New River Community College
Faculty Handbook
FOREWORD

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

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

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

The faculty are invited to make suggestions concerning modifications which are desirable for improving the college and its operation in any of its phases.
Congratulations! You are a member of one of the finest groups of professional educators anywhere. New River Community College is recognized throughout Virginia and beyond as a student-centered, innovative, and caring college. The exceptional teaching and comprehensive curriculum available at NRCC attract many students each year – not only from Virginia’s New River Valley, but from many of the surrounding areas as well.

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

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

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

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

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

Sincerely,

Jack M. Lewis
President
AFFIRMATIVE ACTION STATEMENT

New River Community College’s Affirmative Action Plan has been developed using guidelines furnished by the State Department of Personnel and Training’s Office of Equal Employment Services and Program Evaluations in accordance with Executive Order Number Two (94) and Title 29 Labor, Chapter XIV Equal Employment Opportunity Commission, Part 1608, Affirmative Action Appropriate Under Title VII of the Civil Rights Act of 1964, as amended, the 1983 Virginia Plan Amendments, and other applicable federal and state laws.

We are committed to achieving the goals established in this plan and promoting equal employment opportunity without regard to race, color, sex, or age (except where sex or age is a bona fide occupational qualification), veteran status, religion, disability, national origin, or other non-merit factor.

It is the policy of New River Community College that all people have access to educational programs and activities, facilities, employment, and to operate both affirmative action and equal opportunity programs including grievance procedures that are consistent with both federal and state requirements. Inquiries concerning this affirmative action policy or the fulfillment of such should be addressed to the Affirmative Action Officer, New River Community College, located in Office 06, Godbey Hall.

The New River Community College Affirmative Action (Faculty, Student and Classified) Plan is available for review in all administrative offices, the Library, and the Affirmative Action Office and is effective for the period of July 1, 2002, to June 30, 2006. The policy prohibiting sexual misconduct is included in this manual. The policies regarding the grievance procedure for the American with Disabilities Act and the Affirmative Action Hiring Practices are included in the Appendices of this manual.
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GENERAL INFORMATION
The Virginia Community College System Mission

The Virginia Community College System functions within the educational community to assure that all individuals in the diverse regions of the Commonwealth of Virginia are given a continuing opportunity for the development and extension of their skills and knowledge through quality programs and services that are financially and geographically accessible.

The Virginia Community College System, through comprehensive community colleges, provides leadership in determining and addressing both the needs of individuals and the economic needs of the colleges' service areas.

Occupational/technical education, transfer education, developmental studies, continuing education, workforce development, and community services are the primary avenues through which the mission is fulfilled. To assure that all students have the opportunity for success, each college shall provide a comprehensive program of student development services.

The College

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

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

The college is open on a year-round basis under the semester system. Classes are held from 8:00 a.m. to 10:00 p.m. Since college credit courses are offered in the evening and on weekends, students who work may also attend college.

Localities and Facilities

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

In addition to the main campus in Dublin, the college offers classes at its Christiansburg site, Appalachian Hall. Located at 412 Roanoke Street, the facility offers increased educational opportunities to Montgomery and Floyd County residents. Faculty from the college’s two teaching divisions provide high quality instruction equivalent to on-campus instruction. The college also makes use of public schools, industrial plants, and other off-campus facilities to provide instruction that is closer to the people served by the college.

Recognition

The college, part of the Virginia Community College System, is governed by the State Board for Community Colleges in Virginia. The college’s associate degree courses are approved by the State Council for Higher Education in Virginia. The college has been fully approved by the State Department of Education for payment of veterans' benefits as well as by other state
and federal agencies for funding. The college is an institutional member of the American Association of Community Colleges and a number of other state and national organizations.

New River Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia, telephone number 404-679-4501) to award the associate degree.

Mission

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

The Virginia Community College System functions within the educational community to assure that all individuals in the diverse regions of the Commonwealth of Virginia are given a continuing opportunity for the development and extension of their skills and knowledge through quality programs and services that are financially and geographically accessible.

The Virginia Community College System, through comprehensive community colleges, provides leadership in determining and addressing both the needs of individuals and the economic needs of the colleges' service areas.

Occupational/technical education, transfer education, developmental studies, continuing education, workforce development, and community services are the primary avenues through which the mission is fulfilled. To assure that all students have the opportunity for success, each college shall provide a comprehensive program of student development services.

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

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

Vision

"Through forward-looking leadership, efficient management and the deep commitment of faculty and staff to provide the best possible teaching and learning environment, the college aims not only to meet the educational challenges of the coming decades, but to welcome them. Accordingly, New River Community College embraces the following beliefs:
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- "That student learning is the ultimate priority for the college and to best serve students there must be maintained the highest level of commitment achieved by focusing on the teaching/learning process and by providing support for the personal development of students;

- "That instruction must remain the primary function of the college, with other college functions to be supportive of or complementary to the instructional program;

- "That access to higher education must be provided to all who can benefit from it;

- "That high quality must be maintained in all programs and services through instructional excellence, competency of faculty and staff, on-going curriculum development and improvement, and effective processes for assessment of quality;

- "That the college must foster a spirit of innovation through technological advancements and through continuous improvement of programs and services;

- "That a positive institutional climate must be maintained which supports high ethical standards, professionalism, faculty and staff development, and an inclusive environment based on dignity and respect for all persons;

- "That the college must be community centered as reflected by comprehensive and affordable programming, linkages and partnerships with other organizations, community outreach efforts, fostering of an appreciation for education in the community, and continued responsiveness to community needs;

- "That the college must support multi-cultural diversity as well as equal opportunity for all persons, and that the institution must be outward looking as it fulfills its local mission;

- "That the college must focus continually on institutional effectiveness with emphasis on accountability, assessment, good management practices, employability of graduates, comprehensive planning processes, and the overall improvement of organizational effectiveness."

Organizational Chart

To view the 2006-2007 NRCC Organizational Chart, click here:

Programs

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

Occupational/Technical Education

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

**University Parallel/College Transfer Education**

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

**General Education**

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

**Continuing Education**

Degree credit and non-degree credit courses are offered during the day and evening hours for adults in the region who wish to continue learning.

**Special Training Programs**

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

**Workforce Development**

New River Community College offers workforce development programs and activities through the office of Workforce Development. Credit and non-credit programs/activities are customized to meet the customers’ training, retraining and professional and personal development needs. Workforce Development contains the following departments: computer training; workforce training; WorkKeys; Job Placement Services; Tech Prep and apprenticeship programs.

**Apprenticeship Training**

The Apprenticeship Program is based on an agreement between industry, employees, and the Department of Labor and Industry. This voluntary program consists of currently employed individuals receiving on-the-job training (OJT) provided by the employer and related instruction. Apprenticeships range from 2,000 hours (one year) in length to 8,000 hours (four years) in length. For each 2,000 hours of OJT, 144 contact hours of classroom-related instruction (usually outside the normal work hours) are required.

When a registered apprentice has satisfied the OJT and related instructional requirements, he/she will be awarded a Certification of Completion from the Apprenticeship Council and, in some instances, a certificate or degree from NRCC. For more information, contact the Workforce Development office at x3613.

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

Special Regional and Community Services

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

Academic Divisions

The Vice President for Instruction and Student Services oversees NRCC’s two academic divisions. The Vice President’s office is located in the administrative wing of Godbey Hall. For detailed listings of faculty and staff for each division, please consult the NRCC Directory of Faculty and Staff.

Division of Arts and Sciences

The Division of Arts and Sciences is responsible for credit and non-credit programs in the following disciplines: American Sign Language, Business Administration (transfer), Early Childhood Development, Education, Engineering, General Studies, Human Services, Liberal Arts, Nursing, and Science. The Academic Assistance Center is also included in this division.

Division of Business and Technologies

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

Library

The college’s Library serves the educational and informational needs of the students, faculty, and staff of New River Community College, as well as the citizens, businesses and industries of the New River Valley. It provides the basic tools for learning including the latest in information and educational technology designed to help communicate information.

Students and researchers have access to a library collection of 33,000 books and periodicals and 16,000 films, videotapes and other media. The college possesses a networked on-line electronic catalog of all NRCC Library holdings as well as the holdings of the other 22 community college libraries in the state, through the VCCS on-line library catalog system. The Library’s membership in the VIVA (Virtual Library of Virginia) consortium gives NRCC students exposure to an extensive collection of on-line resources and allows access to catalogs of other libraries in Virginia and throughout the United
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States. The Internet is available on the 50 computers housed in the Library. A photocopier and equipment for viewing media can be found in the Library as well.

Additional Library services include: reference assistance, both class and individualized instruction, and interlibrary loans from libraries across the country.

Distance Education and Off-Campus Services

Coordination and management of the college’s distance education efforts are the responsibility of Distance Education and Off-Campus Services (DE&OCS) and include the college’s distance learning program and Instructional Telecommunications.

The Distance Learning (DE) program is designed for those students who need to pursue academic goals outside the traditional classroom setting. This flexible, convenient alternative to courses taught on campus provides the same quality and content of on-campus courses. Most faculty teaching DE courses also teach equivalent classroom based sections of the same course. Currently the college offers over 100 different courses through the DE program.

NRCC provides classroom based educational opportunities throughout the service area to meet the needs of the region’s residents. Off-campus site development and management are the responsibility of DEOCS. Faculty from the college’s two academic divisions provide quality instruction equivalent to on-campus instruction.

The college’s Christiansburg Site, Appalachian Hall, located at 412 Roanoke Street in Christiansburg, offers increased educational opportunities to Montgomery and Floyd County residents. An extensive range of programs and services is offered at this site, including:

- college transfer courses
- occupational and technical courses
- independent and distance learning courses and course support
- career development courses
- short courses
- registration and payment for all NRCC courses
- placement and testing services
- computer labs
- science lab
- learning resources and library support

Late afternoon and evening classes are also taught at Blacksburg Middle School located on Prices Fork Road, and Christiansburg Middle School, located on Buffalo Drive.

Student Services

- Counseling, such as academic, personal, and crisis, is available to day and evening students. The Counseling Center is located in Rooker Hall.

- Career planning can be done in the Counseling/Career Center in Rooker Hall. Interest inventories, Virginia VIEW and Discover computer programs, and career counseling are provided.
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- Advising for new students and testing for class placement in English and Math are conducted in the Counseling Center in Rooker Hall.

- The Financial Aid Office processes grants, work-study jobs, scholarships, and loans for full and part time students. The Financial Aid office is located in Rooker Hall.

- The Center for Deaf and Hard of Hearing provides services for deaf and hard of hearing students in the form of interpreting, tutoring, note taking, counseling and advocacy, plus equipment provisions. The Center for Deaf and Hard of Hearing is located in Rooker Hall inside the Counseling Center.

- The Center for Learning Disabled is designed for use by students who have been identified as learning disabled. Supports include taped texts, academic strategies, testing accommodations, tape recorders, counseling, advising, advocacy, etc. The Center for Learning Disabled is located in Rooker Hall inside the Counseling Center.

- Job Placement provides consultation on resume writing, interviewing skills, and job search to the students, as well as brings employers to campus for interviews with the students. Job Placement is located in Edwards Hall.

- Student Activities are designed to enrich and enhance students' academic experiences. Cultural events, picnics, clubs, projects, dances, performances, and lectures are a few of the opportunities afforded the students. The Activities Counselor’s office is located in Martin Hall in the corner of the student lounge.

- The Academic Assistance Center consists of the Tutoring Connection and the Writing Center. The Tutoring Connection provides academic assistance in a variety of subject areas. The goal of tutoring is to maximize the individual student’s capacity to become a self-learner. The Writing Center exists for the purpose of helping students develop skills and strategies to meet the demands of any writing task, whether it be for a writing class, another class, or personal need.

Bookstore

The campus bookstore is operated by a private firm independent of the college. The bookstore has textbooks, workbooks, lab manuals, and other materials required by classes. Other items, such as sweatshirts, decals, greeting cards, and gift items are also available.

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

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

Bookstore hours for fall and spring semesters are Monday through Friday, 8 a.m. to 2 p.m.; Tuesday and Wednesday, 5:30 p.m. - 7:30 p.m. The bookstore is located next to the student lounge in Martin Hall.

Food Services

Food is prepared on campus in the student lounge by the Canteen Corporation. Hours of operation will be posted. The food service is closed during semester breaks.

Planning and Advancement Office

The Planning and Advancement Office at New River Community College is responsible for the generation and coordination of college-related grants, for public information/public relations activities, for legislative liaison, and for the management of the NRCC Educational Foundation, Inc., and the NRCC Alumni Association.

Grant Services

The Planning and Advancement Office is responsible for the identification and preparation of grant proposals that benefit the college, primarily comprehensive federal and state grants that involve the coordination of information and activities from all organizational units. The office is available to assist faculty and staff in all aspects of proposal preparation from locating resources to editing and typing proposals. All grant proposals prepared under the auspices of NRCC must be coordinated with the Planning and Advancement Office prior to submission.

Public Information Services

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

NRCC Educational Foundation, Inc.

Designed for the promotion of excellence, the NRCC Educational Foundation, Inc. offers to the college resources for funding outside the parameters of state allocations. Faculty, staff, and students needing equipment, supplies, or financial support for programs are encouraged to route requests through their division dean for consideration. When appropriate, funding requests will be communicated to the Educational Foundation Board through the Planning and Advancement Office.

Public Relations Services
Good public relations are essential to the success of any organization designed to serve the needs of the community. The Planning and Advancement Office strives to see that the college maintains a high level of visibility within the community through the generation of activities designed for that purpose. Should faculty or staff wish to help in promoting a program within the service area through social activities, service on a speakers bureau, or participation in other public relations activities, the Planning and Advancement Office is available to provide coordination, idea development, or other assistance.

**NRCC Alumni Activities**

The Office of Planning and Advancement is responsible for developing activities to encourage participation by college alumni. Faculty and staff are encouraged to provide the Planning and Advancement Office with information about former students, such as change of addresses and occupations.

**Information Technology Services**

Information Technology Services provides the following services for faculty, staff, and administration:

A. User Needs Analysis - This entails consulting with college personnel in order to analyze their computing needs and to determine the alternate methods for satisfying those needs.

B. Installation and Training - This includes the installation of hardware and software for administrators, faculty, and staff. As a part of installation, the user will be provided with basic training on the hardware and software.

C. User Operational Assistance - This includes the analysis and determination of methods for satisfying operational problems encountered by computer users in the day-to-day use of available information systems, computer productivity aids, and computer hardware.

D. Computer Hardware Maintenance - This involves performing preventive maintenance and minor repairs on all computer equipment at the college. The majority of this involvement is the maintenance of the administrative and academic microcomputer systems.

E. Programming Support Services - These services are provided for all administrative and academic offices which are encountering problems in the design, development, or enhancement of computer programs.

F. Procurement Support - This includes hardware and software procurement, consulting services for all administrative offices, and hardware procurement consulting services for all academic offices.

G. Computer Buying Services - This includes the provision of information concerning the purchase of microcomputer hardware and software for
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personal use by faculty, staff, and students. Additionally, the service includes the researching of any special purchasing offers supplied by various vendors.

H. Help Desk - This service provides assistance to administrators, faculty, and staff who experience any kind of difficulty with the use of technology (electronic classroom components, office computers, e-mail, voice mail, etc.) For assistance, please call Ext. 4400 or send an e-mail to NR4Help.

Word Processing Center

New River Community College employs a proficient team of support personnel to assist you with your copying and word processing needs. The team is comprised of the following staff: Betty Gordon, Supervisor, extension 3641; June Aker, Photocopy Technician, extension 4262; and Shirley Mann, Office Services Specialist, extension 4219.

The Word Processing Center is located in Godbey Hall, Room 163, and is open Monday through Friday from 8:00 a.m. to 5:00 p.m. During fall and spring semesters, the walk-up copier is also available for faculty/staff use Monday through Thursday from 5:00 to 7:00 p.m. The Word Processing Center does not close for lunch.

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

The walk-up copier is provided as a "quick service" copier for all college employees; therefore, copy runs should be limited to a small number of copies. Hassles at the walk-up copier may be kept to a minimum if you plan to leave your copying jobs for the photocopy technician to do for you. It will make your job much easier. Also, remember that there may be a line, so planning ahead is your best alternative. Please remove staples and make sure your pages are numbered. Copying jobs that are of high volume (those that yield more than 50 total copies) should be left for the photocopy technician to copy for you. Work requests are available in the Word Processing Center and should be completed with instructions that indicate how you want your jobs completed.

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

All tests and test-related materials are kept in a locked cabinet after processing and copying. All tests and highly confidential materials should be given to one of the staff not left in the “IN” basket. Students do not have access to the test cabinet. When picking up finished tests, please ask one of the staff members. If you need to pick up a test after 5:00 p.m., please make prior arrangements with June or Betty to have the test placed in a sealed envelope and left for you either in your mailbox or in Word Processing.
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All other completed documents will be placed in your box inside the WPC door.

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

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

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FACULTY INFORMATION – CONTRACTS AND BENEFITS
Compulsory Payroll Deductions

The following compulsory deductions are made in paychecks:

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

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

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

Voluntary or Elective Payroll Deductions

**Medical Insurance**

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

**Extended Coverage**

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

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

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

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

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

Premiums for Extended Coverage are 102 percent of the premiums for regular coverage. All qualifying events are deemed to be status changes; therefore, an employee can change health benefits plans or type of membership. Persons enrolled in Extended Coverage may participate in the annual open enrollment.

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

**Cancer Insurance**

All full-time classified employees are eligible for this plan through payroll deductions. Contact the Personnel Office for further details.

**Disability Insurance**

This is a salary continuation plan based on satisfactory evidence of insurability and occupational class. The premium is based on the number of sick leave days, employee option of benefit periods (e.g., 15, 30, 60, 90, or 180 days.), and employee's salary.

**Virginia Credit Union**

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

**U.S. Savings Bonds**

Also available is a payroll savings plan for Series EE savings bonds from $100 denomination up to $10,000. Series I savings bonds from $50 denomination up to $1,000 may also be purchased. The employee has the right to designate the amount to be withheld each pay day, with the minimum being $1.25 per pay period.

**Tax Sheltered Annuity Program**

Within generous limits employees may elect to have their employer apply part of their compensation to the purchase of an annuity for retirement years. The part of an income
Deferred Compensation Plan
The purpose of the plan is to enable state employees to supplement their retirement benefits through a tax deferred, income investment program. Employees electing to participate may invest a portion of their salary in this plan. The amount of salary invested is not taxed until such time that the employee receives a distribution from the plan, normally upon retirement.

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

Personal Leave for Nine-Month Faculty

Faculty electing the Virginia Sickness and Disability Program (VSDP) shall have personal leave as specified in VSDP policy. For faculty not eligible for, or not electing VSDP, personal leave of three (3) days shall be granted at the beginning of the academic year to all full-time 9-month teaching faculty members. In all cases, the smallest unit of leave shall be a half-day. For example, an absence of two hours will be charged as 4 hours of leave. Absences of more than one-half day shall be charged on a day-for-day basis (5 days, 40 hours, per week) regardless of the faculty member's schedule. This leave may be taken by faculty members at their discretion, provided satisfactory prior arrangements have been made with the faculty members' supervisors.

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

Sick Leave

Faculty electing the Virginia Sickness and Disability Program (VSDP) shall have sick leave as specified in the VSDP policy. For faculty not eligible for, or not electing VSDP, will receive 36 hours per academic semester, awarded at the beginning of each semester. CCS sick leave policies for 12-month and 9-month faculty and presidents shall apply. For further information, contact the Personnel Office.

Administrative Leave

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

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

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

**Military Leave**

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

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

**Sabbatical Leave**

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

**A. Description and Purpose**

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

**B. Eligibility**

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

1. Hold a full-time nine-month teaching faculty contract or a twelve-month teaching, professional, or administrative contract;
NRCC Faculty Handbook

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

C. Application

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

D. Monetary Compensation and Benefits

1. The rate of pay while on leave with pay will be no less than 50 percent of the (current) salary in effect on the last contractual workday prior to the effective date of sabbatical leave.
2. A written report summarizing project accomplishments must be submitted to appropriate college officials.
3. The individual shall execute a promissory note agreeing to repay the gross salary received while on leave if that individual does not return to the college which granted the leave with pay, or to another VCCS college, or to the System Office upon completion of the sabbatical leave. If the faculty member resigns prior to the completion of his or her obligation, the outstanding pro rata portion of the note shall be paid in full within one year following termination of employment. The individual who fails to complete successfully any portion of the sabbatical may be required by the president (or chancellor in the case of the president) to reimburse the college a proportional amount of the salary received while on leave.

Leave Without Pay

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

A. Professional development related to one’s discipline or occupational field;
B. Educational leave in excess of such leave allowable with pay (not to exceed two years when combined with educational leave without pay);
C. Full-time study;
D. Foreign teaching assignments or exchange teaching;
E. Serious illness of the employee or a member of the employee’s immediate family;
F. Maternity leave; or
G. Military leave in excess of such leave allowable with pay.
Since granted leave involves reemployment, leave is not automatically given to any person who requests it. A leave of absence without pay shall not be granted for more than 24 calendar months.

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

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

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

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

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

**Family and Medical Leave**

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

**Community Service Leave**

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

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

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

Holidays

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

Nine-month administrative faculty shall be authorized only those holidays which fall within the nine-month appointment period as prescribed by Policy No. 4.04 of the VCCS Policy Manual and observed in accordance with the annual college calendar.

Accommodations for Religious Holidays

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

To comply with the provision of the Civil Rights Act, when a religious holiday falls during an employee's workweek and the employee wishes to observe that holiday, state agency heads must make reasonable efforts to accommodate the employee's needs by allowing time off for the holiday. Only where undue hardship on the conduct of agency business would result can the employee's request for time off be denied. Undue hardships might exist, for example, where the employee's needed work cannot be performed by another employee of substantially similar qualifications during the period of absence. The Equal Employment Opportunity Commission Guidelines provide that "... the employer has the burden of proving that an undue hardship renders the required accommodations to the religious need of the employee unreasonable."
Such time off must be charged to accumulated annual or compensatory leave or, at the employee’s option, to leave without pay. When no applicable leave balances are available, the absence must be charged to leave without pay.

**Faculty Grievance Procedure**

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

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

**Definitions:**

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

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

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

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

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

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

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

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

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

Procedure:

A. Informal Resolution Prior to Filing the Grievance

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

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

B. Grievance Level One - Immediate Supervisor

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

C. Grievance Level Two - Vice President or Equivalent Position

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

The vice president or equivalent position shall set a date for a meeting and notify the grievant and the immediate supervisor. The meeting shall take place within ten (10) workdays after receipt of the written appeal by the vice president or equivalent position, unless the time is extended by the vice president or equivalent position for good cause. The grievant and the supervisor may call persons to offer information pertinent to the grievance. Each side of the grievance shall have the right to question all witnesses and to examine all documents and tangible evidence presented. Witnesses shall be excused upon completion of their statement. The party desiring such persons to be present at the meeting has the responsibility to make all necessary arrangements therefore. Electronic recorders may be used. The use of a stenographic reporter is prohibited, except by mutual consent.

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

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

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

Ad Hoc Hearing Committee:

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

Procedure for the Appointment of the Ad Hoc Hearing Committee:

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

General Provisions:

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

Election of Prospective Committee Members:

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

Eligibility for Committee Membership and Challenges to Committee Members:

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

Role and Function of Ad Hoc Hearing Committee:

The role and function of the committee is to determine whether the challenged action is within policy and the authority of the person taking the action, and provide a written report of findings of fact and the decision. Committees may not exceed the scope of the purpose for which the committee was established (see definition of grievance above).
1. Within ten (10) workdays after the ad hoc hearing committee has been appointed, the chairman, in consultation with the ad hoc hearing committee, shall set a time and place for a hearing and notify the grievant, the grievant’s immediate supervisor, and the vice president or equivalent position. The hearing shall begin within twenty (20) workdays after the ad hoc hearing committee has been appointed. The chairman, in consultation with the committee, may continue the hearing, for good cause, to the earliest practical date. The committee’s report, which will include findings of fact and its decision, shall be based on the information presented at the hearing and shall be consistent with the rules, policies, procedures, and regulations of the college and the VCCS. The ad hoc hearing committee shall arrive at its report by simple majority vote and shall communicate its findings of fact and decision in writing, within ten (10) workdays after the hearing is completed, to the grievant, the grievant’s immediate supervisor, the vice president or equivalent position, and the president. If there is a dissenting member, a minority opinion including the rationale for dissent, shall be included in the report. The report of the ad hoc hearing committee shall be reviewed and signed by each member of the committee. Nothing herein should be construed as delegating to the committee any power of management, or authority to award any compensatory relief.

2. The president may, within ten (10) workdays of the receipt of the report, submit a written petition to the committee for clarification or to reconsider its report should the president find errors or inconsistency of fact and conclusion. The written petition should specify the perceived errors or inconsistencies of fact. The committee shall respond within ten (10) workdays. For good cause, the president may extend the ten (10) workdays to the earliest practical date. The petition and the committee’s response shall become part of the record.

3. The decision of the ad hoc hearing committee shall be binding upon the parties unless the provisions of Level Four apply or the president determines that the decision violates the law, or the rules, policies, procedures or regulations of the college or the VCCS. In this case, the president must state in writing the exact law, or the rules, policies, procedures or regulations of the college or the VCCS which have been violated. The president must communicate in writing the findings to each party involved in the grievance. If the finding is against the grievant, the grievant may proceed at once to Level Four.

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

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

Essential Elements of the Ad Hoc or President’s Hearing:
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1. Each side of the grievance shall have the right (1) to present relevant information or witnesses; (2) to question all witnesses; (3) to examine all documents and tangible evidence presented; (4) to receive at no cost a copy of the evidence, the documents and a transcript of the proceedings. A verbatim transcript shall be provided in audio form and in written form if requested by either party.

2. The chairman/president shall be the presiding officer and rule on objections and govern the proceedings. The chairman/president may require each side to make brief opening and/or closing statements, with the grievant making the second presentation. The chairman/president will designate the time allowed for this purpose and allow neither party to exceed the allotted time, except upon petition. If the petition is granted, both parties involved will be given equal additional time. The chairman/president shall begin and end the hearing, as appropriate, and may grant a recess or continuance as required.

3. Governing rules of procedure should be established in writing by the committee/president, and made known to all parties involved at least seven (7) days prior to the commencement of the hearing. The hearing is not intended to be conducted as court proceedings, and the technical court rules of evidence are inapplicable. The committee/president should consider all reliable and relevant information presented. Hearsay evidence may be admissible if the committee determines that such evidence is reliable and relevant to the issue under consideration.

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

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

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

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

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

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

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

General Provisions:

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

Selection of State Appeals Panel:

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

1. The role and function of the panel is to determine whether the challenged action is within policy and the authority of the person taking the action. The panel may not exceed the scope of the purpose for which it was established. Specifically, the panel is established to serve in an appellate role. It is not intended to be a panel of first review except in those cases where the grievance is against the president, or the grievance has been moved to Level Four because the president occupies the grievant's next administrative level, or the president has previously rendered a decision relevant to the grievant.

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

3. In the case of job termination, within ten (10) workdays following the decision rendered by the State Appeals Panel, the grievant may submit a written appeal to the State Board through the Secretary of the State Board. The case shall be considered on the record of the prior proceedings and upon the basis of any written materials provided by the college and the grievant. The decision of the State Board shall be final.

Time Limitations:

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

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

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

Effect of Failure to Respond to Grievant Within Time Limit: Failure at any level of the grievance procedure to initiate communication of a decision to the grievant within the specified time limit shall result in an automatic right of appeal to the next level of the procedure. The appeal must be made by the grievant within the time frame which would have been allotted had the decision been communicated by the final day.

General Provisions:

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

Informal Discussion: Nothing contained herein shall be construed as limiting the right of the grievant to discuss the matter informally with any appropriate member of the college. If the grievance is settled informally and/or the grievant withdraws from the procedure at any level, such a settlement shall be deemed a final resolution and shall be entered in the records as such.
Clarification of Administrative Structure: It shall be the responsibility of each college president, where necessary, to provide a clarification on the relationship of Levels One through Three to the college's administrative structure. The term "immediate supervisor", as used herein, refers to the first line of administration.

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

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

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

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

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

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

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

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

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

Multi-Year Appointment/Promotion Procedure

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

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

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

The following operational procedures will be followed:

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

1. The faculty member and the Human Resource Manager (HRM) should check his/her personnel file to determine whether or not he/she satisfies the above criteria. The HRM will certify that the faculty member is eligible for a multi-year appointment or promotion and provide him/her with a statement certifying eligibility. This statement MUST accompany all paperwork associated with the application. All personnel files are maintained in the Personnel Office in Godbey Hall.
2. If he/she meets the above criteria to be considered for a multi-year appointment or promotion, then he/she can apply for such an appointment by submitting to his/her immediate supervisor a summary of qualifications by completing the Faculty Data Sheet and Application Form.
3. If he/she chooses to apply for a multi-year appointment or promotion, he/she must inform his/her immediate supervisor, the HRM, and the Committee Chair of his/her intentions.

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

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

By November 1 -- The immediate supervisor will:

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

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

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

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

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

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

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

1. The Committee will review the Faculty Data Sheet and Application Form of each member under consideration.
2. The immediate supervisor of each member under consideration will be invited to appear before the Committee to present appropriate material.
3. For each individual under consideration, the Committee will review all information available and identify specific strengths and weaknesses or shortcomings.
4. Each member under consideration will be invited to appear before the Committee to amplify his/her qualification summary. At this time, the Committee will advise the member of any information revealed to the Committee which could adversely affect its recommendation for a multi-year contract or promotion. The member may provide any additional material deemed appropriate by the Committee.
5. The Committee will vote by secret ballot on each person considered. A simple majority vote (of the entire Committee) is required for a recommendation for a three- or five-year contract.
All items aforementioned will be conducted in closed session and will require attendance of all Committee members not otherwise disqualified. Deliberations will be kept confidential by Committee members.

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

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

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

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

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

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

By **February 20** -- For each faculty member not receiving the recommendation from the cabinet member, the following review process will be followed if the faculty member requests, in writing to the president, that his/her situation be reviewed:
1. The president will review the Faculty Data Sheet and Application Form of the faculty member.
2. The appropriate administrator will be invited to appear before the president to present appropriate material.
3. The immediate supervisor of the faculty member and the chair of the Committee may be invited to appear before the president to relate pertinent information.
4. The president will review all information available and identify specific strengths and weaknesses or shortcomings.
5. The faculty member will be invited to appear before the president to amplify his/her qualification summary. At this time, the president will advise the faculty member of any information revealed to him/her which could adversely affect his/her recommendation for a multi-year contract or promotion. The faculty member may provide any additional material deemed appropriate by the president.

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

**SUGGESTIONS:**

1. Any faculty members who become eligible and request consideration for a multi-year contract or promotion will not be eligible to serve on this Committee.
2. If a faculty member's quality of performance is such as to keep him/her from being recommended by his/her supervisor, the supervisor will work with that faculty member to relieve this deficiency (preferably 4-6 months in advance). The supervisor will document all actions and improvements made by the faculty member in improving his/her performance.
3. The supervisor should do a thorough job of evaluating his/her faculty member(s) eligible for a multi-year appointment or promotion.
4. The chair of the Committee should provide a list of people eligible for multi-year appointments or promotions to the Committee members a month in advance of its deliberations so that each member can do his/her own "research" on eligible faculty.
FACULTY INFORMATION – FACULTY APPOINTMENTS
Faculty Appointments

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

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

Faculty Credentials

In the associate degree program, full- and part-time faculty teaching credit courses in humanities/fine arts, social/behavioral sciences, and natural sciences/mathematics must have completed at least 18 graduate semester hours in the teaching discipline and hold at least a master's degree or hold a minimum of a master's degree with a major in the teaching discipline. In exceptional cases, outstanding professional experience and demonstrated contributions to the teaching discipline may be presented in lieu of formal academic preparation. Such cases must be justified by the College on an individual basis. Examples of demonstrated competence might be portfolios or lists of juried exhibits and awards for an art instructor; recognized publications and reviews of publications for a creative writing instructor; or letters from college or university professors attesting that the applicant would be qualified to teach freshman and sophomore courses. Also, faculty can qualify to teach developmental courses if they possess a Bachelor’s degree in the teaching field.

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

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

Academic Year Employment

All teaching faculty at New River normally shall be on a nine-month basic contract covering an appointment of 180 days to include the Fall and Spring Semesters (August 16 - May 15). Salary for nine-month faculty shall be in accordance with the salary
ranges as listed below. Except for special circumstances wherein a candidate has additional qualifications above entrance minimums, salaries for newly appointed or promoted faculty shall be at the minimum rate indicated below. Exceptional circumstances include, but are not limited to, (1) actions in recognition of exceptional qualifications, (2) exceptional performance, and (3) varied competitive requirements in diverse subject fields.

**Nine-Month Teaching Faculty Personnel**

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

<table>
<thead>
<tr>
<th>Faculty Rank</th>
<th>Minimum</th>
<th>Midpoint</th>
<th>Maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assistant Instructor</td>
<td>$25,376</td>
<td>$30,452</td>
<td>$35,527</td>
</tr>
<tr>
<td>Instructor</td>
<td>$33,835</td>
<td>$41,786</td>
<td>$49,737</td>
</tr>
<tr>
<td>Assistant Professor</td>
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<td>$47,877</td>
<td>$56,843</td>
</tr>
<tr>
<td>Associate Professor</td>
<td>$43,986</td>
<td>$53,967</td>
<td>$63,948</td>
</tr>
<tr>
<td>Professor</td>
<td>$49,061</td>
<td>$60,057</td>
<td>$71,054</td>
</tr>
</tbody>
</table>

**Twelve-Month Non-Teaching Faculty Personnel**

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

**Twelve-Month Administrative Faculty Personnel**

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

**Restricted Faculty Personnel**

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

**Restricted Appointment**

A restricted appointment is an appointment to a position that is funded in whole or in part by non-state revenues, or has been accepted under special conditions, or that is identifiable as non-continuing in nature. Except as provided in this section, all policies, procedures, and compensation plans established by the State Board for Community Colleges, the Chancellor of the Virginia Community College System, or the individual community colleges for faculty personnel are applicable to restricted faculty personnel. This specifically includes applicable affirmative action plans and procedures.
to "faculty rank personnel" in other Virginia Community College System policies and procedures shall be deemed to include restricted faculty personnel, whether or not such personnel have been awarded faculty rank.

Restricted faculty personnel are further categorized as follows:

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

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

**Special Provisions Applicable to All Restricted Faculty Personnel**

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

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

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

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

**Special Provisions Applicable to Grant Funded Faculty Personnel**

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

**Administrative Titles:** At the discretion of the college president, descriptive titles for grant funded faculty personnel may be made consistent with titles used by the sponsor of the grant. Such titles shall not be construed to apply to college or VCCS hierarchical organizational structures or salary scales. Grant funded faculty personnel will normally be classified as "administrative officers" for VCCS appointment purposes.
Faculty Rank and Faculty Qualifications: Unless the duties of the grant funded faculty personnel involve instruction of credit courses or other functions where faculty rank is appropriate, faculty rank will not be assigned and faculty qualifications prescribed in the VCCS-29 will not apply.

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

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

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

Use of Administrative Titles and Faculty Rank

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

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

Regular Rank

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

Special Rank

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

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

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

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

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

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

<table>
<thead>
<tr>
<th>Standard Load Table</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credit Hours</td>
</tr>
<tr>
<td>---</td>
</tr>
<tr>
<td>30</td>
</tr>
<tr>
<td>24-30</td>
</tr>
<tr>
<td>&lt;24</td>
</tr>
</tbody>
</table>

Teaching Overloads

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

Each college shall develop overload procedures consistent with the above. In addition, the college president has the authority to develop optional overload plans; such plans shall be developed in consultation with the faculty and must be approved by the Chancellor. Extra pay for an overload shall be the rate of the faculty member's nine-month salary multiplied by .015 for each overload credit hour. Overloads for fall semester are paid after spring semester workload is verified. Overloads for spring semester are paid at the end of spring semester. If separation occurs after only one
semester in that academic year and an overload was taught in that semester, payment for the overload shall be at the end of that semester.

<table>
<thead>
<tr>
<th>Credits</th>
<th>Contacts</th>
<th>Overload (?)</th>
<th>Overload Formula</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt;24</td>
<td>40</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td>48</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>&gt;48</td>
<td>Yes</td>
<td></td>
<td>Contacts over 48 divided by 2</td>
</tr>
<tr>
<td>24-30</td>
<td>40</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>&gt;40</td>
<td>Yes</td>
<td></td>
<td>Contacts over 40 divided by 2</td>
</tr>
<tr>
<td>&gt;30</td>
<td>40</td>
<td>Yes</td>
<td>Credits over 30</td>
</tr>
<tr>
<td>&gt;40</td>
<td>Yes</td>
<td></td>
<td>Greater of Credits over 30 or Contacts over 40 divided by 2</td>
</tr>
</tbody>
</table>

**Twelve-Month Administrative and Professional Faculty Teaching Credit Courses**

Twelve-month administrative and professional faculty may teach no more than three (3) credit hours per semester (not to exceed six (6) credit hours per fiscal year) in addition to their regular workload for extra pay. Those administrators involved in determining teaching loads (i.e., deans and vice presidents) shall not be assigned a course for extra pay until all full-time teaching faculty in that discipline are given an opportunity to accept a teaching assignment for extra pay at their institution. Extra pay for such an overload shall be at the rate of the faculty member's equivalent nine-month salary multiplied by .015 for each overload credit hour. Such overload teaching shall be approved in advance by the Vice President for Instruction and Student Services.

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

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

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

**Work Load Credits for Temporary Part-Time Faculty**

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

\[
\text{Work Load Credits} = \text{Lecture Hours} + \frac{1}{2} \text{Laboratory Hours}
\]

Example: DRF 136 (3 credits) had 2 lecture hours and 3 laboratory hours.
WLC for pay purposes= $2 + \frac{1}{2} (3) = 3.5$

Nine-Month Teaching Faculty Assigned Temporary Administrative/Professional Duties

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

Suspension

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

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

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

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

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

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

Reappointment

The president shall advise faculty members who hold one-year appointments or who are in the last year of a multi-year appointment in writing no later than March 1 of the length of appointment to be recommended to the State Board. The president shall advise all faculty members in writing no later than thirty (30) days following adjournment of the Annual Reconvened Session of the Virginia General Assembly of the faculty rank and salary to be recommended to the State Board.
The community college president may propose the reallocation of an administrative or professional faculty position from one title and salary range to another based upon and to recognize a significant change in the duties and responsibilities assigned to a position. The reallocation shall be limited to movement from counselor, librarian, assistant coordinator, and administrative officer level to coordinator level; coordinator to counselor, librarian, assistant coordinator, and administrative officer level; coordinator to director level or director to coordinator level; director to vice president level or vice president to director level.

The request shall include the description of the gradual and substantive differences in duties and responsibilities and the justification for changing the particular duties and responsibilities. The justification must show that the reallocation will not result in significant organizational changes and that the position has assumed the additional responsibilities as the result of business and program necessity.

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

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

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

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

Resignation

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

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

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

No change in faculty rank or salary shall be approved other than adjustments to reflect across-the-board increases or decreases. An exception to this is a lateral transfer to or from Northern Virginia Community College. The salary should be adjusted up or down by 8% in direct relationship to the VCCS-18.

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

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

Retirement

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

VRS handbooks may be obtained in the Personnel Office. Employees should direct questions to the Human Resources Manager.

Exit Interview

The Virginia Community College System's Affirmative Action Plan stipulates that each college within the System is responsible for conducting exit interviews for all terminating faculty and classified employees. At New River Community College the Affirmative Action Officer conducts and documents exit interviews. The final payroll check is issued upon completion of the exit interview. (See NRCC Hiring Practices in the Appendix.)
FACULTY INFORMATION –
FACULTY RANK AND SALARY
Faculty Qualifications

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

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

Teaching Effectiveness

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

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

College Training and Experience

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

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

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

**Professional Activities and Contributions**

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

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

**Qualifications for Administrative Faculty**

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

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

Columns 5 and 6 of the current VCCS Form No. 29 are normally not used with respect to administrative appointments. A letter of justification must accompany a request to use these columns.
The minimum qualifications for lecturers are based on qualifications for the regular ranks from assistant instructor through professor. The equated ranks determine the salary. Under certain circumstances, exceptions to qualifications may be made provided; however, any exceptions to criteria for temporary part-time faculty, as outlined in the VCCS-29, must be fully justified and documented and must be on file at the institution.

**Degree Equivalency**

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

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

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

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

**Normal Minimum Criteria for Faculty Rank**

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

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

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

**Performance Evaluation Process for Faculty**

The purpose of this evaluation system is to remove the anxiety and uncertainty of the evaluation process for faculty by supervisor, while focusing effort on meaningful accomplishment and improvement for the overall benefit to the college and the faculty member.

The faculty member has the opportunity in this process to make meaningful recommendations on the improvement of the effectiveness of the college, his/her own professional development, and positive service to the community.
The faculty member and supervisor will work together for the overall benefit of New River Community College. The supervisor and the faculty member are afforded the opportunity to enter into a "Win-Win" relationship where each one knows what is expected of the other and the end result can be a positive contribution to the college and the faculty member.

**Evaluation Criteria**

The three major evaluation areas are:

- Accomplishment of Divisional/Department goals - Job Performance/Teaching Effectiveness/ Adherence to College and VCCS Policies, Procedures, and Regulations
- Maintain Positive Professional Relationships with Colleagues, Supervisors, Students and the Community.
- Professional Activities and Contributions

**Evaluation Schedule**

All faculty will be evaluated yearly. *The previous year's evaluation will serve as the basis for promotion/multi-year appointment eligibility in the year applied for.* Also, faculty eligible for promotion or a multi-year contract will be observed prior to November 1 of the fall semester in which they are applying.

First year faculty will be observed by an immediate supervisor during a class session in both fall and spring semesters. Each observation will be followed by a conference with the supervisor.

**Evaluation Process**

**Informal Evaluation Conference**

The supervisor and faculty member will meet and discuss the general areas of evaluation (see "Criteria for Evaluation"). The faculty member will be asked for input on goals and objectives to be included in his/her evaluation.

During spring semester, the faculty will prepare goals and objectives for the three areas of Job Performance/Teaching Effectiveness/Adherence to College and VCCS Policies, Procedures, and Regulations, Positive Professional Relationships, and Professional Activities and Contributions. The supervisor and faculty member will contract or agree, in writing, exactly what the faculty member will be evaluated upon and on the relative weight given to each area. The attached "Goals to be Accomplished" form will be used. Each person will leave the meeting with a written and signed copy of the objectives and goals.

**Optional Evaluation Conference**

By September 1 of each year, the supervisor and faculty member may meet to discuss the following if it is deemed necessary by either party. A memorandum will serve as notification of desire to meet.

- Are the goals still valid?
- Are the goals achievable?
- What progress has been made toward the agreed-upon goals?
NRCC Faculty Handbook

- Does the faculty member have sufficient information, material, money and support to achieve the goals?
- Are there exigencies that have caused shifts in priorities so that the efforts of the faculty member have been directed to different tasks?
- Does the faculty member need additional support/direction or clarification from the supervisor?
- Do the original goals need to be changed or modified to fit individual or college needs?

Any changes, additions, or deletions to the original goals must be made in writing and agreed on by both parties.

Official Evaluation Conference

By March 1, using the Faculty Evaluation Form, the supervisor rates the faculty member in each of the three areas of evaluation, based on the achievement of the goals agreed upon in the spring conference and/or modified in the Optional Conference. The supervisor should use the "Explanation of Performance Levels" criteria to rate the faculty member 1-5 on each of the three areas. This rating is then multiplied by the chosen weighing factor for that category and totaled with the other areas to achieve a composite rating.

Explanation of Performance Levels

5 Points - Excellent. The performance rating of "Excellent" indicates that the individual is fulfilling his expected faculty duties and functions in one or more areas on such a high level of quality that his performance deserves special recognition.

4 Points - Very Good. The performance rating of "Very Good" indicates that the individual is fulfilling his expected faculty duties and functions on a high level of proficiency. This rating by the supervisor indicates that no reservation exists in regard to any component of the quality being evaluated.

3 Points - Satisfactory. The performance rating of "Satisfactory" indicates that the individual is meeting the requirements of his position and performing all tasks that are normally expected of him.

2 Points - Needs Improvement. Although professionals recognize the need for constant improvement, the performance rating of "Needs Improvement" indicates that the individual is fulfilling in a satisfactory manner most, but not all, of the expected faculty duties and functions as listed under criteria for evaluation. This level of performance would be applicable, but not limited, to those teachers who recently have been placed in their current position and who need improvement.

The supervisor would be expected to specify to the individual the way or ways in which he/she is failing to meet expected performance standards and to make to the individual specific suggestions concerning ways to improve his performance.

1 Point - Unsatisfactory. The performance rating of "Unsatisfactory" indicates that the individual definitely is failing to meet the standards of performance expected of him as a faculty member at NRCC. In most cases, the rating of unsatisfactory would not be given by the supervisor without previously having given the rating of "Needs
NRCC Faculty Handbook

Improvement"; therefore, the individual in most cases would be aware of his/her failure to meet expected performance levels in specified areas.

The supervisor would be expected to state specifically in writing the ways in which the individual has failed to meet expected performance standards and to explain to the individual the reasons for assigning this rating.

Assignments of this rating may indicate that the teacher's services will not be required after contract expiration and that future contracts will not be offered.

Criteria for Evaluation

These factors are the "Givens" - the basis upon which a faculty member is evaluated and the areas in which all faculty are expected to be competent. Additional areas for evaluation/improvement may be agreed on by the supervisor and the faculty member. "Weights" are the range of importance of each item within which faculty may select the weighing deemed most appropriate to each item (the selected weights must total 100 percent). These percentages are selected by the faculty member during the spring conference and may be revised during the optional conference or no later than September 1.

Job Performance/Teaching Effectiveness/Adherence to College and VCCS Policies, Procedures, and Regulations - 65-75% weight

1. Characteristics that enhance instruction:
   - Attitude
   - Enthusiasm
   - Tolerance
   - Openness
   - Empathy
   - Concern
   - Patience
   - Fairness

2. Professional Responsibilities:
   - Returning papers in a reasonable/timely fashion
   - Meeting classes
   - Punctuality
   - Keeping office hours
   - Student advising
   - Recruitment
   - Assessment activities
   - Cluster/division meetings
   - Student evaluations

3. Adherence to Policies, Procedures, and Regulations of the College and the VCCS

4. Knowledge and Presentation of Subject Matter
   - Demonstrates competence in subject matter
• Demonstrate applications
• Recommends sources, readings, research data, etc., to students
• Keeps current in field
• Updates existing courses/develops new courses
• Handouts and text supplements are relevant and current
• Preparations and presentation of course material

5. Non-Teaching Activities

• Committee memberships
• Committee chairman
• Committee attendance/participation
• Club sponsorship
• Student activities
• Special assignments
• Laboratory/equipment maintenance

Positive Professional Relationships - 15-20%

1. Supports the mission of the college.

2. Cooperates well with colleagues.

3. Maintains good rapport with students.

4. Maintains a positive attitude.

5. Contributes constructively to departmental initiatives.

6. Contributes constructively to institutional initiatives.

Professional Activities and Contributions - 10-15% weight

1. Membership and activity in professional and civic organizations.

2. The accomplishment of important professional development activities.

3. Attending and participating in professional conferences, workshops, and meetings.


5. Participating in business or industrial activities related to professional field.

6. Participating in college and state-level professional development activities.

7. Being active in college and system-wide committees.

8. Engaging in writing speeches and reports and in consulting.
9. Engaging in classroom-based research to improve teaching or in discipline-based research.

10. Sharing innovations in using instructional technology.

11. Participating in community service programs at the college.

12. Participating in local college advisory committees.

13. Contributing to community welfare and community development.

14. Any general activity in the community which will reflect favorably on the college and which will be of benefit to the community.

The faculty member and immediate supervisor will mutually establish procedures and methods of collecting such documentation as is necessary to evaluate the teaching effectiveness based on the criteria listed.

Effective participation in the community is more important than just belonging to numerous organizations. Also, the opportunity to participate should be taken into consideration.

**To Assist the Evaluator in making the evaluation, the following practices will be employed:**

1. Classroom observations of faculty may be done by request of the faculty member or the supervisor (i.e., in response to complaints, etc.).

2. The evaluator will use faculty members' course outlines and other documents (such as lesson plans, activities or lab directions, sample copies of tests, assignment sheets, etc.) revealing methods, procedures, and objectives to assist the person in making evaluations of classroom teaching.

3. The evaluator will use activity lists supplied by faculty members as the primary documents to be utilized in the assessment of College, professional, and community activities (local/regional) and the emphasis should be on active participation in meaningful activities rather than on membership in organizations alone.

4. If an evaluatee wishes to improve the previous year's evaluation rating, or to achieve a specific (general category, i.e., very good, excellent) rating in any or all of the evaluation categories, the evaluatee may have the option of meeting with his or her supervisor, who will indicate general areas in which progress should result in improvement of his or her overall evaluation. If the faculty member wishes, he or she may then prepare specific objectives which, if accepted by the supervisor and achieved by the individual involved, will result in improvement of the rating in that category and in the overall rating, provided the previous year's level of performance in other areas is maintained. It should again be recognized that the supervisor's judgment is involved and that finite specification of the activities to be accomplished, which will result in an improved rating, is extremely difficult.
5. The supervisor's evaluation will use student evaluations as well as other ideas. Students are in the best position to observe the classroom work of the faculty member and to judge the effectiveness of the faculty in getting the material across to the students.

6. Evaluators will take into consideration possible differences in numbers of students, types of courses, numbers of preparations, methods, educational results, and student clientele among various departments and disciplines within their areas of supervision.

7. Faculty advising is crucial to the educational process of students and will, therefore, be included in the dean's evaluation of faculty.

8. Where it is deemed appropriate and necessary, the supervisor, in consultation with the faculty, can at the time of evaluation, recommend voluntary professional development workshops or other activities to aid the faculty in improving teaching effectiveness.

9. It is recognized that strengths in the different evaluation criteria vary among faculty, but that teaching effectiveness should carry the most weight in the evaluation process. To accommodate the different strengths, the evaluation procedure allows a faculty member to choose and notify his/her supervisor at the previous year's evaluation what percentages of the following year's evaluation will be associated with the three major criteria, with the ranges and limits given below:

| Job Performance/Teaching Effectiveness /Adherence to College and VCCS Policies, Procedures, and Regulations | 65-75% |
| Positive Professional Relationships | 15-20% |
| Professional Activities and Contributions | 10-15% |
| Maximum | 100% |

10. For purposes of merit pay, if the overall weighing is high enough to qualify for merit pay (as defined in the college's merit pay plan), a faculty member might score a "1" or "2" on one of the areas being evaluated without losing eligibility for merit pay that year. However, this rating must be improved to at least a "3" in the subsequent year in order for a faculty member to be eligible for merit pay in that year.

**Rights of Evaluated Faculty**

The faculty member evaluated shall have the right to examine all written or demonstrative evidence utilized in the development of the evaluation and shall be provided an opportunity for rebuttal, which shall become part of the record. Results of the evaluation may be appealed through the Faculty Grievance Procedure unless the college plan provides an alternative procedure.

**Review**

The college plan of evaluation will be reviewed periodically. The review process will provide for the involvement of all college personnel holding faculty rank. Recommendations for change will be approved by a majority of the college personnel.
holding faculty rank and submitted to the president of the college for final approval and implementation. If the recommended changes are not approved, the president will submit recommended modifications to the proposed plan back to the college personnel holding faculty rank for further consideration and re-submission. In the meantime the existing plan will remain in effect. (See the Appendix for evaluation forms.)

**Academic Rank Promotion Policy**

**Definitions**

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

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

**Eligibility**

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

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

1. **Creditable Experience** - Only permanent (P-3) employment with the VCCS can be credited toward eligibility for promotion.

2. **Creditable Teaching Experience** - Creditable teaching experience shall be the sum of:

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

Teaching experience subsequent to initial appointment.

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

**Leave of Absence** - A military leave of absence, for a member of a reserve unit who is called to active duty, and who, upon completion of her or his military obligation, returns immediately to the college, shall not disqualify the active military duty period as counting towards a year of service for purposes of promotion. An educational leave of absence, with or without pay, shall not disqualify the year of its occurrence as counting towards a year of service. No more than two academic years may be exempted from the
years of full-time service requirement because of educational leave. Other periods of leave, with or without pay (except for the use of earned annual or sick leave), of over 15 calendar days cause a discontinuity for a semester, disqualifying it from counting towards a full year of employment, unless specific arrangements have been made between the president and faculty member. The arrangements must be in writing and in the faculty member's personnel file prior to the beginning of the leave.

**General Provisions**

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

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

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

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

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

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

1. Competence of the faculty member as a teacher or in his/her assigned function;
2. Effectiveness of the faculty member as a teacher or in his/her functions and duties as prescribed in the college's Faculty Handbook;
3. Ability to establish and maintain positive professional relationships with colleagues, supervisors, students and the community;
4. Extent and currency of professional qualifications;
5. Adherence to all policies, procedures and regulations as outlined in the college's Faculty Handbook, the Policies, Procedures and Regulations Manual of the Virginia Community College System and regulations adopted by the college or the Virginia Community College System, and the laws of the Commonwealth of Virginia;
6. Evaluations; and
7. Such other criteria as the Committee specifies in writing to all faculty prior to the beginning of its work for any one given year. If criteria are used other than those listed on the VCCS 29, they will be outlined and provided to the faculty member who becomes eligible for promotion as well as his/her supervisor.
8. **Contingency Conditions for Promotion** -- The faculty member must be fully qualified for promotion by the effective date of the Rank and Salary Proposal in
order for the new rank to be effective on that date. If the contingency conditions are not met, the faculty member will continue in his/her current rank.

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

### Tenure and Related Appeal Procedure

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

**Tenure**

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

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

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

Promotion and salary are not part of the tenure system.

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

Permissible grounds for suspension or termination of appointment of a faculty member who has tenure or whose term of appointment has not expired shall include, but
are not limited to, incompetence, neglect of duty, and conduct of such a nature as to indicate that the person is not suitable to continue as a member of the faculty.

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

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

11. If in appealing to the Chancellor, the faculty member requests in writing a hearing, the Chancellor of the Community College System shall conduct the hearing or, at his/her discretion, may appoint a hearing officer to conduct the hearing. The president may appoint legal counsel or other designated representative to present the college's case, and the faculty member shall have the right to be represented by legal counsel or by other representative(s) of his/her choice at his/her own expense. A transcript of evidence from the earlier hearing will be made a part of the record. In addition, only new evidence not available at a previous hearing may be introduced by the faculty member, but additional evidence deemed to be necessary by the Chancellor or his/her representative may be presented at the hearing. The faculty member shall have the right to present and cross-examine witnesses and the right to examine all documents and demonstrative evidence.

12. If requested in writing within ten (10) days after the Chancellor's final decision, the faculty member shall have an appeal as a matter of right to the State Board for Community Colleges whose decision shall be final. No new evidence may be presented, except by the mutual consent of the parties, and the case shall be considered on the record of all preceding hearings.

**Appeal Procedures**

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

**Merit Pay Plan**

In accordance with Section 3.7.13 of the VCCS Policy Manual, New River Community College has developed a merit plan that meets the specific guidelines of the policy. The plan acknowledges that merit recognition is provided in at least three ways:

1. Granting of a multi-year appointment;
2. Granting of a promotion; and
3. Granting of merit award salary increases.

In each of the three components, the following guidelines are applicable according to VCCS policy.

1. Merit awards shall be based upon performance evaluations and shall be limited to those faculty members whose overall performance meets or exceeds performance standards (summary rating of Satisfactory, Very Good or Excellent).
2. Performance evaluations shall include a summary rating of Excellent, Very Good, Satisfactory, Needs Improvement, or Unsatisfactory as defined below:

**5 Points - Excellent.** The performance rating of "Excellent" indicates that the individual is fulfilling his expected faculty duties and functions in one or more areas on such a high level of quality that his/her performance deserves special recognition.
4 Points - Very Good. The performance rating of "Very Good" indicates that the individual is fulfilling his expected faculty duties and functions on a high level of proficiency. This rating by the supervisor indicates that no reservation exists in regard to any component of the quality being evaluated.

3 Points - Satisfactory. The performance rating of "Satisfactory" indicates that the individual is meeting the requirements of his/her position and performing all tasks that are normally expected of him/her.

2 Points - Needs Improvement. Although professionals recognize the need for constant improvement, the performance rating of "Needs Improvement" indicates that the individual is fulfilling in a satisfactory manner most, but not all, of the expected faculty duties and functions as listed under criteria for evaluation. This level of performance would be applicable, but not limited, to those teachers who recently have been placed in their current position and who need improvement. The supervisor would be expected to specify to the individual the way or ways in which he/she is failing to meet expected performance standards and to make to the individual specific suggestions concerning ways to improve his performance.

1 Point - Unsatisfactory. The performance rating of "Unsatisfactory" indicates that the individual definitely is failing to meet the standards of performance expected of him/her as a faculty member at NRCC. In most cases, the rating of unsatisfactory would not be given by the supervisor without previously having given the rating of "Needs Improvement"; therefore, the individual in most cases would be aware of his/her failure to meet expected performance levels in specified areas. The supervisor would be expected to state specifically in writing the ways in which the individual has failed to meet expected performance standards and to explain to the individual the reasons for assigning this rating. Assignments of this rating may indicate that the teacher's services will not be required after contract expiration and that future contracts will not be offered.

3. Merit pay awards may consist of two components:

(a) Merit Salary Award -- This component becomes a part of the individual's base salary and allows a faculty member's salary to progress to the maximum for the rank held. A Merit Salary Award shall not cause the total salary to exceed the maximum of the rank.

(b) Non-Cumulative Merit Salary Award -- This component allows the total salary to exceed the maximum for the rank for the year that the Non-Cumulative Merit Salary Award is given, but the Non-Cumulative Merit Salary Award amount does not become a part of the individual's base salary.

4. NRCC's compensation plan is totally merit based (beginning fiscal year 1997).

5. The merit award will be graduated for each summary rating.

Although the president of NRCC has the final authority and responsibility for administering the faculty compensation plan, the system has been designed to include input and review by faculty committees, immediate supervisors, and the Vice President for Instruction and Student Services.
Nine-Month Faculty Summer Pay

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

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

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

\[
\text{SSR} \times \text{number of credits} \times 75\% \\
\text{PLUS} \\
\text{pure adjunct rate} \times \text{number of credits} \times 25\% \\
\text{EQUALS} \\
\text{Summer contract salary}
\]

Faculty may be offered a teaching overload of not more than three credit hours or equivalent during the summer term. A faculty member shall not be considered as working an overload unless more than ten (10) credit hours or equivalent are taught. Pay for overloads shall be at .0.15 times credit hours.

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

Faculty Emeritus

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

1. The nomination should be made before **March 1** via letter (which should include reasons for nomination) by individuals inside and/or outside NRCC to the NRCC President.

2. The NRCC President forwards a letter of nomination to the Vice President for Instruction and Student Services who gives it to a panel for review and endorsement.

3. A panel will be appointed every two (2) years by the Vice President for Instruction and Student Services. This panel will consist of four people (three teaching faculty; and one non-teaching faculty employee. This panel will review the nomination(s), check criteria, and interview former peers and supervisor(s). The panel will then make its recommendation for or against after acquiring the recommendation of the appropriate supervising dean. If the nomination is recommended, the panel will meet with the NRCC Board Personnel Committee to present the nomination to its members and ask them for their endorsement. The panel will inform the NRCC President of its decision in writing by **April 1**.

4. The NRCC President makes the final decision and notifies the honoree(s). The President requests names and addresses of family members whom the honoree(s) would like invited to NRCC's graduation and obtains an estimate of the number of people likely to attend. The President asks the Advancement Office to have invitations printed and mailed to the honoree(s) and designated family members and to have a medallion made for the honoree(s), which will be presented at graduation. The President informs the graduation coordinator that the awarding of the Emeritus status needs to be included in the graduation program; asks the coordinator to reserve the appropriate number of chairs for the honoree(s) family members, and advises the coordinator that the Emeritus Faculty will be leading the faculty procession. The President bestows the honor of the Faculty Emeritus status at the annual graduation ceremony which is held in May.
INSTRUCTIONAL RIGHTS AND RESPONSIBILITIES
The major emphasis shall be on teaching, by working with students in classrooms, laboratories, individual conferences, and related activities to help the students develop their interests and abilities to the fullest capacity to become better persons, better workers, and better citizens. Faculty members are expected to be able to carry out their duties in a professional, ethical, and collegial manner to enhance the purpose of the institution. To accomplish this goal, the following work loads are expected of faculty.

**Instructional Faculty**

The specific duties and responsibilities of instructional faculty are:

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

**Cluster Leaders**

The cluster leaders are directly responsible to their dean for the following:

1. Coordinating the planning, developing and implementing of the college's assessment plan;
2. Assisting the counseling staff with student advisement;
3. Coordinating class schedules;
4. Coordinating and scheduling advisory committee meetings;
5. Assisting in proofreading the college catalog and tabloid;
6. Coordinating book orders;
7. Coordinating departmental budget expenditures and requisitions;
8. Assisting with adjunct staffing;
9. Assisting in the evaluation of transcripts of students who transfer from another college;
10. Performing other duties as requested by the dean.
Instructors are expected to meet all classes promptly and to hold classes for the scheduled period of time. **No scheduled class should be dismissed, cancelled, or rescheduled without the division dean's approval.** Requests for dismissal of classes or changes in the schedule must be made in writing through the division dean at least one week prior to the requested date.

Specific duties and responsibilities of faculty include the following:

A. Meeting all classes promptly as scheduled.

B. Submitting reports, grades, and/or other related information promptly and accurately.

C. Keeping accurate records of student attendance and academic achievement. Any discrepancies in class rosters should be reported to the Office of Admissions and Records by the end of the first two weeks of the semester. In addition, class records should be kept at least one year after the end of a class.

D. Preparing course plans and teaching courses under the supervision of full-time faculty members and the division dean.

E. Being available either before or after class to assist students who may need extra help.

**Academic Freedom and Responsibility**

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

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

The System also recognizes that commitment to every freedom carries with it attendant responsibilities. The faculty member must fulfill responsibility to society and to his/her profession by manifesting academic competence, professional discretion, and good citizenship. When he/she speaks or writes as a citizen, he/she will be free from institutional censorship or discipline, but his/her special position in the community imposes special obligations. As a professional educator, he/she must remember that the public may judge his/her profession and his/her institution by his/her utterances. Hence, he/she should at all times be accurate, exercise appropriate restraint, show respect for the opinions of others, and make every effort to indicate that he/she is not an institutional spokesperson.
At no time shall the principles of academic freedom prevent the institution from making proper efforts to assure the best possible instruction for all students in accordance with the objectives of the institution.

**Academic Advising of Students**

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

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

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

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

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

Faculty advisors will be responsible for:

1. suggesting the class schedule for each advisee;
2. keeping a file for each advisee with a record of courses taken, grades, hours, quality points and courses yet to be taken;
3. informal counseling of advisees concerning academic work;
4. conferring with the director of student development or counselors concerning problems of advisees;
5. keeping an informal record of conferences with each advisee;
6. suggesting schedule changes;
7. recommending approval of requests for additional hours;
8. referring requests for course substitution to the appropriate dean;
9. recommending students for graduation upon certification of completion of course study.
Faculty teaching loads during the academic year shall include such combinations of day, evening, weekend, and distance classes as the needs of the college require. Twelve to fifteen (12-15) credit hours and fifteen to twenty (15-20) contact hours per semester are required for all full-time faculty. When the number of credit hours falls below twelve (12) because of the number of laboratory hours involved, the number of contact hours should be increased to bring the teaching load to the minimum of twelve (12) credit hours (utilizing the standard of two (2) laboratory hours equal one (1) credit hour, or to a maximum of twenty-four (24) contact hours.

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

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

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

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

**Course Plans**

Faculty are responsible for preparing course plans each semester for all courses that they teach. It is hoped that such plans will be developed through cooperative effort of all members of the department. Course plans should be submitted to the dean for approval and signature by the first day of each semester and should be distributed to students during the first week of classes.

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

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

**Office Hours**

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

Textbooks

Textbooks are selected by instructors in cooperation with other members of the department. Deans or cluster leaders are responsible for coordinating textbook selections and placing orders with the bookstore. The Vice President for ISS reserves authority for final approval of textbooks.

Textbook orders should be placed before the deadline established by the bookstore.

Absence of an Instructor from a Class

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

If an appropriate substitute cannot be located by the dean, it is the responsibility of the instructor to call students and cancel the class meeting. Any cancelled class meeting must be made up at another time, prior to the completion of the semester, which is convenient to the instructor and the students. The instructor must inform the appropriate dean of all cancelled classes and make-up sessions. At the first meeting of the class, it would be helpful if the instructor would obtain both the residence and business telephone numbers of each student in that class.

Examinations

A final exam period is scheduled at the end of each academic semester. During this period all regular day class meetings are cancelled and students follow the final exam schedule. Exam schedules are printed in the College Catalog.

Students are expected to take their examinations at the regularly scheduled times. No exceptions will be made without prior permission of the Vice President for Instruction and Student Services and the instructor of the course.

Final Grades

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

General Classroom Safety Policies

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

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

Field Trips

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

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

Political Activities

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

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

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

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

**Consulting**

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

**Outside Employment**

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

**Children on Campus**

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

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

**Grading System**

The quality of performance in any academic course is reported by a letter grade, which is assigned by the instructor. These grades are assigned quality points as follows:

- A Excellent: 4 grade points per credit
- B Good: 3 grade points per credit
- C Average: 2 grade points per credit
- D Poor: 1 grade point per credit
- F Failure: 0 grade points per credit
The grades of A, B, C, D, and P are passing grades. Grades of F and U are failing grades. R and I are interim grades. Grades of W, P and X are final grades carrying no credit.

I - Incomplete  No credit; used for verifiable unavoidable reasons for students who have completed a minimum of 80 percent of the work for the semester. Since the "incomplete" extends enrollment in the course, requirements for satisfactory completion will be established through student/faculty consultation. Courses for which the grade of "I" (incomplete) has been awarded must be completed by the end of the subsequent semester, or another grade (A, B, C, D, F, W) must be awarded by the instructor based upon course work which has been completed. In the case of "I" grades earned at the end of spring semester, students will have through the end of the subsequent fall semester to complete the requirements.

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

R - Re-Enroll  No grade point credit; to be used as an interim grade option in those courses which employ a mode of instruction characterized by explicit terminal objectives. These objectives must cover the various content areas in such a way that specific determination of student progress toward total course completion can be made. Examples of this mode are as follows:

A. Individualized, self-paced instruction
B. Modularized, group-paced instruction

The "R" grade may be given only in courses which will be offered in any semester and which will employ a mode of instruction described above.

The courses for which the "R" grade may be used will be identified by the dean after their approval by the Vice President for Instruction and Student Services.

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

U - Unsatisfactory  No grade point credit; applies only to developmental classes and noncredit courses.

W - Withdrawal  No credit. A grade of "W" is awarded to students who withdraw or are withdrawn from a course after the add/drop period but prior to the completion of the course.
percent of the session. After that time, the student will receive a grade of "F" except under mitigating circumstances, which must be documented. A copy of the documentation must be placed in the student's academic file. A student who misses the equivalent of two weeks of class may be withdrawn by the instructor.

**X - Audit**

No credit. Permission of the dean or another appropriate academic administrator is required to audit a course. After the last day for students to withdraw from a class without penalty, the audit grade "X" is invalid for students who were originally enrolled in the course for credit.

The assignment of grades is the responsibility of the instructor. No grades may be given by an instructor other than those listed previously. Before a faculty member leaves at the end of a semester, all grade reports and any other required reports must be completed. If possible, faculty members should leave forwarding addresses with the dean if they plan to be away from home for extended periods of time.

**PLEASE NOTE:** To protect students' privacy, grades cannot be posted using names or Social Security numbers.
NRCC Faculty Handbook

NRCC Substance Abuse Policy for Employees

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

I. the unlawful or unauthorized manufacture, distribution, dispensation, possession, or use of alcohol and other drugs in the workplace;

II. impairment at the workplace from the use of alcohol or other drugs (except the use of drugs for legitimate medical purposes);

III. action which results in the criminal conviction for:

   - a violation of any criminal drug law, based upon conduct occurring either on or off the workplace, or
   - a violation of any alcoholic beverage control law, or law which governs driving while intoxicated, based upon conduct occurring on the workplace;

- The workplace consists of any state owned or leased property or any site where official duties are being performed by state employees.
- Any employee who commits any prohibited act under this policy shall be subject to the full range of disciplinary actions, including discharge, and may be required to participate satisfactory in an appropriate rehabilitation program.
- A copy of the complete Commonwealth of Virginia’s Policy on Alcohol and Other Drugs may be obtained from your agency human resource office.

Smoking Policy

Smoking is not permitted in any portion of any NRCC building.

NRCC Student Substance Abuse Policy

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

Sexual Misconduct Policies and Procedures

New River Community College will not tolerate sexual misconduct in any form. Please contact the Personnel Office for the policies and procedures regarding sexual misconduct.

Security Assistance

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

<table>
<thead>
<tr>
<th>Godbey Hall</th>
<th>Security Office</th>
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<tbody>
<tr>
<td>Martin Hall</td>
<td>Learning Resource Center (front desk)</td>
</tr>
<tr>
<td>Rooker Hall</td>
<td>Counselor’s Office (front desk)</td>
</tr>
<tr>
<td>Edwards Hall</td>
<td>Dean’s Office</td>
</tr>
</tbody>
</table>
Emergency

The procedures listed below are to be followed in all emergency cases (or possible emergency cases) involving accident or illness:

1. Keep the injured/ill person quiet and calm. Do not move or allow to be moved unless, by allowing the person to remain stationary, he or she is deemed to be in further danger.

2. Go to the nearest telephone and call 911; be prepared to give the following information:
   A. exact location of the victim.
   B. nature and apparent severity of the injury or illness.

3. Call the college switchboard (dial "0") and inform the operator of the situation and location -- THEN RETURN TO THE INJURED/ILL PERSON AND WAIT FOR PROFESSIONAL ASSISTANCE.
   A. Never administer assistance beyond the level of your training.
   B. Never give medical advice unless you are trained to do so.

4. The switchboard operator will:
   A. immediately notify Student Services, who shall send someone to the location of the injured/ill person. Student Services will also be responsible for notifying the family if necessary.
   B. notify campus security so they can assist rescue squad in getting to the proper location.

5. For purposes of Virginia Workers' Compensation claims, any accidental injuries/illnesses afflicting an employee of New River Community College must be reported to the Personnel Office by the employee or immediate supervisor as soon as possible.

Accidental Injuries and Illness

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

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

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

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

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

Workers’ Compensation

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

Emergency Weather Information

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

<table>
<thead>
<tr>
<th>WDBJ Television, Roanoke</th>
<th>WPSK, Pulaski</th>
<th>WSLS Television, Roanoke</th>
</tr>
</thead>
<tbody>
<tr>
<td>WMEV, Marion</td>
<td>WVTI, Roanoke</td>
<td>WBRF, Galax</td>
</tr>
<tr>
<td>WFN/BNK, Christiansburg</td>
<td>WSLQ, Roanoke</td>
<td>WNNI/WVMJ, Christiansburg</td>
</tr>
<tr>
<td>WXLK, Roanoke</td>
<td>WRAD/WRIQ, Radford</td>
<td>WYVE, Wytheville</td>
</tr>
</tbody>
</table>

Delayed Schedule

Every effort will be made to keep the college open during inclement winter weather. However, when conditions dictate, a delayed schedule may be put into effect. The delayed schedule will be used as frequently as necessary to allow for the improvement of road conditions. Each student is expected, in the final analysis, to decide whether it is possible or safe to come to the college. Every attempt will be made to work with students who are forced to be absent because of bad weather or other unavoidable reasons. The following delayed schedule will be in effect upon authorized release to local radio and television stations. Every effort will be made to release this information in time for inclusion in the 11 p.m. broadcasts and/or early morning newscasts. Evening classes will either stay with their regular schedule or be canceled and made up according to the college’s make-up schedule.

The following structure will be followed in the event NRCC elects to go on a delayed schedule:

1. Area radio and television stations will be notified that New River Community College is on a **delayed schedule**.

2. On Mondays, Wednesdays, and Fridays, “delayed schedule” will mean classes start at 10:00 a.m. Classes originally scheduled before 10:00 a.m.
will not meet. Classes scheduled for 10:00 a.m. or later will meet for their full normal duration.

On Tuesdays and Thursdays, "delayed schedule" will mean classes begin at 9:30 a.m. Classes originally scheduled before 9:30 a.m. will not meet. Classes scheduled for 9:30 a.m. or later will meet for their normal duration.

3. Radio and TV stations will be asked to avoid terms such as "one hour late schedule" or "two hour late schedule" when referring to NRCC, since the situation is different for us than for public schools. Nevertheless, such terms may still be used by mistake. Do not be confused if you hear terms such as "two hour delay." The preferred terminology is "delayed schedule," and the practice will be followed as outlined above.

4. In any year when bad weather forces the frequent implementation of the delayed schedule, special measures will be taken to make up time lost in early morning classes.

To find out accurate information during inclement weather:

1. Listen to more than one radio or television station. The college strives to provide accurate up-to-date information to each station. However, mistaken information is sometimes broadcast. Verify the information you hear with the broadcast of another station.

2. Listen to the announcements more than once. Occasionally severe weather warrants a decision to delay opening be changed to a decision to close.

3. Call NRCC (674-3600). You will reach the automated attendant. Do not dial an extension; simply hold the line to hear the recorded information. NOTE: Please use this as a last resort. During bad weather, many people call at the same time; please be patient if you exercise this option.

4. Check the NRCC homepage (www.nr.edu). Cancellations and/or delayed schedules are immediately posted to the website once they are made.

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

Employment of Relatives

An employee of the college shall not exercise any control over the employment or the employment activities of a member of the employee's immediate family and shall not be in a position to influence those activities. For purposes of this section, a member of the employee's immediate family shall be defined as any son, daughter, or spouse whether living in the employee's household or not. Son and daughter shall include those related by blood, marriage, or adoption. Also included in the definition, is any other person residing in the household of the employee who is a dependent of the employee or of whom the employee is a dependent. For example: a spouse of the president, or a
Each community college is prohibited from employing for remuneration in any capacity whatsoever, either on a full-time or part-time basis, a member of the college's board, including the member's spouse or a member of the immediate family.

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

**Employment Verification Policy**

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

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

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

**Terminating Access to Automated Systems When Employees Leave NRCC**

**Purpose**

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

**Policy**

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

**Procedure**

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

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

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

NRCC Intellectual Property Policy

Overview

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

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

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

Ownership of Intellectual Property (Employees)

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

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

a. Assigned Duty. VCCS claims exclusive ownership of any intellectual property produced by a VCCS employee when produced as a result of an assigned duty except as otherwise provided by a separate written agreement or waiver which is executed by a duly authorized officer of a college or the VCCS.

b. Incidental Use of College Resources. VCCS does not claim an ownership interest or a license to use any intellectual property which was developed with only incidental use of college resources except as otherwise provided by separate written agreement or waiver which is executed by a duly authorized officer of a college or the VCCS. The creator shall own all dissertations, theses, and classroom instructional materials prepared at the creator’s inspiration regardless of the physical medium of expression when such theses,
dissertations or materials are produced as a result of routine teaching duties. Further, notwithstanding the foregoing, unless there is agreement otherwise with the creator, the creator shall also own all literary works (such as poems, plays, novels, essays, musical scores, etc.) prepared as a result of the creator’s inspiration unless the creator was hired, assigned or directed to create the literary work in question. The scope of ownership, however, does not include elements in the work that are created as a result of an assigned duty of a VCCS employee, such as a computer programmer, that participates in the development of the intellectual property.

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

d. Significant Use of College Resources. VCCS claims an exclusive ownership interest in any intellectual property which was developed with the significant use of college resources except as otherwise provided by separate written agreement or waiver which is executed by a duly authorized officer of a college or the VCCS. The creator must advise the college’s intellectual property policy administrator when the creation of intellectual property involves significant use of college resources.

Ownership of Intellectual Property (Students)

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

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

a. Does not claim an ownership interest in intellectual property produced by a student provided that the production of the intellectual property is not an assigned duty and it involves only incidental use of college resources. VCCS does, however, claim the right to use student intellectual property for its internal educational and administrative purposes.

b. Claims a non-exclusive, irrevocable, royalty-free license to use intellectual property developed by a student with the substantial use of college resources.

c. Claims an exclusive ownership interest in any intellectual property developed by a student with the significant use of college resources.”
Administration of Policy

Administration of NRCC's intellectual property will be overseen by the Vice President for Planning and Advancement who will serve as the intellectual property officer.

The Intellectual Property Committee will also provide oversight for this area. Members will include the Vice President for Academic and Student Services, the Vice President for Finance and Technology, and the Associate Vice President for Finance and Technology, with the intellectual property officer serving ex officio.

Duties of this committee will include the following:


2) Review NRCC practices regarding intellectual property.

3) Advise president of any measures needed in dealing with issues related to intellectual property.

Other Provisions

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

Administrative Control of Fundraising Activities

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

1. The Vice President for Planning and Advancement shall serve as the chief advancement officer of New River Community College. This position shall include the role of Executive Director of the New River Community College Educational Foundation.

2. The Vice President for Planning and Advancement shall report to the President of New River Community College.

3. Both the President and the Vice President for Planning and Advancement shall serve as full voting members of the New River Community College Educational Foundation.

4. The President of New River Community College shall serve as the Secretary of the NRCC Educational Foundation.

5. No fundraising or investment management activities shall take place without the oversight of the Vice President for Planning and Advancement and the President of New River Community College.

6. All purchases made by the NRCC Educational Foundation must be approved in writing by the Vice President for Planning and Advancement and the President.
7. The Vice President for Planning and Advancement shall be evaluated annually by the President of New River Community College.

Professional Associations

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

Travel

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

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

Keys

Keys are issued and controlled by the appropriate dean. Faculty members may be issued keys to the buildings to which they are normally assigned when there is a need. At the close of the school year or upon termination of a contract, faculty members are responsible for returning keys to the division dean. No key should be duplicated or loaned to another person. If a duplicate key is required, it is issued by the Director of Facilities and Environmental Services.

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

Mail

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

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

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

**Purchase of Flowers in Event of Death or Illness**

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

- Flowers will be sent in the event of the death of an employee or an employee's spouse, child, parent, brother, sister, mother-in-law, or father-in-law.

- Cards may be sent in the loss of others such as step-brothers, step-sisters, grandparents, step-children and others.

- Members of the College Board and the Foundation Board will be treated the same as employees in this area.

- Flowers will not normally be sent in the event of illness of an employee or family member.

- Nothing in this policy shall prohibit individual employees or groups of employees from purchasing flowers or taking other similar measures using their own funds or resources.

- The president may authorize that flowers be sent to other persons or in instances other than those cited above.

- The president's secretary will take care of this matter as necessary. Other employees are encouraged to help keep the president's office informed of situations where condolences would be in order.

**Advertising and Bulletin Boards**

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

**Lending, Borrowing, or Moving Equipment**

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

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

Circulating audiovisual equipment is provided by the Learning Resource Center.

**Use of State Cars**

State cars are reserved through the Facilities Services Office (x3629). Credit cards and keys are also provided by this office.

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

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

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

**Requisition and Purchase of Supplies and Equipment**

All requisitions must be approved by the division dean and must be within the limitations of the departmental budget. Any exceptions to this procedure must have the approval of the Vice President for Instruction and Student Services. All printing, regardless of amount, must have state approval. It is imperative that needs be anticipated as far in advance as possible. To ensure that New River Community College continues to comply with the many purchasing policies under which it operates, prior written approval by the Business Office is required for all purchases regardless of the amount. Employees who do not follow this procedure will be liable for the payment of their purchases. Purchase Request Forms are available from division offices and should be turned in to the division secretary for processing.

**Use of College Facilities**

Guidelines, Policies and Procedures and Fees

The faculty and staff at NRCC fully realize the college's role in supporting community activities and economic development. Many college employees have made personal commitments to participate in community activities and events, and the college encourages community organizations to use college facilities when space is available.
With the commitment, however, comes a responsibility to recognize limitations which may exist in both the time staff members may be able to contribute and the availability of space at the college. Based upon the limitations and the fundamental belief that student learning and instruction must be given primary consideration, the following priorities and procedures are established.

A. Priorities

1. Any instructional or co-curricular activity offered by NRCC. (Both credit and non-credit activities are included in this category.)
2. Events and activities sponsored by other colleges or governmental agencies.
3. Non-profit/public service community groups within the service region of the college.
4. Other organizations.

B. Applications

1. All organizations or individuals who would be included in priority 2, 3 or 4 above must submit a completed application for use of college facilities.
2. Applications must be submitted to the administrative assistant in the office of the dean of Arts and Sciences.
3. Applications must be submitted at a reasonable time prior to the event.
4. Acceptance of the application is confirmed by the approval and signature of the Dean, Division of Arts and Sciences.
5. Rejections of requests may occur when these and other reasons are considered:
   o There is not satisfactory evidence that the applicant will take the necessary safety precautions for the participants or protection of property.
   o The event may unduly tax the college facilities.
   o The event may interfere with the normal operations of the college.
   o The applicant may have previously breached the agreement for facility usage.
10. The applicant's event may not be appropriate for the college's environment. The applicant did not pay the fee from a previous usage of college facilities. Applications normally will not be approved more than 90 days in advance of the events.

C. Obligations of the College

1. The college will provide facilities which are safe, clean, and accessible.
2. The space approved for the applicant will include the furniture and/or equipment normally provided in the area. It may be the responsibility of the applicant to secure additional furniture, equipment, or supplies required for the event.

D. Regulations

1. The applicant or group shall either clean the area used to the satisfaction of the Director of Facilities Services. If the area is not cleaned to the satisfaction of the Director, then Service Master will be contracted by
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NRCC to clean the area. The applicant or group will be responsible for paying Service Master for these janitorial services.

2. No alcoholic beverages will be served or consumed on or in property of NRCC.

3. The usage fee paid to NRCC is solely for the use of the assigned space, area or room.

4. Any damages to existing utilities, finished surfaces, to include but not limited to floors, walls or ceilings, or to other property of NRCC that the applicant or group used or readied for use, shall be repaired to the satisfaction of the Director at the expense of the applicant or group. NRCC reserves the right to repair such damages and bill the applicant or group for the costs of these repairs.

5. NRCC has limited audiovisual equipment that may be available for use by the applicant or group.

6. The applicant, group, any participants or guests shall hold NRCC and NRCC employees harmless from any claims, damages or actions of any kind or nature arising from or caused by the use of systems, equipment or facilities or NRCC.

7. Business hours for NRCC are Monday through Thursday, 8:00 a.m. to 10:00 p.m., and Friday from 8:00 a.m. to 5:00 p.m. NRCC will not be open for selected holidays. If NRCC is closed the day an event is scheduled to occur because of inclement weather or other unscheduled events or situations, such as power failure, then the event will be canceled. Any fees collected by NRCC will be refunded to the applicant or group.

8. Fees must be paid before the scheduled occurrence of the event.

Laboratory and Shop Use by Faculty and Staff

The policy of the college is to allow faculty and staff to use college facilities in any way which would enhance their professional development. All faculty and staff members are expected to adhere to the following guidelines in the use of college laboratories and shops:

A. Permission should be obtained from the appropriate division dean. This procedure is required for the purpose of the coordinating schedules, obtaining keys to storage areas, and receiving briefings concerning safety precautions or instructions in the use of specialized tools or equipment.

B. In no way should the use of the laboratories or equipment interfere with instructional services.

C. After laboratories and equipment are used, they should be left in their proper places, and the laboratories should be left clean and orderly.

D. Laboratories should never be left unlocked and unattended. Students should not be left in laboratories without supervision.

E. No one should work unaccompanied in a lab.


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Telephones

Telephone service is provided for business use only. Students should not be allowed to use college phones for long distance calls except in extreme emergencies; pay phones are located throughout the buildings for student use. NRCC’s toll-free telephone numbers are:

- From Montgomery County: 382-4595
- From Blacksburg and Christiansburg: 731-4595
- From Giles County: 921-4595
- From Floyd County: 745-4595

Switchboard

NRCC has one main switchboard. The college receptionist covers these incoming calls from 8:00 a.m. to 5:00 p.m. Monday through Friday. There are also many incoming phone lines that directly dial a particular office. For a complete listing of campus phone numbers, please consult the NRCC Directory of Faculty and Staff.

Most campus telephones are not set up to dial long-distance numbers directly. If you are unable to complete a long-distance or “toll” call from your telephone, please dial “0” for the receptionist and give her or him the appropriate number to be dialed. The call will be connected for you.

The college receptionist is able to contact Security personnel through a paging system. If you are unable to reach Security at the Security Office (extension 3646), please dial the receptionist at 0.

Budget

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

Facilities and Environmental Services

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

Custodial Services

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

Maintenance Services

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

**Housing**

The college does not provide housing for either faculty or students. However, college officials will assist new faculty as much as possible in obtaining suitable housing. A list of available houses and apartments reported to the college is maintained by the Coordinator of Student Services.

**Lost and Found**

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

**News Releases**

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

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

Student Information Release Policy

All requests for official information about students should initially be referred to the Coordinator of Admissions and Records. Student records are treated as confidential information as provided by the FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974, Sec. 438, Pub. L. 90-247 (FERPA) as amended. Information from student records cannot be released (with very limited lawful exceptions) except to the student who may authorize release. Officials of the college may have access to student records when acting in the student’s educational interest and within the limitations of their need to know. These include faculty, academic advisors, and personnel in the offices of Admissions and Records, Counseling, Financial Aid, Veterans' Affairs, and Special Services. Directory information including name, address, telephone number, date of birth, major field of study, dates of attendance, course credit load, e-mail address, participation in officially recognized activities and sports, weight and height of members of athletic teams, grade level, degrees, honors and awards received and the most recent educational agency or institution attended may be released without the consent of the student. A student may request that this directory information be kept confidential by notifying the Admissions and Records Office each semester by the last day of add/drop. Emergency requests for information will be handled by the Coordinator of Student Services in consultation with the Vice President for Instruction and Student Services or another appropriate college official.

The student has the right to inspect and review the information contained in his or her record. The student must submit a written request to the Admissions and Records Office and identify the records to be inspected. The Admissions and Records Office will then arrange a mutually convenient appointment for student inspection of records within 45 days of submitting a written request. The student may also ask the College to amend a record believed to be inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student about the decision and advise the student of the right to a hearing regarding the request for amendment. The student has the right to file a complaint concerning alleged failures by NRCC to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington D.C., 20202-4605.

Student Conduct

All students at New River Community College are considered responsible adults, and it is assumed that men and women of college age will maintain standards of conduct and dress appropriate to membership in the college community. Students' behavior should promote an academic environment. Within the classroom, teachers should place emphasis on standards of student conduct rather than on limits or restrictions of students. Guidelines and regulations governing student conduct are developed by representatives of the students, faculty, counseling staff, and administration. The college refrains from imposing a rigid code of discipline but reserves the right to take disciplinary action compatible with its own best interest when it is clearly necessary.

Dress is a matter of individual taste until that choice of clothing infringes upon others or causes a disruption in the learning environment of the college.
The Virginia Community College System guarantees to all students the privilege of exercising their rights of citizenship under the Constitution of the United States without fear of prejudice. Special care must be taken to assure due process and to spell out defined routes of appeal when students feel their rights have been violated.

**Academic Load**

The normal academic course load for students is 15-17 credits. The minimum full-time load is 12 credits, and the normal maximum full-time load is 18 credits. Students wishing to carry an academic load of more than 18 credits should have a minimum grade point average of 3.0 and must have the approval of the Vice President for Instruction and Student Services or designee. Students placed on academic warning or academic probation may be required to take less than the normal semester course load.

**Academic Standing of Students**

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

**Academic Warning**

Students who fail to make a grade point average of 2.0 or higher for any one semester, or who fail any course, will receive an academic warning.

**Academic Probation**

Students who fail to maintain a cumulative grade point average of 1.5 are placed on academic probation until their average is 1.5 or better. The phrase "Placed on Academic Probation" is placed on their permanent records. Students on probation are ineligible for appointive or elective office in student organizations and usually will be required to carry less than a normal course load the following semester. Students on academic probation are required to consult with a counselor.

Students pursuing a degree program are cautioned that, although an average between 1.5 and 1.99 may not result in formal academic probation, a minimum of 2.0 in their curriculum is a prerequisite to receiving an associate degree. Part-time students are placed on probation only after they have attempted nine semester credit hours.

**Academic Suspension**

Students on academic probation who fail to attain a grade point average of 1.5 for the next semester for which they are in attendance are subject to academic suspension. Academic suspension is normally in effect for two semesters unless a student appeals and is accepted for readmission to another curriculum of the college. The phrase "Academic Suspension" is placed on the student’s permanent record. Suspended students will be notified of their status by the grade report and by letter.
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Students who have been informed that they are on academic suspension may submit an appeal to the chair of the Student Development Committee for reconsideration of their case. A suspended student may be readmitted after termination of the suspension period but should contact the Coordinator of Student Services prior to registering. Students are placed on suspension only after they have attempted twenty-four (24) semester credit hours.

The student who wishes to appeal the suspension must report to the Coordinator of Student Services by the deadline specified in the notification letter to complete the appropriate form. The appeal request will then be given to the Academic Standards Committee for consideration.

Academic Dismissal

Students who do not maintain at least a 2.0 grade point average for the semester of reinstatement to the college, when in academic suspension, will be academically dismissed. Students who have been placed on academic suspension and achieve a 2.0 grade point average for the semester following their reinstatement must maintain at least a 1.5 grade point average in each subsequent semester of attendance. Students remain on probation until their cumulative grade point average is raised to a minimum of 1.5. Failure to attain a 1.5 grade point average in each subsequent semester until the cumulative grade point average reaches 1.5 will result in academic dismissal.

Academic dismissal normally is permanent unless, with good cause, the student appeals and is accepted under special consideration for readmission by the Academic Standards Committee of the college. The phrase "Academic Dismissal" is placed on the student's permanent record. Dismissed students will be notified of their status on the grade report and by letter. Part-time students will be dismissed only after they have attempted thirty-six (36) semester credit hours.

The student who wishes to appeal the dismissal must report to the Coordinator of Admissions and Records by the deadline specified in the notification letter to complete the appropriate form. The appeal request will then be given to the Academic Standards Committee for consideration.

Academic Renewal

Students who return to a college after a separation of five (5) years, or more, may petition for academic renewal. The request must be in writing and submitted to the Admissions and Records Office.

If a student is determined to be eligible for academic renewal, D and F grades earned prior to reenrollment will be deleted from the cumulative and curriculum grade point average (G.P.A.), subject to the following conditions:

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

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

**Add/Drop Policy**

A student may add, drop, or register for courses during the add/drop period of the semester or session. In most cases, a student may not enter a new class after the end of the add/drop period. Exceptions to this policy will be considered on the merits of the individual case and must receive the approval of the instructor.

**Student Refunds**

Students are eligible for a refund for those credit hours dropped during the add/drop period for each session. After the add/drop period, no refunds are given (see college calendar for specific dates).

Full refunds are made for cancelled classes.

To get a refund, a student must complete an official drop form and submit it to the Admissions and Records Office during the add/drop period.

**Advanced Standing and Waiver of Credits**

If students have reason to believe that previous educational studies, training programs, or work experience may entitle them to an adjustment in the required courses in particular curricula, they should contact the Vice President for Instruction and Student Services to determine procedures before registering for classes. A student may qualify for waiver of curriculum admission requirements, course prerequisites, and for courses in a curriculum upon the recommendations of a counselor and the instructional division concerned through interviews, tests, and other documentation.

Students may substitute equivalent or more sophisticated courses in the same field in any approved curriculum with the approval of the instructional division and the Vice President for Instruction and Student Services provided they can, by previous educational accomplishment or college administered examination, demonstrate the capability for success in the courses requested.

In addition, if students can demonstrate that previous educational study, training, work experience, or college administered examination results may entitle them to advancement in the courses required for a particular curriculum, upon request and with the approval of the instructional division and the Vice President for Instruction and Student Services, they may receive advanced placement and credit in the course or curriculum for which advancement was requested.

Credit waived by advanced standing may require that a student register for additional credit courses to compensate for the credits waived. Credits waived will not be included in the computation of the student's cumulative grade point average.
NRCC Faculty Handbook

Consequently, the student’s GPA will be based only upon courses actually completed at the college.

Repeating a Course

A student should normally be limited to two (2) enrollments in the same credit course. Should the student request to enroll in the same course more than twice, the request should be documented and approved by the appropriate dean or designee. This limitation does not apply to the courses in the Curriculum Guide identified by a single or double asterisk (Fine Arts studio courses in band, choir, ensemble, etc.) or General Usage Courses, sequences in the 90 series, such as 90, 190, 290, etc.

Auditing

Students who wish to attend a course without taking the examination or receiving credit for the course may do so by registering to audit that course. Auditing a course requires registering in the regular manner and paying the regular tuition. Permission of the division dean or another appropriate academic administrator is required to audit a course.

Because they carry no credit, audited courses do not count as part of a student’s course load. Students desiring to change status in a course from audit to credit must do so within the add/drop period for the session. Changes from credit to audit must be made by the official last day for students to withdraw from a class without penalty. After this day, the audit grade "X" is invalid for students enrolled for credit.

Class Attendance

Regular class attendance is required. When absence from a class becomes necessary, it is the responsibility of the student to inform the instructor prior to the absence whenever possible. Frequent unexplained absences may result in a student’s dismissal from a course. The student is responsible for the subsequent completion of all study missed during an absence. Any instruction missed and not subsequently completed will necessarily affect the grade of the student regardless of the reason for the absence.

Prevention of Cheating

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

Student Initiated Withdrawal Policy

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

A. If a student withdraws from a class prior to the termination of the add/drop period for the session, the student will be removed from the class roll and no grade will be awarded.

B. After the add/drop period, but prior to completion of 60 percent of a session, a student who withdraws from a class will be assigned a grade of “W.” A grade of “W” implies that the student was making satisfactory progress in the class at the time of withdrawal, the withdrawal was officially made before the deadline published in the college calendar, or that the student was administratively transferred to a different program.

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

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

Late withdrawal appeals will be reviewed and a decision made by the Coordinator of Student Services.

Instructor Initiated Withdrawal Policy

A student who adds a class or registers after the first day of class is counted absent from all class meetings missed. Each instructor is responsible for keeping a record of student attendance in each class.

Students who have not attended class by the last day to drop the class and receive a refund must be deleted by the instructor during the following week. No refund will be applicable.

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

When an instructor determines that absences constitute unsatisfactory attendance, a Faculty Withdrawal Form should be completed and submitted to the Admissions and Records Office within five days of when the student met the withdrawal criteria. The last date of attendance must be documented. A grade of "W" will be recorded during the first sixty percent (60%) of a course. Students withdrawn after the sixty percent (60%) period will receive a grade of "F" except under documented mitigating circumstances when a letter of appeal has been submitted by the student. A copy of this documentation must be placed in the student’s academic file.

The student will be notified of the withdrawal by the Admissions and Records Office. An appeal for reinstatement into the class may be approved only by the instructor.
Since attendance is not a valid measurement for Distance Education (DE) courses, students may be withdrawn due to non-performance. Students should refer to his/her DE course plan for the instructor's policy.

**Grade Appeals Related to Attendance**

A student may be awarded, retroactively, a grade of "W", if and only if, the student would have been eligible under college policy (page 25 of the 2004-05 college catalog) to receive a "W" on the last date that he/she attended class. The following procedure will be followed to ensure academic integrity and for meeting State Board policy requirements.

1. The student must appeal for a grade of "W" based on attendance.

2. The Admissions and Records staff will collect the relevant documentation for the appeal, including the last date of attendance, from the instructor of the course that is being appealed and other relevant documentation when mitigating circumstances are to be considered. For an appeal related to a distance education course (DE), the last date that work was submitted will be considered the last date of attendance.

3. All relevant documentation will be reviewed by the Coordinator of Student Services and the withdrawal policy strictly applied in determination of changing the grade to "W."

4. If the student ceased attending class during the first 60 percent of the semester, a grade of "W" will be given. If the last date of attendance falls beyond the 60 percent mark, the student must demonstrate mitigating circumstances and must have been passing before a grade of "W" will be awarded.

5. Appeals asserting mitigating circumstances must be further reviewed by and a determination made by a committee of faculty appointed by the Vice President for Instruction and Student Services

**Change of Registration**

In all cases, students should follow the correct methods for making any changes in their program after registration. Failure to do so could endanger their college records.

**Services for Students with Disabilities**

New River Community College has received national recognition for its services for students with disabilities. It is strongly recommended that all employers be aware that the obligation to accommodate these students extends beyond a moral responsibility and a promise of equal access. The college's goal is more than the architectural barriers or the offering of auxiliary services. Classroom accommodations must be instituted in order to insure full educational opportunities for all students. There are legal imperatives which are found in the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973.
As an educator, you will be serving students with disabilities. To assist you in this process you may contact Jeananne Dixon, ADA Coordinator, extension 4358; Lucy Howlett, Center for the Deaf and Hard of Hearing, extension 4235; or the LEAP Center, also at extension 4358.

All of these centers have materials and resources to assist you in working with special populations.

Veterans’ Standards of Progress Policy

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

- A record of course progress for all students will be maintained by instructors. This record may include class attendance, dates of examinations, term papers, and class projects completed, along with their respective dates of submission, grade level of performance, and any other appropriate index of student achievement. This data must be sufficiently complete to determine the termination date of the course.

- Any change in the status of a student receiving veterans' benefits -- whether that be a change of curriculum, reduction or increase in course load, withdrawal, suspension, dismissal or other type of changes -- will be reported to the Veterans Administration as soon as possible, but no more than thirty (30) days after the process has been officially completed at the college.

- Unsatisfactory progress will also be reported to the VA when a veteran fails all courses or withdraws from any courses.

- Certification will not occur for students receiving veterans’ benefits that have a cumulative GPA of 1.5 or below after completing 12 or more semester credits. Students will be certified following the semester in which the student’s cumulative GPA is brought back up to at least 1.5.

- The college will require that previous collegiate experience of students receiving veterans' benefits is evaluated in a timely manner.

- A student who is receiving veterans' benefits and who is enrolled in two or more courses will be considered as making unsatisfactory progress for benefit certification purposes when failing all courses or withdrawing from any courses.

- The college will utilize a normal progress chart to determine student progress toward degree or certificate completion.
NRCC Faculty Handbook

The college will develop and utilize curriculum check sheets to list authorized courses in programs of study.

Transfer of Physical Education - Veterans

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

Student Grievance Procedure

Purpose Statement

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

Definitions

Student: Student is any person who is officially registered at New River Community College during the specific academic semester in which the grievance occurs.

Grievance: A grievance is a difference between a student and an employee of the college with respect to the application of the provisions of the rules, policies, procedures, and regulations of the college or the Virginia Community College System as this application affects the activities or status of each student. A grievance cannot be filed against a college employee unless an incident report has been filed with the Activities Counselor, has been reviewed by him/her and deemed worthy of further action. That is, all grievances must have merit. The filing of nuisance grievances intended to disrupt college operating processes and procedures will not be tolerated.

Time Limit: The grievance procedure must be initiated within seven (7) scheduled class days according to the procedure below following either the event giving rise to the grievance or following the time when the student reasonably should have gained knowledge of its occurrence. Each level of procedure must be completed within the stipulated time limits.

Procedure

Three steps delineate the procedure to be followed when a student is filing a grievance against an employee of the college.

If, at any time in the process, students need help in interpreting the proper appeal procedure, they may consult a counselor or advisor for direction in following the procedure. During the proceedings, only the student (not family or friends or attorney) can be present.

I. Step I

A. Student

1. The student initiating the grievance shall discuss it with the college employee involved. A dated memo from the student to the employee requesting a conference...
within seven (7) scheduled class days after grades are postmarked at the end of the semester shall constitute proof of initiation.

2. The student may request a New River Community College counselor’s participation as a third party to discuss the issue when the student judges that the personal conference with the college employee would be detrimental to resolving the problem.

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

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

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

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

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

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

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

   D. Vice President for Instruction and Student Services
      1. The Vice President for Instruction and Student Services then shall accept or reject in writing the findings of the Committee. Should the Vice President for Instruction and Student Services reject the findings, he shall do so only on the basis of the requirements of law and shall set forth the rationale for his action in writing.
2. The Vice President for Instruction and Student Services shall provide a copy of his written decision to the student, the employee, the supervisor and Review Committee members. This decision shall be final and binding on both parties.

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

**Grade Appeal Procedure**

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

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

Three steps delineate the procedure to be followed when a student is appealing a grade.

If, at any time in the process, students need help in interpreting the proper appeal procedure, they may consult a counselor or advisor for direction in following the procedure. During the proceedings, only the student (not family, friends, or attorneys) can be present.

**I. Step I**

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

B. **Student/Employee**
   1. Every reasonable effort should be made by all parties to resolve the matter at this step.

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

**II. Step II**

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

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

III. Step III
   A. Student
      1. If the student is unsatisfied with the disposition at Step II, he/she may, within seven (7) scheduled class days file a written appeal to the Vice President for Instruction and Student Services.
   B. Vice President for Instruction and Student Services
      1. Within seven (7) scheduled class days after receipt of written appeal, the Vice President for Instruction and Student Services will select a Review Committee.
      2. The Vice President for Instruction and Student Services shall designate a chair of the committee.
   C. Review Committee
      1. The chair of the Committee shall set a time and place for the hearing and notify every individual involved in an earlier step of the grievance.
      2. The hearing shall begin within 14 scheduled class days after the Review Committee has been designated. The hearing process should not involve more than three (3) consecutive scheduled class days.
      3. The Review Committee shall make its decision by a simple majority vote and communicate its findings in writing to the student, the employee, the dean, and the Vice President for Instruction and Student Services.
   D. Vice President for Instruction and Student Services
      1. The Vice President for Instruction and Student Services then shall accept or reject in writing the findings of the Committee. Should the Vice President for Instruction and Student Services reject the findings, he/she shall do so only on the basis of the requirements of law and shall set forth the rationale for his/her action in writing.
      2. The Vice President for Instruction and Student Services shall provide a copy of his/her written decision to the student, the employee, the dean, and Review Committee members. This decision shall be final and binding on both parties.

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