Full-Time Faculty Handbook

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LETTER FROM THE PRESIDENT

WELCOME

Greetings! We are glad to have you as part of the NRCC community. New River Community College serves the counties of Floyd, Giles, Montgomery, and Pulaski, and the City of Radford. Our college offers a wide range of programs, including transfer pathways, career and technical education, and short-term training and credentialing opportunities.

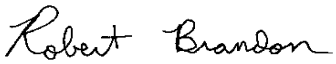
At NRCC, we deeply value high-quality instruction and a strong commitment to student success. It is through the dedication and expertise of our faculty that the college continues to thrive and fulfill its mission.

This Faculty Handbook is intended to serve as a helpful guide, offering information about the college, its mission, policies, and the responsibilities of instructional staff. While it is not exhaustive, it provides a solid foundation to point you toward additional resources when needed.

I encourage you to review the handbook thoroughly and keep it as a reference throughout the year. In addition, the college catalog and student handbook are also available online and are excellent sources for addressing many student-related questions and policy matters.

Thank you for your dedication to excellence in teaching and for helping make NRCC a welcoming place to learn and grow.

Sincerely,



Robert Brandon
NRCC President

NON-DISCRIMINATION POLICY

This College promotes and maintains educational opportunities without regard to race, color, national origin, religion, disability, sex, sexual orientation, gender identity, ethnicity, marital status, pregnancy, childbirth or related medical conditions including lactation, age (except when age is a bona fide occupational qualification), veteran status, or other non-merit factors.

The following person has been designated to handle inquiries regarding the non-discrimination policies:

Dr. Mark C. Rowh
Vice President for Workforce Development and External Relations
217 Edwards Hall
540-674-3600, ext. 4241

Inquiries concerning Title IX (sexual harassment, sexual assault/domestic violence/dating violence, and stalking) may be directed to:

Tammy Smith
Dean of Student Services/Title IX Coordinator for Students
268 Rooker Hall
540-674-3600, ext. 3690

Stacie Whitlock
Human Resource Manager/Title IX Coordinator for Employees
13 Godbey Hall
540-674-3600, ext. 4310

Inquiries concerning ADA and Section 504 may be directed to:

Jack Watkins
Manager of Student Accessibility, Activities, and Resources
53 Godbey Hall
540-674-3600, ext. 4408
V/TTY 540-674-3619.

EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of the Commonwealth that all aspects of human resource management be conducted without regard to race (or traits historically associated with race including hair texture, hair type, and protective hairstyles such as braids, locks, and twists); sex; color; national origin; religion; sexual orientation; gender identity or expression; age; veteran status; political affiliation; disability; genetic information; and pregnancy, childbirth, or related medical conditions.* There shall be no retaliatory action against any person

making allegations of violations of this policy.

*These categories are subject to change. For the most current information, always refer to the Governor's Executive Orders and the U.S. Equal Employment Opportunity Commission. The Commonwealth's policies and practices foster non-discrimination and promote diversity and inclusion for these protected classes in the workforce and applicant pools.

NOTICE

This handbook contains general information about your employment with New River Community College and outlines policies and procedures that affect your daily work. It does not include specific provisions of the policies and procedures, nor does it create any employee rights or benefits. The handbook is not a contract, nor is it an invitation to contract. Nothing in this handbook is intended to create or imply any contract rights.

New River Community College does not discriminate on the basis of race, color, national origin,
sex, disability, or age in its programs and activities. The following person has been designated to
handle inquiries regarding the non-discrimination policies: Dr. Mark C. Rowh, Vice President
for Workforce Development and External Relations, 217 Edwards Hall, 540-674-3600, ext. 4241.

INTRODUCTION

Whether you are new to the Commonwealth of Virginia or are a continuing employee, this Faculty Handbook is written to help you develop a satisfying career in service to Virginia by outlining the basic elements of the employment relationship between you and the Commonwealth.

This Handbook is designed for you as a full-time faculty employee of New River Community College. The Employee Handbook contains basic information related to your employment. Supervisors, managers and Human Resource staff will also find information here that is useful to their work with employees.

Our 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:

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 each student served;

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."

Our Mission

New River Community College (NRCC), a member of the Virginia Community College System, subscribes to the tenets set forth in the system's mission statement: "We give everyone the opportunity to learn and develop the right skills so lives and communities are strengthened."

NRCC is committed to the ideal that communities are strengthened when all members are offered opportunities to develop their skills and knowledge, regardless of race, ethnicity, religion, culture, social class, economic status, age, gender, sexual orientation, personal identity or physical or mental capability. NRCC strives to support individuals in understanding their roles as citizens while enhancing their sense of self-esteem, personal security and autonomy.

In meeting the educational needs of the New River Valley, the college collaborates with local industries, businesses, government institutions and non-profit organizations. NRCC also promotes regional economic development and engages in partnerships with higher education institutions, public schools and other entities.

In fulfilling its mission, NRCC offers a variety of certificate, diploma, associate degree and workforce development programs. The institution is committed to assisting students with decisions concerning their educational, career and personal goals and bringing together people of disparate experience while fostering community and cultural enrichment.

The College

New River Community College is a two-year state institution of higher education operating under a statewide system of 23 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 school 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 7:00
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.

History

In 1959 New River Community College began offering vocational/technical courses as a vocational/technical school to residents in the New River Valley. It is one of five colleges which
developed from existing vocational/ technical schools into community colleges under 1966 General Assembly legislation which formed the Virginia Community College System.

The Local Board was set up in August 1969, and the college was named New River Community
College in October 1969. The college continued the occupational/technical programs in Machine
Shop, Drafting and Design, Auto Mechanics, Practical Nursing, Industrial Electricity, Electronics, Instrumentation, Clerk Typing, and Stenography.

Programs leading to the Associate in Applied Science Degree in Accounting, Business Management and Secretarial Science were added in the fall term of 1970. Degree programs
designed for transfer to four-year colleges were also offered at that time. These included the
Associate of Arts Degree program in Liberal Arts and the Associate in Science Degree programs
in Science, Education, Business Administration, and General Studies.

Localities & Facilities

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

The facilities contain labs for Administrative Support Technology, Accounting, Automotive,

Drafting and Design, Electronics, Electricity, Forensic Science, Information Systems Technology, Instrumentation, Machine Shop, Natural Science classes, Network Design and Installation, Nursing, Programmable Logic Controllers, and Welding.

Besides the special labs, there are general classrooms, a large lecture room, a modern library, a learning lab, a spacious industrial training room, a student center, an auditorium, and faculty and administrative offices.

The college's Christiansburg site offers increased educational opportunities to Montgomery, Floyd, Giles, and Pulaski County residents, as well as the city of Radford. Faculty from the college's teaching divisions provide high-quality instruction equivalent to on-campus instruction.

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.

COLLEGE TRANSFER EDUCATION - The college transfer programs include lower division college courses in arts, and sciences, and preprofessional 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 wishing to continue learning.

CUSTOMIZED TRAINING PROGRAMS - Customized training is offered where specific employment chances are open for new or expanding industry. Customized training programs are coordinated with Virginia's economic growth efforts and with the needs of employers.

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 the person with basic skills and knowledge needed to succeed in other community college programs.

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 of Higher Education for Virginia.

The college has been fully approved by the State Department of Education for payment of veterans' benefits and by other state and federal agencies for funding. It is also authorized under Federal Law to enroll nonimmigrant alien students.

The college is an institutional member of the American Association of Community Colleges and a number of other state and national organizations.

Accreditation

NRCC is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the associate degree. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of New River Community College.

Academic Divisions

The Vice President for Instruction and Student Services oversees NRCC's three 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 Employee Directory.

Division of Arts and Sciences - The college's Division of Arts & Sciences provides high-quality instruction to effectively meet the educational needs of New River Community College's students and the training needs of business and industry. The Division of Arts & Sciences administers a variety of general education classes and programs in the following areas: Business Administration, Computer Science, Early Childhood Development, Education, Engineering, General Studies, Human Services, Liberal Arts, and Science. For more information, contact the Division office at (540) 674-3611.

Division of Business and Technologies - The college's Division of Business & Technologies provides comprehensive higher-education and workforce-training programs and services of superior quality that are financially and geographically accessible and that meet individual, business and community needs of the New River Valley. The Division of Business & Technologies administers programs in the following area: Accounting, Administration of Criminal Justice, Automotive Technology, Business Management, Engineering Design Technology, Electrical, Electronics, Information Technology, Instrumentation and Control Automation, Machine Technology, Refrigeration and Air Conditioning and Welding Technology. For more information, contact the Division office at (540) 674-3607.

Division of Healthcare Professions – The college's Division of Healthcare Professions provides comprehensive high-quality instruction to effectively meet the healthcare needs of the New River Valley. The Division of Healthcare Sciences administers the training needs of Registered Nurses, certificate of Practical Nursing, Nurse Aide education, Emergency Medical Services, Health Information Management, and Administrative Support Technology. For more information, contact the Division office at (540) 674-3608.

Academic Success Center

Free tutoring is available to all NRCC students in any subject area. In-person one-on-one and group tutoring sessions are available both in Dublin (Martin Hall 226 inside the NRCC Library) and at the Christiansburg site (room 202). For students unable to attend an in-person tutoring session, online sessions are available as well. NRCC also places embedded tutors in certain developmental and high-risk courses as an additional strategy for increasing student success. For more information about the Academic Success Center at NRCC, please visit the Academic Success Center.

Bookstore

The NRCC bookstore, located in Martin Hall, is operated by Follett. 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 to 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.

The bookstore is open Monday and Thursday from 8:00 a.m. to 4:00 p.m., Tuesday and Wednesday from 8:00 a.m. to 6:00 p.m., and Friday from 8:00 a.m. to noon. (The bookstore is not open on days the college is closed and when classes are canceled.) Special extended hours will be posted outside the bookstore and on the bookstore web page. Additional information is available on the Bookstore webpage.

EAB Navigate 360

Faculty play a significant role in the intentional engagement model by sharing information through the EAB Navigate360 software system, accessible through NRCC My Accounts. There, instructors can see a roster of students in each class (along with photos and a range of information on each student), take attendance, and create a referral for the Student Services team or tutoring center to follow up with a student about any identified needs. All NRCC instructors and staff have access to student information through this system and are strongly encouraged to regularly use the system to support student success. Once each academic term, instructors are required to complete Progress Surveys in Navigate360 in which they have the opportunity to efficiently evaluate each student in each course.

NRCC EDUCATIONAL FOUNDATION

Established in 1980, the NRCC Educational Foundation is a nonprofit corporation. It secures voluntary support and manages, invests, and expends such funds solely for the benefit of New River Community College. Members of the Foundation Board of Directors represent the counties of Floyd, Giles, Montgomery and Pulaski, and the city of Radford. These community leaders volunteer their expertise and service on behalf of the college and community.

The Foundation assists New River Community College in a variety of ways, including the endowment and distribution of scholarship funds, the purchase of equipment and furnishings, and the financial support of academic and community enrichment programs.

The Endowed Scholarship Program is the largest program managed by the Educational Foundation. This program provides scholarships for more than 500 NRCC students each academic year. Through this outstanding program, deserving students receive awards of up to $2,150 annually to support their studies. Many donors take advantage of this program to honor or memorialize family members or others. In addition to a set of general criteria for all scholarships, donors may specify additional selection criteria, such as designating a preferred major or degree program or a geographical location where the

applicant must reside.

Another significant resource to NRCC students through the Educational Foundation is the Anne Huff Book Fund. While tuition and fees are substantially lower at NRCC and other Virginia community colleges than at public universities and private colleges, the cost of textbooks is equivalent to that at more expensive institutions and is largely controlled by national trends in the textbook publishing industry. Textbook scholarships provide tremendous relief to students who are in need. Textbook scholarships are available to students upon application and/or referral by faculty.

For more information about the NRCC Educational Foundation, contact the Foundation at foundation@nr.edu or 540-674-3618 or visit the Foundation website.

ACCE Program

The ACCE (Access to Community College Education) Program is an economic development public/private partnership that makes college available debt-free to high school and home-school graduates by funding NRCC tuition for two years (60 credits).

With the support of ACCE, students will graduate from NRCC prepared to join the workforce or transfer to a four-year university without college debt.

ACCE supports as many students as possible based on student need and funds available for the program.

Requirements for Incoming Students

The requirements below must be completed by the date specified on NRCC's ACCE website.

- Have at least a 2.5 GPA to qualify and must maintain a 2.5 GPA while in the program.
- Complete the ACCE application
- Complete the FAFSA (Free Application for Federal Student Aid) and complete all FAFSA generated documents.
- Qualify for Virginia instate tuition and reside in Floyd County, Giles County, Montgomery County, Pulaski County, or Radford City at least one year prior to ACCE application date.
- Complete at least 80 hours of community service annually. (Giles County 100 hours)
- Maintain full-time enrollment of 12 credits.
- Pay tuition and fees for credits over 15 (Funds will support up to 15 credits during fall and spring semesters).
- Purchase their own textbooks, e-books, and other digital course materials
- Enroll in a degree or certificate program that meets federal financial aid requirements.
- Take a College Success Skills course during their first NRCC semester.
- Not take online courses during the first semester, except College Success Skills.

- Reimburse the program for any ACCE-sponsored course in which the student is unsuccessful
- Register for fall classes
- Meet all ACCE deadlines.

Requirements for Returning ACCE Students

The requirements below must be completed by the dates specified on NRCC's ACCE website.

- Maintain 2.5 GPA
- Complete the FAFSA and all FAFSA generated documents ("To-Do List")
- Complete the ACCE renewal form
- Reimburse the program for any ACCE-sponsored course in which the student is unsuccessful.
- Reach out to the Community Service Coordinator to set up community service project in April.
- Failure to meet deadlines could result in the loss of ACCE funding.

PATHWAYS TO PROFESSIONS PROGRAM

Pathways to Professions is an NRCC Educational Foundation initiative designed to support students as they transition from college into the workforce. The program helps remove one of the most significant financial barriers students face at the end of their academic journey: the cost of licensure, certification, and credentialing exams required for employment in many high demand fields.

Purpose of the Program

- Promote Career Readiness: Ensures students can complete the final steps needed to qualify for employment by covering mandatory exam fees.
- Support Workforce Development: Strengthens the local and regional workforce by helping employers access fully credentialed, job ready graduates.
- Reduce Financial Barriers: Many licensure and industry certification exams can cost hundreds of dollars – an unexpected and sometimes unaffordable expense for students.
- Enhance Student Success: Complements NRCC's mission of providing accessible, affordable education by extending support beyond the classroom.

Eligible Students

Students who:

- Are enrolled in an approved NRCC program of study that requires or benefits from licensure or credentialing.
- Are nearing program completion or preparing to enter the workforce.

Types of Exams Covered

- Healthcare credentials and licensure exams (e.g., NCLEX, Virginia Board of Nursing)
- Skilled trades and technical certifications (e.g., HVAC, welding, machining)
- IT industry credentials (e.g., CompTIA, Microsoft)
- Business and professional licensure exams

Coverage aligns with NRCC program pathways and workforce needs.

Information Technology Services

For assistance with any Information Technology or Facilities Services need, please initiate questions and/or requests to the NRCC help desk. This may provide immediate resolution, and/or will guarantee your need is both recorded in our Help Desk system and routed to the correct department and/or personnel.

To contact the Help Desk, please call Ext. 4400 or send an e-mail to NR4Help@NR.EDU.

NRCC Information Technology provides the following services, organized by department, for NRCC faculty, staff, administration, as well as some support services for students:

1. Application Development Services
    a. Programming Support Services - design, develop, and enhance locally developed custom NRCC applications.
    b. Ad Hoc Reporting – provide customized reporting from custom NRCC as well as VCCS enterprise application data sources.
    c. System Integration – provide solutions for integrating stand-alone information systems for more stream-lined NRCC business processes.
2. Media Services
    a. Electronic Classroom and Conference Room Support Services – install, upgrade, maintain, troubleshoot and provide training for all of NRCC's electronic classroom and conference room technology.
    b. Production Services – produce and/or duplicate audio/visual media for NRCC instructional and public information use, including the NRCCTV live video stream available through our web site.
3. Network Services
    a. Wired Network Support Services – maintain college wired network infrastructure.
    b. Wireless Network Support Services – maintain wireless network infrastructure to support faculty, staff and student Wi-Fi connectivity.
    c. Voice Network – maintain voice network, telephone system and emergency notification systems.
    d. Information Storage – maintain local NRCC storage systems and provide backup and recovery services.
    e. Security Cameras – maintain security cameras and supporting infrastructure for display, recording and review.
4. Technology Services
    a. User Needs Analysis - consult with college personnel to analyze their computing needs and determine the best method(s) for satisfying those needs.
    b. Installation and Training - install and provide training on hardware and software for administrators, faculty, and staff.
    c. Operational Assistance - analyze and determine the best 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 - preventive maintenance and minor repairs on all computer equipment at the college including administrative and academic microcomputer systems.
e. Procurement Support – procure hardware and software, consulting services for all administrative offices, and hardware procurement consulting services for all academic offices.
f. Computer Buying Services - provision of purchasing information for microcomputer hardware and software for personal use by faculty, staff, and students as well as research on special purchasing offers supplied by various vendors.
g. Help Desk – first line of assistance to administrators, faculty, staff and students who experience any kind of difficulty with the use of technology (electronic classroom components, office computers, e-mail, voice mail, etc.). The Help Desk coordinates Information Technology and Facilities Services requests in our help desk information system.

5. Web & Graphics Services
    a. Web Services – design, develop and maintain the entire college web site for faculty, staff and administrators to insure an appealing design, appropriate content, robust functionality, usability and search features.
    b. Graphics Design Services – custom print and web-based graphic design for NRCC faculty and staff such as directional signage; displays, posters and flyers; lamination; logos; mounting; novelty/promotional design; and high-quality scanning.

Library

The New River Community College Library serves the educational and informational needs of the students, faculty, and staff of the college, as well as the citizens, businesses and industries of the New River Valley. It provides the basic tools necessary for education and research, including the latest in information and educational technology. In addition, the NRCC Library carries a wide range of popular and informative titles for pleasure reading and personal enrichment.

Students and researchers have access to a library collection of library books and periodicals, databases, e-books, and 15,000 media and streaming video titles. In addition to library-owned materials the library's membership in the VIVA (Virtual Library of Virginia) consortium provides a collection of research databases consisting of the latest scholarly journals, magazines, newspaper articles, research reports, dissertations, specialized resources and more. Faculty, staff and students may access these resources 24/7 from off-campus.

The library's computers provide access to instructor-selected software and high-speed internet. Black & white and color copies are offered for a minimal charge; printing and scanning are free of charge. Required textbooks for each semester are also available for use in the library. Group and individual study rooms are provided, as well as solo study pods and quiet spaces for working throughout the library.

Additional library services include: Interlibrary Loan (ILL), individual reference assistance, scholarly research instruction for classes, online research guides, and 24/7 chat assistance.

Online Learning Services

The Online Learning department, in conjunction with the Information Technology department, coordinates the college's instructional technology efforts. Through the effective use of various mobile technologies, instructional programs are developed and distributed throughout the region, state, and nation. To assist in the development and delivery of instruction in the region, the college possesses electronic classrooms, and lecture halls, including advanced instructional technology equipment. Testing Centers are located inside Martin Hall, New River Community College in Dublin and NRCC's Christiansburg site. The centers provide a secure, professional location for students to take tests.

For more information, please visit NRCC Online.

Student Services

NRCC provides a number of services which are designed to promote student success. These services are available on the main campus in Dublin and at the college's Christiansburg site and include the following:

1. The Advising Center in Rooker Hall (Dublin) and the Student Services office at the Christiansburg site provide the following services to students:
    - Academic advising and graduation planning
    - Career planning and advising which includes assistance with resume writing, interview skills, and career exploration
    - Placement testing for English and math
    - Counseling referrals for students dealing with personal or crisis situations

2. The Admissions and Records Office in Rooker Hall (Dublin) provides the following services to students:
    - Admissions application processing, including nursing admissions and international student admissions
    - Curriculum changes
    - Grade processing and verification
    - Withdrawal processing and verification
    - Graduation application processing and verification
    - Transcript evaluations and requests

3. Student Accessibility Services is located within the Advising Center and the Christiansburg site and provides the following services to students:
    - Academic advising and graduation and career planning for students with disabilities
    - Testing accommodations, note-taking, assistive technology, and other resources to support students with disabilities
    - Services for students who are deaf or hard of hearing

4. The Student Activities Office is located within the Student Lounge in Martin Hall (Dublin) and provides the following services to students:
    - Student ID cards
    - Recreational activities including club sports

- Cultural and popular activities including clubs, organizations, and service-learning projects
- Student leadership opportunities

5. The Financial Aid Office assists students with completing the Free Application for Financial Aid (FAFSA) and processes grants, work-study positions, scholarships, and loans for part-time and full-time students. The Financial Aid Office is located in Rooker Hall (Dublin).

6. The Student Resources Office is located in Godbey Hall Office 53 (Dublin) and C153 (NRCC Christiansburg Site). This office provides students a source of support for services that extend beyond the academic needs of a college student. The goal is to assist students in recognizing the barriers that exist and help locate services that will provide support to them. Services and resources provided to students include:
   - Loaner laptops
   - Emergency gas cards, bus passes, and grocery gift cards
   - Connections to childcare services
   - Identification of affordable housing options
   - Connections to health care providers, health insurance, mental health services, recovery services, social services agencies, etc.
   - Free tax preparation services
   - Promotion of and assistance with Single Stop and Snap 50-50

Word Processing Center

New River Community College employs a team of support personnel to assist you with your copying and word processing needs.

The Word Processing Center is located in Godbey Hall, Room 60, and is open all year. The Center is staffed Monday, Tuesday, and Wednesday from 8:00 a.m. until 5:00 p.m., except on the days designated as college holidays or when classes are canceled due to inclement weather or other emergencies. The Word Processing Center does not close for lunch. The Word Processing Center is open on Thursday and Friday but not staffed. However, the copier and printer are available to staff and faculty.

During fall and spring semesters when classes are in session, the walk-up copier is available Monday through Thursday from 8:00 a.m. to 7:00 p.m., and Friday, 8:00 a.m. – 5:00 p.m., except when classes are canceled and on holidays.

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. Please ask for help at any time.

The WPC houses a color copier for any color copy needs. There is a charge of .12/copy for color copies and that fee is paid for through a departmental budget transfer.

Copying jobs that are of high volume (those that yield more than 50 total copies) should be left for the WPC staff to copy for you. Work requests are available at the help desk and

should be completed with instructions that indicate how you want your jobs completed.

If it is more convenient for you to email your copy jobs, there is a fillable work order form on the Word Processing Center website that can be filled out and attached to the email along with your document(s). We encourage you to use this form. This will save time for WPC staff who have to fill out a work order request when a document is submitted without one and will also ensure that all of your requirements are met. Please fill out completely, including the date needed, if the copies should be sent to the NRV Mall site, etc.

Course plans, syllabi, tests and exams, handouts, teaching modules, manuals, instructional aids, forms, tables, memoranda, letters, multiple original letters and envelopes, 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 must be submitted by the department head or full-time faculty in that discipline. Adjunct faculty should only have to create their own syllabus or addendum which would include information specific to their particular class. This includes office hours, contact information, grading scale, etc. The Vice President for Instruction and Student Services' office uses the stored course plan files to fulfill requirements by the Southern Association of Colleges and Schools, Commission on Colleges (SACSCOC) that a current copy of each course plan be kept on file.

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 and 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. If you need to pick up a test after 5:00 p.m., please make prior arrangements with the WPC to have the test placed in a sealed manila envelope and left for you either in your mailbox or in Word Processing.

All other completed documents will be left on the counter in the WPC.

Regarding printed matter, NRCC operates under the guidelines for "Fair Use" of the U.S. Copyright Law.

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 WPC. If you plan to revise your textbook/workbook, please be sure that you let the staff know so that we will have your latest version to copy. A purchase order from the bookstore is required in WPC before the document can be copied.

NRCC does not provide copying services for outside agencies including not-for-profit organizations, professional organizations or churches. NRCC employees may request personal copies through the WPC staff at 10 cents per copy payable at the Business Office. Students may make personal copies on the coin-operated copier in the Library but not in WPC. Please do not allow your students to use your access code to make personal copies.

Other equipment provided in the Word Processing Center includes a folding machine that will quickly fold stacks of one-page documents into triple, double, 2-fold, or accordion folds. Multiple cutting boards are available for cutting thin stacks of paper. Three-hole punches

and staplers are also available. A networked high-volume laser printer is available for your network printing.

A coil bind machine and a plastic comb binding machine are used for documents that need to be bound. If you have a college document that needs binding, please talk with a staff member.

Please take advantage of the staff and equipment that NRCC provides to make your teaching more efficient. The Word Processing Center staff will be happy to assist you and provide instructions on how to use the equipment. Please come by to meet us.

Workforce Development and External Relations

New River Community College offers workforce development programs and activities through the office of Workforce Development. Customized and open enrollment offerings are designed to meet a variety of training and credentialing needs for employers and individuals.

Public Relations - The Office of Workforce Development and External Relations, 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 Public Relations staff before publication.

FACULTY RANK AND SALARY

Faculty Qualifications

These qualifications are stated in "Normal Minimum Criteria for Each Faculty," VCCS-29, as approved by the State Board for Community Colleges.

The minimum qualifications for lecturers are based on qualifications for the ranks 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 student engagement hours, at times convenient to students; and
4. Advisement of students.

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

Previous occupational experiences in business, government, industry, and the professions and previous educational experiences both inside and outside the VCCS.

Faculty teaching in the career/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 faculty's Annual Professional Development Plan;
- 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 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 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.

Degree Equivalency

The earned doctor's degree normally includes the Ph.D., D.A., D.Sc., and Ed.D., M.D., DNP, DMS, D.D.S., D.V.S., J.D., and D.P.T. The Chancellor may grant exceptions for other terminal degrees awarded by regionally accredited institutions.

For faculty whose effective employment date with the VCCS is July 1, 1995, or anytime thereafter, or for current employees who earn a master's or bachelor's degree on July 1, 1995, or anytime thereafter, only those graduate hours taken after the master's or bachelor's degree requirements are completed may be used to determine the appropriate level of compensation or to meet promotional requirements. For all other faculty, the equivalency factor of 30 hours for the master's degree will be continued.

At a minimum, other professional degrees are equivalent to the master's degree plus 24 graduate semester hours.

The Master of Fine Arts (MFA) degree is considered a terminal degree for faculty teaching in a field related to the degree. The requirement of the doctoral degree under columns one and two for such faculty will not be necessary; however, these faculty will still need to

satisfy the requirements of credits in the teaching field and the other requirements for promotion to upper ranks of the professoriate.
In considering college degrees for initial appointment, promotion, or recognition, the highest degree accepted for consideration must have been awarded by a college or university in good standing with a regional accrediting agency recognized by the U.S. Department of Education. Regional accrediting agencies include: Middle States, New England, North Central, Southern, North West and Western Commissions. If the highest degree is from a non-regionally accredited institution outside the United States, evidence must be presented showing that the faculty member has appropriate academic preparation and that the degree requirements are consistent with the academic rigor required of a regionally accredited institution. Foreign transcripts must be evaluated by a credential evaluation service approved by the National Association of Credential Evaluation Services (NACES). The evaluation will be considered by the college as a recommendation.

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 spirit and intent of the Faculty Development and Evaluation Plan is to provide a mechanism for investing in the professional growth, development, and performance of each faculty member. Faculty are expected to pursue high standards, challenging goals, and teaching excellence. They can expect that their dean/supervisor will provide them with guidance, support, encouragement, due recognition, and a fair assessment of their contributions to the college's mission. As a community, we honor those who have chosen to serve others, who share their passion and commitment for learning with others, and who lead the way by demonstrating their beliefs through continuous learning and improvement.

The Full-Time Faculty Evaluation Plan may be viewed at: NRCC Faculty Evaluation Plan.

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 = Full-time Rate (FTR)

Annual salary x 0.015 = Overload Rate (OR)

Summer Rate = (FTR x 75%) + (OR x 25%)

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 based on the overload rate calculation above.

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.

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 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 HR should check his/her personnel file to determine whether or not he/she satisfies the above criteria. The Director 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 Human Resources 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 HR Director, 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 administrator. 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:
The appropriate administrator will review the Faculty Data Sheet and Application Form of the faculty member.

1. The immediate supervisor of the faculty member will be invited to appear before the administrator to present appropriate material.
2. 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.
3. The administrator will review all information available and identify specific strengths and weaknesses or shortcomings.
4. 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 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, career, and technical areas must possess appropriate academic preparation or academic preparation coupled with work experience. The minimum academic degree for faculty teaching in professional, career 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. The effective date for all Appointment Contracts covers an appointment for the period of July 1 through June 30. The salary for nine-month faculty shall be in accordance with the established VCCS salary ranges. 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.

Active Period of Service shall be the time period in which most teaching faculty duties occur, and which corresponds with the academic or instructional calendar. The Active Period of Service for nine-month faculty is August 16 – May 15 with flexibility to accommodate programmatic or discipline needs. Leave benefits and leave policies apply during Active Periods of Service. (VCCS Policy Manual, Section 3 – Human Resources, 3.4 Faculty Contracting)

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.

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 Virginia Department of Human Resource Management.

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. References 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 and the State Board 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 online 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.

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. 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.

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.

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) workdays 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.

Non-Reappointment

For teaching faculty in their probationary year of employment or second or third year of service, the president shall notify in writing of the intent to non-reappoint or of any changes in the conditions of employment or special contingencies by March 15. For teaching faculty on multi-year appointments and other faculty, the president shall notify in writing of the intent to non-reappoint or of any changes in the conditions of employment or special contingencies by January 15. For administrative and professional faculty, the president shall notify in writing of the intent to non-reappoint or of any changes in the conditions of employment or special contingencies by January 15.

Reallocation

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.

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.

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 made. The salary should be adjusted up or down by 8% in direct relationship to the VCCS-18.

INSTRUCTIONAL RIGHTS AND RESPONSIBILITIES

Job Duties

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 workloads 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 student engagement 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 updating 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, and 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/Academic Program Coordinators

The cluster leaders/academic program coordinators report to the appropriate division dean. They are directly responsible for the following:

1. Collaborate with the dean for the management of the academic program, including scheduling and staffing of classes;
2. Lead curriculum review and development to ensure the currency and effectiveness of the program;
3. Ensure the timely development, approval, and offering of courses;
4. Serve as a representative and spokesperson for the program;
5. Facilitate meetings of the Curriculum Advisory Committee;
6. Lead the program in setting goals and outcomes;
7. Lead the program review process, including the annual assessment and reporting efforts to promote continuous improvement.

General Classroom Responsibility

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.

Program Review/Assessment

Faculty members will participate in program-level assessments each academic year with the aim of continually improving the College's educational programs and, as a result, student learning. Program coordinators and/or program committees will lead the assessment activities with direction from the College's assessment coordinator. The annual process involves the development and verification of program goals and related student learning and program vitality outcomes, as well as the identification of appropriate target outcomes and measurements. Faculty will use results and findings of the annual program assessment to drive improvement of the College's educational programs. Faculty serving as program coordinators and/or program committee members will be responsible for documenting these activities in NETSPACE (NRCC's planning software) and periodically presenting them to the President, Vice President for Instruction and Student Services, the assessment coordinator, and the director of institutional effectiveness.

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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 Advising Center 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 a change in curriculum or for any other reason, the recommendation should be made to the academic 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. advisement related to academic work;
3. conferring with the dean of student services or academic advisors concerning problems of advisees;
4. keeping an informal record of conferences with each advisee;
5. suggesting schedule changes;
6. recommending approval of requests for additional hours;
7. referring requests for course substitution to the appropriate dean;
8. recommending students for graduation upon certification of completion of course study.

Classes

Faculty teaching loads during the academic year shall include such combinations of day, evening, weekend, and online 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.

The college may also adjust a faculty teaching load 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 efforts 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.

Online Course Plans

NRCC Online Learning staff will provide faculty with the most recent online course plan, which includes the same description and SLOs as in-person courses, and request updates each semester.
Course plans are posted to Canvas and shared with the Division Offices.

Student Engagement Hours

Each full-time faculty member will submit to their division dean an individual plan for 10 student engagement hours per week. The 10 hours may include a mixture of:

1. Traditional office hours (specifying when faculty will be available in their office and at what site).
2. Virtual office hours (specifying how and when faculty will be available to students, such as Zoom, email, telephone, Canvas messaging, Microsoft Teams meetings or chat, etc.).
3. Involvement in student activities (study hall, club meetings, study groups, open

labs, etc.).
4. NOTE: Any “by appointment” hours need to be additional to the published 10 student engagement hours.

The faculty’s student engagement hours must be published on their syllabus and in their Canvas classes, as well as posted on their office doors and entered into CLAS for inclusion on the employee directory.

Please note that faculty should be available to students in some way 5 days a week and respond to student outreach within a reasonable amount of time (typically 24 hours, not including weekends). Additionally, faculty are committed to be available 5 days a week as needed for responsibilities beyond teaching (such as committee meetings).

Textbooks

Textbooks are selected by instructors in cooperation with other members of the department. Deans or cluster leaders/program coordinators are responsible for coordinating textbook selections and placing orders with the bookstore. The Vice President for Instruction and Student Services 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 may make necessary arrangements for a faculty substitute or an alternative online assignment or activity. For an extended absence (beyond three days) because of imperative personal reasons, a temporary replacement will be arranged by the appropriate dean.

Examinations

A final exam period is scheduled at the end of each academic semester. During this period, all regular day class meetings are canceled and students follow the final exam schedule. Exam schedules are available on the college website.

Students are expected to take their examinations at the regularly scheduled times. No exceptions will be made without prior permission from the dean and the instructor of the course.

Final Grades

Faculty are responsible for posting grades to the Student Information System (SIS) 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.

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. Instructions 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, 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 businesses, 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.

Grading System

The grades of A, B, C, D, and S are passing grades. Grades of F and U are failing grades. A grade of I is an interim grade. 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. In assigning the "I" grade, the faculty member must complete documentation that includes the reason for assigning the grade, the work to be completed and its percentage in relation to the course work, date by which work must be completed and the default grade (B, C, D, F, U) based upon work completed. Completion dates may not be set beyond the last day of a subsequent semester without written approval from the Vice President for Instruction and Student Services.
P-Pass	No grade point credit; to be used at the discretion of the college as stipulated in the Pass/Unsatisfactory grading option.
S-Satisfactory	No grade point credit; applies only to developmental classes, noncredit classes, and certain contract courses at the discretion of the college.
U-Unsatisfactory	No grade point credit; applies only to developmental classes, noncredit classes, and certain contract courses at the discretion of the college.
W-Withdrawal	No credit. A grade of "W" is awarded to students who withdraw from a course after the add/drop period but prior to the completion of 60 percent of the session. After that time, the student will receive a grade of "F" except under approved documented mitigating circumstances. 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. Students desiring to change from audit to credit or from credit to audit must do so within

the add/drop period for the course session.

The assignment of grades is the responsibility of the instructor. No grades may be given by an instructor other than those listed previously. All grades should be entered in the Student Information System (SIS) by the grades due date listed in the academic calendar.

Please Note: To protect students' privacy, grades cannot be posted using names, student identification numbers or social security numbers.

Grade Change Policy

The policy established by the Virginia Community College System states that each college shall establish and maintain a detailed "Grades Plan" for reporting and recording grades and changing existing grades. The follow procedure should be followed for all faculty requesting a grade change after the conclusion of the semester:

Changes to students' grades after the conclusion of a semester (with the exception of incomplete "I" grades) are only permitted when an instructor error resulted in the incorrect grade being posted. Instructor errors include miscalculation of a grade and/or posting of an incorrect grade. Grade change requests may be emailed to Sheila Hart, Interim Manager of Admissions and Records. Additionally, grade change request forms are available in the Admissions and Records Office.

Requests must include the following information:

- Student Name
- Student ID Number
- Course Number and Section
- Semester/Year
- Incorrect Grade
- Correct Grade
- Reason for the Error

Please note: Grade change requests which occur more than one year after an incorrect grade was posted must be approved by the Academic Dean and the Vice President for Instruction and Student Services.

Shared Governance

New River Community College is committed to shared governance as a means for fostering collaboration among the administration, faculty, staff, and students. The shared governance model provides a framework through which the college may achieve its mission to "give everyone the opportunity to learn and develop the right skills so lives and communities are strengthened."

Institutional decision-making at NRCC is supported by a system of College Standing Committees whose purpose is to focus on specific duties and make recommendations. Standing committees are intended to meet the ongoing needs of the college; other ad hoc committees (e.g., task forces or innovation teams) may be established for a limited time period to review timely issues and make recommendations. The Faculty Assembly and Support Staff Assembly are organizations that also support decision-making processes at the College.

Standing Committees/Duties

All full-time faculty are required to serve on at least one Standing Committee, and faculty may request appointment to specific committees. The College president approves all appointments. In some cases members are directly appointed to the committees by the president.

The current Standing Committees at NRCC are as follows:

- Academic Calendar
- Academic Integrity
- Academic Standards, Scholarship, and Financial Aid
- Behavioral Intervention Team
- Campus Beautification
- Curriculum and Instruction
- Emergency Management Planning Team
- Faculty Evaluation
- General Education
- International Education
- Safety
- Student Activities
- Student Conduct
- Threat Assessment Team
- Transfer Degrees Program

<u>Academic Calendar</u>

1. Develop the yearly academic calendar, including examination schedules, in-service, and other special days as needed.
2. Identify the next two years of graduation ceremonies and schedule all graduation ceremonies for the three academic divisions.
3. Recommend additional procedures for handling inclement weather as needed.
4. Recommend activities for the annual fall/spring workshop.

Academic Integrity

1. Develop and then annually review an NRCC academic integrity expectations statement to be published in college documents, including course plans.
2. Recommend best practices in revising pedagogy; using technology; designing assignments and assessments; and navigating college processes to minimize the likelihood of integrity violations and advise deans on implementation of these best practices.
3. Recommend best practices for educating students about academic integrity expectations and advise deans on implementation.
4. Annually review the academic integrity section of the student handbook and recommend revisions as necessary.

Academic Standards, Scholarship, and Financial Aid

1. To aid in the process of developing and improving the academic advising and registration procedures.
2. To assist the Financial Aid Office as necessary, including serving as the review panel for financial aid appeals.
3. To promote and evaluate student loan and scholarship programs.
4. To aid in determining recipients of scholarships and student awards.
5. To review and assist in the selection of students for special awards and scholarships as they are established by the college.
6. To aid in the recognition process of determining students who are not capable of completing a program and recommending alternative programs where they may be successful.

Behavioral Intervention Team

1. Serve as a resource for the College community in addressing student behavioral issues.
2. Develop and review policy which addresses aberrant or threatening student behavior.
3. Provide educational opportunities for faculty and staff about managing aberrant or threatening student behavior.
4. Gather information about select situations and assess the need for intervention.
5. Provide support to faculty and staff for dealing with difficult student behavioral situations.
6. Make recommendations to the emergency coordination officer (ECO) regarding special student situations and aberrant student behavior.

Campus Beautification

1. Review existing facilities and suggest improvements for beautification.
2. Coordinate interior design efforts (such as developing standardization of colors for interior paint, furniture selection, and so forth).
3. Suggest renovation projects.
4. Provide advice on plans for enhancing the physical appearance of offices, hallways, or other indoor facilities.
5. Provide advice to appropriate personnel regarding the overall condition of college facilities, including routine maintenance and cleanliness.

Curriculum and Instruction

1. Review faculty members' proposals for new courses, and new and revised curricula, and recommend approval, disapproval, or modification of the proposals to the Vice President for Instruction and Student Services.
2. Study and present a system for the primary purpose of improvement of instruction.
3. Analyze curricular needs and issues relating to academic quality.
4. Communicate curricular developments.
5. Review the course offerings of the college annually and remove from the catalog and the college curricula those courses which are out-of-date.
6. Assist beginning instructors in improving classroom presentations, developing course outlines, grading procedures, and evaluation methods.
7. Maintain a constant evaluation of the needs of the faculty members in terms of instruction in audio-visual techniques, academic computing, instruction in testing, and assistance in faculty advising, etc.
8. Examine resource allocation for instructional programs and recommend any appropriate modification to new models.

Emergency Management Planning Team

1. Develop and maintain a master calendar of emergency planning/management activities.
2. Meet quarterly to review progress toward completion of planning/management activities.
3. Assist in communicating activities to the campus community.
4. Prepare required plans and reports including Continuity of Operations Plan (COOP), Crisis and Emergency Management Plan (CEMP), Annual Security Report (ASR).
5. Assist with other specific functions as requested by the interim vice president for finance and administrative services.

Faculty Evaluation/Promotion and Multi-Year Appointment

1. To review and certify the faculty who are eligible for multi-year appointments and notify appropriate faculty.
2. To review and certify the faculty who are eligible for promotion to a higher rank and notify appropriate faculty.
3. To study current practices regarding promotions and make recommendations for policy and procedural changes as necessary.
4. To review annually and recommend a merit pay plan for annual faculty salary increases when changes are needed.
5. To review current literature and records relating to faculty evaluation and develop recommendations for appropriate changes in New River Community College's teaching faculty evaluation plan.

General Education

1. Annually review the results of general education assessments.
2. As needed, recommend steps and strategies to improve the general education curriculum with the help of the general education sub-committees.
3. Recommend process and measurement changes to better capture evidence of student learning.
4. Provide input to the Assessment Specialist for the SACSCOC 5-year and 10-year narratives on general education.
5. Provide input to the Assessment Specialist for the annual SCHEV report/website

content.

International Education

1. To foster understanding of international concepts and issues so that students can be well prepared for employment, life, and citizenship.
2. To recommend curricular changes and programs that address international/intercultural issues.
3. To recommend extra-curricular programs that address international and intercultural issues.
4. To aid in the promotion of knowledge, understanding, and appreciation of other peoples and cultures.
5. To perform other specific duties as assigned by the Vice President for Instruction and Student Services.

Safety

To review the college's compliance with state and federal regulatory law.

1. Review the NRCC Safety Program and recommend revisions.
    1. Assist in the implementation of the safety plan.
    2. To review college safety policies and procedures and recommend changes as necessary.
    3. To advise and assist the college's Safety Officer as necessary.
    4. To advise and assist in the collecting and reporting of data/information for compliance with the Clery Act.
    5. To assist the Affirmative Action Officer and the Title IX Officer with policies and processes and as needed during audits, on-site evaluations by outside agencies, reporting requirements, etc.
    6. As needed, collaborate with the Student Conduct Committee on policies and procedures related to regulatory compliance.

Student Activities

1. To assess New River Community College students' social, cultural, recreational, and extra-curricular needs, with particular emphasis on meeting the needs of adult, disadvantaged, and evening students.
2. Review and analyze student needs assessment data and make recommendations for student activities program development.
3. To assist in establishing college and community linkages essential to implementing student activities programs and services.
4. To review and recommend changes in student disciplinary and grievance procedures to the Chair of the Student Conduct Committee where necessary.
5. Review and make recommendations regarding revisions in the Student Handbook.
6. To serve in an advisory capacity to staff advisors and students to ensure that publications are of high quality and in good taste.
7. To assist in the development of an effective plan for the on-campus and off-campus distribution of student publications.
8. To assist in the understanding of problems that affect student retention.

Student Conduct

1. Review and/or refine policies and procedures related to student conduct on an annual basis.
2. Develop suggestions for assisting faculty in understanding and dealing with disruptive student behavior.

3. Develop suggestions for helping faculty prevent student misconduct before it occurs.
4. Ensure that, as federal and state laws emerge or change regarding civility on campus, our policies are modified to remain congruent with those laws.
5. Collaborate with the Safety Committee on policies and procedures related to regulatory compliance.

Threat Assessment Team

1. Serve as an advisory body to the president, under the direction of the College's emergency coordination officer (ECO).
2. Respond quickly to possible circumstances and behaviors indicating a potential risk to any person or persons on campus.
3. Determine if a realistic threat is present and act accordingly to establish policies and procedures and best practices.
4. Implement assessment, intervention, and action policies and procedures related to individuals or groups whose behaviors may present a campus threat.
5. Serve as the College's violence prevention committee and, as such, develop educational programs aimed at reducing or eliminating violence on campus.
6. Review annually all campus bans.
7. Work with the Behavioral Intervention Team to manage individual cases.

Transfer Degrees Program

1. Establish academic program goals for the transfer program that are consistent with the college's mission and goals.
2. Set appropriate student learning outcomes (SLOs) for the transfer program that are consistent with program goals.
3. Determine assessment measures.
4. Set target outcomes.
5. Review data and assessment results and findings.
6. Develop action plans for continuous improvement based on results/findings.
7. Make recommendations to the appropriate dean and Vice President for Instruction and Student Services for program changes.
8. Monitor program review and assessment requirements from the VCCS, SCHEV, and SACSCOC and review/revise plans and procedures accordingly.

BENEFITS

Group Life Insurance

All classified state employees are enrolled in the group life insurance plan administered by the Virginia Retirement System (VRS) at no cost to the employee. This plan provides life insurance and accidental death and dismemberment insurance during your employment.

The amount of your life insurance coverage for death from natural causes is your annual salary rounded to the next highest thousand, then doubled. The benefit for accidental death is double the natural death benefit.

Through a plan also administered by VRS, active insured employees may purchase optional life insurance for themselves, their spouses, and their minor children. Premiums are paid through payroll deduction. In some cases, some coverage may be continued into retirement.

Health Insurance

When an employee is hired, he or she has a specified length of time to decide whether to enroll in the state's health insurance program or to waive coverage. The state's program, administered by the Department of Human Resource Management, includes hospitalization, medical, mental health, dental, surgical, prescription drug, and other coverage. An employee may choose membership for employee only, membership for employee and one dependent or family membership for the employee and two or more dependents. The employee's portion of the premium is paid by payroll deduction. The state contributes a monthly amount toward the cost of this benefit for employees in full-time status.

Employee Assistance Program

The Virginia Employee Assistance Program (EAP) offers help to employees and their family members who need counseling and treatment referrals for alcohol and substance abuse problems and for various personal difficulties, including legal, financial, and relationship concerns. The employee or family member may seek these services directly, or a supervisor may encourage an employee to use EAP resources because of employment issues that may be adversely affecting work performance. All services are provided under strict guidelines of confidentiality. EAP services are available to all state employees enrolled in the Commonwealth's health care plan and their covered family members.

Virginia Sickness and Disability Program (VSDP)

All classified employees hired on or after January 1, 1999, are enrolled in VSDP. The chief purpose of this program is to provide income replacement to employees when they are unable to work because of short-term (up to 125 workdays) or long-term illness or disability.

VSDP Short-term Disability Benefits - Short-term disability coverage provides income replacement of 100, 80, or 60 percent of creditable compensation, depending on length of service, accrued leave, and duration of the disability. Short-term disability coverage is available for illness or injury lasting more than 7 calendar days but not more than six months. After a seven-calendar day waiting period, short-term disability coverage

provides income replacement at varying levels for up to 125 workdays depending on the employee's length of state service as shown in the following table:

VSDP Short-Term Disability Benefits are listed below.

Months of Service	Workdays at 100% Income Replacement	Workdays at 80% Income Replacement	Workdays at 60% Income Replacement
Fewer than	5	20	100
60 – 119	25	25	75
120 – 179	25	50	50
180 or more	25	75	25

VSDP Long-term Disability - After short-term disability benefits have been exhausted, you may be eligible for long-term disability benefits. Long-term disability coverage provides income replacement of 60 percent of creditable compensation for illness or injury lasting more than six months. Enhanced benefits (80% income replacement) are available for catastrophic illness or injury. The program provides incentives for members to return to work and participate in rehabilitation programs. If an injury is work related, the disability benefits are integrated with workers' compensation coverage. Long-term disability benefits are adjusted for inflation. Long-term benefits expire when the member is no longer disabled or normal retirement age which is age 65. At age 65, members would receive the normal VRS retirement benefit based on the last salary earned, adjusted for inflation.

Virginia Retirement System

As a new Virginia college faculty member engaged in teaching, administration or research, you are eligible to choose between the Optional Retirement Plan for Higher Education (ORPHE) Plan 2 and the Virginia Retirement System (VRS) Hybrid Retirement Plan. Your employer notifies VRS of your hire date and VRS sends you an eligibility letter with directions on using your myVRS account to select a plan. If you do not select a plan within the 60-day election window based on your hire date, you will be covered by the VRS Hybrid Retirement Plan.

Workers' Compensation

If you incur a work-related injury or illness, you may be eligible for benefits under the Workers' Compensation Act. In addition, the Commonwealth provides employees covered by the Virginia Personnel Act benefits to replace lost income and to compensate for certain permanent losses to the body. Workers' Compensation benefits include a return-to-work program to help employees resume productive activity. Procedures and benefits may vary depending on whether you are in the Traditional Sick Leave program or in the Virginia Sickness and Disability Program (VSDP). It is important to report a work-related injury as soon as possible. Your Human Resource office can help you with this process.

Leave Plans (Paid or Unpaid)

The Commonwealth provides various leave time to employees for a variety of reasons. The various types of leave are outlined below. In general, all leave must be scheduled in advance and approved by your supervisor. Ask your supervisor about your agency policies and procedures for scheduling, taking and reporting leave.

Sick Leave

There are two sick leave plans for salaried employees. Employees hired before January 1, 1999 were able to choose either the College Sick Leave Plan or the Virginia Sickness and Disability Program. All full-time employees hired after January 1, 1999 are required to participate in the Virginia Sickness and Disability Program.

College Sick Leave Plan

Classified employees who elected to stay with the College Sick Leave Plan accrue 5 hours of sick leave at the end of each pay period. Sick leave is used during periods of illness or disability or for absences due to medical appointments. Employees have access to 48 hours of accrued sick leave to use for absences for the illness or death of an immediate family member.

Virginia Sickness and Disability Program (VSDP)

Sick leave, under the Virginia Sickness and Disability Program, may be used throughout the calendar year for absences due to personal illness, injury and for doctor visits when disability benefits are not payable; and may not be used during periods when short-term or long-term disability benefits are paid. Sick leave is credited during the first year of employment for new employees based on the first date of employment as follows:

Sick leave for new and re-employed full-time employees is credited as shown below:

Employment Begin Date	Sick Leave Hours
January 10 – July 9	64 Hours
July 10 – January 9	40 Hours

In subsequent years, sick leave is credited on January 10, and the amount of sick leave depends on total months of state service as shown below:

Months of State Service	Sick Leave Hours
Fewer than 60 months	64 Hours
60 – 119 months	72 Hours
120 or more months	80 Hours

Unused sick leave may not be carried forward from one calendar year to the next, nor will employees be paid for any unused leave when they leave employment.

Eligible employees may use up to 33% of their available sick leave balance for absences for

family illness or disability that are covered by the Family and Medical Leave Act (FMLA).

Family and Personal Leave

In addition to sick leave, you will be credited with family and personal leave each calendar year. Family and Personal leave may be used for absences due to personal and family reasons, as well as for personal illnesses or injuries, with the approval of your supervisor.

Family & Personal Leave for New and Re-employed Full-time Employees

Employment Begin Date	Family & Personal Leave Hours
January 10 – July 9	32 Hours
July 10 – January 9	16 Hours

In subsequent years, family and personal leave is credited on January 10, and the amount of sick leave depends on total months of state service as shown below:

Months of State Service	Family & Personal Leave Hours
Fewer than 120 months	32 Hours
120 or more months	40 Hours

Unused family and personal leave may not be carried forward from one calendar year to the next, nor will employees be paid for any unused leave when they leave employment.

Parental Leave

It is the policy of the Commonwealth to provide paid parental leave to enable the employee to care for and bond with a newborn or child under the age of eighteen (18) newly-placed for adoption or for foster or custodial care. This paid leave may be used in combination with other benefits.
The purpose of this policy is to provide eligible employees with up to eight (8) weeks (320 hours) of paid parental leave to be used within six (6) months of the birth of an infant or adoptive, foster, or custodial placement of a child under the age of eighteen (18). Employees who become parents via birth, adoption, or foster or custodial care and meet the following criteria: • Employee is in a full-time, quasi-full-time, or part-time salaried (classified or “at will”) position upon the birth or placement of the child. • Employee must be eligible for Family and Medical Leave (FML): o Must have been employed by the Commonwealth for a minimum of twelve months in the past seven years AND o Must have worked for at least 1,250 hours in the previous 12-month period. Eligibility determinations are made as of the date that the child is born or placed via adoption or foster or custodial care. An employee who is not eligible for parental leave on the date of birth or placement may become eligible during the following six (6) months and access parental leave once he/she meets the eligibility requirements. If both parents work for the Commonwealth and meet the eligibility criteria, each is entitled to up to 320 hours of parental leave. Review Policy 4.21

Lactation

Purpose: The purpose of this policy is to support employees who wish to continue breastfeeding when they return to work. Lactation Activities: Breastfeeding and expression of milk by mothers for their children. Lactation Area: Location for expressing breast milk and breastfeeding. Expression of Milk: The initiation of lactation, by manual or mechanical means, for the designated employees’ child. All employees of the VCCS are covered by this policy for one year after the birth of their child. While students are not covered by this policy, they may use lactation locations but must provide their own means of expressed

milk storage. Colleges will establish reasonable break times, a location for employees to express breast milk for their nursing child or breastfeed a child, and an opportunity and location in which to store expressed milk.

1. Reasonable Break Time to Express Milk or to Breastfeed a Child. A reasonable break time is determined by the need of the employee to pump at work. Break times cannot be accumulated or banked by an employee for use at another time. An employee shall, if feasible, take the break time to express milk at the same time as the break times or meal periods that are otherwise provided. The nursing employee must be completely relieved from duty or the time spent pumping must be counted as hours worked for the purposes of minimum wage and overtime requirement. If an employer already provides paid break time and if an employee chooses to use that time to pump, they must be compensated in the same way that other employees are compensated for break time. If a lactation area, as identified below, is not within close proximity to the employee's work area, the time taken to travel to and from the location may not be included as part of the break period. Close proximity is defined as within walking distance of the employee's work area so as not to appreciably shorten the employee's break time or meal period. Employees may request an adjustment to their work schedule to complete their normal work hours when necessary. Employees may need to seek adjustments break times (duration and frequency) over the course of the covered period of time. Any adjustments should follow the procedures set forth herein, including documenting agreed upon adjustments.
2. Lactation area- College locations selected as lactation areas must meet the following criteria: A separate room or other location shall be provided to ensure privacy while expressing breast milk. A private location is a place with an electrical outlet and seating, other than a public restroom or toilet stall, shielded from view and without intrusion by other employees or the public. The room or location should contain, at a minimum, a chair, a small table, desk, counter, or other flat surface, and an electrical outlet. Acceptable lactation areas include the following if the employee can express milk shielded from view and without intrusion by other employees or the public: The employee's work area, A room connected to a public restroom, such as a lounge, A child care facility where the employee can express milk shielded from view and without intrusion by other employees or the public; or an empty or unused office or conference room.
3. Lactation Area Signage. Signage must designate that a location is a lactation area. The signage must also be able to indicate that a room is/or is not in use. At a minimum, the signage may be placed on the door handle.
4. Storage of Expressed Milk. An employee may bring a cooler or other container to work to store expressed milk. The supervisor is responsible for ensuring there is adequate space in the employee's general work area to accommodate the cooler or container. If the college allows employees access to refrigeration for personal use, an employee may use the available refrigeration for storage of expressed milk. The College is not responsible for ensuring the safekeeping of expressed milk stored on college property nor is it liable for the loss or damage of the employee's personal equipment and/or supplies.
5. College Responsibilities- Colleges will establish lactation areas that meet the criteria set forth in this policy. The availability of lactation areas will be made known through appropriate publications and on the college website.
6. The Human Resource Office and supervisors may inform employees of the availability of lactation areas before they take leave associated with the birth of a child. Supervisors or appropriate designated staff should meet with employees prior to or

after returning from leave associated with the birth of a child to discuss lactation location(s), milk storage area(s), and time needed to express milk or breastfeed a child. Schedule adjustments must be documented. The College will assess the work environment to ensure there are no risks to the employee or to child(ren) if the employee is having a child brought to the worksite for breastfeeding.

7. Employee Responsibilities- Employees will notify the supervisor and the Human Resource Office no later than seven (days) prior to the need to use the lactation areas. This timeframe will allow the supervisor or manager to assess the work environment. While all requests will be honored, without the seven days advance notice access may be delayed. Employees are required to store all expressed milk in closed, clearly labeled containers, regardless of the method or location of storage. Employees are responsible for their own supplies and equipment beyond what is afforded in the lactation area under Personal supplies and equipment include, but is not limited to bottles, sterilizing equipment, storage containers, and breast pumps.
8. The Human Resource Office will provide policy and procedural interpretation and resources, address concerns and complaints regarding policy implementation, and provide consultation services for supervisors and employees. Review Policy 3.14

Leave to Provide Community Service

As an employer, the Commonwealth supports employee's responsibilities to their children and communities through Community Service Leave with up to 16 hours of paid leave per leave year. Parents are encouraged to participate in school activities through the high school level. All employees are encouraged to volunteer through community organizations to perform direct services in child development and to provide voluntary "hands-on" services as part of an organized community service project. Contact HR to learn how this leave type may apply to you.

Military Leave

Employees who are members of the Commonwealth's militia (including National Guard) are granted paid military leave while providing military service when called forth by the Governor. Employees who serve in the National Guard, Naval Militia, or a branch of the military reserve are entitled to as much as 15 days of paid military leave for federally funded training or active duty per federal fiscal year. Employees called to more than 15 days of active federal duty in a federal fiscal year may use accrued leave balances in order to remain on the state payroll. Employees who exhaust their leave balances or who choose not to use them for military duty may be placed on Military Leave Without Pay status.

In compliance with federal requirements, employees are guaranteed reinstatement to their original position or a comparable position for up to five years of cumulative military service, with certain exemptions to the five-year cap. If you are a member of the National Guard or a military reserve unit, you may want to review your benefits under the Uniformed Services Employment and Reemployment Act (USERRA). Some state benefits continue for all or part of a term of military leave, as detailed in Policy 4.50.

Emergency/Disaster Leave

Employees with specific, needed skills may receive up to 80 hours of paid leave to give requested assistance in officially declared disaster areas, typically in cases of large-scale flood, fire, ice storm, or a similarly destructive natural event. To qualify for this leave, the services provided must not be within the regular job duties of the called employees. In

addition, employees who are the victims of major disastrous events, such as destruction of their primary residence, are sometimes eligible for paid leave under this policy. Employees called to provide emergency service through active duty in the military or National Guard are covered by the Military Leave policy 4.50.

Leave to Donate Bone Marrow or Organs

Employees may use up to 30 workdays in a calendar year to donate their bone marrow or an organ and to recover from the procedure.

Leave Without Pay

In certain situations, you may ask for or need to be placed in a Leave Without Pay (LWOP) status. This status preserves some benefits of employment and permits reinstatement of other benefits if you return to paid status. LWOP does not separate you from state service, and many benefits are not affected, especially if the period of LWOP is not long. In order to avoid unintentional LWOP, you should learn to manage your paid leave carefully. Employee-initiated LWOP must be approved by your agency.

Leave Without Pay may be Unconditional (reinstatement to the pre-leave position is guaranteed) or Conditional (reinstatement will occur only if the pre-leave position remains available).

Family and Medical Leave Act

The Commonwealth complies with the federal Family and Medical Leave Act of 1993 (FMLA) in providing leave with or without pay to eligible employees for situations defined in that Act. State policies and procedures apply to many situations covered by FMLA. Because FMLA is a designation rather than a separate type of leave, an employee may also use other kinds of leave while in FMLA leave status. An eligible employee on FMLA leave continues to receive the state contribution to health insurance, and FMLA provides reemployment rights to employees under certain conditions. Employees may use up to 33% of their sick leave to cover absences for family illness or disability covered by FMLA.

Educational Leave and Educational Assistance

Employees may be allowed leave time to take courses related to their work. This may be with full, partial, or no pay, and/or tuition payment. Financial assistance for costs related to such courses is sometimes available from the employees' agency. Educational Assistance Agreements often include work obligations. Agencies develop the details of their own policies in this area, so consult with your agency Human Resource office and see your agency's policies for further explanation of these programs.

New River Community College embraces professional development as an important function in support of the college's mission. Classified employees in a full-time permanent position may obtain tuition assistance for courses taken which are work-related. Tuition will be reimbursed for up to six (6) credit hours per semester.

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;
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

1. 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.

Alternative Dispute Resolution and Grievance Procedure

Dispute Resolution Principles - This policy provides ways to resolve all workplace matters whether they are informal concerns and complaints or unresolved disputes that result in formal grievances.

1. This policy applies to Teaching and Administrative/Professional faculty.
2. Adjunct faculty may access the procedure through the mediation step (Step 2).
3. Some of the principles that govern these matters are that most issues can be resolved quickly, informally, and at the lowest level of the organization if proper protocols are followed.
4. The information in this policy empowers faculty with the proper information and guidance to advance a concern in a healthy manner that is designed to address and resolve workplace concerns quickly and effectively. It also allows for a subsequent review of matters that are not immediately resolved.
5. The intent of the policy is to address faculty concerns as quickly as possible.

    a. Faculty must initiate the informal resolutions process within thirty (30) calendar days of the date of the occurrence, whether or not the concern rises to the level of a grievance.
    b. Failure to promptly initiate the appropriate procedure under this Policy could result in the loss of relevant evidence and witnesses that could inhibit appropriate resolution.

Informal Mediation and Formal Procedures
It is expected that most workplace concerns will be resolved informally. When informal procedures are followed but issues remain unresolved, mediation procedures will typically address these atypical matters. After informal procedures are followed and exhausted, the remaining concerns may proceed through a voluntary mediation process or to a formal grievance. Employees are highly encouraged to participate in the voluntary mediation process.

To this end, the VCCS has established the following Alternative Dispute Resolution (ADR) Procedure:

Step 1 – Informal Concerns Procedure
Step 2 – Voluntary DHRM Mediation Process
Step 3 – Formal Grievance Process

1. All complaints, except for non-reappointment or dismissal, must proceed through Step 1 with the option of going through Step 2 – Voluntary DHRM Mediation or proceeding on to Step 3 – Formal Grievance Process if the basis of the complaint qualifies for Step 3.
2. For non-reappointment or dismissals, immediately proceed with Step 3, if eligible to do so.

Step 1 – Informal Concerns Procedure
Most workplace concerns are resolved through open and effective communication and utilizing an open-door policy. Most workplace concerns are the result of lack of information, lack of communications, or inadvertent oversights.

1. When a faculty member has a dispute with a co-worker, it is usually best first to communicate and share concerns directly with that individual.
2. If the issue is unresolved, the employee should bring the matter to the attention of the supervisor/dean or the supervisor/dean of the other party. Likewise, if there is a concern about an organizational policy or practice, the faculty member should bring the matter to the attention of the immediate supervisor/dean.
3. If the supervisor/dean(s) involved are unable to resolve the matter, the matter should be brought to the attention of the next level leader. These actions must be completed before taking the matter to the mediation step.
4. Informal Concerns Procedures conclude at the level of the vice president/executive. It is an appropriate protocol to inform the supervisor/dean or other official that one disagrees with the resolution of a matter before taking the matter to the next level.
5. In the event that the vice president/executive has a conflict, the president may assign another vice president/executive to hear the matter.
6. Although it is advised that a faculty member first start with the faculty member's supervisor, there is no restriction on a faculty member speaking directly to the appropriate official whose duties and responsibilities include the area that forms the basis for the complaint and who can aid in resolving the complaint; for example, meeting with human resources about a pay issue, meeting with the facilities director about a parking issue or asking a vice president about an academic policy.

    a. An open-door policy means that specific matters that are under the purview of a particular official can and should be brought to the attention of that official without regard to one's position, level, or reporting location in the organizational structure.
    b. The official involved may refer the faculty member involved to a workplace policy, protocol, or procedure as a means of addressing the matter.
    c. If the official can advise the faculty member that there is an established protocol designed to address the type of concern in question, the faculty member is obligated to follow the established protocol or procedure.

7. If the matter is related to harassment or discrimination, that matter will be investigated and addressed in accordance with federal and state law and applicable state policies.

Step 2 – DHRM Voluntary Mediation Process

When informal procedures have been followed and have not resolved the matter at hand, the next step can be taken to address a workplace concern. This step is the Department of Human Resources Management's (DHRM) Voluntary Mediation Process.

1. Mediation is a confidential and voluntary process by which participants, with the assistance of mediators, share perspectives, identify disputed issues, develop options, consider possible solutions, and seek to reach a mutually acceptable resolution to their dispute. Participants in mediation make informed and deliberate decisions to resolve past problems and discuss future

relationships directly. Employees are highly encouraged to utilize the DHRM Mediation process.

a. To access the Mediation process, the employee should contact their Agency Workplace Mediation Coordinator, in most cases, Human Resources.
b. See Employment Dispute Resolution for more information.
c. Information is confidential and will not be shared with the college/agency unless the parties agree.
d. Concerns must be submitted for mediation within thirty (30) days of the matter not being resolved at the informal procedures step.

Step 3 – Formal Grievance
A formal grievance is a last resort resolution of workplace concerns that have not been resolved through informal or mediation methods.

1. Grievances are restricted to serious unresolved workplace concerns involving adverse personnel actions that materially affect a full-time teaching or administrative/professional faculty member's employment.
2. Matters eligible for the formal grievance process include overall performance evaluations, multi-year appointment determinations, promotion, disciplinary suspension, non-reappointment, dismissal, and academic freedom.
3. Decisions regarding the selection of interim appointments are not eligible for the formal grievance process.
4. Per current DHRM and VCCS policy, all complaints of retaliation, whistleblowing, and discrimination will be investigated.

Important Note: Except for in the cases of non-reappointment or dismissal, to be eligible for the Formal Grievance Process, employees must first exhaust step 1 of the Alternative Dispute Resolution procedures.

Part 1 – Filing a Written Grievance

A. The first step of the formal grievance process is filing a written grievance with the appropriate executive within fifteen (15) business days of the conclusion of the informal process or voluntary mediation or from the date of the non-reappointment or dismissal.
   1. If applicable, the grievance must include a summary of the informal complaint procedures followed, a concise explanation of the basis for the grievance, and the remedy(ies) requested.

B. The executive shall review the grievance file and will have ten (10) business days to respond to the parties to notify them of the next steps in the process, whether those steps are meetings, a fact-finding, or other appropriate actions.
   1. Both parties will have the opportunity to present additional information they feel is relevant to the grievance. This process is not an evidentiary hearing.
   2. Unless there is good cause for a delay, the executive should provide a written response to the party(ies) of the grievance within 30 calendar days of receipt of the grievance.
   3. Either party shall notify the other party of any unforeseen delays in writing, as soon as possible. The decision shall include findings of facts and the rationale for the decision.

Part 2 – Appellant Process

A. The second and final step of the Formal Grievance Process is an appellant process. Either party may request a review by an ad hoc grievance panel or the college president.

B. The requesting party must include a summary of the prior proceedings, a concise explanation of the basis for the appeal, and the remedy(ies) requested.

C. If selected, the role and function of the grievance panel is to determine whether the challenged action is within policy and the authority of the person taking the action.

1. Panels may not exceed the scope of the purpose for which the panel was established.
2. The ad hoc panel will review the record, read and review statements from the grievant and college representative(s), review the policies and procedures of the institution, and deliberate as appropriate.
3. The panel will provide a written report of the findings of fact, rationale for its determination(s), and a recommendation to the President.
4. The President may accept or reject the recommendation of the ad hoc panel. If the President rejects the recommendation(s), then the President must provide a written basis for rejecting the panel's recommendation(s).

D. If a panel is not selected, the President must follow the same procedures as set forth above in terms of scope, review of the information, and deliberation, and then must issue a written report of the findings of fact, rationale for the President's determinations and the President's decision. The disposition determined by the college president (whether upon the recommendation of an ad hoc panel or not) is deemed the final adjudication of the matter at hand.

E. The written request for an ad hoc panel or presidential review must be made within ten (10) business days of receiving the executive's ruling in Part 1.

1. The president will have fifteen (15) business days to convene the ad hoc panel once the ad hoc grievance panel has met.
2. The ad hoc panel will have ten (10) business days to make a recommendation to the president.
3. The president will have up to ten (10) business days to provide a written determination of the appeal to the party(ies) involved.

F. If the president is selected to review the matter, he/she will have fifteen (15) business days to provide a written determination of the decision.

G. An attempt will be made to complete the grievance process at Part 2 within 30 business days, unless good cause exists to delay.

Appeal for Discretionary Review

A. In all alternate dispute resolution and grievance procedures, the determination of the college president is final.

B. In exceptional circumstances, a faculty member may appeal to the Chancellor, through the Associate Vice Chancellor for Human Resources, for an additional discretionary review.

1. A discretionary review is not automatic, and the Chancellor's Office can choose to either review the matter or allow the college president's action to stand.

2. To petition the Chancellor, the appellant must file a written request within twenty (20) calendar days of receipt of the final decision by the president.

a. The written request must include a summary of prior findings

through the informal and grievance processes, a concise explanation of the basis for the petition for further review, justification of the exceptional nature of the request, and the remedy(ies) requested.
b. If a discretionary review is granted, the Chancellor or designee shall communicate the process and timeline for reviewing that matter to the parties involved.

Discrimination

This policy does not apply to equal opportunity or legal considerations such as discrimination, retaliation, harassment, or whistleblowing. In accordance with DHRM and VCCS policies, such complaints will be investigated and addressed in accordance with all relevant policies and laws.

Other Policy Considerations

1. Executive – The appropriate vice president, provost, or vice chancellor.
2. Administrative Process – All of the elements of the alternate dispute resolution and grievance policy and procedures are administrative processes; they are not legal processes. Therefore, attorneys are not allowed to participate at any level of the process.
3. No Retaliation – Nothing should infringe upon a faculty member's ability to express a concern, complaint, or grievance and no action should be taken against a faculty member for pursuing a redress of the faculty member's concerns. This ability is protected by policy and in many cases, by law.
4. Privacy and Confidentiality – There is an expectation of privacy and confidentiality in the handling of all personnel matters and all communication should be treated as such. The parties involved in a concern, complaint, or grievance should make every effort to abide by the spirit and intent of the privacy and confidentiality of the process and all who are involved.
5. Ad Hoc Grievance Panel Composition – Ad Hoc Grievance panels are usually five randomly assigned members and should have a composition that reflects the complainant. If a teaching faculty member is the complainant, there should be three teaching faculty members and two administrative or professional faculty members; if an administrative or professional faculty member is the complainant, there should be three members of that group on a five-member panel.
6. Associate Vice-Chancellor – The interpretation and administration of the process and procedures governing the Alternative Dispute Resolution and Grievance policy rests solely with the Associate Vice Chancellor of the VCCS System Human Resources office.
7. President or Vice President/Executive Parties to a Dispute – When a vice president/executive is a party to a formal grievance, the matter can start with Part 2 of the Formal Grievance Process upon completion of the informal process. When the president is party to a matter – such as a complaint from a direct report – the matter can be forwarded to the Chancellor's Office by the college's chief human resources officer on behalf of the complainant.

Faculty Assembly

The purpose of the Faculty Assembly is to participate as an advisory body in the formulation, implementation and review of institutional policy and to provide the means for the faculty to initiate action on matters with which it is directly concerned.

Persons eligible to become members in the Faculty Assembly shall consist of those members of New River Community College who are permanent, full-time teaching personnel whose primary appointment is an academic rank in a teaching discipline. Full-time teaching faculty below the rank of Division Dean will be eligible for membership. Others eligible to become members include non-teaching persons holding faculty rank who are not supervising faculty. Part-time faculty members who teach six or more credit hours per semester may be a part of the Faculty Assembly, if they desire.

The functions of the Faculty Assembly are as follows:

1. To accept and share responsibility with administration and students in all efforts to improve the stature and the usefulness of the College.

2. To consider policies, programs and other matters as the administration, student organization, and individual faculty may propose.

3. To express opinion on College affairs as the Faculty Assembly deems appropriate and necessary.

4. To afford channels and procedures whereby communications within the College may flow freely, fully and systematically.

5. To establish within the laws applicable to New River Community College an effective means for advising and responding to the Administration, the College Board and the State Board on college affairs.

MISCELLANEOUS TOPICS

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.

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 HR 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.

Alcohol and Other Drugs

The Commonwealth intends to maintain a workplace free from the adverse effects of alcohol and other drugs. Employees are forbidden to use these substances at the workplace or to come to the workplace while under the influence of these substances. In addition, employees are expected to notify their supervisors if they are convicted of violating any criminal drug law, either within or outside the workplace, or if they are convicted of violating any alcohol beverage control law or law that governs driving while intoxicated, based on conduct occurring in the workplace. Violation of policies related to these matters can result in serious disciplinary action including termination.
Because of the nature of the work, some agencies require drug testing before a final employment offer is made. Some positions may also require ongoing random drug testing and/or as-needed drug or alcohol testing.

Children on Campus

Children who are not registered for classes are not permitted in classrooms and/or laboratories.

Unsupervised children, whether children of students, faculty, staff or visitors, are not permitted on campus, or other college sites.

All children under the age of 18 (with the exception of NRCC dual enrollment students) must be accompanied by a parent or guardian to check out library materials or use library computers.

Civility in the Workplace

It is the policy of the Commonwealth to foster a culture that demonstrates the principles of civility, diversity, equity, and inclusion. In keeping with this commitment, workplace harassment (including sexual harassment), bullying (including cyber-bullying), and workplace violence of any kind are prohibited in state government agencies.

You should consult your Human Resources office if you have concerns in this area. Incidents of harassment, bullying, workplace violence or retaliation should be reported immediately through appropriate channels in your agency.

Correspondence

Appropriate college letterhead is provided for all official college correspondence. The quality of expression, the accuracy of spelling and punctuation, and the general appearance of college letters give the recipients a mental picture of NRCC. The college, as a teaching institution, is expected to employ persons who use good English, who can spell or properly use the dictionary, who have knowledge of sentence structure, and who take pride in the quality of their work.

Electronic Communications and Social Media Usage

The purpose of this policy is to ensure the appropriate, responsible, and safe use of electronic communications and social media by employees. Electronic communication tools may include networked computers, email, voicemail, cell phones, smart phones, any other similar system, and new technologies as they are developed.

Agency provided electronic communications tools are the property of the Commonwealth and are provided to facilitate the effective and efficient conduct of State business. Users are permitted access to the Internet and electronic communications tools to assist in the performance of their jobs. Some users may also be permitted to access and use social media to conduct agency business.

Personal use means use that is not job-related. In general, incidental and occasional personal use of the Commonwealth's electronic communications tools including the Internet is permitted as long as the personal use does not interfere with the user's productivity or work performance, does not interfere with any other employee's productivity or work performance, and does not adversely affect the efficient operation of the Commonwealth's systems and networks. Personal use of social media that refers to any aspect of the work environment should be done in a responsible and professional manner.

Certain activities are prohibited when using the Commonwealth's Internet and electronic communications media or using social media in reference to the work environment. Employees who engage in prohibited activities may be subject to disciplinary action. Prohibited activities include, but are not limited to:

- Any use that is in violation of applicable local, state, and federal law.
- Accessing, uploading, downloading, transmitting, printing, posting, or storing information with sexually explicit content as prohibited by law (see Code of Virginia §2.2-2827).

- Accessing, uploading, downloading, transmitting, printing, posting, or storing fraudulent, threatening, obscene, intimidating, defamatory, harassing, discriminatory, or otherwise unlawful messages or images.
- Installing or downloading computer software, programs, or executable files contrary to the Virginia Information Technology Agency's (VITA) Information Security Policy, Standards, and Guidelines.
- Accessing, uploading, downloading, transmitting, printing, communicating, or posting access-restricted agency information, proprietary agency information, sensitive state data or records, or copyrighted materials in violation of agency or state policy.
- Using proprietary agency information, state data or records, and social media to locate agency customers for personal reasons.
- Posting information or sending electronic communications such as email using another's identity.
- Permitting a non-user to use for purposes of communicating the message of some third party individual or organization.
- Posting photos, videos, or audio recordings taken in the work environment without written consent.
- Using agency or organization logos without written consent.
- Texting, emailing, or using hand-held electronic communications devices while operating a state vehicle.

Emergencies

When an emergency occurs, the Security Office should be notified immediately concerning the nature and location of the emergency. This office will then notify the fire department, police, rescue service, or appropriate college personnel, as necessary. If security personnel are not available, the Switchboard Operator should then be contacted.

Employee Service Recognition

If you make State employment your career, you may receive periodic Service Awards for your years of service. NRCC employees are an important part of what makes our college special. NRCC recognizes employees who have reached milestones in their service to the State of Virginia.

Service time is based on total service with State agencies, whether broken or continuous. However, neither part-time employment, purchased service or refunded service count toward this service time. The first award is presented at the five-year mark and repeated at five-year intervals thereafter. Awards presented to employees include engraved certificates and an item of choice from a designated gift list provided by the State of Virginia. New River Community College recognizes eligible employees annually.

Externally Funded Programs

In all instances of external funding, New River Community College shall maintain full financial control of all elements of project implementation. While appropriate regulations of external agencies must be followed, in no instance shall external funding take precedence over institutional governance. Project directors are responsible for following all state and institutional regulations and policies regarding fiscal control and other matters. It shall be the policy of New River Community College to refuse or return external funds should the institution's own best interests be threatened by any relationship based on external funding. In addition, the following provisions of this policy shall be observed:

- The president of New River Community College is authorized on behalf of the institution to apply for and to accept gifts and grants made to the institution.
- Prior to their submission, grant proposals must be routed for administrative review and approval. This includes review by the appropriate functional area manager and the Vice President for Workforce Development and External Relations.
- No proposal shall be submitted to any funding authority without the signature of the president or designee.
- All grants must be consistent with the college's mission.
- The project director of each externally funded project shall provide copies of the submitted proposal, award letter, and reports to the funding agency to the Vice President for Workforce Development and External Relations for appropriate review and retention.
- All gifts and grants must be administered in accordance with the requirements of the granting agency. In addition, appropriate fiscal control must be exercised in accordance with the provisions of the Commonwealth Accounting Policies and Procedures Manual and the policies of the Virginia Community College System as articulated in the VCCS Policy Manual.

Fundraising Activities (Administrative Control)

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 Executive Director of the NRCC Educational Foundation shall report to the President of New River Community College.
2. Both the President and the Executive Director of the NRCC Educational Foundation shall serve as full voting members of the New River Community College Educational Foundation.
3. The President of New River Community College shall serve as the Secretary of the NRCC Educational Foundation.
4. All fundraising or investment management activities of the College or the Foundation shall take place with the oversight of the President of New River Community College.
5. All investment management activities of the College or the Foundation shall take place with the oversight of the President of New River Community College and the Executive Director of the Educational Foundation.
6. The Executive Director of the NRCC Educational Foundation shall be evaluated annually by the President of New River Community College.
7. On an annual basis, the President of New River Community College and the President of the NRCC Educational Foundation shall sign a memorandum of understanding outlining the Foundation's respective responsibilities.
8. All policies of the Virginia Community College System shall be observed in managing the fundraising activities, including both those of the College and of the NRCC Educational Foundation.

Gifts, Gratuities, and Rewards

As a state employee, you are in a position of public trust. Therefore, you may not accept gifts, gratuities, favors, or rewards for any services you perform in connection with state employment other than from the agency where you work. Likewise, it is unlawful for

employees to solicit, offer, or accept money or anything of value in exchange for appointment or selection to a position at a higher salary, or for special privilege with any state agency. Violation of this policy will be handled through the Standards of Conduct.

Holidays

New River Community College observes the below holidays. Full-time employees are paid for these holidays.

New Year's Day (January 1)
Martin Luther King Day (third Monday in January)
Memorial Day (last Monday in May)
Juneteenth (June 19)
Independence Day (July 4)
Labor Day (first Monday in September)
Thanksgiving Day (fourth Thursday in November)
Day after Thanksgiving Day (fourth Friday in November)
Christmas Day (December 25)

The Governor or the President of the United States may designate additional holiday time. When a holiday falls on Saturday, it will be observed on the preceding Friday; when a holiday falls on Sunday, it will be observed on the next Monday.

Employees required to work during a holiday in order to maintain necessary services will be compensated in accordance with New River's overtime policy.

Intellectual Property Ownership (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."

Intellectual Property Ownership (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."

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.

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 Interim Vice President for Finance and Administrative 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.

News Releases

All news releases concerning any of the college's activities should be made through the Office of Relations and Marketing, 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 Office of Public Relations and Marketing so that a news release might be prepared. All faculty members are encouraged to take advantage of the Office of Public Relations and Marketing.

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.

Public Accountability Statement

State agencies are public institutions supported by the Commonwealth of Virginia, a public employer committed to serving the interests of the taxpayers and accountable to them for the effective use of public funds. Therefore, it is the policy of the Commonwealth that employees are not paid for time that they do not work, unless they use leave time, such as annual leave or sick leave, accrued under human resource policies. You will be placed on Leave Without Pay, and your paycheck for that pay period will be reduced, if you are absent from work for personal reasons or because of illness or injury, even for periods of less than one day, if you do not use accrued leave because (1) you do not request use of accrued leave or your request is denied, (2) your accrued leave has been exhausted, or (3) you request leave without pay.

If your position is exempt from the overtime provisions of the Fair Labor Standards Act (FLSA), there will be no deductions from your compensation for periods of absence from work of less than one day, except for the reasons and circumstances specifically described in the preceding paragraph or for infractions of safety rules of major significance.

Keys

Keys will be issued by Facilities Services. No key should be duplicated or loaned to another person. Master keys will be issued to those administrators who have a requirement for them.

Lost and Found

All personal articles found on college grounds are stored in the Security Office. They may be claimed through appropriate demonstration of ownership.

Mail
Individual mailboxes are provided for administrators, full-time staff, full-time faculty and wage employees. All memos and other mail will be placed there. Personnel are asked to check their mailboxes daily to ensure efficient communication within the college.

Nepotism
The Code of Virginia (§ 2.2-3106) prohibits (as a conflict of interests) supervision by an employee or a member of his or her immediate family. Immediate family includes the spouse and any other person residing in the same household as the employee who is dependent of the employee or of whom the employee is a dependent. (See the Conflict of Interests Act in the Code of Virginia, § 2.2-3100 and following.)

Office Closings
When weather conditions or an emergency situation forces late openings, early closings, or full-day closings of state agencies, full-time employees may be paid for these periods. Decisions regarding such closings rests with our Vice President for Instruction and Student Services, in consultation with our Director of Facilities Services.

Closing decisions normally are announced on local radio and television stations. Be sure you know the radio or television stations that will announce closings in your area. Closing announcements also appear on the NRCC website. You are responsible for knowing this information and acting accordingly.

NRCC Alert relays accurate and timely notifications of the information you want and need to know—straight from the college. With NRCC Alert, you control how you're contacted—whether it's on your cell, work or home phone, via text, email or voice message. You can receive up-to-the-minute notifications about events and emergencies that affect you as a student or other stakeholder at NRCC. Please register at NRCC Alert.

Parking
Vehicle parking decals are issued at no charge by the Security Office. All vehicles must be registered at the Security Office. Handicapped parking decals are available for persons with special needs.

Pay Periods
Standard pay periods for full-time employees are the 10th through the 24th of a month and the 25th through the 9th of a month. All full-time classified employees are paid twice a month, on the 1st and 16th of a month. When paydays fall on weekends or holidays, direct deposits normally are made the last workday before the regular pay date. Ask your supervisor about your agency pay schedule.

New state employees are required to participate in direct deposit. Tax liens, court orders and garnishments are honored as directed by state and federal law. An employee may be charged a fee for processing certain garnishments.

Personal Appearance
As an employee of the Commonwealth, you should come to work dressed and groomed appropriately for your working conditions. Your agency may apply more specific requirements for dress and grooming based on their business needs.

Political Activity

State employees may not campaign for themselves or for anyone else during work hours, nor can they use state equipment or resources for political activities. Further, no employee is to be rewarded or discriminated against in any way for participating or not participating in political activities outside of the workday and workplace. Before beginning any political activity, you should determine whether such activity violates the Virginia Conflict of Interests Act.

The political activities of employees in state agencies that are funded in whole or in part by federal loans or grants are subject to the conditions of the Hatch Act, a federal law limiting political activities of government employees. If you are in a position that receives any federal funds, you may not:

- stand as a candidate for any public or political party elective office in a partisan election (one in which any candidate runs as representative of a political party whose presidential candidate received electoral votes in the preceding presidential election);
- directly or indirectly coerce, attempt to coerce, command or advise a state or local officer or employee to pay, lend or contribute anything of value for political purposes; or
- use official authority or influence to interfere with, or to influence, the results of an election or nomination for office.

Privacy of Records

Your personnel record, maintained by your employing agency, is the property of the Commonwealth. The Virginia Freedom of Information Act (FOIA) provides that an employee may have access to information contained in his or her personnel records with the exception of mental and medical records when the treating physician has indicated that a review of such records might be injurious to the employee's health. The contents of an employee's personnel file may be disclosed to third parties only as provided in the Virginia Freedom of Information Act, the Privacy
Protection Act, and Policy 6.05, Personnel Records Disclosure.

If you apply for credit of any kind that will require a credit check or other investigation, you may give written authorization to the Human Resource office to release the needed information.
Employees having access to student information must follow the below:

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 flowers be sent to other persons or in instances other than those cited above.

The president's administrative assistant will take care of this matter as necessary. Other employees are encouraged to keep the President's Office informed of situations where condolences would be in order.

Purchasing Guidelines

Any procurement must be approved by your immediate supervisor and entered into the State purchasing system known as eVA. All purchase orders will be routed to the VCCS Shared Services Center for approval and processing. These guidelines can be found at: Shared Services Procurement.

Security Assistance

Security assistance may be requested by calling the Security Office at extension 3646 (on campus), 540-674-3646 (off campus), 540-674-3600 ext.: 4443 or 0 for the college information center. The Security Office is located at the main entrance of Godbey Hall, across from the Godbey Welcome Center.

Each campus building and the NRV Christiansburg site are equipped with First Aid Kits and Automated External Defibrillators (AEDS). The college is not equipped to provide medical services on campus. Nevertheless, individuals who have minor injuries and are in need of bandages and antiseptic may find first aid supplies at the following locations:
Godbey Hall: Business Office and Information Desk
Martin Hall: Library and Student Lounge (counselor's office)
Rooker Hall: Advising Center (upper level) and Facilities Services (lower level)
Edwards Hall: Workforce Development and Room 125
Christiansburg Site: front desk

AEDS are available for use as needed and designed to prevent unintentional administration. All Security officers and selected personnel located near the AED storage have been trained to use the devices. For more information go to NRCC Emergency Preparedness.

Sexual Harassment Policy

New River Community College will not tolerate sexual misconduct in any form. Please visit VCCS Policy Manual for policies and procedures regarding sexual misconduct. Incidents of sexual harassment, misconduct or violence should be reported to the college's Title IX Coordinators. The Title IX Coordinator for Students is Tammy Smith, whose office is located at Rooker Hall 268, and may be contacted by phone at 540-674-3600, ext. 4203 or by email at tsmith@nr.edu. The Title IX Coordinator for Employees is Mrs. Stacie Whitlock, whose office is located at Godbey Hall 13, and may be contacted by phone at 540-674-3600, ext. 4310 or by email at swhitlock@nr.edu.

Smoking

The Commonwealth of Virginia promotes a productive and cooperative working environment. No special rights are granted to smokers or nonsmokers. Employees must

strive to assure that any personal habits do not interfere with the effective production of work and must adhere to regular break times. Some agencies have established smoke-free or tobacco-free buildings or parts of buildings. Smoking is not permitted in any portion of any NRCC building.

State Vehicle Use

State cars are reserved through the Help Desk. Keys are provided by the security office.

Driver's License - Anyone driving a state-owned vehicle must have a valid driver's license.

Moving Violation Reporting - Each employee is required to report any moving violation that occurs in a state-owned vehicle to their supervisor within 3 business days. Failure to do so may result in disciplinary action and may lose their privilege to operate a state-owned vehicle.

General Operation - Drivers should practice defensive driving by anticipating and observing the actions of other drivers and controlling the vehicle in a manner so as to avoid accidents. When operating the vehicle be aware that averting your eyes from the road may cause an accident. Use ‘best judgment’ when changing climate control settings, using the radio, or accessing other settings on the vehicle’s dashboard. All drivers should perform a walk around visual inspection of a state vehicle prior to moving. Smoking, to include vaporizers and electronic cigarettes, and the use of other tobacco products are prohibited in any state-owned vehicle.

Official Use Only - Drivers shall use state-owned vehicles for official state business only. Drivers guilty of misuse are subject to disciplinary action and may lose their privilege to operate state-owned vehicles. Vehicles are to be operated in a manner which avoids even the appearance of impropriety.

Relatives - Family members of state employees are prohibited to ride in state-owned vehicles unless the family member’s travel is directly related to official state business.

Hourly (part-time) State Employees – NRCC permits hourly employees to operate or ride in state-owned vehicles if on official business for NRCC. Individuals not employed by the state may accompany state employees operating state-owned vehicles when they have an interest in the purpose of the trip and their presence is directly related to official state business.

Hitchhikers and Pets - Hitchhikers and pets are not allowed to ride in any state-owned vehicle. Service dogs are allowed.

Cellular Phones or Handheld Devices - Cell phones, smart-phones, GPS, or other electrical devices must be operated via a hands-free device or while the vehicle is in park. Any other use such as text messaging or emailing is prohibited while the vehicle is in drive and/or in motion.

Eating - Eating food is prohibited while driving a state-owned vehicle.

Compliance with Motor Vehicle Laws - It is the responsibility of each individual driver to observe all motor vehicle laws of Virginia. Drivers must not knowingly operate vehicles that do not comply with legal requirements.

Alcoholic Beverages and Drugs - Under no circumstances may a state employee operate a vehicle while under the influence of intoxicating beverages, drugs or other substances. Conviction of such offenses will result in the loss of the privilege of a state-owned vehicle. No state vehicle may be used to transport alcoholic beverages unless it is operated by an employee of the Alcoholic Beverage Control Board or other law enforcement personnel in the performance of their official duties.

Firearms - In accordance with Department of Human Resource Management Policy 1.80, no person should possess, brandish or use a weapon that is not required by the individual's position in a state vehicle.

Driving Under Adverse Weather Conditions - Drivers who drive a state-owned vehicle during adverse weather conditions are cautioned to take extreme care to ensure the safety of drivers and passengers.

Parking and Storage- Individuals are responsible for secure and safe storage and parking of vehicles. Vehicles shall not be driven home or left on residential streets or highways overnight unless it is necessary due to mechanical failure or emergency or if you have received approval from the State Fleet Administrator.

Use of Seatbelt - All state employees who drive or occupy the front seat of state vehicles 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.

Employees who fail to comply with any of the above regulations will be committing a Group I offense and be subject to a Written Notice as described under the Standards of Conduct policy.

Travel Expenses

The VCCS has uses Emburse (a Travel and Expense System - formerly known as Chrome River). All travel reimbursements must be processed through Emburse and may be accessed by logging in to My Accounts from the NRCC webpage.

All overnight travel must be pre-approved within Emburse prior to travel. These pre-approvals are automatically routed to the appropriate manager for approval.

Training videos and training documents are provided to help you understand and navigate the new system. Please visit Shared Services Travel and Expense to access the training material.

CONTAGIOUS DISEASE POLICY

1. Scope

The policy applies to all members of the College community, including students and employees, as well as all visitors to the College's campuses and facilities, including contractors, vendors, and guests.

2. Policy Statement

New River Community College is committed to maintaining, to the extent reasonably possible, a safe environment for all students and employees (the "College community"). The purpose of this policy is to help prevent the spread of contagious diseases through measures that focus on safety, prevention, and education. As needed, New River Community College will make available to its College community information about the transmission of diseases and precautions that infected persons should take to prevent the spread of disease. New River Community College will rely on information and guidance issued by the Centers for Disease Control and Prevention ("CDC"), the Virginia Department of Health ("VDH") and local public health officials.

This policy is not intended to cover common illnesses, such as colds and viruses, or upper respiratory infections.

3. Definitions

Contagious disease: an infectious disease that is spread from person to person through casual contact or respiratory droplets, which may lead to an epidemic or pandemic and threaten the health or safety of the Campus community. These diseases include but are not limited to: tuberculosis (TB), measles or German measles (rubella), certain strains of hepatitis and meningitis, as well as SARS and certain strains of influenza. Other potentially less serious infectious diseases, such as chicken pox, seasonal flu, and pneumonia will be addressed on a case-by-case basis.

Epidemic: the occurrence in a community or region of cases of an illness clearly in excess of normal expectancy.

Pandemic: a disease epidemic that has spread across multiple continents or worldwide.

4. Procedures

Persons who know or have reason to believe they are infected with a contagious disease that, according to public health officials, creates a risk of death or significant injury or impairment, must stay home and notify appropriate College personnel, e.g., instructor(s) or immediate supervisor. They also should contact their healthcare provider and advise the local health department. They must follow the directions of the local health department to prevent the spread of infection and to protect their own health. The Director of Human Resources (employees) and the Dean of Student Services (students) will serve as the point(s) of contact between the local health department and the College.

4.1. Students

Students who know or have reason to believe they are infected with a contagious disease that poses a direct threat to the health or safety of others, i.e., creates a risk of death or significant injury or impairment, must stay home and notify the Dean of Student Services and/or their instructor(s).

Faculty or staff who suspect a student is exhibiting symptoms of a contagious disease shall report what they have observed to the Dean of Student Services but may not take any other direct measures with respect to the student. The Dean of Student Services may send students home if they exhibit or report experiencing symptoms of the contagious disease. Failure to follow the Dean of Student Service's instructions will be considered a violation of the student Code of Conduct and may result in disciplinary action.

Before returning to the College, students who reported having, or have been diagnosed as having a contagious disease must be free of all symptoms of the disease for at least seven (7) days since the date of the first report or diagnosis, or as otherwise recommended by a healthcare provider, the VDH, CDC, or other public health officials. The College may require students to provide written documentation from a healthcare provider or local health department that the student may return to campus safely, unless state officials advise agencies to not make such requests, in which case students may return after the appropriate period as established by public health officials.

Students have a responsibility to stay in contact with faculty/instructors regarding their absence and missed class assignments and should contact the Dean of Student Services if they have any difficulties or concerns. The College will provide reasonable accommodations as requested and required by law.

4.2. Employees

Employees who know or have reason to believe they are infected with a contagious disease that poses a direct threat to the health or safety of others must notify their immediate supervisor and the Director of Human Resources that they have symptoms associated with the disease. Employees should stay home or leave the workplace if symptoms occur while already present at work. Supervisors have the authority to send employees home if they exhibit symptoms of a contagious disease while at the workplace. Employees will be charged sick or annual leave if sent home.

Before returning to the College, employees who have been diagnosed as having a contagious disease as listed above must be free of all symptoms of the disease for at least seven (7) days since the date of the first report or diagnosis or as otherwise recommended by a healthcare provider, the CDC, or other public health officials. Employees must provide written documentation from a healthcare provider that the employee may return to work safely, unless state officials advise agencies to not make such requests, in which case employees may return following the appropriate period as established by public health officials.

Employees must comply with all policies and procedures related to sick leave and supervisor notification regarding their ability to return to work. The College will provide reasonable accommodations as requested and required by law.

Failure to follow a supervisor's directive is considered insubordination and is subject to formal disciplinary action under the Department of Human Resource Management's ("DHRM") Standards of Conduct or faculty human resource policy.

When the State Health Commissioner and the Governor of the Commonwealth of Virginia declare a Communicable Disease of Public Health Threat as defined in Section 32.1-48.06 of the Code of Virginia, employees, pursuant to DHRM Public Health Emergency Leave Policy (Policy No. 4.52), are permitted or required to attend to the medical needs of

themselves and immediate family members and will be afforded up to the maximum hours of paid leave per leave year as established by DHRM for this purpose.

4.3. College

Should any disease reach a pandemic stage, the College will rely on information and guidance from local and state health officials to provide appropriate information to the College community. College officials may temporarily close the College or its campuses, if such closure serves the best interest of the College community.

New River Community College will inform the College community of plans to provide continuity of operations that will minimize disruption to campus operations. Such continuity measures may include requiring and/or permitting employees to transition to temporary telework through a telework agreement; modifying or shifting responsibilities and duties based on College needs and access to the campus; or modifying or altering normal working hours and schedules. Other measures may include implementing new safety and sanitary measures at the workplace based on current and applicable recommendations by the VDH, CDC or any other state or federal agency, and in compliance with any Executive Orders issued that would require such measures. Students and employees will be notified of specific measures and may be asked to acknowledge receipt and understanding of those measures as well as agreement to abide by them.

The College will consult with local and state health officials to provide any specific instructions for individuals returning to the College following infection of a contagious disease.

4.4. Visitors, Guests, Contractors, and other Third Parties

The College reserves the right to limit access to its facilities to any third parties (visitors, guests, contractors, etc.), in the event of an epidemic, pandemic or any outbreak of a contagious disease that alters normal business operations. The College may institute additional safety measures based on the recommendations of public health officials that would be applicable to third parties visiting or working on campus.

4.5. Confidentiality

No person, group, agency, insurer, employer, or institution should be provided any medical information without the prior specific written consent of the student, employee, or other College community member unless required or allowable under state and/or federal law. Furthermore, all medical information relating to contagious diseases of students and employees will be kept confidential, according to applicable state and federal law. Medical information relating to contagious diseases of persons within the College community will only be disclosed to responsible college officials on a need-to-know basis.

4.6. Non-Discrimination/ Harassment

Discrimination or harassment of employees having or regarded as having a contagious disease is prohibited.

4.6. Sanctions

Students who fail to comply this policy and applicable state and federal laws are subject to sanctions in accordance with the Student Code of Conduct.

Employees who fail to comply with all applicable New River Community College, VCCS, and DHRM policies and procedures, and applicable state and federal laws are subject to

formal disciplinary action.

5. Authority
DHRM Policy 4.52, Public Health Emergency Leave
VCCS Policy 6.0.8.1, Contagious Diseases