).

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## **POST-TENURE RETIREMENT PROGRAM**

The program allows tenured faculty who meet all of the requirements of the TBR policy to ease into retirement while teaching a reduced load and maintain benefits. For more information review the TBR policy on the TBR website.

## **PROFESSIONAL DEVELOPMENT**

Roane State Community College is committed to providing quality services to its clients. Among the various measures of institutional effectiveness and success are the continual growth and professional development of all employees. RSCC accepts the institutional responsibilities necessary to support a comprehensive program designed for the maintenance and improvement of existing skills as well as the acquisition of new ones for these individuals.

The primary responsibility for providing quality instruction rests with the faculty, and they should take advantage of every opportunity to increase their abilities to create and manage learning experiences for students. These opportunities include activities provided by RSCC itself, professional organizations, and individual activities developed by faculty members.

In order to support professional development, RSCC commits to:

- Providing funds for faculty and staff to participate in a major conference, workshop, or similar event at least once every three years. In the case of an individual who holds office in a state and/or national organization, efforts will be made to support annual participation in the related conference or annual meeting.
- Providing leave time to attend the professional development functions with appropriate arrangements for classes missed.
- Providing leaves of absence and sabbatical leaves for individuals to pursue advanced degrees or participate in special programs requiring extended absence. A leave of this type should be based on the individual's status and the needs of the institution.
- Including professional development as a component of faculty and staff evaluation with particular attention given to the role of such activities in the determination of promotion and tenure for faculty.

## **PURCHASE DEPARTMENT**

For most purchases, faculty will need to discuss with the Dean and Division Secretary. They will assist in completing and filing the appropriate paperwork as well as the approval process.

## **RSCC GRADING SYSTEM**

Faculty should adhere to grading scale guidelines established for the course or the department. These guidelines should be clearly stated on the course syllabus. Refer to the RSCC catalog for a listing of acceptable grades. The markings which may appear on the grade report and/or transcript are as follows:

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I	Incomplete
AU	Audit, no grade or credit
P	Pass
R	Repeated
AW	Administrative Withdraw for Non Attendance
W	Withdrew

Review the rosters for accuracy and make certain students do not attend class unless their names are listed on the roster. If for some reason a student's grade must be changed, discuss the change with the appropriate division Dean.

### **ROANE STATE: A YEARLY HISTORICAL REVIEW**

- 1963 The Tennessee General Assembly initiated the Tennessee Community College System.
- 1969 The General Assembly authorized the building of the seventh, eighth and ninth Tennessee community colleges. Roane State, one of the three, was named after Archibald Roane, the second governor of Tennessee.
- 1970 Dr. Cuyler Dunbar was hired as the College's first President in May.
- 1971 Roane State was projected to be the second or third smallest two-year state college.
- 1971 RSCC opened in temporary quarters at the former Fairmont Elementary School in Harriman, with 323 students enrolled.
- 1971 Thirty-five classes were taught by 20 faculty during the Fall Quarter. Fees were \$65 per quarter for full-time, in-state students. The library was opened in the remodeled cafeteria.
- 1971 Janice Woodall of Rockwood was presented with the first scholarship to attend Roane State. The scholarship was from Xi Beta chapter of Beta Sigma Phi of Kingston.
- 1971 The average age of the 23 full-time employees was approximately 36.
- 1971-72 The Student Government Association was formed.
- 1972 Fall enrollment increased by 117.7 percent in the College's second year.
- 1972 Engineers discovered fault lines under ground where the new College administration building was to be built on the 104 acre tract on Patton Lane. RSCC had to sink several hundred thousand dollars into building caissons upon which the building would eventually sit.
- 1972-73 Phi Beta Lambda and the Baptist Student Union started.
- 1972-73 Intercollegiate men's basketball, baseball and golf began.
- 1973 RSCC moved into its first permanent building on the main campus. It housed administration, instruction, maintenance, the gym and the library.
- 1973 RSCC had its first spring graduation with 39 graduates.
- 1973 The College awarded 226 students \$82,902 in financial aid.
- 1973-74 "The Crucible" was the College's first drama presentation presented by the new Drama Club.
- 1973 The Health Clinic opened.
- 1973-74 The first newspaper, "The Raider Report" and annual "Reflections '74," were published.
- 1973-74 Medical Records Technology started.
- 1973-74 Intercollegiate tennis and women's basketball began.

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- 1974 The College was accredited by the Southern Association of Colleges and Schools to award the associate degree.
- 1974-75 The College's revenue budget was \$1,599,742.
- 1974-75 Four clay tennis courts were built at the main campus.
- 1975 Approximately 51 percent of all students were enrolled in career education fields.
- 1975 Library holdings increased to approximately 14,000.
- 1975 Fifty-six classes were offered in 12 off-campus locations during the Fall Quarter.
- 1975-76 Most enrolled students came from Roane County (44 percent), Anderson County (21 percent) and Knox County (11 percent).
- 1975-76 There was a 121 percent increase in non-credit courses over the prior year.
- 1975-76 The RSCC Chorus began.
- 1975-76 Gamma Beta Phi Honor Society started.
- 1976 Funding was approved for construction of the Technology Building.
- 1976 RSCC graduated 104 students.
- 1976 Seventy-seven percent of all students were taught on-campus.
- 1976-77 A \$3.4 million building package was approved for the library/learning center, maintenance building and renovation.
- 1976-77 The first Miss Roane State competition began.
- 1976-77 Academic programs were approved in Special Ed, Early Childhood Education and Radiologic Technology.
- 1977 Roane State Oak Ridge moved to the Westmall facility.
- 1977-78 One-third of all FTE enrollments were off-campus.
- 1977-78 The first Coal Mining Technology Program in the State was started.
- 1977-78 The Third Mini/Microcomputer Service Technology Program in the U.S. began at the College.
- 1977-78 The Women's Student Organization (WSO) started.
- 1978-79 The Technology Building was occupied in December.
- 1978 The first Humanities Festival was offered with 200 students from Roane County attending.
- 1979 The Roane State Foundation was formed.
- 1979 Awards Day was started.
- 1979 The Maintenance Building was occupied in May.
- 1979 40 percent of all enrollment was off-campus.
- 1980 The new Library on the main campus was occupied.
- 1980-81 Roane State became the fourth largest Tennessee community college.
- 1980-81 The initial year of the new Nursing Program enrolled 35 students.
- 1980-81 The Charter Club raised over \$25,000 for the RSCC Foundation.
- 1980-81 The initial Sarah Ellen Benroth Outstanding Faculty Award was presented.
- 1981 The Building Commission authorized pre-planning money for Roane State-Oak Ridge.
- 1981 Governor Lamar Alexander stated that Roane State Oak Ridge and State Technical Institute at Knoxville should share a location on the Technology Corridor.
- 1981-82 Roane State became the third largest Tennessee community college, by FTE.
- 1981-82 RSCC's revenue budget was \$6,414,778.
- 1982-83 100 percent of the first nursing class passed the State Board exams.
- 1982-83 The Southwest Field Trip and Journalism Field Trip were initiated.

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- 1982-83 Over 2,000 students were enrolled off-campus in Oak Ridge.
- 1982-83 RSCC Singers (later Celebration Singers) and Concert Choir grew out of the RSCC Chorus.
- 1983-84 Administrative support for four Area Vocational-Technical Schools (now TTCs) began.
- 1983-84 Women's basketball wins national championship, the first for a two-year Tennessee college.
- 1983-84 The Drama Club became the Playmakers.
- 1984 The annual Health Fair was initiated.
- 1984-85 RSCC received 100 points under the THEC Instructional Evaluation Program for the first time.
- 1984-85 The Outstanding Service Awards for Administrative and Support Staff Personnel were initiated.
- 1985 The Raider Corps of official student ambassadors was started.
- 1985 Leadership Roane County started by RSCC and the Roane County Chamber of Commerce.
- 1985 Honors Program began.
- 1985-86 Roane State establishes a branch campus on the Pellissippi Parkway to be shared with State Technical Institute of Knoxville.
- 1985-86 Roane State becomes second largest Tennessee community college with 40 percent of its enrollment off-campus.
- 1985-86 A \$16 million budget was the largest of the ten Tennessee community colleges (state funds, fees and external contracts).
- 1985-86 Nursing grads had the highest average on the State Board of Nursing Licensing exams – including the university programs.
- 1985-86 Remedial/Developmental Studies program was implemented.
- 1985-86 Student Writing Center of Excellence was funded to focus on writing skills using computer technology.
- 1985-86 90 percent of enrollment was in either Roane or Anderson counties.
- 1985-86 The College had 258 full-time faculty and staff.
- 1985-86 Roane State bought 51 CRT terminals for faculty.
- 1985-86 The Black Student Association began.
- 1985-86 Students in Free Enterprise (SIFE) began.
- 1986-87 The state's funding formula was fully funded for first time.
- 1986-87 945 FTE students enrolled at RSCC's Pellissippi campus, which was 26 percent more than projected. Only 195 enrolled in various Oak Ridge locations.
- 1986-87 The job placement rate for Career Ed students was 84 percent.
- 1986-87 Over 2,600 students were involved in non-credit activities.
- 1986-87 The Physical Therapist Assistant Program began.
- 1986-87 The LPN Challenge program began.
- 1987 The College initiated the Presidential Scholars program with full scholarships for high school valedictorians and salutatorians in the Roane State service area.
- 1987-88 The state's funding formula fully funded for only second time.
- 1987-88 The Opticianry and Environmental Health programs were developed and approved.
- 1987-88 RSCC scored 100 points on the THEC Instructional Evaluation Program for the third time in four years.

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- 1987-88 First Annual Boy Scout Merit Badge College began.
- 1987-88 Job Placement rate for career education programs improved for the fourth consecutive year to 93 percent. Seven out of 11 programs were at 100 percent.
- 1987-88 A new Student Information System software package was implemented.
- 1987-88 Celebration First Class began.
- 1987-88 Pellissippi State Technical Community College (PSTCC) was created. Roane State transferred a number of its faculty to PSTCC as well as about 5 percent of its students but gains a health care continuing education program in Knoxville.
- 1987-88 Dr. Dunbar leaves RSCC to become President of Catawba Valley Community College in Hickory, NC.
- 1987-88 The Waste Management Training Center opened in Oak Ridge.
- 1987-88 The last “Miss Roane State” competition was held.
- 1988 Dr. Sherry Hoppe named as interim President of Roane State.
- 1988-89 FTE enrollment shrinks by 8 percent due to creation of PSTCC to serve Knox and Blount Counties. However, 1,000 FTE students enroll in courses in Oak Ridge.
- 1988-89 Dr. Sherry Hoppe became RSCC’s second President.
- 1988-89 The College (in cooperation with Tennessee Technological University) began to focus on building higher education centers in various off-campus locations (the initial focus was on Scott, Cumberland and Loudon counties).
- 1988-89 Eleven credit classes were offered in Scott County during the fall. In May, the Scott County Higher Education Center, located in a former hardware store, was dedicated.
- 1988-89 RSCC converted from the quarter to semester system.
- 1988-89 Gifts to the Foundation grew from \$157,020 to \$387,108.
- 1988-89 The first “Tribute to Communities” luncheon honored Sen. Howard Baker.
- 1988-89 The \$3,400,000 Henry/Stafford East Tennessee Agricultural Exposition Center Phase I was completed.
- 1989 Classes at Roane State Oak Ridge expanded into the former Nautilus Building
- 1989 All faculty and staff offices were equipped with a personal computer or terminal.
- 1989 A campus-wide electronic mail system was installed.
- 1989-90 The Cumberland County Higher Education Center was dedicated in December. The initial location was in the Cumberland Plaza.
- 1989-90 The Loudon County Higher Education Center was dedicated in December. The initial location was in the former Loudon County High School.
- 1989-90 Space was leased for a new teaching site for the Health Sciences in Knox County.
- 1989-90 Community Service classes were offered at all off-campus sites for the first time.
- 1989-90 Roane State became the first College in Tennessee to have electronic telephone registration.
- 1989-90 RSCC had the largest enrollment ever – 4,319 (HC) & 3,044 (FTE).
- 1989-90 Eleven of 13 career programs had a 100 percent placement rate.
- 1990 In July, Phase II of the Henry/Stafford East Tennessee Agricultural Exposition Center was completed.
- 1990 Roane State-Oak Ridge acquired additional space in the Daniel Arthur Rehabilitation Center on Emory Valley Road.
- 1990-91 A new teaching site in Campbell County opened in Woodson’s Mall.
- 1990-91 The Dental Hygiene Technology program began.

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- 1990-91 To date, 100 percent of RSCC's nursing graduates have passed the State Board examination to become registered nurses.
- 1990-91 The College's expenditure budget exceeded \$21,000,000 for the first time.
- 1990-91 Roane State celebrated its 20<sup>th</sup> anniversary.
- 1990-91 Almost 60,000 credit students attended the College during its first two decades.
- 1990-91 RSCC has more health science programs than any other 2-year college in Tennessee.
- 1990-91 The College's FTE enrollment has grown during 17 of the past 19 years.
- 1990-91 The College won the AACJC Exemplary Program and Services Award for Excellence of Off-campus Higher Education Centers.
- 1990-91 The Foundation received the largest gift ever -- \$500,000 for help in constructing an off-campus facility in Scott County.
- 1990-91 The Division of Social and Behavioral Sciences was established.
- 1990-91 Gifts to the Foundation grew to \$1,196,429.
- 1990-91 The Foundation accepted 37 acres of land for the establishment of a permanent facility in Scott County.
- 1991-92 RSCC received pre-planning funds for a \$7,120,000 Humanities Building.
- 1991-92 Gifts to the Foundation grew to \$2.1 million, ranking RSCC first among TBR 2-year institutions.
- 1991-92 The Quest for Quality program was started with over 350 faculty and staff participating in 20 hours of training over the next several years.
- 1991-92 Telecourse programming began with two video courses in the fall and three more in the spring. A total of 250 students enrolled.
- 1991-92 The Humanities Festival became the Academic Festival with 28 area high schools and 1,500 students participating.
- 1992-93 The Center of Emphasis in Instructional Technology was created.
- 1992-93 The first Great Smoky Mountains Outstanding Teacher seminar was offered.
- 1992-93 Approval was received to begin new programs in Air Quality Control, Quality Management, Computer Graphics & Design and Occupational Therapy Assistant.
- 1992-93 The 140-acre Schweinler property on Watts Bar Lake was donated to the College.
- 1992-93 For the third year in a row, the Roane State ranked first in private giving among the 2-year Tennessee institutions.
- 1992-93 The first distance learning (IDEA) classrooms to be offered by any Tennessee community college were installed.
- 1992-93 RSCC hosted a 12-member delegation from Hungary.
- 1992-93 RSCC established a state-of-the-art Computer Art and Design Program.
- 1992-93 The sixth (and final) Foundation Fashion Show was held.
- 1993 The Computer Training Center was opened in the Oak Ridge Mall.
- 1993-94 The College processed 18,439 paychecks, 640 work orders and 52,000 cancelled checks.
- 1993-94 An online computer Purchase Order system was installed.
- 1993-94 Over 1,600 students enrolled in 42 credit telecourses during the year while 690 took 20 interactive classes.
- 1993-94 Fridays were designated as "Casual Day."
- 1993-94 Of all cash contributions made to the 14 2-year colleges, 34 percent was donated to the Roane State Foundation.

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- 1993-94 The College initiated the annual Lamplighter Gala black tie dinner, dance and auction (eventually consolidating several fund-raisers into one).
- 1993-94 Fifth (and final) Tribute to Communities Luncheon held.
- 1994-95 Over 1,800 students enrolled in 54 credit telecourses during the year while 900 took 38 interactive classes.
- 1994-95 E-mail access became available to all RSCC students.
- 1994-95 With five compressed video classrooms, RSCC became the largest user of this technology among TBR community colleges.
- 1994-95 Faculty and staff produced a “comedy club” event with skits and musical numbers to wrap up the internal giving campaign.
- 1994-95 The College purchased 32 acres designated for a new Oak Ridge Branch Campus.
- 1994-95 The Training and Quality Management Center (TQM) helped 40+ businesses meet their training goals.
- 1994 The Scott County Higher Education Center opened in its permanent location for the summer session.
- 1995 The College was funded at 95 percent of the THEC formula for higher education.
- 1995-96 The TQM Center becomes the Centers for Training and Organizational Excellence.
- 1995-96 The Loudon County Higher Education Center moved from Loudon to Lenoir City. The site was shared with JTPA and located in a former grocery store.
- 1995-96 700 attended the annual Health Fair.
- 1995-96 The College awarded 652 scholarships in the amount of \$503,168.
- 1995-96 Teaching sites grew from 12 in the mid-1970s to 26 sites offering over 500 courses.
- 1995-96 Weekend College began in Oak Ridge.
- 1995-96 RSCC helped start the TOCCC (Tennessee Online Community College Consortium) which led to the College’s heavy involvement with web based courses in future years.
- 1995-96 Over 1,800 students enrolled in 51 credit video, audio and mode courses during the year while 1,250 took 52 interactive classes.
- 1995-96 Two new IDEA classrooms added to the delivery system.
- 1995-96 A Small Business Development Center opened in Oak Ridge to serve RSCC’s service area.
- 1996-97 The Tamke-Allan Observatory was completed in June on the Schweinler property overlooking Watts Bar Lake.
- 1996-97 The Legal Assisting program began.
- 1996-97 RSCC offered its first classes on the World Wide Web.
- 1996-97 An Arts and Entertainment Series began in the RSCC Theatre.
- 1996-97 Roane County Fair held at Expo Center.
- 1996-97 \$3.5 million was appropriated for the next building phase of the Expo Center.
- 1996-97 The College assisted 200 seniors in forming the Oak Ridge Institute for Continued Learning (ORICL).
- 1996-97 Technology Access Fees helped to enhance and maintain critical technology activities that benefited classroom learning.
- 1997-98 The O’Brien Humanities Building was opened.
- 1997-98 Fast Track courses were offered so students could complete a 2-year degree in 12-18 months.

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- 1997-98 An Accelerated Contemporary Management Program was developed for working adults.
- 1997-98 Over 2,000 people viewed the 256 panels of the AIDS Memorial Quilt displayed in the RSCC gym.
- 1998-99 The Cumberland County Higher Education Center was opened in its permanent location.
- 1998-99 The first annual Multicultural Day was held in April.
- 1998-99 Over 12,000 people attended cultural events at the College during the year.
- 1998-99 Roane State received a FIPSE grant to reengineer the College's management process.
- 1998 The College opened a new Center for Health Sciences in Knoxville.
- 1999-2000 RSCC opened the Oak Ridge Branch Campus in its permanent Location – more than 12 years after funds were originally appropriated for a branch campus.
- 1999-2000 A new 48 foot tall Clock Bell Tower was added to the RSCC plaza.
- 1999-2000 Eleventh (and final) RSCC Golf Tourney was held.
- 1999-2000 Seventh (and final) RSCC Gala was held.
- 2000 Dr. Hoppe became Interim President at Austin Peay State University.
- 2000 Mr. William Fuqua was named Interim President of RSCC.
- 2000 The second major building phase for the Expo Center was completed in June.
- 2000-01 RSCC experienced an 8.5 percent decrease in FTE.
- 2000-01 The Loudon County Higher Education Center was opened in its permanent location, sharing space with a public library and the Loudon Career Center.
- 2001 RSCC experiences a 5 percent increase in FTE.
- 2001 Dr. Wade McCamey became Roane State's third President in October.
- 2002-03 5,233 credit students enrolled in the fall. Of those, 69 percent were female and 45 percent were 25 years old or older.
- 2002-03 The most popular majors among graduates were Nursing, Contemporary Management and Elementary Education.
- 2003-04 A fitness center was added to the Oak Ridge Branch Campus.
- 2003-04 The College provided leadership in developing the Big South Fork P-16 Council.
- 2003-04 More than 700 students completed requirements for graduation.
- 2003-04 An economic impact study revealed that RSCC had contributed more than \$333 million to the region's economy in the last five years.
- 2004-05 The Fentress County Higher Education Center was opened in its permanent location in November.
- 2004-05 A record number of nurses (109) received degrees.
- 2004-05 The largest number of students in the College's history (345) transferred to public 4-year institutions this year.
- 2004-05 RSCC and PSTCC develop a partnership to expand Roane State's Nursing Program in Knox County.
- 2005-06 Dr. Wade McCamey was named President of Walters State Community College.
- 2005-06 Dr. Gary Goff, formerly the CFO of Hillsborough Community College in Tampa, Florida, became Roane State's fourth President.
- 2005-06 For an unprecedented fourth year, RSCC earned a perfect 100 points on the THEC Performance Funding Program evaluation.
- 2005-06 Career education programs had a 96 percent placement rate.
- 2005-06 RSCC students rated their entire educational experience higher than state or national peers.

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- 2005-06 The College began a multi-year project of moving to a new administrative computing system (Banner).
- 2005-06 The College piloted the use of an online system for integrating college planning and budgeting (SPOL).
- 2005-06 RSCC was the fifth largest of Tennessee's 13 community colleges.
- 2005-06 All RSCC former presidents came "home" to kick off the College's celebration of 35 years of academic excellence.
- 2005-06 Continuing Education's Center for Health Science Programs conducted 475 courses, serving over 7,400 students, a record number.
- 2006 According to Community College Week, 2006 Special Report of top 100 Associate Degree Producers, Roane State ranked # 1 in the nation for graduating students with technology degrees in the 2004-2005 data.
- 2006 The Campbell County Higher Education Center was opened in its permanent location.
- 2006 The Tennessee Board of Regents approved the establishment of a new Morgan County Higher Education Center.
- 2006-07 RSCC experienced a 3.7 percent increase in FTE.
- 2006-07 The College's revenue budget was approximately \$31,000,000.
- 2006-07 RSCC ended a 30+ year relationship of managing local components of various federal (e.g. CETA, JTPA and WIA) programs.
- 2006-07 Fentress County opened a second interactive classroom.
- 2006-07 A study of Roane State's economic impact on its service area found that the College contributed over \$361 million to the region's economy between 2002 and 2006.
- 2006-07 Over \$14,000,000 was awarded in student financial aid.
- 2006-07 The College was funded at 82.5 percent of the THEC formula for higher education.
- 2006-07 Thirty-six high schools, home school programs and technology centers from 10 counties were represented at the Academic Festival. Approximately 1,800 students attended.
- 2007 The second floor of the Campbell County Center was completed in December 2007.
- 2007-08 Roane State expanded its International Education Program with RSCC students traveling abroad for educational experiences in Europe, Latin America and the Caribbean.
- 2007-08 RSCC hosted its first German exchange student through the Congress-Bundestag Youth Exchange Program for Young Professionals.
- 2007-08 Roane State launched a nine-month Leadership Institute for all employees. As President Goff said, "The Institute is a vehicle that assists, on a small scale, in developing leadership and management skills at every level within the College; developing within the faculty and staff a broad understanding of how things work at RSCC; identifying employees who have both the interest in and talent for improving their leadership and management skills; and encouraging growth through cross-training."
- 2007-08 Roane State implemented a new service to provide emergency notification to students, faculty and staff. The "RaiderAlert" system provides Roane State with the means to simultaneously notify everyone who signs up for the free service, information about school closings, storms or an emergency lock-down.
- 2008 Continuing Education conducted 55 kids summer camps reaching almost 600 participants at eight campus locations.
- 2008 Roane State reached a major milestone this spring when the Banner Student module was brought on line. A three year plus project, the Banner system replaced an aging computer

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and upgraded services for students, faculty and staff. Roane State's Human Resource system, Payroll, Finance, Financial Aid and Student systems were all converted. A portal, branded as "RaiderNet", ties everything together and provides access to all system through a single sign on.

- 2008 The Morgan County Higher Education Center Opening was held on July 18, 2008. The first classes were held on Morgan County Campus during the summer semester 2008.
- 2008 In all public and private colleges and universities, Roane State ranked #3 in the state for producing Registered Nurses.  
(Revised 8.08)

## SECURITY

If you need the assistance of security personnel while teaching on the Roane County campus, call Security at ext. 4500 for help. If you are teaching on the Oak Ridge campus, call Security at ext. 2020. If you are teaching at a site campus, ask the administrator or in the evenings, locate the security guard at the center to assist you or call the police. Possession or use of firearms or a dangerous weapon of any kind is prohibited.

## SMOKING

Roane State Community College has established, as allowed by legislation, a policy on smoking on campus. This policy is as follows:

- Smoking is permitted outside of buildings in designated locations. Smoking is not permitted within ten feet of any building entrance.
- Smoking or use of other tobacco products is prohibited inside any building.
- Enforcement of this policy for staff will be the primary responsibility of supervisors. Security officers will be responsible for enforcement at public events. The Student Government Association will recommend appropriate enforcement for student offenders.

## STUDENT EVALUATIONS

### Guidelines for Administering Faculty Evaluations

Faculty evaluate courses dependent upon the policy requirements unless otherwise instructed by the division Dean. Special arrangements must be made with the division Dean for any adjunct faculty member who wishes to evaluate an individual instruction course. All classes for which materials are prepared must complete the rating forms during the assigned week.

### Procedure for administering the evaluations

- At the beginning of the class, each faculty member will request the students to participate in the evaluation. Please arrange to have a designated student collect the forms after all evaluations have been completed and return the packet to the designated holding bin at each campus. The faculty member should not be in the room during the evaluation process or handle the evaluation packets after they are complete.
- Explain the instructions on the form to the students. Write your Teacher I.D. number and the Rating Scale on the board and then leave the room. Each class evaluated will have a different I.D. number.

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- Students are encouraged to write comments on the back of the questionnaire form.

Please note, evaluation scores will be returned as soon as they become available to the division secretaries. Narratives will be typed at the discretion of the division Dean. The division secretary will notify you of the dates the evaluation process will be administered each semester. More complete instructions will be included in the evaluation packet.

### **Interpretation of Faculty Evaluations**

You will receive a copy of your student evaluation results from your division Dean. These printouts will list a “total observation score” from each section that you evaluated and the itemized student responses to each question.

You will find it useful to analyze your results on a question-by-question basis. These figures help you pinpoint strengths and areas that need improvement. The final figure is an overall composite, a single number for each class and an overall figure on the summary sheet. You and your division Dean can compare this figure to the division composite and institutional composite scores.

You are aware that one administrative use for the evaluation results concerns retention, promotion, tenure, and salary recommendations. The most crucial use of these figures, however, is for the improvement of instruction. Only your careful study of your evaluation results and student comments can accomplish that goal.

## **STUDENT PROBLEMS**

### **Disagreements**

In dealing with disagreement, confrontation and inappropriate behavior, seek the advice or guidance of the Assistant Vice President for Student Services (ext 4550). In addition, the administrator at site campuses may be able to assist you with guidance or appropriate steps to take.

- If confrontation occurs in a public setting, attempt to move to a private setting.
- Listen carefully and professionally to the criticism or grievance.
- Repeat the main points of the argument to ensure both of parties see the same issue.
- Express your point of view. Allow your critic to respond.
- Accept any valid criticism and state the intended corrective action.
- If it appears that the issue cannot be resolved satisfactorily, restate your position making clear any action you plan to take. Indicate what recourse is available to appeal.

### **Emotional Problems**

Occasionally, a student may experience emotional problems due to illness, stress, family situations or other hardships. During the regular office hours, call Counseling and Career Services for assistance.

- Remain calm. This is the most important action you can take.
- Remove the student from the classroom.
- If this is a major disturbance and the student is out of control, call security.

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- If you are at a site campus, ask the site director to assist you with the student.

### **Alcohol and Drugs**

Occasionally, a student may attend class after the ingestion of alcohol or drugs.

- Remain calm.
- On the Roane County or Oak Ridge Branch Campus, contact security by calling the switchboard operator. If it is after the switchboard operator's hours, the automated attendant will direct you to security.
- Calmly and professionally ask the student to step outside the classroom.
- At a site campus, ask the administrator or a staff member to call a relative or friend of the student to take the student home. If the student is under 21, call the police. Under no circumstances should a RSCC employee transport the student.
- If you have no other resource, call the police for advice.
- File a report with the Assistant Vice President for Student Services providing the details of the incident and the name of the student involved.

### **Student Discipline**

RSCC students are expected to adhere to institutional student conduct code. The code is found in the RSCC catalog. Contact the Assistant Vice President for Student Services for assistance.

### **STANDING COMMITTEES**

Committee assignments are considered part of the responsibility of all members of the institution, since an institution cannot operate effectively without the planning and ideas of students, faculty, and other staff.

The President appoints standing committees in the fall term to serve for one academic year. These appointments are based on the employee's request and the recommendations of the Vice President. Generally, part-time faculty are not appointed as voting members of standing committees. Professional staff and students of the college are asked to serve on certain committees. All standing committees are advisory, unless assigned policy-making duties by the President. Recommendations and reports of all committees are made known to the faculty as relevance requires. The faculty can use the standing committees for making suggestions and recommendations to the administration.

The chairperson of each committee is appointed by the President to preside for one academic year. The duties of the chairperson are to initiate, formulate, and report to the President suggestions and recommendations discussed by the committee. Meetings of all committees should be held on a regular basis. The President and other executive officers will attempt to be available for committee meetings, if and when a committee chairperson requests.

Admissions and Retention	Access and Diversity
Budget Preparation	Phi Theta Kappa Advisory
Commencement	Program Advisory
Community Service	Professional Development Admin/Staff

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Conflict of Interest	Professional Development Faculty
Curriculum and Cultural Events	Promotion and Tenure
Disability	Risk Assessment
Discipline	Safety
Distance Education	Site Support Teams:
Enrollment Management Task Force	Campbell County
Financial Aid	Cumberland County
General Education and Assessment	Fentress County
Grant Review	Knox County
Health Sciences Admissions	Loudon County
Honors Advisory	ORBC
Institutional Review Panel for Lottery Appeals	Morgan County
International Education Council	Roane County
Learning Center Advisory Council	Scott County
Library Advisory	Social Awareness
Nursing Admissions	Strategic Planning
Patents and Copyrights	Student Organization Sponsors (If you sponsor a student organization club, please indicate along with your name.)
	Technology

## TESTING SERVICES

The Testing Center provides a wide range of services to both the college and the community. The center provides testing for the RN Entrance Examination, LPN Challenge, Health Science Entrance Exam, Departmental performance exams, GED exams and ACT exams. The Academic Profile test, required of all graduating sophomores, is also provided by the center.

College at Home (CAH) exams are given at the Roane County and Oak Ridge Testing Centers. Hours are established at the beginning of each semester. The Testing Center also coordinates proctoring services for the Regents On-Line Degree Program.

Exams to be proctored on the Roane County Campus should be sent to the Testing Center one week in advance. Instructors are responsible for supplying copies of exam and handouts for each site. Faxing and emailing materials are not permitted. Please route materials to be copied through your division secretary and allow extra time for preparation.

Please send a copy of your syllabus or testing schedule for the semester to the Testing Center on the Roane County Campus. The Testing Center is responsible for scheduling all proctors. A proctor will not be provided without at least a one-week notice. A 24-hour notice is required to cancel a proctor. When requesting a proctor for your test, be sure to include the following:

- Date
- Course

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- Instructor
- Test Delivery Method
- Special Instructions
- Time Class Meets
- Time Proctor is Needed
- Approximate length of test:
- Sites

## **TRAVEL POLICIES AND PROCEDURES**

This travel guide webpage is a comprehensive tool designed to assist with all travel issues. For detailed information, please see the Travel webpage on the Roane State Community College web site. Faculty need to obtain assistance from the division secretary to complete the forms.

The travel guide webpage is designed for use by any RSCC employee or group and is intended to serve as a reference source for the primary areas associated with travel necessary for the proper execution of official college business and objectives. Policy [BA-01-01](#) contains the complete travel policies and procedures. Travel policies and reimbursement rates are subject to change from time to time. For assistance with areas related to travel, please contact the Vice President for Financial Services Office at extension 4217.

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## New Employee Orientation (NEO) – Appendix 1

*Welcome to Roane State Community College!*

<u>Contents</u>	<u>Time</u>
<b>Welcome and Employment Basics</b> .....	<b>8:30-8:50</b>
- Coordinator of NEO, HR Manager	
<b>Overview of Continuing Education</b> .....	<b>8:50-9:20</b>
- Vice President for Continuing Education	
<b>Ethics</b> .....	<b>9:20-9:30</b>
- Presentation by the Internal Auditor	
<b>Overview of Academic Services</b> .....	<b>9:30-10:00</b>
- Vice President for Academic Services	
<b>Break</b> .....	<b>10:00-10:10</b>
<b>Student Information and Support Systems</b> .....	<b>10:10-10:40</b>
- Vice President of Students and Enrollment Management	
<b>Introduction to and Status of the College</b> .....	<b>10:40-11:10</b>
- President of Roane State	
<b>Overview of Institutional Advancement &amp; Foundation</b> .....	<b>11:10-11:30</b>
- Vice President for Institutional Advancement	
<b>Selected Administrative Issues</b>	
- <i>Marketing and communications</i> .....	<b>11:30-11:40</b>
- Vice President for Institutional Advancement	
- <i>Reporting events from property damage to injuries</i> ....	<b>11:40-11:55</b>
- Director, Physical Plant	
<b>Lunch</b> .....	<b>11:55-12:45</b>
<b>Key Financial Issues</b>	
* <i>Overview of Financial Services</i> .....	<b>12:45-1:05</b>
- Vice President for Financial Services	
* <i>Understanding accounts and budgets</i> .....	<b>1:05-1:30</b>
- Vice President for Financial Services	
<b>The College Campuses</b> .....	<b>1:30-2:00</b>
* Vice President of the ORBC and Satellite Campuses	
<b>Accrediting Agencies and Strategic Planning</b> .....	<b>2:00-2:45</b>
* Assistant Vice President, Institutional Effectiveness	
<b>Break</b> .....	<b>2:45-3:00</b>
<b>Technology and Computers</b> .....	<b>3:00-3:30</b>
* Assistant Vice President, Information Technology	
<b>Challenges Facing Roane State</b> .....	<b>3:30-4:00</b>
* Assistant to the President	
<b>Questions, Answers and Evaluations</b> .....	<b>4:00-4:30</b>

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## NEW FACULTY ACADEMY 2008-2009 – Appendix 2

Sessions will be held in the WRDR beginning at 1:30 and ending at approximately 3:30 p.m.

DATE	TOPIC	FACILITATOR
Friday, October 3	<ul style="list-style-type: none"> <li>• Academic Services / RSCC Culture &amp; History</li> <li>• Faculty Job Description</li> <li>• Faculty Senate</li> <li>• Travel Policies &amp; Procedures</li> </ul>	Dr. King / Academic Deans  Pat Wurth, Faculty Senate President Financial Services Office
Friday, October 17	<ul style="list-style-type: none"> <li>• Student Services &amp; Disabilities               <ul style="list-style-type: none"> <li>○ Testing Center</li> </ul> </li> <li>• Educational Assistance</li> </ul>	Beverly Bonner & Chester Goad Julia Musolf
Friday, October 31	<ul style="list-style-type: none"> <li>• Evaluation Process (IDEA)</li> <li>• Promotion &amp; Tenure Process</li> </ul>	Academic Deans Kristi Scott-Roberson
Friday, November 14	<ul style="list-style-type: none"> <li>• Library Usage / Services</li> <li>• Copyright / Patents</li> </ul>	Robert Benson
Friday, November 21	<ul style="list-style-type: none"> <li>• Using RaiderNet / Faculty Tabs</li> <li>• LDA / Grades</li> <li>• Grade Appeals</li> </ul>	Amy Keeling / Joy Goldberg / Brenda Rector Academic Deans
Faculty In-Service Date TBD	<ul style="list-style-type: none"> <li>• Academic Advising for New Faculty Workshop</li> </ul>	Amy Keeling / Advisors
Friday, January 23	<ul style="list-style-type: none"> <li>• Creating an Effective Syllabus</li> <li>• Instructional Best Practices</li> <li>• Institutional Effectiveness</li> </ul>	Gary Heidinger Bruce Fisher Karen Brunner
Friday, February 6	<ul style="list-style-type: none"> <li>• Academic Council</li> <li>• Curriculum Changes</li> <li>• General Ed Core</li> <li>• Timeline for program changes</li> </ul>	Dr. King Academic Deans Dr. Diane Raines
Friday, February 20	<ul style="list-style-type: none"> <li>• Continuation of February 6 meeting</li> </ul>	Same as above
Friday, March 6	<ul style="list-style-type: none"> <li>• CTAT               <ul style="list-style-type: none"> <li>○ D2L / Momentum</li> <li>○ Interactive Rooms</li> </ul> </li> <li>• Learning Center</li> </ul>	Gail Russell & Darren York  Robert Alfonso
Friday, March 20	<ul style="list-style-type: none"> <li>• Advising Refresher</li> <li>• Using the College Catalog</li> </ul>	Amy Keeling
Friday, April 3	<ul style="list-style-type: none"> <li>• Enrollment Management               <ul style="list-style-type: none"> <li>○ Basic Financial Aid</li> </ul> </li> </ul>	Judy Tyl Joy Goldberg
Friday, April 17	<ul style="list-style-type: none"> <li>• Manly Funds / Instructional Development Grant Process</li> </ul>	Academic Deans
Friday, May 1	<ul style="list-style-type: none"> <li>• GRADUATION Celebration</li> </ul>	Dr. King / Academic Deans

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