

FOREWORD.....	3
Message from the President.....	3
Message from the Provost and Vice President for Academic Affairs.....	3
NON-DISCRIMINATION POLICY.....	4
STATEMENT OF MISSION.....	5
ADJUNCT FACULTY SELECTION.....	7
JOB DESCRIPTION-ADJUNCT INSTRUCTIONAL FACULTY.....	8
CONTRACTS.....	9
COMPENSATION.....	10
COLLEGE CATALOG.....	11
ROUTINE DIVISIONAL DUTIES.....	11
Checking Mailboxes.....	11
Student Phone Calls.....	11
Meeting Deadlines.....	12
Timely and Regular Class Attendance	12
Room or Time Changes.....	13
Keys.....	13
INSTRUCTIONAL INFORMATION – PROCEDURES.....	13
Class Cancellation.....	13
Lesson Plans and Syllabi.....	13
Course Coverage.....	14
Homework and Writing Assignments.....	14
Laboratory Reports.....	14
Tests.....	14
Class Attendance.....	15
Disruptive Student Policy.....	15
Academic Dishonesty.....	15
Class Hours.....	16
Activity Periods.....	16
Special Class Activities.....	16
Availability to Students.....	16
Workplace Violence Prevention.....	16
Regents OnLine Degree Program – RODP.....	17
STUDENT EVALUATION AND REPORTING REQUIREMENTS.....	17
Class Rosters.....	17
FINAL EXAMINATION/FINAL GRADES.....	18
Grading System.....	18
Posting Grades.....	19
INSTRUCTOR EVALUATIONS.....	19
INSTRUCTIONAL SERVICES.....	19
Computer Resources.....	19
E-Mail.....	20
Textbooks and Other Supplies.....	20
Typing.....	20
Printing and Copying Facilities.....	20
Multiple Copies for Classroom Use.....	21

Copyright for the Campus Community.....	21
Prohibitions.....	21
SECURITY	22
Security.....	22
Emergency Medical Assistance.....	22
FACILITIES.....	23
Library Directory.....	23
Library Hours.....	23
Audiovisuals.....	24
Books.....	24
Checking Out Books.....	24
Library Instruction Classes.....	24
Reference Service.....	25
Reserving Books For Use By Your Classes.....	25
LEARNING RESOURCES.....	26
BUSINESS OFFICE, RECORDS OFFICE, AND CHILD DEVELOPMENT CENTER.....	28
CAMPUS BOOKSTORE.....	28
CAREER PLANNING AND COUNSELING CENTER.....	29
DISABILITIES SUPPORT SERVICES.....	32
FINANCIAL AID OFFICE.....	32
MISCELLANEOUS.....	32
Inclement Weather Procedures and Policies.....	32
Campus Parking.....	32
Campus Telephone System.....	33
Faculty and Staff Professional Development.....	33
Faculty Meetings.....	33
Director of Plant Operations.....	34
Safety.....	34
Campus Food Services.....	34
CLOSING COMMENT.....	34
LEXICON OF TERMS.....	34
APPENDIX.....	44
SEXUAL AND RACIAL HARASSMENT POLICY.....	44
SEXUAL HARASSMENT COMPLAINT FORM.....	51
WORKPLACE VIOLENCE PREVENTION GUIDELINE.....	52
ACADEMIC INTEGRITY.....	57
ACADEMIC INTEGRITY VIOLATION REPORT	63
ADJUNCT FACULTY POSITION DESCRIPTION.....	64
EVALUATION OF ADJUNCT FACULTY FORM.....	65

FOREWORD

The faculty and staff of Chattanooga State are its greatest assets. Our **adjunct faculty** constitutes a valuable part of our college, bringing us not only academic excellence, but also fresh viewpoints on the profession, the community, and the world. Both full-time and adjunct employees are involved in serving the educational needs of the people in this community and representing the institution we serve. This **HANDBOOK** has been prepared to assist you in understanding the College, its mission, and its operation.

The **HANDBOOK** contains information on the objectives of Chattanooga State, your responsibilities for instruction, and important facts for your day-to-day teaching. Securing a current Chattanooga State Catalog from your administrative office will help you to become familiar with the many programs and offerings at our college. We want your teaching experience at Chattanooga State to be a rewarding one, both personally and professionally.

MESSAGE FROM THE PRESIDENT

Dr. James Catanzaro

In a single generation, Chattanooga State has become recognized as one of America's premier community colleges—dynamic, innovative, a leader in an unusually wide variety of disciplines, technology rich, exceptionally responsive to its business and industrial community as well as to its students, a living laboratory for the development of more effective teaching-learning strategies, and **above all**, a college whose quality is certified by graduates who are fully employable and who excel in advanced studies. We look to our adjunct faculty to offer instruction that reflects the current workplace and to encourage student success. **We welcome you to Chattanooga State – a national leader in technical and further education, and a key asset for the tri-state area.**

MESSAGE FROM THE PROVOST AND VICE PRESIDENT FOR ACADEMIC AFFAIRS

Dr. Fannie Hewlett

Chattanooga State is a dynamic, ever-evolving institution that offers students the opportunity to become excellent. Using innovative teaching methodologies, flexible scheduling, and technology integration, the faculty sets its standard for student success both in the classroom and in the workplace. The professional and support staff join with the faculty to provide a caring environment in which students can thrive. The faculty, staff and administration welcome you to our family. We believe that there is no better place to start your career path than at Chattanooga State. *THE POWER IS IN THE DIPLOMA!*

NON-DISCRIMINATION POLICY

Chattanooga State Community College is an equal opportunity/affirmative action institution and welcomes applications for employment and educational programs from all individuals regardless of age, race, color, religion, sex, national origin, or status as a disabled veteran or veteran of the Vietnam Era. Chattanooga State Community College is nondiscriminatory on the basis of sex in its educational programs and activities, including employment of personnel and admission of students to the College as required by Title IX of the Educational Amendments of 1972 and by rules and regulations based thereon and published as 45 CFR, part 86. Chattanooga State Community College complies fully with the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.

Harassment - Sexual or Racial

Any Chattanooga State student or employee who has reason to feel he or she has been affected by discrimination or harassment contact:

Affirmative Action Officer
CBIH Building – 232-D
Chattanooga State Community College
4501 Amnicola Highway
Chattanooga, TN 37406-1097
(423) 697-4457

Please refer to [TBR Guideline P-080 - Harassment - Sexual or Racial](#) and the appendix in this handbook for further information.

Disabilities Support –see page 32: Any person having questions about services and facilities for persons with disabilities should contact:

Disabilities Support Services
Student Center, Room 113
Chattanooga State Community College
4501 Amnicola Highway
Chattanooga, TN 37406-1097
(423) 697-4452

To file a complaint regarding ADA compliance, contact:
Human Resources, CBIH-232-D, 697-4457

Tennessee Uniform Administrative Procedures Act

The purpose of this policy is to provide a basis for uniform procedures to be used by the Central Office for the hearing of cases which may be subject to the Tennessee Uniform Administrative Procedures Act, Title 4, Chapter 5, Tennessee Code Annotated.

For further information, please refer to [TBR Policy 1:06:00:05 - Uniform Procedures for Cases Subject to the Tennessee Uniform Administrative Procedures Act](#).

STATEMENT OF MISSION

Chattanooga State Community College is nationally recognized for curricular innovation, use of technology in instruction, care for students and responsiveness to the community. Chattanooga State is a comprehensive, regionally accredited community college in the State University and Community College System of Tennessee. Founded in 1965, Chattanooga State offers a wide array of programs and services including the following:

- Degree and certificate study for career preparation and advancement
- Transfer study leading to the associate degree
- Non-credit coursework (including CEU study)
- Transitional Studies (reading, writing and basic mathematics)
- Adult Basic Education/G.E.D. preparation
- Technological and vocational training
- Career orientation
- Cultural diversity training and awareness
- Environmental education

Chattanooga State graduates have workplace knowledge and written and oral communication, computational, critical thinking, listening, teamwork and computer competence; and they have been taught the qualities of good character and citizenship. Chattanooga State serves a six-county area of southeast Tennessee and bordering counties of north Georgia and Alabama as an open-entry postsecondary institution offering over 50 majors of study toward these degrees and certificates:

- Associate of Arts
- Associate of Science
- Associate of Applied Science
- Technical Certificates
- Institutional Certificates

Chattanooga State is committed to area economic and community development, the use of advanced technologies in instruction, life-transforming support services based on a culture of care for all students and employees, and maintaining an environment of learning where high academic standards and personal integrity are prized. Chattanooga State affords equal opportunity to all eligible persons regardless of age, race, religion, sex, veteran status, national origin or disability. Chattanooga State is also committed to these important objectives:

- Selecting and supporting faculty and staff members known for the following: superior teaching, applied research and professional service; the integration of technology into instruction and service; and the encouragement of all employees to practice their professions, grow personally and professionally and create community awareness of their capabilities.

- Assisting the community by providing educational programs and services that are of high quality, timely, created through scholarly program design and based on citizen and student surveys and studies.
- Instilling a desire for lifelong learning and a love of knowledge in all members of the College family.
- Offering caring support for all students through counseling, support groups, financial aid, career planning and advisement, library facilities, laboratories, tutoring, co-curricular activities and sports and recreation.
- Ensuring that all of these mission elements are accomplished through the careful utilization of resources – utilizing strategic planning, financial controls, employee professional development, public-private partnerships and alternative funding.

Chattanooga State delivers its programs and services at many sites in its Service Area as well as worldwide via Distributed Education technologies which include internet, video and electronic interactive instruction.

The institution as a whole is accredited by the Southern Association of Schools and Colleges.

ADJUNCT FACULTY SELECTION

Chattanooga State fully embraces the importance of adjunct faculty as part of the instructional team. These individuals must possess the equivalent credentials and qualifications of full-time faculty in compliance with all appropriate accrediting agencies. Chattanooga State will advertise at least annually for appropriate and qualified part-time faculty. Each applicant must complete an application for employment and submit official transcripts. Department Heads and Deans will review, screen, and recommend the appointment of adjunct faculty to the Provost and Vice President for Academic Affairs. Adjunct faculty may not teach more than 15 hours per week (contact or credit) in one semester. An adjunct who teaches 15 hours in one semester may not teach more than 14 hours per week (credit or contact) the following semester. The Provost and Vice President for Academic Affairs must approve any exception to this teaching load. Appointments will be for one semester. No appointment is official until the proper contract is completed and approved by appropriate officials.

JOB DESCRIPTION - ADJUNCT INSTRUCTIONAL FACULTY

Narrative Description:

The primary responsibility of adjunct faculty is to provide quality instruction for student learning. The essential functions of adjunct faculty are teaching, advising, and evaluating students in classrooms, laboratories, individual conferences and related activities.

I. Functional Responsibilities

The adjunct instructor:

- A. Is responsible to the President of Chattanooga State through the Provost and Vice President for Academic Affairs and the Dean and/or Department Head and reports directly to the Department Head or Dean for assignments, duties and responsibilities.
- B. Is responsible for the preparation and implementation of courses as assigned and as outlined in the course descriptions, course syllabi, and behavioral objectives.
- C. Is responsible for being present and on time for all regularly scheduled classes.
- D. Is responsible for organizing, assigning, and supervising the study, and learning activities, of students in his/her classes.
- E. Is responsible for preparing and submitting written course outlines, behavioral objectives, and course materials including laboratory manuals in cooperation with other faculty members in the discipline where applicable.
- F. Is responsible for assisting in determinations of need for equipment, supplies, textbooks, and other instructional aids and forwarding requests for their purchase to Deans and/or Department Heads or other appropriate administrators.
- G. Is responsible for evaluations and reporting the progress of students being instructed.
- H. Is responsible for maintaining academic standards and classroom behavior so that appropriate learning can take place.

CONTRACTS

Class assignments are contingent upon enrollment, requirements of the full-time faculty, and other factors. No class assignment becomes official until a contract has been prepared, processed through official channels, and signed by both college officials and the adjunct instructor. After class assignments have been confirmed, the instructor will be asked to sign a standard adjunct teaching contract. This contract will be based on the number of semester hours taught in the course of the term. No contract will be submitted for signature until items 1-3 below have been completed:

- (1) All new employees must fill out and give to the administrative office secretary a copy of the "Personal Information Sheet." This information is necessary for preparing your teaching contract for the term. All items on the form must be complete.
- (2) Completed W-4 and I-9 forms, a voided check for direct deposit **and** a copy of your Social Security Card, must be turned in to the administrative office secretary. The Business Office cannot prepare payroll for you without having these forms on file.
- (3) Complete official transcripts of college work and all application documentation must be on file with the Human Resources Office prior to the preparation of a teaching contract. To ensure that transcript files are complete, a copy of college transcripts should also be submitted to the administrative office secretary for inclusion in the employee files.
- (4) Read and sign FERPA form.
- (5) Contracts must be signed by all parties prior to the beginning of work.
- (6) Part-time/Adjunct Instructors must have a Certificate of Completion for on-line Part-Time/Adjunct Faculty Orientation.

COMPENSATION

All adjunct faculty will be paid on a monthly basis. The beginning and ending dates of the term will determine the number of equal monthly payments per semester. Typically, fall pay is the last working day of September, October, November and December. Spring pay is February, March, and when grades are complete in May. At the beginning of each semester, a payroll schedule will be sent to all divisions.

Grade books (or hard copy if you use a computer to do grades) with all grades duly recorded must also be turned in to the Dean or Department Head at the end of the final pay period, along with textbooks, keys, and any other materials you have been issued. He/she will then sign a release for you. * See Below

In the event that an instructor has given "I" (Incomplete) grades, all information necessary for converting those grades before the end of the two-week period at the beginning of the next term must also be on file. This includes how to identify and contact the student (campus-wide identification number, telephone number), the circumstances justifying the "I" grade, all papers, tests and other work completed by the student, and full instructions about how to assist the student in completing the required work. Deadline for submitting a Grade Change is published for each academic term – See Academic Calendar. Discuss any guidelines with the administrative office head.

Completion of these requirements can be verified on your release form by the appropriate department head or other division personnel, so that you may receive your final payment.

The following schedule will apply for compensation for adjunct faculty:

Level	1-4 Semesters	5+ Semesters	*7+ Semesters
Adjunct I	\$310	\$340	\$390
Adjunct II	\$360	\$390	\$440
Adjunct III	\$410	\$440	\$490
Adjunct IV	\$460	\$490	\$540

Rate per credit hour

Adjunct I – Bachelor's degree or credentials meeting minimum criteria, e.g. professional certification.

Adjunct II – Masters' degree which includes 18 graduate semester hours in discipline or bachelors' in discipline with professional certification, e.g. CPA, PE, etc. For career programs, bachelors' degree in discipline with five years of documented professional experience.

Adjunct III – Masters’ degree plus an additional 30 graduate semester hours in the discipline or related discipline. For career programs, a masters’ degree, which includes 18 graduate hours in the discipline with ten years of documented professional experience.

Adjunct IV – Terminal doctorate which includes a minimum 18 graduate hours in discipline.

*Minimum qualifications – 7 completed semesters and a minimum of 54 credit hours of instruction.

The rates described above will remain in effect until changed by Chattanooga State Community College. The Vice President for Academic Affairs and the President must approve any exceptions to the above rates.

COLLEGE CATALOG

Before classes begin, an instructor should thoroughly review the online college catalog. The catalog can be found on our website at www.chattanoogastate.edu. Of particular importance is the section on academic regulations, which explains college policies on class cancellations, class attendance, dropping and adding courses, and other matters. The grading system should be studied thoroughly, so that the instructor fully understands policies relating to passing and failing grades, and withdrawals. See “*Grading System*”.

The complete catalog and each semester calendar are available online: www.chattanoogastate.edu.

ROUTINE DIVISIONAL DUTIES

Checking Mailboxes

A mailbox will be provided for each adjunct faculty member at either the main campus or at the primary outlying site at which the adjunct instructor teaches. This mailbox should be checked on each day that you teach. The administrative office uses the mail as one of its primary means of keeping in touch with the faculty, and regular visits to mailboxes are essential for being fully informed about routine and special divisional/departmental business. This is especially important at critical times such as the beginning of a term, mid-term, and the concluding weeks and days of a term.

Student Phone Calls

Please do not instruct students to call the administrative office to report imminent absences. Explanations and makeup arrangements can be made in person on the student’s return to class or you may give them your personal number. Please

do not have students call for grades; grades cannot be given over the telephone by you or anyone else.

Meeting Deadlines

Meeting deadlines is of the utmost importance in the performance of all duties related to the work of the administrative office. Important deadlines include the following:

- Having all personal documentation, including college transcripts, to the administrative office before preparation of contracts before the beginning of a term.
- Student attendance must be entered in Banner. If a student stops attending, the last day of attendance should also be entered in Banner.
- Entering all grades on Banner by the day indicated on the College calendar.

Academic term calendar is available on the web at www.chattanooga.state.edu.

Timely and Regular Class Attendance

Instructors are expected to meet all of their scheduled classes and be on time for all classes. Chattanooga State is a teaching institution and expects all instructional activities to be conducted in a disciplined, professional, and effective manner. Department heads should be notified in advance of any anticipated absence, and instructors should provide strategies for full coverage of their classes during the time they will be absent. This may involve paying a colleague to teach the class. The administrative office should be notified of any unanticipated absences due to illness or emergency situations by phone. Instructors who experience repeated difficulty in getting to their classes in a regular and timely manner will not be re-hired.

Room or Time Changes

Instructors must keep students informed about changes in their teaching routine. For example, if a class is scheduled to meet in the Library, a note should be posted on the classroom door, notifying latecomers or individuals who did not attend the previous class session of the change. Additionally, department heads and the administrative office must be notified of changes in order to be able to respond to student inquiries. Department heads need to know of any departure from regular teaching routine in advance of the change.

Keys

Classrooms and laboratories are often kept locked for security purposes. Adjunct faculty may request keys from the Department Head or Dean. These will be checked out and **must be returned** at the end of each semester. For emergency entrance to classrooms or laboratories, check with your administrator or call Security at 4467 or 595-3651.

INSTRUCTIONAL INFORMATION – PROCEDURES

Class Cancellation

The College reserves the right to cancel any class with fewer than the minimum number of students enrolled, as set forth by institutional guidelines; however, all courses will be given the opportunity to make according to the schedule listed in the catalog.

Lesson Plans and Syllabi

Although formal lesson plans are not required of instructors, planned lessons are a necessity. Regardless of the familiarity of the instructor with a subject or the number of times he/she has taught a course, lack of preparation results in poor instruction. The instructor should work closely with the Department Head or Lead Teacher in courses with multiple sections.

Textbooks should be considered as basic tools and points of reference, and all instructors are required to make appropriate use of all assigned textbooks. Texts currently in use are available in the administrative offices. **Do not** purchase these in the bookstore.

Course outlines or syllabi should be used to establish course objectives and to determine quantity of material to cover. These are available from your department head. Departures from course norms are not encouraged and any instructor anticipating such teaching strategies should confer with his or her department head before proceeding.

ALL SYLLABI SHOULD CONTAIN A COURSE SYLLABUS DISCLAIMER SUCH AS THE FOLLOWING:

“The instructor reserves the right to make adjustments and changes in this syllabus. The adjustments and changes may be made orally or in writing by the instructor as needed at any class session.”

Planned lessons should provide an instructional program that will provide as much challenge, inspiration, information, and transfer of knowledge as possible.

Instructors should make full use of the Library in the Instructional Materials Center (IMC Building), the Center for Learning Technologies (OMN Building – Faculty/Staff Lab), the Institute for Teaching and Learning, and other available resources, whenever possible, to assist them in offering a variety of educational stimuli.

While no hard-and-fast rules govern the methods any instructor uses in presenting his/her course material, the broad guidelines above should help ensure consistency and quality in the program.

Course Coverage

The detailed course syllabus will be supplied by the Department Head or Dean and should determine the specific objectives to be covered in a particular course. Instructors must provide to the Department Head or Dean, a course schedule no later than the second week of classes, showing dates and topics that will be covered, testing dates, etc., and method of determining the grade for a student.

Homework and Writing Assignments

Instructors should encourage students to do homework and should provide incentives sufficient to insure that high quality performance results. One option is to base some percentage of the grade for the student on his/her performance on assigned homework. The college encourages all faculty to give writing assignments to improve students' skills. These writing assignments may be written homework, papers, or laboratory reports. The College Reading and Writing Center is available to assist adjunct instructors of all disciplines along with their students with writing assignments.

Laboratory Reports

In some courses, students are expected to perform assigned laboratory experiments and to present an adequate report of their results. For first-year courses in particular, reports should be prepared to fairly rigorous standards, and should be graded not only on technical content, but also on such factors as neatness, expression, spelling, grammar, conformation to prescribed format, etc. Instructors should set deadline dates for receiving laboratory reports and should impose penalties for late reports.

Tests

There is no limit on the maximum number of tests that may be given in any semester. Also see page 18 – RE: Final Examination

Class Attendance

When students enroll in a particular course, they obligate themselves for all the work that may be assigned. Punctual and regular attendance is vital to the discharge of this obligation. The student is responsible for all assigned work in a course, and absences, excused or unexcused, do not absolve him/her of this responsibility. At the discretion of the instructor, absences in excess of those authorized may affect the student's overall grade. Check with the Department Head or Dean as some administrative offices have policies in place.

Disruptive Student Policy

The instructor has the primary responsibility for control over classroom behavior and maintenance of academic integrity, and can order the temporary removal or exclusion from the classroom of any student engaged in violent or disruptive conduct in violation of the general rules and regulations of instruction.

The term "classroom disruption" means behavior a reasonable person would view as substantially or repeatedly interfering with the conduct of a class. A student who persists in disrupting a class should be directed by the faculty member to leave the classroom for the remainder of the class period. The student will be told the reason(s) for such action and given an opportunity to discuss the matter with the faculty member as soon as practical. The faculty will undertake prompt consultation with the Department Head or Dean and the College Judicial Officer. If a disruption is serious, and other reasonable measures have failed, the class may be adjourned and the campus police summoned.

Academic Dishonesty

Academic Dishonesty includes but is not limited to: Copying written material from any source and representing it as the student's work; using text, images, etc. that are not the student's original creation without proper citation; printing out multiple copies or photocopying written work and representing it as an individual student's work; copying another student's written work, *even if minor changes are made*; maintaining an open container with books, notes, etc. visible during an exam; notes in any form during an exam unless otherwise directed by the instructor; leaving and re-entering the room during an examination.

Plagiarism, cheating and other forms of academic dishonesty are prohibited. Students guilty of academic misconduct, either directly or indirectly through participation or assistance, are immediately responsible to the instructor of the class. In addition to other possible disciplinary sanctions that may be imposed through the regular institutional procedures as a result of academic misconduct, the instructor has the authority to assign an "F" or zero for an activity or to assign an "F" for the course.

If the student believes that he or she has been erroneously accused of academic misconduct, the student may appeal the case through the Academic Appeals Committee. These policies and procedures are further described in the Student Handbook. Check with the Department Head or Dean.

Campus Security – 697-4467
Security Cellular - 595-3651

Dean of Student Life and Judicial Affairs
Student Services 216 ----- 697-4475

Class Hours

As professionals, instructors are expected to begin and end their classes on time. An instructor is expected to be present in a class or laboratory during **all** of the period that a class or laboratory is scheduled to meet. If it becomes necessary to leave the class or laboratory for a brief period of time, the instructor shall see that the students are appropriately supervised.

Activity Periods

Two one-hour class periods are set aside each semester on a regular schedule as student activity periods. Classes meeting at these alternatively spaced times must be canceled. The times are selected in such a way as not to take more than one class hour from a given course each term. **Do not** conduct classes during the scheduled activity periods. A printed schedule of these activity periods will be distributed to all faculty members early in each semester.

Special Class Activities

All instructors are free to allow their students to attend specially scheduled educational activities that they consider worthwhile (for example, special guest speakers). Guest speakers may also be invited to visit classrooms to make presentations and interact with students.

Availability to Students

As part of your teaching responsibilities, all part-time teachers are expected to provide students with access for purposes of academic assistance. Please make arrangements to be available to students outside of class. In the event that your classroom is unavailable, students should be informed as to your location. A schedule for this student assistance time should be submitted to your Dean or Department Head for approval.

Workplace Violence Prevention

See the APPENDIX in this handbook and/or TBR policy at http://www.tbr.state.tn.us/policies_guidelines/personnel_guidelines/P-085.htm

Regents Online Degree Program – RODP

The Regents Online Degree Program (RODP) is a state-wide collaborative degree program sponsored by the Tennessee Board of Regents. Students from all over the world enroll in RODP classes, and faculty from all TBR universities, colleges, and technology schools develop the RODP courses.

Adjunct instructors in the RODP program will teach sections of courses developed by Chattanooga State faculty. Special training is needed to teach in the RODP.

General Information about RODP: <http://www.rodop.org>.

Teaching in RODP: Contact the Chattanooga State RODP Campus Contact. Phone/Email can be found at <http://www.rodop.org/colleges.htm>.

STUDENT EVALUATION AND REPORTING REQUIREMENTS

Class Rosters

Class rosters are available to you through Banner. It is important to review each and every roster.

Any student not listed on the roster must show proof of having enrolled (registered and paid fees) after the date shown on the roster. This roster reflects enrollment as of the date generated and should include all adjustments for fee-payment/student aid awards. Students who are not officially enrolled may not attend/participate and are ineligible to receive any grade.

The “AU” grade appears on your roster for students auditing the class on a no grade basis. Our enrollment reports are submitted to the Tennessee Board of Regents (TBR) and the Tennessee Higher Education Commission (THEC) and must include separate totals for credit and audit students.

Please contact the Admissions and Records Office (extension 4401) immediately to discuss discrepancies or any questions you might have. We cannot overemphasize the importance of reviewing each and every class roster.

Thank you for your support and assistance in making certain we report accurate data. Call on anyone in Admissions and Records if you need our help. Office hours are 7:30 am – 5:30 pm Monday-Thursday and 7:30 am – 4:30 pm on Friday.

PLEASE NOTE: Student information is protected under the federal FERPA (Family Educational Rights and Privacy Act) law. As a general rule, personally identifiable information including but not limited to grades, rosters, student ID

numbers and schedules may not be released without each student's written permission and you are entrusted with the protection of this information. If in doubt of your FERPA responsibilities, please contact your division head or give the Registrar a call.

FINAL EXAMINATION/FINAL GRADES

The final examination for **every** course will be given according to the final examination schedule. A comprehensive final examination for each course is encouraged. In cases where a final examination is not given, prior approval must be received from the appropriate Department Head or Dean, and appropriate learning experiences provided during the time the final examination is scheduled. The final grade for a course will be determined pursuant to the policy on the course syllabus. Final grades will be recorded in Banner by due date.

Grading System

Please refer to the Chattanooga State catalog on the website at <http://catalog.chattanoogastate.edu/>.

Posting Grades

Because of specific privacy-related prohibitions contained in the Family Education and Privacy Rights Act (FERPA) and commonly called the "Buckley Amendment:" legislation, student grades may not be posted in any conspicuous place with names, ID numbers, **or any other** coded means of identification. Final grades are made available to students the day after they are due to the Admissions and Records Office. They have secure and individual access through the web.

INSTRUCTOR EVALUATIONS

A student evaluation of faculty will be conducted at some time during each term. Instructors will be notified in advance of the schedule of the evaluation activity so they may plan accordingly. The evaluation will require 20-30 minutes of class time during which the instructor is asked to leave the room while students complete the evaluation forms. In addition to the evaluation, Department Heads or Deans may conduct formal or informal classroom visitations from time to time. This is, of course, routine procedure and is not intended to cause any disruption of normal classroom activity. All new adjuncts will be evaluated in the first term of service and each three years thereafter. The Adjunct Faculty job description and evaluation forms will be used.

INSTRUCTIONAL SERVICES

Computer Resources

The Center for Learning Technologies, (Faculty Staff Computer Lab), located in OMN 127, is available for faculty use between the hours of 7:30 am and 4:30 pm Monday through Friday. Although the lab is not staffed, there is usually staff nearby for help. Adjunct faculty may also take advantage of numerous and varied computer workshops held on campus in this lab. Announcements of these computer workshops are made monthly by e-mail and are also posted on the door of the OMN 127 lab.

The computers in the College Reading and Writing Center and the Library are also available to adjunct faculty.

E-Mail

In order to keep up to date on college activities and events, you may request to be put on the "email all" list. It is not mandatory but more efficient if adjunct faculty request an e-mail account at Chattanooga State. RODP/ROCE standards require that a school provide such. Contact your administrative office secretary for assistance.

Textbooks and Other Supplies

Textbooks, manuals, keys, and other materials may be obtained from the Division Dean or Department Head. Administrative office secretaries will be able to supply grade books, paper, pens and other supplies as needed.

Audiovisual equipment of all types is available. All equipment requests should be submitted not later than one working day prior to the date to be used. It is recommended that, whenever possible, audiovisual requests are made at the beginning of the course you will be teaching. Please check with your Department Head or Lead Teacher for procedure.

Typing

The secretaries' duties in the administrative office are to provide assistance and support for all employees of the unit, but generally they should not be asked to do typing for class materials. Their assignments come from the Division Dean and Department Heads, and any request for typing assistance should receive prior approval from their supervisors.

Printing and Copying Facilities

All new employees should take time to visit the Print Shop for a guided tour of its facilities and capabilities; no appointment is necessary, just stop by. Chattanooga State's Print Shop is located in Room OMN 161 of the Omniplex Building. It is equipped with printing presses, light tables, plate maker, cutter, three-hole drill, collator, folder, spiral and tape binders, staplers, laminating, address printer, a

plastic sign engraver, and high-speed monochrome and color copy machines..
Hours of operation are:

Monday through Thursday	7:30 am to 5:30 pm
Friday	7:30 am to 4:30 pm

Requests for copies are submitted on "Copy & Printing Request Form" forms. These forms are available in the Printing Department and your administrative office and may be filled in at the time the job is submitted. Web CRD is another option to submit jobs to be copied. Web CRD is a server that uses the internet to allow you to send PDF or Word documents directly from any computer. Go to <http://printing.chattanoogastate.edu/> for registration information. The log-in page has several instruction links to help understand Web CRD. Time required to complete copy requests varies from a few minutes to 24 hours or more depending on the size of the document, the workload at the time, and the status of the copier. See your Dean or Department Head for your account number.

All books, lab manuals, or any other material to be printed and sold should be submitted to the Bookstore at least three weeks before they are needed. The Bookstore will see that your material is submitted to the Printing Department for proper production. These books and manuals will be sold through the Bookstore.

The Printing Department is now offering services to students and the employees of Chattanooga State. Credit Cards, except American Express, Cash, and Checks are accepted as payment. Tax will be added to all purchases not charged to an account number.

Multiple Copies for Classroom Use

Multiple copies (not to exceed in any event more than one copy per pupil in a course) may be made by or for the teacher giving the course for classroom use or discussion, provided that:

- A. The copying meets all tests of brevity and spontaneity as defined below; and,
- B. Meets the cumulative effect test as defined below; and,
- C. Each copy includes a notice of copyright.

Copyright for the Campus Community

Compliance with copyright laws and regulations will be the responsibility of each individual. Due to concern on the part of publishers relative to what they perceive as unauthorized photocopying of their copyrighted materials, the Association of American Publishers and the National Association of College Stores produced a booklet that was intended to aid in conforming to the requirements of the U.S. Copyright laws. The copyright laws are available on the Chattanooga

State Library WebPage at the following address:
(<http://library.chattanooga.state.edu/policy/copyrite.htm>).

Prohibitions

Notwithstanding any of the above, the following shall be prohibited:

- A. Copying shall not be used to create or to replace or substitute for anthologies, compilations, or collective works. Such replacement or substitution may occur whether copies of various works or excerpts there from are accumulated or are reproduced and used separately.
- B. There shall be no copying of or from works intended to be "consumable" in the course of study or teaching. These include workbooks, exercises, standardized tests and test booklets and answer sheets and like consumable material.
- C. Copying shall not: (1) substitute for the purchase of books, publisher's reprints or periodicals; (2) be directed by higher authority; (3) be repeated with respect to the same item by the same teacher from term to term.
- D. No charge shall be made to the student beyond the actual cost of the photocopying.

CAMPUS SECURITY

Security

Security services are provided twenty-four hours a day, seven days a week, and any problem in which that department may have an interest should be referred either to the uniformed security officer on duty or the security supervisor. Any problem relating to parking, lost or stolen items, disturbances, or after-hours entry to rooms or buildings should be referred to this office. Entry to rooms or buildings after normal hours of operation will require proper authorization and identification. Security can be contacted at extension 4467, the cellular phone at 595-3651, the Gazebo at 2472 and East Campus Security, 697-3355.

Security officers will open scheduled classrooms prior to the first scheduled class hour, as well as lock classrooms after the last scheduled class hour. Additionally, Security will open rooms upon special request with proper authorization.

Emergency Medical Assistance

The Campus Security Office, extension 4467; Cell – 595-3651, coordinates emergency medical assistance.

FACILITIES

Library Directory

Dean	Vicky Leather	2576
Division Secretary	Cathy Bell	2457
Acquisitions	Rosy Milburn	2575
Cataloging	Pam Temple	3291
	Sharon King	4701
Circulation	Tisa Houck	2577
	Debra Ervin	4448 or 2584
	Cindy Cohen	4448 or 2584
Computers	Bill Norman	2573
East Branch	Dwight Hunter	2623
	Laura Young	2623
Interlibrary Loan	Tisa Houck	2577
Library Classes	Tisa Houck	2577
Periodicals	Rosy Milburn	2575
Reference Coordinator	Elijah Scott	2571
Reference Staff	Sandra Williford	4436 or 2578
	Betsy Fronk	4436 or 3319
Services for Off Campus or On Line Classes	Tisa Houck	2577

Library Hours

Amnicola Campus Library --- Library hours during the fall and spring Semesters:

Monday through Thursday	7:30 a.m. to 9:00 p.m.
Friday	7:30 a.m. to 4:30 p.m.
Saturday	11:00 a.m. to 4:00 p.m.

Hours may vary during summer, holidays, and when classes are not in session. They will be posted on the library door.

East Library -- Library hours during the fall and spring Semesters (subject to change)

Monday through Thursday	8:45 a.m. to 8:30 p.m.
Friday	8:45 a.m. to 2:00 p.m.
Saturdays (To Be Announced)	10:00 a.m. to 1:00 p.m.

Hours will vary during summer, holidays, and when classes are not in session. Please call for specific hours.

Web Site Address: <http://library.chattanooga.edu>

Audiovisuals

- Contact Rosy Milburn (ext. 2575) to order videotapes for you to preview.
- Pick them up and return them to her promptly.
- Let her know whether you would like the library to consider purchasing them.
- Videotapes can be found in the library's online catalog.
- Videotapes cannot be checked out. Your classes can view them over the campus closed-circuit system. Gary Fisher is over the closed-circuit System.

Books

- Contact Vicky Leather (ext. 2576) to recommend books for the library to order or to ask for books to be ordered on certain subjects.

Checking Out Books

- Tell the person at the checkout desk that you are an adjunct faculty member.
- Ask for a library card.

Interlibrary Loan (borrowing books and journal articles from other libraries)

- Contact Tisa Houck (ext. 2584).
- It usually takes one to two weeks to obtain these.
- Return borrowed books to Tisa Houck on or before the due date.
- There is no charge for faculty.

Library Instruction Classes

- Contact Tisa Houck (ext. 2577) to schedule these.
- Schedule them at least two weeks in advance.
- Give Ms. Houck copies of your assignments at least two weeks before your class comes to the library so that the librarian can do preliminary research on their topics and choose appropriate resources for the assignment.
- Attend the class with your students to answer any questions that they might have about the assignment as the librarian goes through the research procedure.

- Be certain that your students understand their assignments before they attend the library class. Students pay better attention to the instruction when they see how it relates to their assignments.
- Tell the students to begin their research as soon after the class as possible. This reinforces the library instruction.
- Call Elijah Scott-2571, if you would like to schedule a time for your class to come back to work in the library.
- Please do not schedule library instruction classes simply to cover class time when you are going to be off campus. The staff spends significant time preparing for 350 assignment-related classes per year in addition to working with thousands of students individually. Your cooperation helps the library staff to provide the most effective service to your students.

Reference Service

- Please ask the reference librarians for any assistance you or your students need. They enjoy working with you and want to help you find the materials you need.
- Contact Elijah Scott (ext. 2571) to make an appointment for groups of faculty to learn about library databases. Individual consultations are also available upon request.
- Contact Elijah Scott (ext. 2571) to discuss any library research assignment that you are developing. The reference librarians can help you refine it and also make certain that the library has the appropriate sources.

Reserving Books For Use By Your Classes

- Contact Deborah Ervin (ext. 2584) to place materials on reserve for use in the library by your classes.
- Reserve materials will be kept at the check-out desk. They may not be taken out of the library.
- Please allow 24 hours for items to be placed on reserve before telling your students that they are available.
- Let Deborah know when your materials can be removed from reserve. There is very limited room for reserve materials.

Computer Databases in the Library (a selected list)

Biography Resource Center (BRC)
College Catalogs Online (on campus only)
EBSCOhost
MasterFILE Premier... periodicals index, abstracts and selected full-text articles.
HealthSource Plus... for health-related periodical articles and pamphlets.
LEXIS-NEXIS Academic Universe (on campus only)
ArtStor
NetLibrary
ERIC
Classical Music Library
Literature Resource Center (LRC)
Literary Index
OCLC's FirstSearch (on campus only)
TEL (Tennessee Electronic Library)
 Business and Company ASAP
 Expanded Academic Index ASAP
 General Reference Center Gold
 Health Reference Center
 Informe! (Revistas en Español)
 Discovering Authors
 What Do I Read Next?

LEARNING RESOURCES

The second floor of the Instructional Materials Center (IMC) houses the following learning resources:

- Mathematics Center - 697-4432 in IMC 225. Students may check out videotapes for all mathematics courses taught at the College, work through computer programs and receive tutoring for mathematics courses in the Mathematics Center.
- College Reading and Writing Center - 697-2410 in IMC 215. Students taking reading courses may work on computer exercises and use individualized materials in the Reading Center. Assistance with grammar, usage, composition, and research in all disciplines are available. Other resources include twenty-eight computers with Internet access, closed circuit televisions, and individual tutors.

Several computers are available in the Center for adjuncts' use, and adjuncts can use the Center to meet individually with students. The Reading and Writing Center also has an online web site at <http://www.chattanooga.state.edu/Humanities/RWC/>. This site offers resources in reading, writing, grammar, speech, creative writing, and

literary studies. There are also online reference materials, software and internet tutorials, ESL aids, and study helps for students in disciplines across the arts, sciences, and technologies.

- The Center for Distributed Education (CDE) – 697-4408 in IMC 206. The Center for Distributed Education (CDE) collaborates with divisions and departments to provide the highest standards of alternative delivery courses. We provide online (eLearn) and Synchronous Teaching (eLive) courses for students working toward an Associate’s Degree and/or Certification at Chattanooga State.

Faculty wishing to teach courses offered through Distributed Education are required to attend training through CDE and should review the policies and procedures found on the CDE website, www.chattanoogastate.edu/cde.

Other components of Learning Resources include:

- Foreign Language Lab – 697-4440 in H203.
- Testing Center - 697-4461, located in room 262 of the Student Center. The Testing Center offers a variety of tests including the ACT, the ACT Compass Placement exams, the General Equivalency Diploma (GED) exam, CLEP exams, make-up tests for academic courses and certain certification board exams. For information about these exams and testing schedules, call at the above number.
- Biology Tutoring - Omniplex second floor –Room F 90. Hours for tutoring are posted. If there are questions, contact the department at 697-4442.
- The Chemistry Department has a tutoring area in IMC 225. Hours for tutoring is posted. If there are questions, contact the department at 697-4442.

Although these Centers are open both day and evening, hours may vary. It is best to call each center for more information about the hours maintained.

BUSINESS OFFICE, ADMISSIONS & RECORDS OFFICE, AND OTHER FACILITIES

New instructors should also familiarize themselves with the location and functions of the Records Office and the Bursar's Office (first floor of Student Center) and certain other facilities that provide essential services for students and faculty.

CHILD DEVELOPMENT CENTER

The Child Development Center (Albright Omniplex 100) exists for three purposes: the children and their families, Chattanooga State students and employees and as a model laboratory experience for Early Childhood, Psychology, and Nursing students. It serves as a developmentally appropriate lab that enhances the faculty's teaching endeavors in the Social and Behavioral Science disciplines.

The Child Development Center's day-care program will accept children ages six weeks to five years of age. Demand is high, cost is reasonable, and there is a waiting list for all classrooms. Hours are 7:30 am to 5:30 pm Monday-Friday. Call 697-4412 for more information.

CAMPUS BOOKSTORE

Student Center, S-105 - 697-4425

The bookstore, located on the first floor of the Student Center, provides books for all classes as well as other supplies, snacks, Chattanooga State apparel, etc. It is open Monday – Thursday with hours 7:30 am – 5:30 pm and Friday 7:30 am – 3:00 pm. Every attempt is made to have all materials available two weeks prior to the beginning of a semester. Payment may be made by cash, check, debit or credit card or department/division charge. *(Please check with the department/division secretary about purchase policy.)* Proper ID is required of all individuals presenting a check for payment.

Returns: A receipt is required for student returns. All books must be returned in the same condition as purchased. All of the pieces of a shrink-wrapped set or package must be returned. Textbooks may be returned within seven days from the start of that session of classes or within fourteen days, with a drop slip. General merchandise may be returned, with a receipt, up to two weeks after purchase if the merchandise is still in new condition and the packaging is intact. Test preparation guides are non-returnable. *(Please check with the department/division secretary about return policy.)*

Protection of Course Materials – When a student is certain that the books will be kept, please mark them to make them identifiable should they be stolen. We recommend that the same page in each book be marked and write something unique as close to the binding as possible. Report any theft to the Bookstore and Security as soon as it is noticed. The identifiable information will be noted and we will make every effort to recover the stolen property and turn the matter over to the Judicial Office for handling.

Book Buy Back – When the staff knows what will be used the next semester and have a need for more copies, the bookstore will pay half the new or used price. If we cannot use the book we can offer the current market value for that title. All components must be included for buy back. We reserve the right to refuse to purchase any titles offered for buy back.

CAREER SERVICES AND COUNSELING CENTER

Location, Office Hours and Phone Number:

We are located in the Student Center in Room 235. Hours are Monday-Wednesday from 7:30 a.m.—5:30 p.m., Thursday 7:30 a.m.—12:30 p.m. and Friday 7:30 a.m.—4:30 p.m. **Extended hours are available upon request.** 423.697.4421 or (fax) 423.697.2594. Please visit our website at www.chattanoogaastate.edu/careers

Career Connections

Career Information Sessions: These small group sessions provide a great starting point to explore career options by delivering a systematic approach to career exploration and planning for the Chattanooga State student and the community members.

Career Inventories: Increase your ability to make a more informed decision regarding a career choice. Inventories are available to help you discover more about yourself—your personality and interests—and choose a potential occupation. Free of charge for Chattanooga State students.

Career Inventory: Interpretation Sessions: When career inventory results are available, an interpretation session is scheduled with a counselor to discuss the results; results are not handed out without an interpretation.

Individual Career Counseling: Career counseling is a free service offered to Chattanooga State students and to members of the community. The CSC provides services to help students decide on a college major at Chattanooga State, as well as, assist those who are changing careers, retraining, or are making the decision to come to college for the first time.

Career Library: An up-to-date resource area with books and reference materials related to all aspects of the career planning process. The Career Library offers a variety of specialized career/life planning data with information regarding career choice, student success, and personal issues.

Career Research Tools: There is a wealth of national and state career and job related web sites that can assist in exploring your academic/career options and opportunities. Visit the CSC website for a variety of links to help you research careers and job opportunities.

Tennessee CIDS <http://tcids.tbr.edu/>

This is a web based system that provides information about occupations, education and training opportunities in Tennessee. Each occupational description includes information on duties, employment outlook, earning levels, working conditions and licensing, and educational requirements. Educational institutes are described in terms of admissions policies, service, financial aid and programs offered.

Occupational Outlook Handbook <http://www.bls.gov/oco/home.htm>

Is an excellent place to search for specific occupations. Revised every two years, the *Handbook* describes what workers do on the job, working conditions, the training and education needed, earnings and expected job prospects in a wide range of occupations.

Job Search

Job Listings: Visit our career web site for local and nationwide career opportunities. Job postings are listed for individual companies. Job opportunities may be viewed at <http://chattanoogaastate.erecruiting.com>.

Resume Assistance: The Career Services and Counseling Center offers a variety of services to help you develop a resume and resume critiquing.

Interview Preparation-Mock Interviews: Interviewing well is a skill that takes practice! Participation in one of our **Mock Interview** sessions will help you improve your interviewing skills.

Cooperative Education: If you currently have a job in your field of study you can earn credit hours based on the number of hours you work. We can also assist you in obtaining a job in your field. Ask for details in one of our weekly Career Information Sessions. Visit or call Career Services and Counseling to schedule an orientation.

Workshops and Events

Career Readiness Workshops: These workshops are designed to assist students with all aspects of the job search process. Topics include: *Interview Skills, Resume Writing, Business and Dining Etiquette, Networking, Dress to Impress, Job Search.*

“How to Learn” Workshops: These workshops are offered each fall and spring semester. The workshops are taught by counselors and faculty members.

Workshops vary from semester to semester but include topics such as: *Overcoming Test Anxiety, Stress Management, Learn To Manage Your Time, Improve Your Listening Skills, Memorization Techniques.*

“Chattanooga Chats”: Presented each semester and open to all students these workshops are designed to help you get the most out of your life as a student, worker, parent, or friend. Workshops vary from semester to semester but include topics such as: *Money Management, No Means No-Date Rape, Tools to Help You Quit Smoking, Dealing with Difficult People, How to be Happy on Your Job, Eating Disorders, How Do I Love Me? Self-Esteem, Coping Strategies for Squarely Facing Problems, Coping with Depression, Coping with Anxiety, Child Abuse Prevention, Alcohol Use in the Family, Decision Making, Parenting, Dynamics of Addiction.*

Company-on-Campus

Career Fairs

CSCC Faculty: “Don’t Cancel That Class”: Representatives from the Career Services and Counseling Center are available to make presentations to classes on various career or life skill topics. If a professor is unavailable to teach his/her class on a specific day/time they may contact the CSC to schedule a speaker. For a full list of topics visit www.chattanoogaastate.edu/careers

Personal Counseling

Individual Personal Counseling: A staff of counselors provides confidential personal counseling by appointment. Counselors are trained professionals with expertise in helping you deal with personal and educational concerns. If you feel confused, need help making choices, or want to change something in your life, talking to a counselor is a good idea.

Crisis Counseling: Within the academic setting, students frequently manifest distress, creating great concern for faculty and staff. Students in crisis may be seen on a walk-in basis or by appointment. Instructors may call extension 4421 or walk with a student to Career Services and Counseling, S-235.

Referrals: Counselors can refer you to college and community resources as needed (i.e. 12-Step groups, mental health services, workshops, and support groups, etc).

Additional Information and Services

Tutoring Services: This service is provided to help students “in need of improvement” receive free, high-quality tutoring. The personal, detailed attention helps to improve the student’s knowledge and/or skills by supplementing classroom instruction.

Academic Suspension Appeals: A student may appeal his/her academic suspension. Information regarding the procedures for an appeal is available in the Career Services and Counseling Center. Appeal hearings are usually held the first day of registration each semester.

Student Emergency Fund: The Career Services and Counseling Center may assist students by providing immediate, but limited, financial support for emergency expenses such as gas, food, etc. The availability of funds will vary. These loans are expected to be re-paid within a reasonable time.

DISABILITIES SUPPORT SERVICES

1. Arranges reasonable accommodations for students with documented disabilities in order to ensure equal access to college courses and programs.
2. Provides or arranges for accommodations, such as:
 - a) Classroom interpreters
 - b) Note-takers
 - c) Assistive listening devices
 - d) Community education/workshops
 - e) Adaptive Computer Lab
 - f) Scribes and readers
3. Determines appropriate accommodations based on functional limitations noted in documentation of disability as provided by student.

FINANCIAL AID OFFICE

The Financial Aid Office is located in the Student Center (S-260), phone number 697-4402. Financial Aid is important to the College as well as the students and requires that both faculty and staff keep careful records.

Due to Federal Regulations, the Financial Aid Office must verify that students receiving financial aid have attended all their classes before releasing funds to them. It is necessary that all faculty assist them in this endeavor. **Please** take attendance at the first class meeting. It is also mandatory to take attendance at all class meetings through the fourteenth day. Attendance should also be taken for any student added to the roster at any time. You must immediately report attendance in Banner in order for the Financial Aid Office to correctly award and pay financial aid to our students.

MISCELLANEOUS

Inclement Weather Procedures and Policies

Instructors are expected to listen to those announcements when there is a possibility of school closing. In the event of inclement weather, the Provost and Vice President for Academic Affairs will notify the local radio and TV stations to make a public service announcement regarding the status of the College. A voice message will also be placed on the phone messaging system or you may call the main number at 697-4400. The following stations will always be among those called:

<u>Radio</u>	<u>Television</u>
WFLI	Channel 3
WDEF	Channel 9
WJTT	Channel 12
WSKZ	
WUSY FM	
WMPZ	
WAWL	
WKXJ	

Campus Parking

All students, faculty, and staff are required to display a motor vehicle registration decal on their rearview mirror. Parking decals are provided at no cost to Adjunct Faculty members and can be obtained from the administrative office secretary. Faculty/Staff parking is provided in the lots marked with an orange curb. As adjunct faculty, please use these lots.

Campus Telephone System

On-campus calls may be made by simply dialing the 4-digit extension number of the area to be contacted. For off-campus calls, dial 9, listen for the dial tone, and then proceed to dial the desired number. Long distance calls may be made by the secretary on your behalf, only from telephones in the area of a Dean or Department Head and with special permission.

Faculty and Staff Professional Development

Chattanooga State has an on-going personal and professional development programs and activities. The program offers many opportunities for improving teaching techniques and developing personal enrichment. Information regarding continuing education and other programs may be obtained in the administrative offices.

Faculty Meetings

Adjunct faculty members are encouraged to attend departmental faculty meetings, division meetings, as well as college-wide meetings.

Director of Plant Operations

Any special requests or complaints regarding the facilities should be forwarded to the Division Dean or Department Head. A work order form should be completed with the assistance of a division secretary. Forms are available in the administrative offices.

Safety

Each instructor is personally responsible for the safety of students in his/her class. As a minimum, the following rules should be followed:

1. Stress the importance of the care of equipment.
2. Stress the proper use of tools, and the importance of using the right tool for each job.
3. Inspect the equipment before its use to insure that it is in good working condition, both from an operational and safety aspect.
4. Be sure that the proper safety equipment is being used where required.
5. Be sure that the classroom area contains no controllable hazards, i.e. broken furniture, equipment, or furniture creating a hazard for type of classroom activity.

Machinery, equipment, or processes that involve hazardous operations shall be operated under the direct supervision of an instructor, and then only after explanation to all persons of the hazards involved. Instructors shall ensure that the necessary protective devices are in place and operating, and that appropriate protective clothing, goggles, or other safety equipment are being used. In this connection, instructors themselves shall teach the students by their own example; that is, they shall wear the proper protective equipment and use accepted safety precautions, demonstrating the importance of safety by their own conduct and attitude.

Campus Food Services

The Cafeteria, located in the west wing of the Albright Omniplex, serves food from 7:00 am – 2:00 pm and the Pizza/Snack Bar (across the hall from the cafeteria) is open from 10:00 am to 6:00 pm. Neither is open in the evenings, but soft drinks and other vending machines are available for snacking before class and during break periods. Summer hours may vary, please check with Cafeteria personnel.

CLOSING COMMENT

The operative principle in your relationship with the College and your students will be communication. When problems arise, they are almost always the result of some kind of breakdown in the communications process. Please keep in touch with your Lead Teacher, Department Head, and the Division Dean at all times.

Let your supervisors know about your needs and any difficulties you may be having. We are here to support you and to provide you the means of serving the students in your classes in the most effective way. The process is one of collaboration. Let us work together with you to achieve our common goal.

LEXICON OF TERMS

ABE: Adult Basic Education. Classes in basic skills, those generally learned before eighth grade, are offered at Chattanooga State under this name. There is also a test by this name; a passing score on it is equivalent to finishing eighth grade.

Academic Certificate: A one-year curriculum which gives the student general education core courses as well as others specific to the field. Students seeking academic certificates must be assessed before enrollment.

Academic Year: Mid-August until early May, corresponding with fall and spring semesters.

Accreditation: 1) The act of certifying that an institution or program meets a prescribed standard; 2) the granting of approval to an institution by an official review board after the school has met specific requirements.

ACT/COMP: American College Testing/College Outcomes Measurement Program. The test required by the Tennessee Higher Education Commission of all graduating degree students (Associate degree and Bachelor degree) to measure the knowledge and skills gained by taking general education courses.

Action Plans: The detailed, measurable action each unit of the institution writes so that the institution will meet its objectives and therefore its goals for the academic year.

Adaptive Computer Technology Laboratory: A lab that provides equipment, often computers, for the handicapped student to allow that student to perform in the classroom.

Adjunct Instructor: An instructor paid by the institution by the course to teach. These instructors have the appropriate credentials to teach the course, but are hired on a course-by-course basis, and they carry no other institutional responsibilities (advising, committee work, etc.). See Part-time instructor.

Administrative Personnel: All personnel whose *primary and major* responsibility is the management of the institution or a subdivision thereof. At Chattanooga State, the President, Directors, Deans, and Department Heads are included in this category.

Advanced Placement: Receiving college credit for a particular course after

having taken the specific course in a high school offering "AP" courses and having successfully completed the standardized national examination for that course. The course hours are treated as transfer credit, and therefore no fees are due. The score on the AP exam is recorded, but no grade is assigned for this coursework.

Advanced Standing: Receiving credit for courses because of prior learning. Students may receive advanced standing because of certification (vocational certificates, an Allied Health certificate attesting to a certain skill level, etc.), through taking a test over the material offered in a course (see Challenging a Course), or through life experiences (see Life Experiences, Credit for). In these cases, the course hours must be paid for, and there is no grade assigned for the work.

Assessment: Evaluation. Assessment may be of a student, a program, a division, or an institution.

Attrition: The loss of students by the institution before the student can complete his/her chosen program.

Audit: To attend a class on a non-credit basis. A student choosing to audit a course must pay regular fees (unless eligible for a waiver under the space availability and state authorized provisions), though he or she is not required to complete requirements or take examinations. An audited course cannot be converted later to a credit course.

Census Date: The 14th calendar day from the beginning of classes, including the day on which classes begin for the fall and spring terms. Census dates for the summer term enrollments are 7-12 week sessions-the 14th calendar day from the beginning of classes, including the day on which classes begin: 4-6 week sessions-the 7th calendar day from the beginning of classes including the day on which classes begin; terms of length up to four weeks-the final day of class.

Challenging a Course: The process by which a student receives credit for a particular course by satisfactorily completing an exam over all objectives of the course. Credit hours gained in this manner must be paid for, but no grade is assigned, and the course does not affect the student's GPA.

Clock Hours: Hours of attendance in a program in the Industrial Technology Division. A specified number of clock hours are required for each program.

Competency: The minimal skill necessary to adequately complete a task. Chattanooga State's courses are competency based-that is, skills are identified, and students are graded on their ability to perform that skill. The student must achieve competency (the minimal level) before completing the class. Thus, students who receive at least a C grade in the course have indicated competency in the skills for that course.

Contact Hours: The actual number of 50-minute "in class" hours an instructor meets a given class in a week. These are not clock hours. For courses that are purely lecture, contact hours equals credit hours, but laboratory courses meet more contact hours than credit hours. The additional contact hours are counted for the laboratory section of the course. This number of contact hours is found in the catalog, listed as laboratory hours. This term is only used by the institution.

Core Requirements: 1) The general education requirements of all associate degree programs; 2) The courses basic to a specific career program with several options.

Corporate Education Courses: Courses designed to meet the specific needs of a corporation, industry, or organization. Also called custom training.

Credentials: Written evidence of educational status or qualifications. In some fields, experience can be substituted for credentials.

Custom Training: Courses designed to meet the specific needs of a corporation, industry, or organization. Also called corporate education.

Dean's List: An honor given to students taking twelve or more "college level" hours and maintaining a GPA of at least 3.5. (Developmental course grades are not computed in GPA for Dean's List)

Distributed Education: Directed Studies and Online Credit courses held outside traditional, scheduled classes. Students may be anywhere in the country as long as they have mail service for Directed Studies Courses or internet access for Online Courses.

Dual Enrollment: The Dual Enrollment program provides college courses for qualified high school honor students. Students receive college and high school credit simultaneously after meeting the criteria for this program.

Duplicated Headcount: The count of the number of students enrolled in either a program or a school, with each person counting once for each course he is taking. Thus, if a student is taking three courses, that student will be counted three times in the duplicated headcount, once for every course he is taking.

Elective: A subject or course that a student may choose to take as distinguished from courses that are required.

Exempt: To excuse a student from taking a required course.

Faculty: Persons whose specific assignments are the conducting of instruction, research, or public service, and who hold academic rank. At Chattanooga State, department heads, because their responsibilities are primarily instructional, are considered faculty.

Faculty Fellows Program: A program initiated in January of 1991 by the Chattanooga State Foundation to provide release time to faculty in order to engage in research and/or projects and study. The program is competitive, with selection made by committee with approval of the Vice President for Academic Affairs.

Fiscal Year: From July 1 of one year to June 30 of the next.

FTE (Full Time Equivalency): The number that results when the total student generated credit hours in a program, division, or institution is divided by 15, the number of credit hours used to denote a full-time student. Thus, the FTE is the number of students a program, division, or institution might have if all students took exactly fifteen hours.

Full-time Student: Any student registered for twelve or more credit hours in a semester or 30 clock hours per week in a Tennessee Technology Center (Industrial Technology Division) program.

GED: General Education Development. This national test is used as a substitute for a high school diploma by those who have quit before graduating from high school. Our institution offers both classes and the GED.

General Education Requirements: The specific selection of courses from defined academic areas that is required for each student to graduate in an associate degree program.

Goal: The purpose toward which an endeavor is headed. In our institution, the broad purposes established yearly that guide the institution's planning.

GPA (Grade Point Average): The average, based on a four-point scale, of all collegiate work undertaken by a student. The GPA for a given semester and the cumulative GPA, with remedial/developmental hours and also without remedial developmental hours, appear on the transcript of Chattanooga State students. A student must have a 2.0 GPA to become a candidate for graduation.

Headcount: The number of actual students, part-time or full-time, in any program or category or in total attending an institution.

"I" or Incomplete Grade: A grade given at the discretion of the instructor to those students who have not fulfilled all course requirements at the end of the grading period. A student must complete the course in which an "I" grade is received no later than two weeks before the end of the following semester, subject to the instructor's approval. The "I" grade is computed as an "F" in the GPA until it is completed. If requirements are not satisfied, the student receives an "F."

Independent Study Courses: Courses offered through the Learning Lab via audiotape, videotape, computer-assisted instruction, computer-managed interactive video, or a combination of print and audiovisual media which, therefore, do not require the student to meet a class at a given time. In many cases, material can be checked out so that the student can work on the course at home. No matter what the instructional medium, the academic requirements for the course and the standards used in measuring student progress are similar to those used in courses offered through the traditional lecture format.

Life Experience, Credit for: The issuing of course credit for theoretical and experiential knowledge gained through employment, professional activities, civic activities, and/or other such experiences. The procedure for acquiring this credit is printed in the catalog or Student Handbook, and includes preparation and submission of a portfolio, an interview, etc.

Long Range Planning: The process by which institutions under the Tennessee Board of Regents collect information, make projections, establish goals, and evaluate effectiveness. See Strategic Planning

Major: The primary field of specialization that a student wishes to study.

Majors Testing: The test taken by students graduating in a particular program to evaluate the effectiveness of the program. License-granting programs must report twice in a planning cycle, while other programs need only report once in a planning cycle. These test results are used in Performance Funding.

Mandatory Placement: The policy established by the Tennessee Board of Regents requiring the testing of entering students with a specified instrument (presently the ACT Compass) and the subsequent required placement in specific courses according to designated scores on that test.

Middle College High School: Hamilton County's Middle College High School is located on the main campus of Chattanooga State. The students are in a dual enrollment program where they earn high school and college credits simultaneously. Middle College High School is a school of opportunity for all students who possess academic potential but are dissatisfied with the traditional high school setting. Qualified sophomores, juniors and seniors who demonstrate the maturity to cope with the freedom of a college campus are eligible to apply. Qualified students must score 19 or better on the ACT, be recommended to the program by a teacher, principal or counselor and complete the parent/student interview.

Mission: The purpose of the institution; this document details who the institution serves and how it serves. It is the guiding philosophy of the institution.

Non-traditional Student: Any student who does not fit the profile of a traditional student. Non-traditional students have some or all of these characteristics: 1) older than 22, 2) maintains a full-time job, 3) is self-supporting, 4) is or has been married, 5) has children. A non-traditional student may be a full-time student in terms of hours taken, but he has additional responsibilities that take priority in his life.

Objective: The object of a course of action; the result that is being worked toward. In our institution, each organizational unit establishes objectives derived from the broader institutional goals. The objectives are measurable and are often stated in behavioral terms.

Off-Campus Sites: Any location where classes from Chattanooga State are being taught other than the main campus at 4501 Amnicola Highway. Thus, Chattanooga State East is considered an off campus site, as well as high schools or any other location not on the main campus.

Option: The specialty within a given major that a student may choose. Concentrations within a program share general education requirements and a number of core courses specific to that program, though some technical courses for each concentration are different and therefore allow specialization. The Management AAS Degree is an example.

Overload: (1) For a faculty member, the teaching of more than 15 credit hours or its equivalent per semester; (2) for a student, the enrollment in over 19 credit hours per semester. A student must have special permission from the Vice President for Academic Affairs to take an overload.

Part-time Instructor: An instructor paid by the institution by the course to teach. These instructors have the appropriate credentials to teach the course, but are hired on a course-by-course basis, and they carry no other institutional responsibilities (advising, committee work, etc.). See Adjunct Instructor.

Part-time Student: Any student registered for fewer than twelve credit hours in a semester.

Performance Funding: The process by which Tennessee rewards institutions of higher education based on the institution's performance on six standards: (1) number of programs accredited; (2) performance of students on licensing exams, exit exams about their major; (3) job placement of graduates; (4) performance of students on the ACT/COMP, a measure of general education; (5) satisfaction of alumni as measured by an alumni survey; and (6) institutional response to areas of weakness on these measures.

Planning Cycle: The five year cycle used by the Tennessee Board of Regents and its institutions to make projections, gather data, etc.

Professional Non-Faculty: Persons whose primary assignment is academic support, student service, and institutional support, and whose assignments require college level credentials.

Program: A curriculum of study established by the institution, which will, when followed by a student, result in the granting by the institution of a certificate or degree.

Retention: The ability of the institution to keep a student enrolled in subsequent semesters.

SACS: Southern Association of Colleges and Schools. SACS is the accrediting body for colleges and schools in eleven southern states whose principal concerns are the improvement of educational quality in the region and the assurance to the public that regional institutions meet established standards.

Satellite Uplink: A mobile unit that sends and receives signals via satellite to provide programming for Distributed Education.

Special Student: A student who is not working toward a degree, academic or technical certificate, or program of study in the Industrial Technology Division of the College. A special student must possess a regular high school diploma or be at least 21 years of age. Special students 1) may not receive student aid; 2) must change to degree-seeking status prior to completing the final 24 hours of an associate degree; 3) cannot enroll in an English or math course or a course with an English or math prerequisite, without meeting assessment requirement. A certificate-seeking student must designate the certificate and complete seventy-five percent of the requirement in residence.

Strategic Planning: The yearly planning process used by Tennessee Board of Regents institutions. It involves several steps; 1) Institutional Research collects data, which is then compiled into the Long Range Planning Tables; 2) administration proposes goals, objectives, and sometimes actions after having reviewed tables; 3) Strategic Planning committee revises, adds, subtracts from the proposed goals and objectives; 4) units of the College devise specific objectives which will enable the College to meet its goals; 5) action plans to fit the objectives are written by each unit.

Student Credit Hours (SCH): This figure is used in various state and institutional reports to measure productivity. The student credit hours equals the number of students enrolled multiplied by the credit hours the course has been assigned. In all courses except those with more contact hours than credit hours (mostly courses with required lab sections), the student credit hours and the load level student hours will be the same. The computer program does the calculation.

Suspension: The denial of a student the right to enroll in courses for a given time. Suspension can be the result of poor grades or a disciplinary infraction (see catalog and Student handbook.)

TBR: The Tennessee Board of Regents, the governing body of the public community colleges, technical institutes, and universities not in the University of Tennessee system.

Technical Certificate: A curriculum of 30 hours or less designed specifically for a particular business or industry wishing to upgrade its employee's skills. Students seeking a technical certificate are not required to undergo assessment.

Technician: Personnel whose assignments require specialized skills and/or knowledge, but are not engaged in full-time teaching.

Temporary Appointment: Faculty appointments for a specific purpose for a time appropriate to that purpose, or an unspecified time. This type appointment is usually used for lecturers, for faculty to replace a regular faculty member on leave, or faculty positions funded through grants or other "soft money" funds. (See Tenure, Tenure Track, and Term.)

Tenure: Appointment of a full-time faculty member, which gives the assurance of continued employment for an indefinite period. The Tennessee Board of Regents awards tenure after recommendation by the President of the institution (See Temporary Appointment, Term, and Tenure.)

Tenure Track: A probationary appointment for regular full-time faculty with academic rank for either the academic or fiscal year, subject to annual renewal by the institution. The probationary period is generally set at not less than five not more than seven years. (See Temporary Appointment, Term, and Tenure.)

Term: A non-tenure appointment for faculty, available only at community colleges and technical institutes. This appointment may carry traditional rank; it is renewable yearly with no maximum number of re-appointments (See Temporary Appointment, Tenure, and Tenure Track.)

Test Out: The process that allows an enrolled student to be released from a required course based upon a comprehensive test over the objectives of the course. This term is usually used only for Transitional Studies courses.

THEC: Tennessee Higher Education Commission. The governing body of all state postsecondary educational institutions. THEC oversees both Tennessee Board of Regents institutions and University of Tennessee institutions.

Traditional Student: A student who conforms to the "traditional" profile of a college student; that is, a student between 18 and 22 whose primary task in life is getting an education. Generally he or she is not completely self-supporting, though the student may work part-time to help offset expenses.

Transitional Studies Course: A course that covers a portion of the basic competencies outlined in Project Equality by the College Board.

Transitional Studies Student: A student who, after assessment, is required to take courses in at least two areas of discipline designated as Transitional Studies.

Unduplicated Headcount: The count of the actual students enrolled in a program or school, whether or not they are part-time or full-time. Each student is counted only once, regardless of the number of courses he/she is enrolled. A related term is duplicated headcount, in which each time a student is enrolled in a course he is counted, no matter how many courses he is taking. Thus, a student enrolled in three courses at Chattanooga State is counted only once when figuring unduplicated headcount, but the same student is counted three times when figuring duplicated headcount.

Unit: The smallest organized group of employees who share a function and a supervisor.

VIP (Video Instruction Program): Video-based credit courses offered to learners in their homes via mail.

W or Withdrawal Grade: A release from one or more classes, or all classes, before the withdrawal date posted in the catalog is passed. This date is the end of the sixth week of the semester. The "W" is not a punitive grade and does not affect GPA, though withdrawals do count as an attempt for aid and lottery eligibility. The "W" will appear on student transcripts for courses dropped after the census date (7th or 14th day) through two-thirds of the term.

APPENDIX

Chattanooga State Community College - Human Resources Department SEXUAL AND RACIAL HARASSMENT POLICY

Sexual harassment and *racial harassment* have been held to constitute forms of discrimination prohibited by Title VI, Title VII of the Civil Rights Act of 1964, as amended, and Title IX of the Educational Amendments of 1972. An institution or technology center may be held liable pursuant to Title VI or Title VII and/or lose federal funds pursuant to Title IX for failure to properly investigate and remedy claims of sexual or racial harassment.

Sexual harassment shall be defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when –

- a. submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or classroom evaluation;
- b. submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting the status of the individual;
- c. such conduct has the purpose or effect of unreasonably interfering with an individual's work or classroom performance, or creating an intimidating, hostile, or offensive work or academic environment.

Generally, racial harassment is defined as any person's conduct which unreasonably interferes with an employee's or student's status or performance by creating an intimidating, hostile, or offensive working or educational environment. Harassment on the basis of race, color, or national origin includes offensive or demeaning treatment of an individual, where such treatment is based typically on prejudiced stereotypes of a group to which that individual may belong. It includes, but is not limited to, objectionable epithets, threatened or actual physical harm or abuse, or other intimidating or insulting conduct directed against the individual because of his/her race, color, or national origin. Title VII requires employers to take prompt action to prevent the expression of opinions which abuse or offend their peers.

The College seeks to encourage the prompt reporting of such harassment and its prompt resolution through either informal or formal procedures. In addition, the College takes steps and develops programs designed to inform employees or students of their rights to be free from sexual and racial harassment and the procedures available for reporting such actions. Programs have also been developed to educate members of the College staff about harassment.

The final resolution of sexual or racial harassment complaints and the imposition of any appropriate sanctions will be governed by existing College procedures. The following set of procedures will be implemented for the reporting of sexual or racial harassment by a student or employee against another person:

1. Complaint by a student against a faculty or staff member of the College or a faculty or staff member against a student contact the College's

Affirmative Action Officer who will provide the complainant with procedures.

2. Complaint by an employee against another employee of the College - contact the College's Affirmative Action Officer who will provide the complainant with the procedures.

3. Complaint by a student against another student - contact the Judicial Affairs Specialist in the Office of Vice President for Student Affairs; the Judicial Affairs Specialist will provide the student with consultation and procedures. Complaints of other forms of harassment on the basis of religion, disability or other protected status are generally handled in the same manner as procedures described above.

Affirmative Action Officer - CBIH 232 - Telephone Extension 4457

Dean of Student Life and Judicial Affairs – S216 - Telephone Extension 4475

Vice President of Student Services - S209 - Telephone Extension 4423

Guideline No. P-080

SUBJECT: Harassment - Sexual or Racial

The purpose of this guideline is to supplement Board policies 2:02:10:01 and 5:01:02:00 relative to the orderly resolution of allegations of sexual or racial harassment at the institutions, technology centers, and office of the Tennessee Board of Regents. Fair and prompt consideration shall be given to all allegations of such harassment in accordance with the procedures set forth below. These procedures may be utilized by any employee, applicant for employment or student who believes he or she has been subjected to sexual or racial harassment.

II. General Statement

Sexual harassment and racial harassment have been held to constitute forms of discrimination prohibited by Title VI, Title VII of the Civil Rights Act of 1964, as amended and Title IX of the Educational Amendments of 1972. An institution or technology center may be held liable pursuant to Title VI or Title VII and/or lose federal funds pursuant to Title IX for failure to properly investigate and remedy claims of sexual or racial harassment.

- Generally, sexual harassment may be defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when one of the following criteria is met:
- submission to such conduct is made either explicitly or implicitly a term

or condition of the individual's employment or of the individual's status in a program, course or activity;

- submission to or rejection of such conduct by an individual is used as a basis for employment decisions, a criterion for evaluation, or a basis for academic or other decisions affecting such individual; or
- such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or educational experience or creating an intimidating, hostile or offensive work or educational environment.

Sexual harassment can take many forms, but most sexual harassment falls into three categories: verbal, visual, and physical.

Some examples of behavior that may constitute sexual harassment are:

- Refusing to hire, promote, or grant or deny certain privileges because of acceptance or rejection of sexual advances.
- Promising a work-related benefit or a grade in return for sexual favors.
- Suggestive or inappropriate communications, e-mail, notes, letters, or other written materials displaying objects or pictures which are sexual in nature that would create hostile or offensive work or living environments
- Sexual innuendoes, comments, and remarks about a person's clothing, body or activities
- Suggestive or insulting sounds
- Whistling in a suggestive manner
- Humor and jokes about sex that denigrate men or women
- Sexual propositions, invitations, or pressure for sexual activity.
- Implied or overt sexual threats
- Suggestive or obscene gestures
- Patting, pinching, and other inappropriate touching
- Unnecessary touching or brushing against the body
- Attempted or actual kissing or fondling
- Coerced sexual intercourse
- Sexual assault

The examples listed above are not exclusive, but simply represent types of conduct that may constitute sexual harassment; campus policies may delineate additional examples.

Whether the alleged conduct constitutes sexual harassment depends upon the record as a whole and the totality of the circumstances, such as the nature of sexual advances in the context within which the alleged incident occurs.

Please note that sexual assaults may be criminal acts and as such, investigation and processing by the criminal justice system, local police, campus security and crisis intervention centers may supersede the process developed under this Guideline.

B. Generally, racial harassment is defined as any person's conduct which unreasonably interferes with an employee's or student's status or performance by creating an intimidating, hostile, or offensive working or educational environment. Harassment on the basis of race, color, or national origin, includes offensive or demeaning treatment of an individual, where such treatment is based typically on prejudiced stereotypes of a group to which that individual may belong. It includes, but is not limited to, objectionable epithets, threatened or actual physical harm or abuse, or other intimidating or insulting conduct directed against the individual because of his/her race, color, or national origin. Title VII requires employers to take prompt action to prevent bigots from expressing their opinions in a way which abuses or offends their coworkers.

III. Consensual Relationships

Intimate relationships between supervisors and their subordinates, and between faculty members and students are discouraged since such relationships could lead to undue favoritism or the perception of undue favoritism. Such relationships are improper when they influence or could reasonably be expected to influence decisions or actions in institutional-related matters.

IV. Procedures

The following procedures are intended to protect the rights of the aggrieved party as well as the party against whom an allegation of harassment is lodged, as required by state and federal laws.

Each allegation must be properly and promptly investigated and, when warranted, appropriate disciplinary action taken against the individual charged. The Office of General Counsel shall always be consulted prior to investigation.

In situations that require immediate action, because of safety or other concerns, the institution may take any disciplinary action which is appropriate, e.g., suspension with pay, pending the outcome of the investigation by the EEO/AA officer or Student Affairs Officer. The Office of General Counsel should be contacted before any immediate action is taken.

Each employee, applicant for employment and student shall be notified of the name, office, and telephone number of the designated EEO/AA, Student Affairs, Title VI or Title IX officer(s) responsible for assuring compliance with this guideline, Board policy, and federal law.

A. Investigation

Any student, applicant for employment or employee who believes he or she has been subjected to harassment at an institution or technology center shall present the allegation to the designated EEO/AA, Student Affairs, Title VI or Title IX officer responsible for compliance with Title VII of the Civil Rights Act of 1964, Title VI, or Title IX of the Education Amendments of 1972. Where the allegation of harassment is against the EEO/AA, Student Affairs Officer, Title VI or Title IX

Officer, the President/Director will identify an individual who has been trained in investigating such allegations to investigate the allegation and carry out the responsibilities assigned pursuant to this guideline. When the individual against whom an allegation of harassment is made is a student, the Student Affairs Office will investigate the allegation in compliance with the procedures outlined in this guideline. If a finding of violation is made, any resulting discipline or disciplinary action will be undertaken in compliance with the institution's or technology center's student disciplinary procedures.

Every attempt will be made to get the aggrieved party to provide the allegation in writing. The allegation shall include the circumstances giving rise to the allegations, the dates of the alleged occurrences, and names of witnesses, if any. Appendix A is a sample complaint form. The allegation shall be signed by the aggrieved individual. However, where the aggrieved individual refuses to provide or sign a written allegation, the allegation will still be investigated, and appropriate action taken. Allegations made anonymously or by a third party must also be investigated to the extent possible.

If there is insufficient evidence to corroborate the allegation(s) or, in any situation in which the alleged victim refuses to cooperate in the investigation, it may be appropriate to discuss the allegation with the alleged harasser, informing him or her that s/he is not being accused of a P- 080 violation, but that the conduct alleged could be found to violate this guideline. Any investigation and subsequent discussion should be documented and a report submitted as set forth in this procedure.

The Office of General Counsel shall be notified of the allegation; whether written or verbal, as soon as possible after it is brought to the attention of the EEO/AA, Student Affairs Officer, Title VI or Title IX officer and the investigation will be under the direction of the General Counsel. For institutions with on-campus legal assistance, notice of the allegation shall be forwarded to that office.

The investigation shall be undertaken at the direction of the General Counsel's office and all investigatory notes and documents shall be attorney work product.

Where a student is the party against whom a complaint is made, all documentation shall be subject to the provisions and protections of the Family Educational Records and Privacy Act (FERPA).

The EEO/AA, Student Affairs, Title VI or Title IX officer shall notify in writing the alleged harasser within five (5) working days of receipt of the allegation. The alleged harasser shall respond in writing to the allegation within five (5) working days of notification.

The alleged harasser should be notified that any retaliation against the accuser is strictly prohibited regardless of the outcome of the P-080 investigation and may, in itself, be grounds for disciplinary action.

The EEO/AA, Student Affairs, Title VI or Title IX officer shall meet with both parties individually for the purpose of resolving the allegation informally. If informal resolution is successful in resolving the complaint, a report of such, having first been reviewed and approved by the Office of General Counsel, shall be submitted to the president/director.

In consultation with and under the direction of the Office of General Counsel, the EEO/AA, Student Affairs, Title VI or Title IX officer shall conduct an investigation of the allegation. After review and approval by the Office of General Counsel, a report shall be submitted to the president/director and the parties within twenty (20) working days following receipt of the allegation. If the allegations involve a technology center, a copy of the final report should also be sent to the Vice Chancellor for Vocational Technical Education. Each report shall outline the basis of the charge, allegation, including the dates of the alleged occurrences, the response of the alleged harasser, the findings of the EEO/AA, Student Affairs, Title VI or Title IX officer, all attempts to resolve the allegation informally and recommendations regarding disposition of the allegation. No working papers, statements, etc. generated in the investigation should be attached to the report to the president/director.

After completion of the investigation and any subsequent disciplinary proceedings, all documentation shall be forwarded to the Office of the General Counsel. However, a copy of the final report and documentation of any disciplinary action shall be maintained on campus.

The president/director shall review the report and make a final determination as to whether a violation has occurred and, if so, what the appropriate resolution should be.

If the investigation reveals evidence to support the allegation, the president/director may meet with the charged party and/or the aggrieved party and attempt to resolve the problem by agreement. Appropriate steps must be taken to ensure that the harassment will not reoccur. The charged party shall be advised of his/her right to a hearing pursuant to the procedures set forth below. A charged party may request a hearing within ten (10) days following receipt of the report.

Hearing

If the charged party requests a hearing, he or she shall be advised of hearing procedures available under Board of Regents Policy No. 1:06:00:05, Uniform Procedures for Cases Subject to Tennessee Uniform Administrative Procedures Act, and of the established institutional procedures available for resolution of the matter in question. The party requesting a hearing shall be given the opportunity to elect the procedures pursuant to which the matter shall be heard.

When an individual elects to proceed under the established institutional procedures for resolution of the matter, the election should be in writing, signed

by the individual making the election and should expressly waive the procedures available under the TUAPA as to the matter in question. When a party elects to proceed pursuant to established institutional procedures, these procedures shall include the following minimal requirements:

- a. Notice of the charge to the party or parties.
- b. The right of the party or parties to present his or her case.
- c. The right to be accompanied by an advisor.
- d. The right to call witnesses in his or her behalf.
- e. The right to confront witnesses against him or her.

In addition, in any case where the president/director makes a decision which is adverse to the charge or claim of either party, the president/director shall advise the person of any right of appeal provided by Board policy.

Individuals electing to proceed under the TUAPA shall be referred to the appropriate institutional official responsible for commencement of actions under the TUAPA as provided in Board Policy No. 1:06:00:05.

When an allegation involves a tenured faculty member, the same informal and formal procedures set out above shall be utilized. Tenured faculty members shall have the same right to elect hearing procedures as set out in sections A - C. However, where the investigation results in a finding that the harassment policy was violated and the president/director concurs with that finding and determines that procedures pursuant to TBR Policy 5:02:03:00 should be undertaken in consideration of the termination of a tenured faculty member, the matter will then proceed directly to a hearing under either the institutional policy for termination of tenure or TBR policy 5:02:03:00.

Source: November 14, 1984 TBR Presidents' Meeting and November 16, 1984 AVTS Sub-Council meeting. Revised: August 16, 1988 Presidents' Meeting. Revised: February 14, 1989 - Presidents' Meeting. Revised: November 10, 1992 - Presidents' Meeting. Revised: August 13, 1996 - Presidents' Meeting.

SEXUAL HARASSMENT COMPLAINT FORM

Date: _____

Complainant: _____

Address: _____

Phone :(home) _____ (work) _____

Name(s) of person(s) accused of wrongdoing:

Describe all actions of person(s) named above. Be as detailed as possible; include the date, time and place of each event(s) or conduct involved. Attach additional pages, if needed.

What effect has this had on you?

Names of witnesses to the above-described events. Include phone number(s), if known.

Names of anyone with whom you discussed the above-described events. Include phone number, if known.

How would you like this matter resolved?

Complainant Signature: _____

SUBJECT: WORKPLACE VIOLENCE PREVENTION GUIDELINE

1.0 PURPOSE

To define the Guideline of the TBR that all employees have the right to work in an environment free from physical violence, threats, and intimidation.

2.0 GUIDELINE

2.1. TBR has a strong commitment to its employees to provide a safe, healthy and secure work environment.

2.2. TBR also expects its employees to maintain a high level of productivity and efficiency.

2.3. The presence of weapons and the occurrence of violence or threats of violence in the workplace are inconsistent with these objectives.

2.4. TBR expects all employees to report to the work site without possessing weapons and to perform their jobs without violence or threats of violence toward any other individual and to be able to perform their duties in a safe and productive manner. Violence, threats, or intimidation toward any other individual will not be tolerated.

2.5. Weapons of any kind are prohibited in the workplace.

3.0 COVERAGE

The provisions of this Guideline apply to all TBR employees and to all TBR work sites owned or occupied by TBR or its institutions. In addition, this Guideline applies to any conduct, on or off the work site, which poses a substantial threat to persons or property within the institutional community.

Tennessee Board of Regents at its discretion, may from time to time modify this Guideline. In the event the TBR Workplace Violence Guideline is revised, a copy of the revised Guideline will be provided to each employee.

4.0 DEFINITIONS USED IN THIS GUIDELINE:

A. Violence or threats: Include acts of violence or threats of aggression including gestures or, oral or written expression which:

- create fear of bodily harm;
- cause or are capable of causing death or bodily injury;
- threaten the safety of a co-worker, student or member of the general public; or, damage property.

Acts of violence and threats of violence include, but are not limited to: verbal (such as threats, harassment, abuse or intimidation), nonverbal (such as gestures and intimidation), written communication (such as notes, e-mail), physical (such as hitting, pushing, shoving, kicking, touching and assault), and other (such as arson, sabotage, vandalism and stalking).

B. Weapon: Includes a device, instrument, material or substance used for, or can cause death or bodily injury, or damage to property. Weapons include, but are not limited to: an explosive or an explosive weapon, a device principally designed, made or adapted for delivering or shooting an explosive weapon, a machine gun, a rifle or shotgun, a handgun, a firearm silencer, a switchblade knife or any other type of knife, or brass knuckles, or any other implement for infliction of bodily injury, damage to property, or death which has no common lawful purpose. Pocket knives or knives used solely for eating, food preparation or distribution, are not considered "weapons" for purposes of these Guidelines unless used to inflict bodily injury or damage to property.

C. On the Work site/In the Workplace: Includes all real property owned or occupied by TBR, TBR vehicles and personal vehicles when performing state business off campus.

D. Possession: Includes, but is not limited to, the presence of a weapon on the employee, in his/her motor vehicle, desk, lunch box, locker, a tool kit, bag, purse, cabinets, office, etc.

E. Reasonable Suspicion: The degrees of knowledge sufficient to induce an ordinarily prudent and cautious person to believe that the circumstances being presented are more likely to be true than not. Reasonable suspicion must be based on an articulatory, specific and objective basis and may include direct observation; or information received from a source believed to be reliable.

F. Employee: For purposes of this guideline, persons receiving a payroll check, with exception of graduate assistants or student workers.

5.0 GUIDELINE IMPLEMENTATION

5.1 It is the responsibility of Human Resources to ensure that all employees are given copies of this Guideline.

5.2 Employees who are victims of or witness to violence or threats of violence must immediately report such conduct to campus or local law enforcement, appropriate supervisor and the Human Resources Officer.

6.0 PROHIBITED ACTIVITIES

TBR specifically prohibits the following and may discipline an employee up to and including dismissal for any of the following:

- 6.1. Use, possession, or sale of any weapon on the work site.
- 6.2. Storing any weapon in a locker, desk, lunch box, tool kit, bag, purse or other repository on the work site.
- 6.3. Refusing to submit to an inspection for the presence of a weapon based on reasonable suspicion.
- 6.4. Refusing to allow inspection of storage areas specified in 6.2 above based on a reasonable suspicion that a weapon or weapons will be found in such area.
- 6.5. Conviction under any criminal statute for the illegal use or possession of a weapon or for committing a violent act against the person or property of another.
- 6.6. Refusing to cooperate in an investigation about allegations or suspicion that violence or threats of violence have or is likely to occur, or an investigation about the possession of a weapon by the employee or a co-employee.
- 6.7. Engaging in violence or threats of violence.

NOTE: Despite laws which provide for permits allowing individuals to carry concealed handguns, it is the policy of the TBR, pursuant to T.C.A. §39-17-1309, to prohibit the possession of all weapons, including handguns, on property owned, operated or under the control of the TBR. The only exceptions to this prohibition are as follows:

- 1) Firearms used for instructional or school-sanctioned ceremonial purposes;
- 2) Persons employed in the army, air force, navy, coast guard or marine service of the United States or any member of the Tennessee national guard when in the discharge of their official duties and acting under orders requiring them to carry arms or weapons;
- 3) Civil officers of the United States in the discharge of their official duties;
- 4) Officers and soldiers of the militia and the national guard when called into actual service;
- 5) Officers of the state, or any county, city or town, charged with the enforcement of the laws of the state, when in the discharge of their official duties;
- 6) Any students who are members of the reserve officers training corps or students enrolled in a course of instruction or members of a club or team, and

who are required to carry arms or weapons in the discharge of their official class or team duties;

7) Any private police employed by the institution in the discharge of their duties;

8) Any registered security officer/guard who meets licensing requirements, who is discharging such officer's official duties.

9) Any law enforcement officer, policeman, or bonded and a sworn deputy sheriff may carry handguns always pursuant to a written directive by the executive supervisor of the organization to which the person is attached or employed, despite the person's regular duty hours or assignments.

10) Firearms possessed by non-student adults, if the firearm remains unhandled, in the vehicle owned by the non-student adult. However, each institution may decide to allow or not allow non-student adults to have firearms in the vehicle. If the institution chooses to not allow firearms in the vehicle, then the President can exercise the exception stated in this guideline under 11.0.

7.0 DISCIPLINE

7.1. An employee who violates this Guideline by engaging in any of the prohibited activities of Section 6.0, pursuant to TBR guideline/policy, is subject to discipline up to and including immediate dismissal.

7.2. An employee who violates this Guideline by bringing a weapon onto the work site whose employment is not terminated will be subject to searches from time to time, for an indefinite period not to exceed one (1) year from the date of the violation.

7.3. An employee's consent to submit to a search for weapons, based on reasonable suspicion, is required as a condition of continued employment and the employee's refusal to consent may result in disciplinary action, possibly including dismissal.

8.0 REPORTING

8.1. An employee who witnesses an incident of violence, threats of violence or suspicious behavior, must immediately report such conduct to campus or local law enforcement, appropriate supervisor and the Human Resources Officer.

8.2. Any employee who is granted a court order requiring any other individual to stay away from the employee's place of work must furnish a copy of the order to the Human Resources Department and Campus Security when practicable.

8.3. Supervisory Responsibility - A supervisor who witnesses an incident of violence, threats of violence or suspicious behavior, must immediately report such conduct.

9.0. MISCELLANEOUS

9.1. Any TBR institution/center has the right to search any area on TBR premises for weapons including, but not limited to, lockers, furniture, containers, drawers, equipment or other facilities, lunch boxes, briefcases, personal bags, personal toolboxes or tool kits, parking lots, TBR vehicles and other vehicles parked on TBR owned or occupied premises. However, such searches will be based only on a reasonable suspicion that a weapon or weapons will be found. If feasible prior to conducting a search, the Office of General Counsel should be consulted.

9.2. If an employee is injured while participating in a fight or after instigating a fight, then entitlement to workers' compensation benefits may be denied, as consistent with Tennessee law.

9.3. No part of this Guideline, nor any procedure therein, is intended to be construed as a guarantee or contract of employment or continued employment.

10.0. NON-RETALIATION

This Guideline also prohibits retaliation against employees who report incidents of threats, violence, intimidating conduct, or weapons possession. Any employee bringing complaint or assisting in the investigation of such a complaint will not be adversely affected in terms and conditions of employment, discriminated against or discharged because of the complaint.

11.0. EXCEPTIONS

Exceptions to this Guideline, not otherwise prohibited by law, must be approved by the President.

Source: November 3, 1999 - TBR Presidents' Meeting

Academic Integrity

Introduction.

During the last few years, Chattanooga State has actively worked to increase the awareness of the importance of integrity in all aspects of life, but especially in the academic environment. The Academic Integrity Committee has worked through the process recommended by the Center for Academic Integrity, housed at Duke University, to produce the following set of guidelines, which all areas of the campus community have agreed to follow. Adjunct instructors are valued members of our academic community who play an important role in modeling integrity, demonstrating the principles of integrity in the classroom, and holding others responsible for behaving with integrity.

Below are Chattanooga State's guidelines concerning:

- The commitment of the College to academic integrity
- The definition of academic integrity as agreed by the Chattanooga State community
- The roles and responsibilities of faculty, students, administrators, and staff
- The procedure for addressing violations of academic integrity
- The form that is required for reporting violations of academic integrity

The development of a strong culture of academic integrity is a continuous process. The Academic Integrity Committee will be meeting to address concerns and to recommend the development of classroom materials to support the efforts of faculty. The chair of the committee is Dr. Sara Kuhn, sara.kuhn@chattanoogaastate.edu, of the English Department. Please contact her for more information and/or suggestions. Also, your department head and other instructors in your area are another resource in this area.

Part I: Guiding Principles

Commitment

“Chattanooga State is committed to . . . maintaining an environment of learning where high academic standards as well as academic and personal integrity are prized.” (Statement of Mission, college catalog)

Definition

Academic Integrity is a mode of conduct based on an individual and institutional commitment to the principles of honesty, trust, fairness, respect, and responsibility, to be realized through

- Honest and ethical conduct in all activities relating to the life of the College
- Truthful, complete, and accurate representation of all personal and academic information
- Integrity of products of the academic process, such as tests, essays, research papers, laboratory reports, and any other class of course-related preparations produced by individuals or explicitly specified as group assignments
- Universal application of the principles of Academic Integrity throughout the institution.

Roles and Responsibilities:

To promote academic integrity throughout Chattanooga State, **faculty** will:

- Practice and model the values of honesty, trust, respect, fairness, and responsibility.
- Communicate, in writing, Academic Integrity expectations to the students.
- Inform students of the requirements of each course, and the behavior expected of students to fulfill those requirements. Instructors will communicate the assignment parameters for collaboration, citation, and resource use.
- Provide guidance of homework assignments, tests, reports, and individual and group projects.
- Cooperate with responsible College personnel in preventing, detecting, reporting, and providing evidence relative to any forms of cheating, plagiarism, deliberate misstatement or misrepresentation, or any other fraudulent activity related to academic matters, including student data and records.

To promote academic integrity throughout Chattanooga State, **students** will:

- Practice and model the values of honesty, trust, respect, fairness, and responsibility.
- Assume responsibility for absolute honesty in submitting all course and grade-related work.
- Prevent reuse or re-submission of their work by others.
- Give accurate and complete information.
- Follow the established guidelines regarding collaboration, citation, and resource use.
- Refuse to participate in activities that contribute to dishonesty by others.
- Assume responsibility for fairness in using college resources to complete assignments.
- Be aware of the Student Code of Conduct.

To promote academic integrity throughout Chattanooga State, **administrators and staff** will:

- Practice and model the values of honesty, trust, respect, fairness, and responsibility.
- Encourage and support an atmosphere of academic honesty.
- Take appropriate measures to raise the consciousness of individuals throughout the college community to the importance of maintaining the values underlying academic honesty.
- Assure that the materials, presentations, and relationships of the College reflect the College's commitment to the ideals of integrity, academic honesty, trust, respect, fairness, and responsibility.
- Support the efforts of faculty and staff to identify academic integrity violations and administer appropriate sanctions.

Part II: Addressing Violations of Academic Integrity

Academic Integrity Infractions and Disciplinary Infractions

It is imperative to distinguish between the response of an instructor to an individual instance of academic dishonesty and the responsibility of the Judicial Officer for a violation of the Student Code of Conduct. The following explanations may be helpful:

- The term “**Academic Sanctions**” means sanctions that are imposed by a faculty member on a student within a specific course for Academic Integrity Violations. The sanctions might range from a warning to failure in the course.
- The term “**Disciplinary Code Infraction**” means behavior that violates the Student Code of Conduct. Academic Integrity Violations only become matters for consideration as Disciplinary Code Infractions when a) multiple offenses are involved; b) the offense(s) is/are part of a larger infraction by a particular student; or c) several students are involved in the incident.
- The term “**Disciplinary Sanctions**” means sanctions imposed by the College through the Judicial Officer and/or judicial bodies on students for Student Code of Conduct Violations. These sanctions are beyond the parameters of a single course, and they might include educational components, college service, probation, suspension, or expulsion. Disciplinary sanctions require the students to be given due process.

Thus, while it is necessary for faculty members to report each case of academic dishonesty to the Judicial Officer, the impact of that individual case of academic dishonesty on the grade the student receives on the assignment and in the class is solely the responsibility of the instructor of record.

Examples of Academic Integrity Violations

- Unauthorized assistance on assignments or exams
- Falsification of data
- Unauthorized collaboration on exams or class assignments

- Plagiarism (includes copying/pasting from Internet sources and use of paper mills or similar sources)
- Use of direct quotations or key ideas without proper citation
- Submitting the work of another student as student's own
- Unauthorized use of technological devices, cell phones, calculators, etc.
- Unauthorized access of an instructor's files, tests, and materials
- False information on official college documents

Procedures for Handling Violations of Academic Integrity

If a faculty member, administrator, or staff member feels that a student has been guilty of any form of academic dishonesty, these are the steps that person should follow as soon as possible, preferably within **ten** days of the occurrence:

1. Collect all information regarding the situation. Such information may be the student's papers, printed copies of material from a book or website, an application, copies of other student papers if copying is suspected, etc. Further investigation other than that confined specifically to the instructor's classroom and to students within that class should be conducted by the Judicial Officer, if necessary.
2. Inform and discuss the situation with the immediate supervisor and/or the department head.
3. Give copies of the materials you have collected to your supervisor (retain originals).
4. Discuss with the supervisor your conclusions and your plan of action. You may also wish to contact the Judicial Officer at this time, who will contact other areas of the College that may need to be involved (perhaps Counseling, Disabilities Support, Records, etc.), if necessary. The supervisor may decide to inform the dean of the division of the problem as well.
5. Fill out the Academic Integrity Violation Report provided by the Judicial Officer. This form should be completed in **ALL** cases of suspected academic dishonesty. The form is found on the College Home Page. Click on Student Life, then Judicial Affairs, then Academic Integrity Violation Report for a printable copy. Please note the statement at the bottom of the form:
 - i. *This incident will remain in a file in the Judicial Affairs office, but will not be made part of the student's disciplinary file unless other incidents occur or the severity of the incident warrants a disciplinary charge.*
6. Discuss the situation with the student, preferably in a face-to-face meeting. Show the student your information as well as the incident report. Tell the student what action you intend to take ("academic sanction").
 - a. You may choose to warn the student and take no other action.
 - b. You may decide to require an additional assignment from the student in an effort to educate him/her about academic integrity.
 - c. You have the authority to penalize the student's grade on the assignment;

- d. You may assign a 0 on the assignment and allow the opportunity to re-do it for a higher grade;
 - e. You may assign a grade of 0 on the assignment without the opportunity to re-submit the assignment;
 - f. Or, you may assign an F for the course.
7. Tell the student that you will be filing the Incident Report form with Judicial Affairs. If the student does not agree with the instructor's decisions regarding the incident, the student should write a response on the form.
8. Check the appropriate box as to whether other action is necessary at this time, and then have the student sign the AI Violation Report. If the student refuses to sign, make a note of his/her refusal on the form.
9. As the instructor of the class, sign the Academic Integrity Violation Report. Give the student a copy of the form. If the student accepts the decision of the faculty or staff member, there will be no other effects of the incident, unless there has been a previous report of academic dishonesty by the student.
10. Submit the signed Academic Integrity Violation Report to Judicial Affairs. Give a copy to your supervisor and/or department head. Keep a copy for yourself.
11. The Judicial Officer will review the Incident Report filed by the instructor to determine if there are other factors that must be considered that might necessitate a disciplinary action against the student. Reasons that the Judicial Officer might consider further action necessary include:
 - Possible disruption of the educational environment;
 - Infringement of rights protected by FERPA;
 - Involvement of more than one student in the same incident;
 - Repeated violations by the same student;
 - Occurrences of additional violations of other parts of the code of conduct as well as the initial one such as bribery, theft of materials, forgery, etc.

Should further action be deemed necessary by the Judicial Officer, the procedure would then follow that of any other Disciplinary Code Infraction.

Conclusion

The spirit of Academic Integrity as an ethical principle embraced by our students, our faculty, our staff, and our administrators should be trumpeted in the most positive manner. Educating our students about what constitutes a violation of academic integrity, structuring assignments and educational environments to guard against such violations, and remedying first instances of violations proactively should be fundamental obligations of us all. However, it is equally necessary for our students to know that there are consequences for acts of academic dishonesty and that those consequences are imminent should such acts be committed. Furthermore, it is essential that our faculty members not only understand and apply the correct procedure in such instances, but know from the outset that their discernment, judgment, and action will be supported. By making our commitment, our policies, our procedures and all possible consequences known to our college community, we demonstrate our responsibility for and our dedication to Academic Integrity at Chattanooga State.

Sources: The following materials were used as sources in developing this document: Center for Academic Integrity Guidelines;
<http://www.northwestern.edu/uacc>;
http://www.inform.umd.edu/ugradcat/appendix/academic_integrity.htm.
<http://www.academicintegrity.org/pdf/FacultyWorkshops.pdf>;
<http://students.Berkeley.edu/sas/rights.shtml>

Academic Integrity Violation Report

(Copies to be filed with the Academic Affairs Office and the Judicial Affairs Office within ten calendar days, excluding official College holidays, of the occurrence)

Submitted by _____ **Office phone** _____

Date of Incident _____ **Course** _____

Name of Student _____ **Student ID#** _____

Description of the incident _____

SUPPORTING DOCUMENTATION MUST BE ATTACHED.

Describe action taken by faculty member _____

Does student accept responsibility? Yes _____ No _____

Student's initials and date _____

If the student does not admit responsibility, he or she must attach a response.

This report will be filed as a first offense report but will not be used as a formal judicial charge unless further incidents are reported or additional judicial review indicates that necessity. In the event that the faculty member or the judicial officer requests judicial review, student rights to due process and judicial hearing information will be explained in a judicial conference.

Student's Signature _____ Date _____

Faculty's Signature _____ Date _____

Matters concerning students must be confidential. See FERPA guidelines. Please send the original in a sealed envelope to the Judicial Affairs Office.

ADJUNCT FACULTY POSITION DESCRIPTION

General Description of Position: Under the supervision of the department head and or division dean, performs specific duties related to instruction, course and curriculum development, and service to students.

Responsibilities:

1. Teaches assigned courses in areas of competency to accomplish the mission of the College.
2. Facilitates the classroom instructional process, supporting the instructional and learning goals and objectives for each course.
3. Effectively evaluates students to determine requisite skill; monitors progress toward course goals and objectives; assigns final grades; and, assesses knowledge, skills and attitudes for the purpose of granting credit.
4. Provides out-of-class academic assistance to students who need and/or request it.
5. Maintains accurate records of student attendance and grades and communicates them as needed on a timely basis to the appropriate institutional office.
6. In a professional manner, counsels and advises students in regard to their academic preparation and career goals.
7. Actively works to retain students through quality classroom experiences, counseling and advising.
8. Keeps classroom and office hours as defined by supervisor.
9. Prepares supplemental instructional, lab equipment, supplies and other learning resources.
10. Demonstrates appropriate use of current technology in the preparation, creation and delivery of instruction.
11. Creates and revises courses and/or curricula, as needed, that enhance the learning process and addresses emerging needs and opportunities.
12. Maintains updated course syllabi, as needed, according to prescribed College procedures.
13. Acts courteously and professionally towards students, respecting their rights and access to educational opportunities.
14. Develops and maintains positive and cooperative relationships with colleagues within the assigned academic division and other units of the College.

Qualifications: Education and experience vary by discipline.

Conditions of Employment: Employment is effective upon the execution of an adjunct faculty contract.

Evaluation of Adjunct Faculty

Faculty Member _____ Year _____

Instructional Area _____ Division _____

Courses Taught During Evaluation Period _____

If "Satisfactory" is marked, the supervisor may include a statement of commendation for outstanding efforts. If "Unsatisfactory" is marked then the supervisor must include a statement explaining the deficiencies along with a mutually agreed upon plan of action for improvement. The supervisor may request appropriate documentation for evidence of participation. The supervisor is expected to inform the faculty member of any unsatisfactory behavior at the time of occurrence. This allows a faculty member the opportunity to correct his/her behavior before the formal evaluation takes place. The evaluation process is an open dialogue between the supervisor and the faculty member and it may require more than one meeting.

A. Supervisor Evaluation

1. Teaches assigned courses in areas of competency to accomplish the mission of the College.
_____ Satisfactory _____ Unsatisfactory

2. Facilitates the classroom instructional process, supporting the instructional/learning goals and objectives for each course.
_____ Satisfactory _____ Unsatisfactory

3. Effectively evaluates students to determine requisite skill; monitors progress toward course goals and objectives; assigns final grades; and, assesses knowledge, skills, and attitudes for the purpose of granting credit.
_____ Satisfactory _____ Unsatisfactory

4. Provides out-of-class academic assistance to students who need and/or request it.
_____ Satisfactory _____ Unsatisfactory

5. Maintains accurate records of student attendance and grades and communicates them as needed on a timely basis to the appropriate institutional office.
_____ Satisfactory _____ Unsatisfactory

6. In a professional manner, counsels and advises students in regard to their academic preparation and career goals.

_____ Satisfactory _____ Unsatisfactory

7. Actively works to retain students through quality classroom experiences, counseling, and advising.

_____ Satisfactory _____ Unsatisfactory

8. Keeps classroom and office hours as defined by supervisor.

_____ Satisfactory _____ Unsatisfactory

9. Prepares supplemental instructional, lab equipment, supplies and other learning resources.

_____ Satisfactory _____ Unsatisfactory

10. Demonstrates appropriate use of current technology in the preparation, creation and delivery of instruction.

_____ Satisfactory _____ Unsatisfactory

11. Creates and revises courses and/or curricula, as needed, that enhance the learning process and addresses emerging needs and opportunities.

_____ Satisfactory _____ Unsatisfactory

12. Maintains updated course syllabi, as needed, according to prescribed College procedures.

_____ Satisfactory _____ Unsatisfactory

13. Acts courteously and professionally towards students, respecting their rights and access to educational opportunities.

_____ Satisfactory _____ Unsatisfactory

15. Develops and maintains positive and cooperative relationships with colleagues within the assigned academic division and other units of the College.

_____ Satisfactory _____ Unsatisfactory


~~~~~  
**Overall Evaluation**    \_\_\_\_\_ **Satisfactory**    \_\_\_\_\_ **Unsatisfactory**

(12 statements must be satisfactory to achieve overall satisfactory; however, if a faculty member receives one or more unsatisfactory marks on items 1-14, another evaluation will be completed at the end of the next semester.)

~~~~~  
Evaluator Comments: (Please list the faculty member's strengths as observed in the current evaluation cycle.)

Evaluator Signature and Title: _____ Date: _____

~~~~~  
Supervisor Comments: (Please add additional strengths not identified by the evaluator.)

I \_\_\_\_\_ Do \_\_\_\_\_ Do Not agree with the above evaluation. If 'Do Not' please explain.

Supervisor Signature and Title: \_\_\_\_\_ Date: \_\_\_\_\_

~~~~~  
Faculty Comments:

I _____ Do _____ Do Not agree with this evaluation. If 'Do Not' please explain.

Faculty Signature: _____ Date: _____

B. Instructional Development

If you wish to complete a goal for the purpose of instructional development, please use the format below.

1. Statement of the goal.
2. Summary of the process for achieving the goal.
3. Expected outcomes from goal completion.
4. Resources needed for successful completion of the goal.
5. Actual outcomes once the goal is complete.