



## 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, Student Handbook, RSCC's and TBR's Policies

Questions concerning areas covered and not covered in this handbook should be directed to the  
Vice President for Student Learning  
Revised: August 2025

## Roane State Community College

### Mission Statement

#### Vision Statement

Roane State Community College's vision is to be a premier learning institution that transforms lives, strengthens community, and inspires individuals to excellence.

Roane State Community College is a comprehensive, public, two-year postsecondary institution serving the higher education needs of a wide-ranging eight-county service area, which includes Roane, Anderson, Campbell, Cumberland, Fentress, Loudon, Morgan, and Scott counties and expands to include Knox and Blount counties for the delivery of a broad range of health science programs. Roane State provides staffed teaching locations throughout the service area and multiple teaching delivery modes and distance education technologies to accommodate the learning needs of students balancing multiple priorities in the pursuit of their educational goals.

The college awards the Associate of Arts, Associate of Science, or Associate of Science in Teaching degree for students who wish to transfer to a four-year institution and provides career education for Associate of Applied Science degree or Technical Certificate graduates to enter the workforce. Roane State also upgrades employee skills with a wide range of continuing education and workforce development training offerings, provides several pathways to postsecondary education for high school students, and brings cultural, educational, and recreational opportunities to its communities.

Regardless of their program of study, Roane State students are provided a sound foundation in critical thinking and communication skills. Additionally, curriculum and learning experiences are designed to broaden students' understanding and respect for diverse ideas and cultures, encourage civic engagement and service, develop a sense of the global community, and prepare students for 21st century technologies.

*Roane State's mission is to improve the lives of individuals through the transformative power of education and to build thriving communities through partnerships for strengthening economic development.* Just as Roane State expects its students to challenge themselves to engage in lifelong learning, the college accepts the challenge to sustain a culture of learning and innovation and to continually explore new and supportive ways to provide an educational experience that meets the current and future needs of its service area communities. In order to accomplish this, Roane State is committed to providing a safe and inclusive learning and working environment with respect for the culture, identity, experience, beliefs, and abilities of each member of the college community.

#### Values Statement

The college community affirms as its highest values honesty, integrity, respectful communication, and a commitment to personal and professional accountability and measures its institutional success by the success of its students.

#### Accessing the RSCC and TBR Policy Manuals

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### **ACADEMIC ADVISING ([PA 24-01](#)) ([TBR Policy 5:02:01:00](#))**

At Roane State, academic advising is a shared responsibility of the student, Success Coach and the Faculty Advisor. As noted in Roane State Community College policy, [PA-24-01](#), full-time faculty members are required to assist with student advisement, registration, and follow along student activities including retention and placement. ([TBR Policy 5:02:01:00](#))

First time degree-seeking students will be assigned a Student Success Coach from the Student Enrollment Division who will assist them with academic advising/registration throughout their first 24 credit hours earned at Roane State. Upon completion of 24 credit hours, each student will then be assigned to a faculty advisor to match the student's program of study. The faculty advisor works closely with the student in continuing his/her educational goals and assists with a plan for completing these goals. Students can view the name of their Student Success Coach or Faculty Advisor through their RaiderNet account.

All other students (transfer, readmission, certificate) are assigned a faculty advisor during their first semester of attendance at Roane State. Advisors are assigned at the start of Fall and Spring semester. Faculty advisor assignments may change if a student changes his/her major or if the faculty advisor leaves the college. Prior to being assigned a faculty advisor, students are encouraged to seek assistance from the professional advising staff in the [Advising Resource Center](#). Staff in the ARC are responsible for the DegreeWorks audit system, assigning faculty advisors, specialized AHS/NSG advising for students in a candidate status, class scheduling, academic program planning and catalog updates, advising special populations and activities regarding articulation and transfer to 4-year colleges and universities. Staff are available on the Roane and Oak Ridge campuses.

All students are encouraged to meet with their faculty advisor at least once a year. Not all RSCC locations have full-time faculty advisors for each major. Each student needs to contact his/her advisor to schedule an appointment well in advance of registration time periods. All sophomores are required to meet with their designated advisor to plan for graduation and to complete the Intent to Graduate form.

### **ACADEMIC COUNCIL ([AA 05-01](#))**

The purpose of the Academic Council is to ensure that Roane State's courses, programs and related policies meet the needs of its stakeholders while maintaining consistent quality standards with college mission and goals, complying with Academic Council Bylaws, Tennessee Board of Regents and Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) requirements in accordance with the bylaws.

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

- Vice President for Student Learning, Chair
- Dean of (each academic division)

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- Director of Records/Registration
- President of the Faculty Senate  
Faculty Representative(s) - (appointed representatives should be from academic divisions not represented by the Faculty Senate President)
- Student Representative(s) - 2
- Director of Student Learning
- Director of Advising and Articulation Agreements
- Dean of Student Academic Support Services
- Vice President for Institutional Effectiveness and Research/SACSCOC Liaison Officer
- Representative from Library Services

#### **MEETING FREQUENCY:**

- Meetings will be held monthly during the academic year subject to cancellation for lack of agenda items.
- Special called meetings may be scheduled and held with 1 (one) week notice.

#### **AGENDA ITEMS:**

- Agenda items should be placed on the [public computer network](#) two weeks prior to the meeting date. All agenda items will be marked curricular or non-curricular in nature. Curricular items include course and program additions/deletions as well as proposals for new programs. Non-curricular items include academic admission and readmission policies, articulation, and advising and library issues.
- Notice of agenda items will be distributed via e-mail to all faculty and staff one week prior to the meeting.

#### **ACADEMIC FREEDOM AND RESPONSIBILITY ([PA-22-02](#)) ([TBR Policy 5:02:03:30](#) and [5:02:07:00](#))**

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 ([TBR Policy 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 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.
- 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).

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- 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 ([PA-26-01](#)) ([TBR Policy 5:02:02:30](#))**

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 Policy 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.

### **ACADEMIC TENURE ([PA-22-01](#)) ([TBR Policy 5:02:03:70](#))**

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 ([TBR Policy 5:02:03:70](#)). The RSCC institutional policy embodies and communicates clearly all provisions, definitions, and stipulations of Board policy and provisions, definitions, and stipulations unique to RSCC.

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.

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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.

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

When an accident occurs, contact [Roane State Police Department](#) immediately. Public Safety Officers 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 Business & Finance 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
- 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

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## **ANIMALS ON CAMPUS ([GA-36-01](#)) ([TBR Policy 1:03:02:55](#))**

It is the policy of Roane State Community College (RSCC) to provide a safe environment for all students, employees, guests and visitors to the college. Toward this end, the following policy regarding animals on campus (including service animals and other categories of animals) shall be enforced and shall apply to all members of the campus community as well as all individuals using the campus grounds or buildings, including all RSCC campus locations. Please review the [policy](#) for further information or clarification.

## **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. Many textbooks are available for rent or as e-books to lower student textbook costs. Roane State clothing items, including program specific uniforms and tools, school and office supplies, as well as laptop computers, tablets, software and accessories are available.

- Hours - Regular hours for both the Roane County and Oak Ridge Bookstore are:  
Summer Hours: Monday-Thursday 8:00 a.m. – 4:30 p.m. Fall/Spring Semester:  
Monday – Thursday 8:00 a.m. – 4:30 p.m. and Friday 8:00 a.m. – 1:00 p.m. Extended hours are offered during peak registration periods and at designated book buyback periods.
- Free UPS Ground Shipping – Place your order online and we'll ship your order the same business day. (Bookstores are closed on Saturday and Sunday) The Harriman Bookstore must receive your order by 2:00 p.m. and the Oak Ridge Bookstore must receive your order by 9:00 a.m. Orders placed after this time may not be shipped till the next business day. Payment must be received prior to shipment. Online orders may be charged to excess financial aid funds during specified charge periods. Check the [bookstore website](#) for dates.
  - Online Orders- For “Web Orders,” go to <https://www.bkstr.com/roanestastore/home/en>  
We accept the following forms of payment:  
Visa, MasterCard, American Express, and Discover  
Barnes & Noble Gift Cards  
Excess Financial Aid (during specified charge periods only)  
We no longer accept checks.

Questions? Give us a call and we will be glad to help. Harriman Bookstore: (865) 882-4671  
Oak Ridge Bookstore: (865) 481-2006

## **CAMPUS POLICE**

If you need the assistance of [Roane State Police Department](#) personnel while teaching on the Roane County campus, call Security at ext. 4500. If you are teaching on the Oak Ridge campus,

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call the Campus Police Office at ext. 2000. If you are teaching at a satellite campus, ask the administrator, locate the public safety officer at the center to assist you, or call the police. Possession or use of firearms or a dangerous weapon of any kind is prohibited.

### **CENTER FOR TEACHING ARTS AND TECHNOLOGY (CTAT) (865-882-4556)**

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 instructional technology needs, assistance with electronic course materials, or training in instructional software and D2L/Momentum, the college's learning management system. The Center provides services in the following areas: instructional technology support, distance learning support, and training.

- **Distance Education**  
Distance Education coordinates flexible and convenient educational opportunities through web courses including the TN eCampus Program and other non-traditional student programs.
  - **Web Courses**  
Web courses at RSCC are taught using Momentum (D2L). Some courses require on campus testing, while others may not. Check the syllabus for detailed information.
  - **Distance Education Support**  
The distance learning support component of CTAT is responsible for assisting faculty with online (D2L/Momentum) courses, as well as for web-enhanced on-ground courses.
- **Instructional Technology Support**  
The instructional technology support component of CTAT is responsible for assisting faculty in the development of multimedia content and course materials. The CTAT staff is also available to assist with the creation of course materials such as podcasts and learning objects.

### **CLASS ROLLS, ATTENDANCE AND RECORDS ([AA-09-01](#))**

Faculty members should access their class lists via RaiderNet 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 Admissions and 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 Admissions and 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 Admissions and 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 RaiderNet will be open for grading. These dates

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are also posted in RaiderNet each semester. During this period faculty can enter RaiderNet 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. Class lists and copies of grades assigned can be printed from RaiderNet for faculty use

## COMMENCEMENT

Full time faculty members are expected to attend either the Friday afternoon, Friday night or Saturday morning ceremony depending on teaching discipline. Academic caps, gowns, and hoods are required for the May commencement. The bookstore orders rental regalia for faculty if they do not own regalia. Faculty will be advised when regalia orders are due.

Commencement is typically held on the first or second Friday and Saturday in May after the semester has ended. Specific information is posted on the Roane State Community College [Commencement website](#) in March.

## COUNSELING AND DISABILITY SERVICES

[Counseling and Disability Services](#) assists students with successfully completing their college work and establishing good foundations for future growth. Counseling and Disability Services have 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:

- Student accommodations
- Short-term personal counseling to currently enrolled students
- Referrals to campus and community resources
- Faculty consultations

Roane State has a Counselor at Roane County (D-111), Oak Ridge (B-112), (865) 481-2003. Please call (preferred method) for an appointment or [email us](#). For enrollment or academic-related assistance please [contact your success coach or academic advisor](#).

[Disability Services](#) at RSCC are provided through the Counseling and Disability 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 outlines any specific accommodations.

## COURIER SERVICE

RSCC courier service runs from the Roane County Campus to all of the surrounding site campuses using the schedule below. 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 items 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. A quicker method to distribute student assignments and/or homework is to use the course management system (Momentum/D2L). For more information, contact CTAT at extension 4556.

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## COURIER SCHEDULE

### Monday, Wednesday, and Friday

Location	Arrival	Departure
RSCC Main Campus		7:30 a.m.
RSCC Oak Ridge Branch Campus	8:00 a.m.	8:15 a.m.
RSCC Main Campus	9:00 a.m.	

### Tuesday and Thursday

Location	Arrival	Departure
RSCC Main Campus		7:30 a.m.
RSCC Morgan County	8:00 a.m.	8:15 a.m.
RSCC Loudon County	9:00 a.m.	9:15 a.m.
RSCC Knox County	9:30 a.m.	9:45 a.m.
RSCC Oak Ridge Branch Campus	10:00 a.m.	10:30 a.m.
Anderson County Higher Education Center	10:45 a.m.	11:00 a.m.
RSCC Campbell County	11:15 a.m.	11:30 a.m.
RSCC Scott County	1:15 p.m.	1:30 p.m.
RSCC Fentress County	2:30 p.m.	2:45 p.m.
RSCC Cumberland County	3:15 p.m.	3:30 p.m..
RSCC Main Campus	4:00 p.m.	

### First and Last Two Weeks of a Semester – Courier runs Daily

Location	Arrival	Departure
RSCC Main Campus		7:30 a.m.
RSCC Morgan County	8:00 a.m.	8:15 a.m.
RSCC Loudon County	9:00 a.m.	9:15 a.m.
RSCC Knox County	9:30 a.m.	9:45 a.m.
RSCC Oak Ridge Branch Campus	10:00 a.m.	10:30 a.m.
Anderson County Higher Education Center	10:45 a.m.	11:00 a.m.
RSCC Campbell County	11:15 a.m.	11:30 a.m.
RSCC Scott County	1:15 p.m..	1:30 p.m..
RSCC Fentress County	2:30 p.m..	2:45 p.m..
RSCC Cumberland County	3:15 p.m..	3:30 p.m.
RSCC Main Campus	4:00 p.m..	

## COURSE SYLLABUS REQUIREMENTS

Roane State has adopted a [standard syllabus template](#) to be used in all courses. Please contact your division dean and division secretary for more information on this template.

### RSCC Accessible Syllabus Template

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This template is a Word document that has been formatted to meet ADA requirements and was adopted by the faculty senate in April 2015 (Revised Summer, 2018).

[ADA Compliant Syllabus Template Summer 2018 1](#)

Instructor prepared course syllabi should include:

- Instructor Name, campus office and phone number;
- Textbook(s) for the course; Special Projects/Assignments;
- Assignment descriptions; Information on tests, exams, essays, etc.
- 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.
- Plagiarism and Academic Integrity: Academic Misconduct includes, but is not limited to, Plagiarism, Cheating, Fabrication, and Facilitation. Academic misconduct is prohibited. Upon identification of misconduct, an instructor has the authority to assign an "F" or a zero for the exercise, the examination, or the entire course. Students found guilty of academic misconduct that would typically result in the grade of "F" for the course will not be permitted to drop the class in which the academic misconduct occurred. The instructor will contact the appropriate Division Dean who will then contact Records and request that an administrative hold be placed on the course in question. The instructor will notify the student of the appropriate due process/appeal procedure. The administrative hold will remain in place until the academic misconduct matter is concluded.
- Preventing Sexual Discrimination and Harassment: Title IX of the Education Amendments of 1972 prohibits sex discrimination against any participant in an educational program or activity that receives federal funds. Title IX covers discrimination in programs, admissions, activities, faculty-to-student sexual harassment, and student-to-student sexual harassment. RSCC's policy against sexual harassment extends not only to employees of the college, but to students as well. If unlawful sexual harassment or gender-based discrimination is encountered, please bring this to the attention of your supervisor, or contact Tamra Oliver, Title IX Coordinator, at (865) 882-4557 or ext. 4557 or email at [olivertl@roanestate.edu](mailto:olivertl@roanestate.edu).
- Equal Opportunity Statement: Roane State Community College is an equal

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opportunity 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:

**Technical Support and additional student resources: CTAT, Helpdesk, Honors program, library services and learning support**

**EMAIL ACCOUNTS REQUIRED ([GA 18-03](#)) ([GA-18-05](#)) ([TBR Policy 1:08:00:00](#) and [1:12:01:00](#))**

All RSCC 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 ([TBR Guideline P-130](#)) ([TBR Guideline P-131](#))**

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 subject to availability of budgeted institutional funds.

- PC-130 – Per [TBR guidelines](#), 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 RSCC 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-130 form](#) at the time of registration (see exhibits).

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- 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 a 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 [Guideline P-131](#) 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. The spouse and/or dependent children must be admitted to the TBR institution or TCAT through regular admissions procedures. The employee must complete a “[Request for Fee Discount - Spouse 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 TCAT. Eligible spouses and/or dependent children may enroll in any number of courses up to and including full-time study.

### **EMERITUS FACULTY STATUS ([PA-28-01](#)) [TBR Policy 5:02:01:10](#)**

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.

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 for Student Learning.

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.

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

Who is eligible?

- The following information is a summary of most benefits offered to regular (full-time and permanent) 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.

Please refer to the Partners for Health State Group Insurance Program Eligibility and Enrollment Guide for details. <https://www.tn.gov/content/tn/partnersforhealth/publications/publications.html>

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### Summary of Benefits

Benefit	Eligibility	Condition
Annual Leave: Full time administrator Fiscal Faculty (12 month)	Accrues from date of employment	15 hours per month accrued after 51% of month worked
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	Employee 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.
COBRA	An employee may continue the same medical benefits through COBRA if: <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> </ul> <p>The employee and/or the employee's dependents are not insured under another medical plan.</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: <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: <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. (For example, a child reaches the limiting age.).</li> </ul> </p>

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Credit Unions	Immediately	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.
Death Benefits	Immediately	In accidental or natural death, while in service, accumulated annual and sick leave paid to beneficiary or estate.
Dental Insurance	The first day of the month following one (1) full calendar month of employment from your hire date.	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	See TBR policy for specifics.	<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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Faculty Sick Leave Bank	Available to regular full time faculty or full time employees with faculty rank	Provide emergency sick leave to members who have suffered a serious, unplanned illness or injury and who have exhausted all their personal sick leave and annual leave, if applicable, in accordance with the TBR Policy No. <a href="#">05:01:01:07</a> and TBR Guideline <a href="#">P-060</a> and RSCC policy <a href="#">PA-10-04</a> .
Family and Medical Leave	After 12 months having worked 1,250 hours during the 12 months preceding the start of the leave.	Provides eligible employees up to 12 workweeks of leave during a 12 month period for specified family and medical reasons or up to 26 workweeks of leave for military caregiver during a 12-month period for reasons specified in RSCC policy <a href="#">PA-10-01</a> to provide continued medical insurance coverage and to ensure 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 Employee Transfer Period	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	The first day of the month following one (1) full calendar month of employment from your hire date.	There are four health insurance options: Partnership PPO, Standard PPO, Wellness HealthSavings CDHP or HealthSavings CDHP. 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: \$3,000.

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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 twenty (20) working days in any one (1) calendar year. Reemployment rights if qualified.
Voluntary Accidental Death and Dismemberment	Immediately if enrolled in group insurance plan	Provides additional special accident coverage if employees have paid premium.
Basic Group 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.
Voluntary Term Life Insurance	After one full month for new employees.  During open enrollment for current employees with proof of insurability.	You may select up to five times your annual base salary (maximum of \$500,000) but evidence of good health is required. The minimum coverage level is \$5,000. Spouse and children may be covered who meet the dependent definition.
Retirement	Immediately	Benefits based on salary and years of service. RSCC and the state and new employees contribute to TCRS and ORP (TIAA-CREF, VALIC/AIG, and Voya).
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.

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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.
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For more information, please review information on the [Human Resources webpage](#).

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### **EQUIPMENT CONTROL ([BA 03-01](#)) ([TBR Guideline B-110](#))**

Equipment (capital assets) is any tangible personal property having a useful life of more than one year and costing \$5,000 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 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. A copy of the [complete policy BA-03-01](#), may be found on the RSCC policies web page. ([TBR Guideline B-110](#))

### **EXAM SCHEDULES**

[Exam Schedules](#) are posted on the Student Learning webpage for fall and spring semesters. Review the Student Learning 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.

### **FACULTY QUALIFICATIONS ([PA-27-01](#)) ([PA 18-01](#)) ([TBR Policy 5:01:02:00](#))**

It is the policy of RSCC to employ faculty whose qualifications comply with the policies and guidelines of the Tennessee Board of Regents (TBR) and the standards of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).

- Qualifications: Faculty members must meet the college's requirements, as outlined in the [Faculty Qualifications Manual](#), to teach in the academic disciplines. These requirements include those of applicable professional accrediting and/or approval agencies. The qualifications for teaching at RSCC are the same for full-time and part-time faculty, and the applicable qualifications to teach courses in the academic disciplines apply to all delivery modes.
- Academic degrees presented for credentialing will generally be awarded from regionally accredited institutions. In the event that the faculty member is a graduate of an institution outside the United States, a further review of credentials will be conducted to ensure appropriate academic preparation.

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- Certification of Qualifications: Qualifications for all faculty must be certified by the appropriate academic dean prior to the teaching appointment and all employment must be conducted according to the screening and hiring procedures outlined in RSCC Policy [PA-18-01](#), ([TBR Policy 5:01:02:00](#)). Candidates graduating from foreign universities must supply appropriate qualifying credentials (or certified translation of those credentials) prior to employment.
- Roane State's Faculty Qualifications Manual is the source for information regarding the criteria for teaching all courses at the collegiate level. A review of this manual is conducted annually by the Office of the Vice President for Student Learning.
- 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 licensure or special certifications are renewed when required.
- Alternative Qualifications Review: Under special circumstances, faculty members may be hired by exception. Exceptions to qualifications outlined in the Faculty Qualifications Manual may occur in two cases:
  - The faculty member has outstanding professional experience and demonstrated contributions to the teaching discipline which may be presented in lieu of formal academic preparation.
  - The faculty member has training in a closely related discipline and the competencies needed to teach the course objectives are covered by the documented training in the related discipline.

In these cases, qualifying documentation must be provided which may include academic transcripts, professional letters of support, documentation of professional experience, current certifications/licenses held, awards received or other pertinent items. After review of the qualifying documentation, the Academic Dean must forward a signed Alternative Qualifications Form with accompanying documentation to the Vice President for Student Learning for review and approval.

### **FACULTY EVALUATION ([PA-26-02](#)) ([TBR POLICY 5:02:02:30](#))**

A comprehensive and flexible system for faculty evaluation has been developed and is linked to 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 as well as specific ideas provided 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 Fall to Spring. At the beginning of the evaluation period and by September 1 of the evaluation year, each faculty member develops a set of objectives 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.

#### **FACULTY SENATE ([GA 32-01](#)) ([TBR Policy 1:03:01:00](#))**

In accordance with RSCC Policy [GA-32-01](#) and [TBR Policy 1:03:10:00](#) 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 ([GA-25-01](#)) ([TBR Policy 5:01:05:00](#))**

A full teaching load will be 15 hours or the equivalent per term unless the Academic Dean assigns other duties for the benefit of the college. Additional teaching load assignments may be made as outlined in the TBR Policy on Extra Compensation ([TBR Policy 5:01:05:00](#)).

Each faculty member should 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 appropriate Dean and Vice President for Student Learning. A minimum of fifteen hours weekly should be open to students on campus and reconfigured each term to correspond to the new schedule for that particular term. Faculty members are expected to maintain regular office hours in addition to their 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 academic 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.

Faculty should assist with student advisement and registration and follow along student activities including retention and placement. The Advising Resource Center (ARC) staff serves as a resource to Success Coaches and Faculty Advisors as they advise students. Upon admission to the college, students will be assigned a Success Coach for initial advising and student support services. After 1-2 semesters, the student will transition to a faculty advisor who specializes in the student's major or area of study.

Staff in the ARC are responsible for the DegreeWorks audit system, assigning faculty advisors, specialized AHS/NSG Advising for students in a candidate status, class scheduling, academic program planning and catalog updates, advising special populations and activities regarding articulation and transfer to 4-year colleges and universities. Staff are available on the Roane and Oak Ridge campuses.

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 advisement 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 for Student Learning 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

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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 believes that the 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 ([TBR Policy 5:02:04:10](#))**

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 5:02:04:10](#) regarding [Summer Session and Inter-sessions](#) found on the TBR website.

### **Workload Credit for Distance Education Instruction**

#### **Web Courses**

<b>2 credit hours</b>	<b>3 credit hours</b>	<b>4 credit hours</b>	<b>Student Enrollment</b>
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, a decision will be made whether to cap or add another section.

The minimum class size is 15 per Roane State Community College; classes with a total enrollment below the minimum will be offered or canceled at the discretion of the division dean and Vice President of Student Learning.

#### **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

### **FOOD AND DRINK IN CLASSROOMS ([GA-21-04](#))**

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.

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- 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. Academic Deans may make exceptions for classes lasting longer than two hours.

**The Position Request Packet is located on the Human Resources webpage:**

<http://www.roanestate.edu/?5577-Forms>

### **FULL-TIME FACULTY HIRING PROCEDURE**

<b>Task</b>	<b>Responsible Party</b>
<b>Position Request Form</b> The form will contain the position description and qualifications, proposed advertising and position announcement, qualifications ratings, and appointment of Selection Committee if required.	Academic Dean
<b>Forwarding Procedures</b> 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
<b>Position Announcement / Recruiting Process</b>	Human Resources
<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.	Academic Dean
<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.	Selection Committee
<b>Human Resources Review of Documents</b> HR reviews all materials to ensure all steps have been taken.	Human Resources

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Salary Equity Committee The Salary Equity Committee makes a salary recommendation to the President.	Salary Equity Committee
Review and Recommendation by President The President reviews the employment recommendation package.	President
Offer of Employment HR will make the official offer of employment, prepare an offer letter, contract and schedule a benefit / orientation meeting.	Human Resources

### **GUESTS AND VISITORS ([AA-08-01](#))**

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

### **HARASSMENT-SEXUAL, RACIAL, OTHER ([PA-02-01](#)) ([TBR Policy 5:01:02:00](#), [6:01:00:00](#), and [6:02:00:00](#))**

Non-Discrimination and Harassment Training is required of all employees. 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 to provide information and training on sexual harassment. Individual training can be taken at your own pace and convenience. It is the responsibility of all regular full-time and regular part-time staff to satisfactorily complete (80 percent mastery) the training program within the first 30 days of employment. Employees will receive an email with their log in information to complete the training.

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.

### **TITLE VI/DISCRIMINATION ([PA-01-01](#)) ([TBR Policy 5:01:02:00](#))**

Title VI prohibits discrimination on the basis of race. In an effort to bring awareness to this subject, the Tennessee Board of Regents Office of the General Counsel and department of Ethics, Compliance, and Risk has developed an online Title VI training module. Employees will be trained annually on the provisions of Title VI.

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

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### **INCLEMENT WEATHER ([GA-26-01](#))**

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

- Regular full-time and part-time employees on the active payroll who are scheduled to work during the declared times of closing will be granted time off from work with pay. Employees who are not scheduled to work will not be paid for the emergency closing. If an employee is prevented from reporting to work for his/her normally scheduled work hours, annual leave or leave without pay will be charged.
- For clerical and support staff employees who are required to work during the time period during which time the college is officially closed, the time worked should be charged as regular scheduled hours. Additional hours that exceed the regularly scheduled hours should be charged to compensatory time.
- Employees not affected by the emergency closing, i.e., employees attending official meetings or workshops outside the college's service area during the time period of the closing, should not charge time to emergency closing.
- Regular part-time employees will be affected on a pro-rated basis in each of the areas listed above. The president may approve exceptions to this policy as deemed appropriate.

### **Class Information During Bad Weather**

- Daytime vs. Evening Classes
  - A daytime class is as a class that begins before 4:30 p.m.
  - An evening class is 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 start at 9:30 a.m., or 11 a.m.
  - Classes will be cancelled
- Evening Classes
 

Evening classes (those beginning at or after 4:30 p.m.) will either be cancelled or held at the regular time. Generally, a decision about evening classes will be made by 2 p.m. that day. An announcement will be posted on the RSCC web site and a Raider Alert text message will be sent for those that have signed up to receive them.

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### **Definition of a 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 are cancelled. All classes starting at 9:30 a.m. will be held.

If an announcement is made that RSCC will open at 11:00 a.m., this means that 8:00 a.m. and 9:30 a.m. classes are cancelled. All classes starting at 11:00 a.m. will be held.

To eliminate any confusion, at the beginning of each semester, instructors of early morning classes, morning labs, and morning clinicals will give instruction for that class in the event of a 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.

All times for a late start schedule are local. If students miss an interactive class, a recording of the class will be available to them at a later time. You will need to contact your instructor for viewing instructions.

### **Different Weather at Different Campuses**

In general, when decisions about school closings are made, one decision will be made for all nine Roane State campuses. In the event that one campus experiences extreme weather that the other campuses do not a decision to close or start that campus late will be made. On those occasions, an announcement about the one closing will be made on local radio and Knoxville TV Stations. Announcements will be also be posted on the RSCC web site and a RaiderAlert text messages will be sent for those that have signed up to receive them.

### **Class Make up**

Instructors of classes that do not meet or start late due to inclement weather will announce arrangements for making up work as soon as the class resumes.

### **Weekend classes**

The same procedures will be followed for weekend classes.

## **INFORMATION TECHNOLOGY DIVISION**

- The **[Information Technology Division](#)** provides administrative, email, networking and computer support for Roane State Community College.
- **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.

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- **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--Thursday, 8:00 a.m. until 7:30 p.m. and 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 (4357).
- **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 ([GA 24-01](#)) ([TBR Policy 5:01:06:00](#))**

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 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. The college 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.

### **INTELLECTUAL PROPERTY ([GA-28-01](#)) ([TBR Policy 5:01:06:00](#))**

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 RSCC 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, RSCC is determined to have an interest. Please reference [TBR Policy 5:01:06:00](#) and RSCC policy [GA-28-01](#) for more details.

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## LEARNING CENTER & LEARNING SUPPORT

The [Learning Center](#) provides free learning assistance to Roane State students, faculty, staff, and service-area community members. The tutors specialize in math, writing, science, foreign languages, and study skills.

Learning Centers and Learning Support Labs are available on the Roane County Campus, the Oak Ridge Campus, and on the Cumberland County Campus. Tutoring is also available at other Roane State sites on an as needed/as available basis.

The Learning Centers and Learning Support Lab operate on a walk-in basis and do not require students to schedule appointments for tutoring sessions. Subject-specific tutor schedules are posted at each location and the [Learning Center webpage](#).

Tutors at each location range from students with a grade point average of 3.5 or higher in their subject area (with an overall GPA of at least 3.0), to tutors who have obtained Bachelor's and Master's degrees in their field. All tutors are required to attend 3 training sessions per semester and are adequately prepared to work with a wide variety of student learners.

### Tutoring in Math, Science, and Other Disciplines

- Learning Center tutors for these disciplines are selected partly on the basis of their ability to model effective study habits for their peers. Tutors provide assistance with routine coursework but also focus on helping students learn how to prepare for tests and quizzes.
- Writing Help
  - Learning Center writing tutors strive to help students become successful, independent communicators. By providing one-to-one interaction, accomplished tutors help students recognize the strengths and weaknesses in their drafts. Writing consultants do not edit or proofread, but rather focus primarily on teaching drafting and revision skills. Students are challenged to exceed instructor expectations and develop critical thinking skills.
- Online Tutoring & Resources
  - RSCC offers a college developed online tutoring experience - the [Learning Center Online](#). All enrolled students are now able to receive online assistance from tutors with knowledge of their instructors, assignments, and the general Roane State community. The Learning Center Online provides math and science discussions, as well as a drop box where students can upload essays and receive timely electronic feedback from tutors.
  - Professional online tutoring is still available in a variety of disciplines from <https://services.smarthinking.com> at no charge to RSCC students. Current students can log in using their RSCC e-mail address as their username and their R number as their password.
  - The Learning Center Staff has created a variety of popular online resources for student and faculty use—including an [Online Writing Lab](#) (OWL), a SAILS

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research paper tool called the Assignment Calculator, and links to helpful math/science resources.

- Workshops & Class Visits
  - The Learning Center Specialists have designed practical, interactive workshops that can be conducted with a class. Workshops usually focus on a particular skill or assignment within a course, and last anywhere from 30-80 minutes. If interested please contact ext. 4329 (Roane, Loudon, and Morgan County) or ext. 2326 (Oak Ridge, Campbell, and Scott County).
  - The Learning Center staff would also appreciate the opportunity to visit classes to introduce students to the services available.
- Group Study
 

The Learning Centers encourage students to form study groups with their peers. Group study rooms and centralized locations in which these groups can meet, as well as tutors who will facilitate high-quality group interaction are available.
- Computer Use
 

Each Learning Center is equipped with computers with internet access and Microsoft programs. Learning Center staff members can provide free basic computer instruction.

## LIBRARY SERVICES

The [RSCC Libraries](#) want to help the faculty provide high-quality instruction to our students. Library Services 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, please visit the library webpage. The 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](#) or [online](#).

Other services include:

- Library tours/instruction – Bring a class to the library or have a demonstration in the classroom.
- Research assistance
- Help finding articles and other supplemental instructional material
- Wireless internet access
- Laptops and iPads (available for checkout to students and staff)
- Interlibrary loan
- TBR/TALC Borrower card –borrowing privileges at UT, Knoxville; Tennessee Technological University; and other TBR-affiliated community college libraries.

## MISSING PROPERTY

When college resources are discovered missing or theft or misconduct is suspected, the employee making the discovery must immediately notify the [Campus Police Department](#), 865-882-4500. The reports may be submitted anonymously. However, it will often, greatly aid in the investigation if the report is not made anonymously should the investigators have additional

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follow-up questions. The campus police department will conduct an initial assessment to determine if a potential loss has in fact occurred, the nature of the potential loss, and potential cause of the loss (i.e., misconduct of an employee, student, vendor, contractor, or other). This initial assessment should occur immediately upon notification of the Campus Police Department. A written summary of the initial assessment will be provided by the Campus Police Department to the Vice President for Business and Finance as well as the Director of Internal Audit. A report to the Tennessee Board of Regents and to the State Comptroller may be required.

### **OFFICE HOURS ([PA-24-01](#)) ([TBR Policy 5:02:01:00](#))**

Faculty members are required to 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 appropriate Academic Dean as well as the Vice President for Student Learning. A minimum of fifteen hours per week should be open to students on campus and rescheduled each term to correspond to the new schedule for that particular term. In order to accommodate students and administrative responsibilities, faculty members are expected to maintain regular office hours in addition to the regular teaching duties. Office and teaching hours should be posted each term at the entrance to each faculty member's office. It is the responsibility of the Academic 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.

### **OUTSIDE EMPLOYMENT ([TBR Policy 5:01:05:00](#))**

According to the [TBR Policy 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 institutions and their communities.

**Prior to engaging in outside employment or a continuing business activity, full-time faculty and staff members should 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](#).**

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## **PLACEMENT SERVICES**

[Placement Services](#) helps Roane State students and graduates obtain employment in their fields. Placement Services provides information about internships, cooperative education and job opportunities. The office also helps students with their job seeking skills such as writing resumes, cover letters and practicing interview skills with the use of Roane State's RaiderRecruit online job board program. Placement Services helps employers find Roane State graduates who fit their specific employee needs. The office schedules on-campus interviews, posts online job listings and hosts annual job fairs.

## **PROFESSIONAL DEVELOPMENT ([PA-25-01](#)) ([TBR Policy 5:02:01:05](#))**

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, 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.

## **PURCHASING DEPARTMENT**

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

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### **RSCC GRADING SYSTEM ([AA-11-01](#))**

Faculty should adhere to grading scale guidelines established for the course or 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:

A	Outstanding
B	Above Average
C	Average
D	Passing
F	Failure
FA	Failure, Attendance based
I	Incomplete
W	Withdrawal
P	Pass
AU	Audit, no grade or credit

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.

### **SMOKING AND TOBACCO PRODUCT USE ([GA-21-01](#)) ([TBR Policy 1:07:00:10](#))**

RSCC has established, as allowed by legislation, a policy on smoking on campus. This policy is as follows:

- Smoking and the use of other tobacco products is prohibited in all college buildings and indoor facilities, campus grounds and walkways, and all areas where non-smokers cannot avoid environmental smoke. Other tobacco products include electronic cigarettes (e-cig or e-cigarette), personal vaporizer (PV), or electronic nicotine delivery system (ENDS) that are battery powered devices which simulate tobacco smoking. Appropriate signage will be posted designating the campus as non-smoking.
- A small smoking area will be provided for employees and students in designated areas of the parking lot for the Roane County and Oak Ridge campuses and at designated areas for each satellite location.
- Smoking or use of other tobacco products is prohibited inside any college vehicle.
- Enforcement of this policy for staff will be the primary responsibility of supervisors. Roane State Police Officers and Security Guards will be responsible for enforcement at public events. Student offenders will be referred to the Dean of Students if disciplinary action is deemed necessary. All college personnel have the authority to enforce this policy.
- This policy will be widely communicated through standard institutional communication channels.

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## **SOCIAL MEDIA (G-100)**

The Public Relations Office maintains the official social media accounts of the college on all social media platforms. The following are guidelines for social media accounts created as part of an individual's, program's or department's function at the college. Guidelines do not apply to personal social media.

- Differentiate departmental/program social media from the college's "official" social media
- Inform Public Relations that you are starting an account
- Ensure all information shared is authentic and transparent
- Protect all confidential information
- Respect copyright laws
- Consider your audience
- Be respectful
- Be active and timely
- Understand that not all negative comments are bad
- Follow all TBR Policies
- Follow Site Terms of Service and Guidelines

## **STUDENT EVALUATIONS OF FACULTY (PA-26-02) (TBR Policy 5:02:01:05)**

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

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 faculty of the dates the evaluation process will be administered each semester.

Additional instructions will be included in the evaluation packet.

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### **Interpretation of Faculty Evaluations**

Faculty 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 to pinpoint strengths and areas of 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.

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 a careful study of faculty 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 Dean of Students (ext. 4364). 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 Services for assistance at the Harriman Campus ext. 4247 or Oak Ridge Campus ext. 2274.

- 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.
- 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

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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 911.
- Contact the Dean of Students at ext. 4364 providing the details of the incident and the name of the student involved.

### **Sexual Misconduct ([PA-02-02](#)) ([TBR Policy 6:03:00:00](#))**

Roane State provides educational awareness and prevention programs for violence against women for all employees and students.

### **Student Discipline ([SA-06-01](#)) ([TBR Policy 3:02:00:01](#), [3:02:01:00](#))**

RSCC students are expected to adhere to institutional student conduct code RSCC Disciplinary Policy [SA-06-01](#). The policy is found in the [RSCC catalog](#) and [Student Handbook](#). Contact the Dean of Students at ext. 4364 for assistance.

### **STANDING COMMITTEES ([GA-25-01](#))**

[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 individual employee requests as well as the recommendations of the Vice President for Student Learning. 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.

### **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 Testing

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Center also coordinates proctoring services for the Regents On-Line Degree Program. Hours are established at the beginning of each semester.

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

### **TN eCAMPUS ONLINE DEGREE PROGRAM**

Roane State offers associate degrees on the web with the assistance of other Tennessee Board of Regents schools through the [TN eCampus](#) Program. A current listing of TN eCampus degrees and courses can be found on the [TN eCampus website](#).

[TN eCampus](#) courses are offered via the course management system 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.

There is also an additional fee that is applied for TN eCampus courses.

For more information about current course offerings, program offerings, and required books, visit <http://www.tnecampus.org>.

### **TRAVEL POLICIES AND PROCEDURES ([BA-01-01](#)) ([TBR Policy 4:03:03:00](#))**

The [travel guide webpage](#) is a comprehensive tool designed to assist with all travel issues. 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

#### **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>.

serve as a reference source for the primary areas associated with travel necessary for the proper execution of official college business and objectives. Travel policies and reimbursement rates are subject to change from time to time. For assistance with areas related to travel, please contact the Business Office at extension 4334 or 4390.

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**Appendix I – RSCC Organizational Chart**

<http://www.roanestate.edu/webfolders/wallaceda/oier/reports/orgchart.pdf>

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