

FACULTY HANDBOOK

Approved by the Faculty Senate, March 18, 2025

Southwest Tennessee Community College is an AA/EEO employer and does not discriminate on the basis of race, color, national origin, sex, disability or age in its program and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Executive Director of Human Resources and Affirmative Action, 737 Union Avenue, Memphis, TN 38103, (901) 333-5760.

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1 Purpose

The purpose of the Faculty Handbook is to provide the faculty with information pertaining to the policies, procedures, and practices of Southwest Tennessee Community College. Sources of information include SOUTHWEST policies and the SOUTHWEST catalog, TBR policies, and previous editions of the Faculty Handbook. The Handbook includes as much information as practical, but it is not exhaustive. Also, faculty should bear in mind that there may be revisions to policies or new policies that take effect after the publication of this edition of the Faculty Handbook.

Faculty members are encouraged to gain further knowledge and learn the most recent information about areas of interest by reading the original policies, reading the catalog, and consulting with their immediate supervisors.

Southwest Tennessee Community College policies and the policies of the Tennessee Board of Regents are available on the Web.

TBR Policies: <https://policies.tbr.edu/>

SOUTHWEST Policies and Forms: <https://www.southwest.tn.edu/policy/index.php>

SOUTHWEST Catalog: <https://www.southwest.tn.edu/catalog/index.php>

2 General Information

2.1 Mission

At Southwest Tennessee Community College, community is our middle name. As a teaching and learning college, our students pursue associate degrees and technical certificates and engage in workforce development training to prepare them for the demands of an evolving marketplace. Our ability to change and adapt to uplift our students and serve our community makes us unique. At Southwest, we believe everyone deserves an opportunity.

Implementation of this mission requires specific activities carefully designed to ensure that the mission is accomplished. These activities are grounded in the College's basic values and are continuously evaluated and improved. As a current implementation strategy, the College:

- Offers Associate of Applied Science, Associate of Arts, Associate of Science, Associate of Fine Arts and Associate of Science in Teaching degrees, academic and technical certificate programs, and courses that prepare students for transfer, employment, and career advancement in areas that include allied health sciences, nursing, business, computer technologies, criminal justice, education, and engineering and related technologies, while continually developing new programs in emerging fields
- Offers a general education program to improve student communication and mathematical skills, critical thinking, cultural awareness, and personal and civic responsibility
- Provides customized training, specialized courses, continuing education, and assessment services to meet personal, career, and workforce development needs
- Provides developmental education to strengthen basic academic skills
- Offers an Honors Program for creative and academically talented students.
- Develops articulation agreements and collaborative activities with high schools, technology centers, colleges, and universities to ensure smooth educational transitions for students
- Develops and sustains effective partnerships with business, industry, and community agencies to foster economic development and workforce preparation
- Initiates public service activities and educational collaboratives dedicated to life-long learning and the improvement of the community at large

- Creates opportunities for enrichment and personal growth through social, cultural/artistic, multi-cultural, and athletic activities
- Utilizes technology reflecting current business and industry standards
- Provides student support services to increase opportunities for success
- Promotes academic excellence by supporting effective learning with quality instruction, a free exchange of ideas, and enhanced educational experiences through honors programs.

2.2 Equity Statement

Southwest Tennessee Community College affirms its commitment to equity, inclusion and supporting the success of all our community members. We strive to create a campus culture where each individual, including students, staff, and faculty can thrive. The College stands ready to help every student succeed. To ensure success is attainable for all students at Southwest, we are committed to reviewing and adjusting: Our curriculum to ensure that it is in line with the evolving workforce; Our policies and procedures to ensure we provide effective and efficient services; Our expectations, which will in turn encourage student success. Our Faculty and Staff will advance the College's equity goals with the full support of College leadership. To position our faculty and staff to be agents of change, we are committed to: Diversification efforts in hiring, retention and promotion policies; Professional development opportunities leading to efficient services to our community; Sustainable work/life balance for the College's employees.

2.3 Vision

Southwest Tennessee Community College will become a national model for technical, career, and transfer education by fostering student success, transforming lives, and increasing the educational level of a diverse community.

2.4 History

Southwest Tennessee Community College draws on the legacies of two colleges, Shelby State Community College and State Technical Institute at Memphis, which were consolidated on July 1, 2000. The College was authorized when House Bill Number 1742 was passed by the General Assembly on May 28, 1999, and approved by the Governor on June 17, 1999. Southwest Tennessee Community College welcomed Dr. Tracy Hall as President in 2015.

2.5 EEO/TITLE IX/SECTION 504/ADA

Southwest Tennessee Community College does not discriminate on the basis of race, sex, color, religion, national origin, age, or disability. This policy extends to employment by, admission to, or educational opportunities and benefits provided by the college.

Inquiries concerning EEO, Title IX, the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 should be directed to the EEO Officer. For specific information on services for students with disabilities, refer to that section. Southwest Tennessee Community College is an equal opportunity/ affirmative action college. It is committed to the education of a non-racially identifiable student body.

2.6 Website

Southwest Tennessee Community College maintains a website where information about the College and its academic programs and policies is available. The Academic Calendar that contains dates important to registration, admissions, and special events is an important web resource for faculty and students. Please visit the SOUTHWEST Home Page for the latest information. The web address is <http://www.Southwest.tn.edu>.

2.7 Specific Faculty Responsibilities

1. The primary obligations of a Southwest Tennessee Community College faculty member, whether ranked or unranked, are to teach effectively. Also, it is required to adhere to all Southwest and TBR policies at all times.
2. Each faculty member, both full and part-time, is required to meet punctually all assigned classes on scheduled meeting days.
 - a. If a faculty member is prevented from meeting classes because of illness or emergency, the responsibility for covering the class rests with the department chair.
 - b. If a faculty member plans to take authorized professional leave, he/she is responsible for planning for the class(es) and having the arrangements approved by the department chair prior to requesting authorization for such leave.
3. A faculty member shall not routinely dismiss a scheduled class earlier than its scheduled duration. A faculty member may, however, for good cause occasionally dismiss a class earlier.

4. Each faculty member shall conduct class and maintain good order in a manner that is conducive to promoting an effective learning environment.
5. Each faculty member must provide a course syllabus to each student enrolled in his/her class using the platforms required by the College. The syllabus should be available to students from the first day of class.
6. Each faculty is responsible for keeping records of student progress for determining final grades. Please note that Southwest Policy 2:00:00:00/31 mandates the required use of the learning management system.
7. Each faculty member must submit final course grades, report attendance (LDAs), and submit academic progress reporting to the Records Office on time and in the prescribed format.
8. Copies of current syllabi must be filed with the department chair each semester.
9. Copies of course Records and/or Grade Books as requested by the chair. Faculty members must retain appropriate course materials and records—i.e., examinations, papers, attendance rosters, etc. for six months after the conclusion of the semester in which the course is completed, excluding the summer sessions. At the end of the semester, or at the end of summer sessions, a copy of grade records/ book, last date of attendance, and a copy of the syllabus must be submitted to the department office. These records will be retained in the department office for five years so that they can be consulted if necessary. Course materials for students who have been assigned an Incomplete (I) grade will be retained for one full semester after the conclusion of the semester in which the final grade was assigned.
10. In order to foster student learning, students must be permitted to review exams, to be given the correct answers to exam questions, and to understand how the examination scores were computed.
11. A common textbook is used whenever two or more sections of a course are offered. In such cases, all full-time faculty members in the discipline shall participate in the selection of textbooks.
12. During the fall and spring semesters, a faculty member is required to schedule and post a minimum of ten office hours per week in a period of not less than 4 days a week to provide academic advice to students. Office hours must be scheduled at times appropriate for the class schedule and the convenience of students. Faculty teaching Distance Education courses must hold eight regularly scheduled office hours on campus within a period of not less than four days

per week, with two additional virtual office hours that may be held at any location. Faculty members are expected to work a total of 37.5 hours per week. Office hours shall be posted outside the faculty member's office, and a copy shall be filed with the department chair and the dean.

13. All full-time faculty who teach in summer sessions are required to post and keep adequate office hours, scheduled at times that are convenient to students enrolled in their classes.

14. Faculty members are expected to participate fully and productively in the governance of the College and in activities that promote the achievement of its mission and goals. Such participation normally includes student advice/mentorship, membership on college-wide or departmental committees, curriculum and grants development, and other forms of institutional service or professional and public service.

15. Faculty members are expected to attend all commencements and convocations, college-wide meetings unless otherwise excused by the department chair.

16. Faculty members are expected to attend all department meetings unless otherwise excused by the department chair. Faculty members are also expected to serve on departmental committees and to participate in departmental activities intended to promote the goals of the department and the collegial environment.

17. Each faculty member must maintain professional status as required by the accrediting body for his/her discipline.

18. Each faculty member is required, unless otherwise excused by the department chair, to attend scheduled staff development activities.

19. Each faculty member is required to establish, in concert with the department chair, annual professional development objectives which foster the goals of the department, the division, and the College. In addition, each faculty member is required to meet periodically with the department chair for an assessment of his or her progress and achievements.

2.8 Summary of Duties and Responsibilities of the Central Administration

2.8.1 President

The President serves as the chief executive officer of the College. The President reports through the Chancellor to the Tennessee Board of Regents. The President provides leadership for all aspects of the multi-campus College through personal vision, strategic management, and

student-centered goal development. The President interprets, administers, and enforces policies made by the Board of Regents. The President sets the standards for performance for the faculty and staff of the College.

2.8.2 Vice President of Academic Affairs and Executive Vice President

This position serves as the chief academic officer directly responsible to the President for leading the development, coordination and implementation of curricula and instruction at the college.

This position also serves as a spokesperson for the faculty, departmental chairpersons, and academic deans with regards to matters concerning the instructional programs, budget proposals and academic personnel policies. As an advisor to the president, this position also assists in strategic planning for the acquisition, use, and growth of campus-wide information and technology resources in support of education, services, and administrative operations.

This position also provides leadership for workforce development and continuing education, libraries, off-campus locations and centers, academic grants, retention efforts and dual enrollment.

2.8.3 Chief Financial Officer and Administration Services

This position is responsible for maintaining sound fiscal management and for developing policies in the areas of finance and financial aid and is directly responsible to the President. This office also provides leadership in the areas of bookstore, cafeteria, childcare, human resources, purchasing, and facilities maintenance.

2.8.4 Vice President of External Affairs

This position assists the President in promoting the College in the community, organizing fund raising activities, grant writing and oversight, and maintaining alumni relations.

2.8.5 Associate Vice President of Human Resources

This position serves as Chief Human Resources Officer of the college, and provides vision and creative leadership to Southwest in all areas of human resources management as well as serving as the college's Affirmative Action Officer. This position reports directly to the President.

2.8.6 Vice President of Student Affairs

This position serves as chief administrator for student and enrollment services and reports directly to the President of the College. Responsibilities of this position include developing and managing annual and long-term student enrollment and retention goals. This position also

directs Admissions, Records and Recruitment, Counseling and Advising, and Career Service as well as other college activities. This position represents the College to community groups and state agencies on issues pertaining to students.

2.8.7 Director of Internal Auditing

This office reports to the President but, in order to assure independence, does not participate in the day-to-day management of the institution. This office reviews institutional compliance with institutional, board, state, and federal policies and regulations.

2.8.8 Associate Vice President of Government Relations

This position reports directly to the President of the College and provides public policy and legislative support to the President and other senior officers regarding strategies to secure governmental support at the local, state, and federal levels.

2.9 Accreditation

Southwest Tennessee Community College is accredited by the Southern Association of Colleges and Schools' Commission on Colleges (1866 Southern Lane, Decatur, Georgia 30033-4097), Telephone number (404-679-4501) to award the Associate of Applied Science, Associate of Arts, Associate of Fine Arts, Associate of Science, and Associate of Science in Teaching Degrees, as well as certificates.

2.10 Shared Governance

The Tennessee Board of Regents (TBR) is the legal body responsible for all Tennessee Community Colleges and Tennessee Colleges of Applied Technology excluding the University of Tennessee system. The responsibility of the Board is to employ the System Chancellor and define his duties and select and employ the presidents of the institutions. The Board also develops and approves system-wide policies, confers tenure, and approves promotions in rank of faculty; prescribes curricula and requirements for diplomas and degrees; and approves the operating and capital budgets of each institution.

Southwest includes an updated statement on Shared Governance: Founded in 1915, the American Association of University Professors (AAUP) is dedicated to facilitating a more effective cooperation among teachers and research scholars in universities, colleges, and

professional schools; to promoting the interests of higher education and research; and in general, to increasing the usefulness and advancing the standards, ideals, and welfare of the profession.

The principles of shared governance which, accordingly to the AAUP's Statement of Government of Colleges and Universities, "refers to the responsibility shared among the different components of the institution—governing boards, administrations, and faculties—for its governance, and the specifies areas of primary responsibility for each component.

The role of the governing board is to ensure that the institution stays true to its mission, to play a major role in ensuring that the institution has the financial resources it needs to operate successfully, to possess decision-making authority, and to entrust the conduct of administration to the administrative officers.

The role of the president is to be the chief executive officer of the institution, to ensure that the operation of the institution conforms to the policies set forth by the governing board and to sound academic practice, to provide institutional leadership, to make sure there is effective communication between components of the institution, and to represent the institution to its many publics.

The faculty's role is to have primary responsibility for such fundamental areas as curriculum, subject matter and methods of instruction, research, faculty status, and those aspects of student life which relate to the educational process. The responsibility for faculty status includes appointments, reappointments, decisions not to reappoint, promotions, the granting of tenure, and dismissal."

The college practices shared governance with the Tennessee Board of Regents in accordance with the aforementioned principles and is committed to timely information sharing among faculty, staff, students, administration, and trustees; faculty responsibility in determining curriculum, educational policy, standards for evaluating teaching and scholarship, selection of new faculty, and promotion and tenure; faculty representation in university decision-making that directly or indirectly affects faculty; consultation with appropriate faculty on the general fiscal implications of decisions about curriculum, enrollment, class-size, and admission policies; on peer nomination of faculty to serve on committees and similar deliberative bodies. Shared governance requires timely communication, transparency, inclusion, collaboration, and consistency. All faculty members are expected to accept the responsibility of shared governance

and act as good university citizens through service on committees (or similar deliberative bodies) and the faculty senate.

2.11 Coordinating Board

The Tennessee Board of Regents is one of two higher education systems in the state of Tennessee, the other being the University of Tennessee system. Coordination between the two systems is furnished by the Tennessee Higher Education Commission (THEC) for budgetary and capital outlay requests, state master plan for higher education, need and location of new higher education institutions, and approval of new academic degree and certificate programs.

3 Faculty

3.1 Academic Freedom and Responsibility : 5.02.03.30

3.2 Definition of Faculty

According to the Tennessee Board of Regents, the term "faculty" shall be limited to regular, full-time personnel at institutions whose regular assignments include instruction, research, and/or public service as a principle activity, and who hold academic rank as professor, associate professor, assistant professor or instructor, senior instructor, or master instructor, and as senior vocational teacher, intermediate vocational teacher, vocational teacher.

Institutions may limit, but may not expand the scope of the definition of faculty for the purposes of this policy. (Reference: Tennessee Board of Regents: 5.02.01.00, <https://policies.tbr.edu/policies/>)

3.3 Accreditation Standards

Teaching faculty members must be in compliance with the accreditation standards of the Southern Association of Colleges and Schools' Commission on Colleges (SACSCOC) for their teaching fields. Also, faculty members must be in compliance with any programmatic accreditation standards that may apply to their particular teaching fields. The relevant teaching credential of US graduates must have been granted by a regionally accredited college or university. Foreign transcripts and degrees must be given appropriate US equivalency by a credential evaluator that meets SACSCOC standards.

3.4 Faculty Appointments

Appointments to the Southwest Tennessee Community College faculty may be temporary, term, tenure-track, or tenured. Initial appointments will be made at any faculty rank for which the candidate is qualified. Faculty Appointments, Policy 5:02:07:00/50 reflects TBR Policy, 5.02.07.00. This policy outlines types of faculty appointments and addresses the TBR Policy action that term appointments of greater than 6 years should have a process for conversion to tenure track.

3.4.1 Temporary Appointments

Temporary appointments are appointments made to meet a short-term staffing need. Temporary appointments are made for a single academic year, or portion thereof, and expire automatically at the end of that year. Temporary appointments may be renewed a maximum of 3 years.

3.4.2 Term Appointments

Term appointments are annual appointments made in the interest of a specific programmatic need of undetermined duration in the career programs. Term appointments are made for a single academic year and expire automatically at the end of that period.

3.4.3 Tenure-Track Appointments

Tenure-track appointments are those that may lead to a positive recommendation for tenure upon successful completion of a probationary period. Tenure-track appointments may be terminated with proper notice during the probationary period. Where a term appointee is granted a tenure-track appointment, up to three years of service under the term appointment may be credited toward the tenure-track probationary period. A tenure-track faculty member may be granted annual tenure-track appointments for a maximum probationary period which may not exceed seven years. Subject to an exception for special circumstances, a tenure-track faculty member must serve a five-year probationary period before being recommended for tenure. When a faculty member, on a tenure-track appointment, completes the sixth year of the probationary period, the faculty member will either be recommended for tenure by the president, or will be given notice of non-renewal of the appointment following the seventh year of service.

Tenure is granted by the Tennessee Board of Regents upon the recommendation of the President and the Chancellor. Please see TBR Policy 5:02:02:30 for further information regarding faculty appointments.

3.5 Academic Ranks and Titles

The College recognizes and adheres to the traditional academic ranks and titles within the professorate. Faculty, as defined above, who meet the criteria specified in the College policy on “Academic Rank” may, therefore, be appointed or recommended for promotion to one of the following academic ranks: Instructor, Assistant Professor, Associate Professor, or Professor.

3.5.1 Unranked Faculty

An unranked faculty member is a part-time employee who has been assigned to teach one or more credit courses. During the specified period of appointment, such unranked faculty is assigned the title of adjunct professor and is not granted full faculty status.

3.5.2 Rank, Promotion and Tenure Criteria Applicable to Academic Administrative Officers of the College

Academic administrative officers of the College may be assigned faculty rank based on the same qualifications as those that pertain to teaching faculty. Similarly, they may be promoted in rank and may be granted tenure pursuant to the same criteria that pertain to teaching faculty.

3.6 Tenure

<https://www.southwest.tn.edu/policy/section5/5-02-03-01-38.pdf>

<https://policies.tbr.edu/policies/academic-tenure-community-colleges>

3.6.1 Expiration of Tenure

Tenure status shall expire upon retirement of the faculty member. Tenure shall also expire upon the event of permanent physical or mental inability of a faculty member, as established by an appropriate medical authority, to continue to perform his/her assigned duties.

3.6.2 Termination of Tenure for Curricular Reasons

The employment of a tenured faculty member may be terminated because (1) a program is deleted from the curriculum or (2) because of substantial and continued reduction of student enrollment in a field. A procedure of due process is defined within TBR Policy 5.02.03.70.

3.6.3 Termination of Tenure for Reasons of Financial Exigency

A tenured faculty member may be terminated as a result of financial exigency at an institution subject to Board declaration that such financial conditions exist. Personnel decisions (including those pertaining to tenured faculty) that result from a declaration of financial exigency at a Board of Regents institution will comply with the Board Policy on Financial Exigency (5.02.06.00).

3.6.4 Termination for Adequate Cause

TBR Policy 5:02:03:70 sets forth the conditions under which a faculty member may be terminated for adequate cause. The policy also explains how the faculty member will be afforded due process throughout the termination proceedings.

3.7 Promotion in Academic Rank

Promotion in rank is recognition of past achievement of the individual being considered for promotion. In addition, the advancement in rank is usually recognition of future potential and a sign of confidence that the individual is capable of greater accomplishments and of assuming greater responsibilities. The policy of the Tennessee Board of Regents is to make promotions strictly on consideration of merit tempered by institutional and fiscal considerations. All teaching faculty are expected to possess adequate teaching skills. However, candidates from the teaching faculty recommended for promotion or tenure should also be judged on the basis of their contributions to the institution in the public service area (including professional activities and applied research where applicable).

<https://www.southwest.tn.edu/policy/section5/5-02-02-01-37.pdf>

The following defines minimum criteria that distinguish between academic ranks. Faculty must demonstrate minimum criteria to be eligible for promotion in rank. Promotion must be sequential in each rank. Application is officially made when the completed dossier is submitted to the department chair as outlined in the timeline contained in this policy. To be eligible for promotion, a faculty member must be in a term, tenure-track, or tenured appointment. Faculty in temporary appointments are appointed in rank but are not eligible for promotion in rank.

Temporary appointments may not be converted to term, tenure-track or tenure appointments (TBR 5:02:07:00 – Faculty Appointments in Community Colleges).

3.7.1 Instructor

- Potential ability in teaching, service/outreach, and scholarship/create activities/ research.
- As determined to be appropriate for the instructional discipline, either an Associate degree and properly documented competencies in the teaching discipline (i.e., Career Studies) or an earned Master's degree or higher from an accredited institution with at least 18 semester hours (or equivalent quarter hours) at the graduate level in the instructional discipline or related area.
- Evidence of good character, mature attitude, and professional integrity.

3.7.2 Assistant Professor

- Documented evidence of ability in teaching, service/outreach, and scholarship/research/creative activities.

- As determined to be appropriate for the instructional discipline, either a Baccalaureate degree (i.e., Career Studies) or an earned Master’s degree or higher from an accredited institution with at least 18 semester hours (or equivalent quarter hours) at the graduate level in the instructional discipline or related area plus at least three years full time experience as a faculty member at an accredited institution (excluding experience concurrent with and in the same institution where studies were taken for an advanced degree).
- Evidence of good character, mature attitude, and professional integrity.
- Must have completed two years at the current rank prior to applying for promotion.

3.7.3 Associate Professor

- Documented evidence of high-quality professional productivity in teaching, service/outreach, and scholarship/creative activities/research.
- As determined to be appropriate for the instructional discipline, either a Baccalaureate degree (i.e., Career Studies) or an earned Master’s degree or higher from an accredited institution with at least 18 semester hours (or equivalent quarter hours) at the graduate level in the instructional discipline or related area.
- Must have completed three years at the current rank prior to applying for promotion and have a minimum of six years of full time experience (excluding experience concurrent with and in the same institution where studies were taken for an advanced degree) as a faculty member at an accredited institution.
- Evidence of good character, mature attitude, and professional integrity.

3.7.4 Professor

- Documented evidence of sustained high quality professional productivity in teaching, service/outreach, and scholarship/creative activities/research.
- Earned doctorate or TBR recognized terminal degree from an accredited institution in the instructional discipline or related area with at least 18 semester hours (or equivalent quarter hours) at the graduate level in the instructional discipline or related area. TBR, using national discipline standards, has compiled a list delineating “terminal” degrees in each discipline. Each community college may also petition the Board for ‘equivalent work experience credit’ when a candidate has not obtained a terminal degree but has a record of extraordinary achievement in a given field. The equivalent work experience credit may include teaching experience or other

experiences such as experience gained as an administrator, counselor, librarian, journeyman, or the like.

- Must have completed five years in the current rank and have a minimum of ten years full time experience as a faculty member at an accredited institution (excluding experience concurrent with and in the same institution where studies were taken for an advanced degree) prior to applying for promotion.
- Documented evidence of teaching excellence and superior contribution to student development or superior scholarly or creative activity. The absence of such evidence may prevent advancement to the rank of professor. Since there is no higher rank, promotion to professor is taken with great care and requires a substantial level of achievement. This rank is not a reward for long service; rather it is recognition of superior achievement within the discipline with every expectation of continuing contribution to the college and the larger academic community.
- Evidence of good character, mature attitude, professional integrity, and a high degree of academic excellence and professional responsibility.

Note: Minimum criteria may be waived if approved by the college president when a candidate offers extraordinary qualifications in lieu of the stated minimum rank criteria. Such approval must be supported by evidence of the extraordinary nature of the qualifications. For example, a candidate with recognized, national prominence and expertise might qualify for such a waiver.

Note: For a complete description of the Southwest Tennessee Community College/TBR policy and protocol concerning faculty employment, promotion, and tenure see the Southwest Tennessee Community College website.

TBR Policy No. 5:02:02:01/37

3.8 Salary Increase for Promotion in Rank

In recognition of those new and additional responsibilities, the College awards a base salary adjustment with each promotion in rank. Such adjustments become effective in the fiscal year immediately following the award of promotion by the Tennessee Board of Regents, unless otherwise stipulated by the Chancellor or the Board. As stipulated in SOUTHWEST Policy No. 5:01:00:02/32, the amount of the base salary adjustment is contingent upon the rank to which one has been promoted.

3.9 Faculty Promotion Process

Promotion and tenure follow the same procedural steps. The Vice President of Academic Affairs will establish and publish, at the beginning of the fall term, a timetable for this process.

Guidelines in Appendix 1 provide a general list and schedule of activities required for faculty to be considered for promotion or tenure. The schedule of “typical months” may be adapted in any year to accommodate college needs and conditions. A dossier format is also included.

3.10 Faculty Proficiency in Oral and Written English

Pursuant to TBR Policy 5:02:01:03: The following represent minimum guidelines for evaluating faculty in this area. At minimum candidates shall demonstrate:

- a. An ability to speak and write English clearly.
- b. An ability to understand written and spoken English.
- c. An ability to communicate effectively in an academic environment (for example, previous successful employment in an academic institution).

No individual shall be appointed to a teaching position or recommended for tenure in such a position on any campus, or other institutional unit of an institution or technology center, unless the Dean confirms in writing to the Associate Vice President that such individual can communicate effectively with students in the English language.

3.11 Faculty Workload

The academic year consists of the fall and spring semesters and begins on August 15 and ends on May 15 of the subsequent calendar year. The fiscal work year begins on July 1 and ends on June 30 of the subsequent calendar year. Faculty on an academic year contract are expected to teach a total of 30 semester hours each academic year, usually distributed 15 hours per fall term and spring terms. Faculty on a fiscal year contract are expected to teach 38 semester hours, usually 8 in the summer and 15 per fall and spring terms. According to TBR General Personnel Policy (5:01:00:00) faculty on an academic year appointment are subject to call for duty during the specific academic year regardless of whether classes are in session.

3.11.1 Summer School

All full-time faculty on academic year appointments may be eligible to teach during the summer term for extra compensation. Summer teaching by nine-month faculty depends upon budgetary considerations, student need for particular courses and programs of courses, pursuant to TBR policy (5:02:04:10). Summer teaching by regular academic year faculty is compensated at the rate of 1/32 of their academic year salary per semester hour of teaching load. The maximum summer and intersession pay may not exceed 25 percent of the preceding academic year salary; however, except as needs are determined by the institution, a faculty member may teach and be compensated for eight semester hours for the summer term.

3.11.2 Teaching Overloads

Faculty may be assigned to teach an overload for extra compensation only in unusual and emergency situations when other qualified faculty are unavailable or time does not permit their recruitment and employment. In these cases, prior approval is required. As shown below, pay per credit hour is a function of rank:

| Rank Overload Rate (Per Credit Hr) | |
|------------------------------------|-------|
| Professor | \$800 |
| Associate Professor | \$750 |
| Assistant Professor | \$700 |
| Instructor | \$650 |

The adjunct faculty rate is \$640.00.

TCA 49-5-410 limits full-time faculty members to teaching no more than two credit courses per semester for extra pay in an institution of higher education.

Example: A faculty member is asked to teach three sections of a course for extra pay for one semester after a colleague is suddenly forced to take medical leave. Can this exception be approved? No. This regulation is in statute and does not provide for exceptions.

3.12 Faculty Development

The continued professional growth and development of faculty is necessary for Southwest Tennessee Community College to continue to provide educational programs which: (a) include new developments and knowledge in academic disciplines; (b) reflect new instructional, research, and public service techniques and strategies; and (c) meet changing needs and

expectations of students. While faculty are responsible for their own continued professional development, it is essential that the College provide planned and organized faculty development programs to encourage professional growth in accordance with their missions and goals.

In order to promote faculty development, Southwest Tennessee Community College, to the extent permitted by fiscal constraints, will a) assist faculty with travel to professional meetings; b) encourage faculty to utilize the PC-191 program to take college courses; c) will support research and other creative activities related to the discipline in which one teaches; d) offer grants-in-aid and scholarships in support of graduate study; and e) sponsor local forums, lectures, and workshops on scholarly developments and technological improvements.

3.13 Faculty Evaluation

Evaluation is a continuous process designed to improve the performance of those being evaluated. Like all College employees, and as required by TBR and SACS, all employees are evaluated regardless of tenure status. The primary purpose of the faculty evaluation system at Southwest Tennessee Community College is to promote individual and institutional self-improvement.

The Southwest Tennessee Community College faculty evaluation system is designed to 1) communicate clearly to faculty their supervisor's expectations and 2) provide timely and meaningful feedback to faculty so they may monitor their progress toward their goals and objectives. Accordingly, the Southwest Tennessee Community College faculty evaluation system focuses on the goals and objectives of the individual that have been developed to be consistent with the strategic goals of the department, division and college. All faculty members with teaching responsibilities are to be evaluated annually. The full evaluation will include the following components:

- Effective Teaching and Student Learning
- Service/Outreach
- Educational Leadership/Scholarship/Creative Activities/Research

At the end of the academic year, each faculty member in a department will be evaluated by one or more of the following: students, the department chair, peers, and faculty member

himself/herself. The various components of the evaluation system will be calculated to determine the faculty member's Overall Performance Review Summary and his/her Evaluation Rating. In addition, strengths and weaknesses and development needs, as well as progress toward Academic Tenure and/or Promotion, will be identified and noted. Policies and Procedures for doing the annual Faculty Evaluation can be found on the Southwest Tennessee Community College Internal Website.

3.14 Faculty Grievances and Complaints

Grievance and complaint procedures are available to all employees. Faculty members are encouraged to discuss any problems with their supervisors prior to utilizing formal grievance/complaint procedures.

Complaints and grievance procedures have no application to a termination procedure initiated against a tenured faculty member under Southwest Policy viewed here:

<https://www.southwest.tn.edu/policy/section5/5-02-03-00-30.pdf> or when resolving a complaint initiated pursuant to TBR Policy No. 5:02:02:30 (Faculty Promotion). A faculty member may not file a formal grievance or complaint related to personnel actions regarding 1) performance evaluation, 2) supervisory counseling, 3) disciplinary warnings, 4) rates of pay, 5) position reclassifications, and 6) position terminations due to reduction in force. Detailed procedures for handling grievances and complaints are set forth in Southwest Tennessee Community College policy 5:02:03:00/30.

Faculty may file a grievance pertaining to the 1) suspension of tenured faculty; 2) alleged violation of institution or TBR policy or an inconsistent application of these same policies; 3) alleged violation of state or federal discrimination statutes in that the adverse action is based solely on race, sex, religion, national origin, age, handicap, or veteran status; or 4) alleged violation of any constitutional right. The most likely areas of concern are the First, Fourth, or Fourteenth Amendments of the federal constitution when that action hampers free speech, freedom of religion, the right to association, provides for improper search and seizure, or denies constitutionally required notice or procedures. Grievances may be reviewed by a committee established by the President, if satisfactory resolution is not reached in discussions with the faculty member's immediate supervisor and next higher supervisor.

A complaint is a concern in which an employee wants to discuss a situation with supervisory personnel in an effort to resolve the concern. While any item may be subject to an informal complaint, only those items listed above may be the subject of a grievance. Complaints are pleaded to the chain of command, and a committee review is not applicable. Also, complaints do not include a right to any type of hearing, adversarial proceeding, nor the right to appeal to the Chancellor.

3.15 Hiring Faculty

Southwest Tennessee Community College is committed to Equal Employment Opportunity and Affirmative Action in its recruitment and employment practices. The College is similarly committed to hiring and retaining faculty who have distinguished themselves by their excellence in teaching and show promise of continuing to do so. Once the position has been approved for filling and has been advertised, the applications will be prepared by the Human Resource for Certification by the appropriate hiring administrator and the Director of Human Resources to establish the pool of qualified applicants after the closing date. The Director of Human Resources will forward the applicant pool to the Affirmative Action Officer for approval. Upon the approval of the Affirmative Action Officer, the Chairperson of the Selection Committee will convene with other members of the Selection Committee to review the applications to determine the applicants to be considered for an interview. The interview pool must be forwarded to the Director of Human Resources and the Affirmative Action Officer for approval prior to interviewing any applicants. All appointments of ranked faculty are made by the President on the recommendation of the chief academic officer. In making his or her recommendation, the chief academic officer shall consult with the faculty of the department, the department chair, and the respective dean. The President is the only individual who can make an offer of employment. The successful candidate will be notified of the offer of employment by the Director of Human Resources by telephone or letter after submission of the recommendation to hire form has been submitted. Emergency appointments, as defined by the President, may be filled by direct hire or through the establishment of a pool of qualified applicants from applications on file or through other appropriate means. Emergency appointments may not exceed one year, at which time the position must be advertised and filled competitively. Individuals serving temporary or emergency appointments are not eligible for internal promotion, transfer, or for consideration as

internal applicants unless it is determined by the Affirmative Action Officer that the original hire was through a competitive process.

3.16 Professional Ethics

Southwest Tennessee Community College endorses and requires faculty adherence to the “Statement of Professional Ethics” set forth by the American Association of University Professors. The statement that follows was originally adopted in 1966. Revisions were made and approved by the Association’s Council in 1987 and 2009.

1. Professors, guided by a deep conviction of the worth and dignity of the advancement of knowledge, recognize the special responsibilities placed upon them. Their primary responsibility to their subject is to seek and to state the truth as they see it. To this end professors devote their energies to developing and improving their scholarly competence. They accept the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge. They practice intellectual honesty. Although professors may follow subsidiary interests, these interests must never seriously hamper or compromise their freedom of inquiry.
2. As teachers, professors encourage the free pursuit of learning in their students. They hold before them the best scholarly and ethical standards of their discipline. Professors demonstrate respect for students as individuals and adhere to their proper roles as intellectual guides and counselors. Professors make every reasonable effort to foster honest academic conduct and to ensure that their evaluations of students reflect each student’s true merit. They respect the confidential nature of the relationship between professor and student. They avoid any exploitation, harassment, or discriminatory treatment of students. They acknowledge significant academic or scholarly assistance from them. They protect their academic freedom.
3. As colleagues, professors have obligations that derive from common membership in the community of scholars. Professors do not discriminate against or harass colleagues. They respect and defend the free inquiry of associates, even when it leads to findings and conclusions that differ from their own. Professors acknowledge academic debt and strive to be objective in their professional judgment of colleagues. Professors accept their share of faculty responsibilities for the governance of their institution.
4. As members of an academic institution, professors seek above all to be effective teachers and scholars. Although professors observe the stated regulations of the institution, provided the

regulations do not contravene academic freedom, they maintain their right to criticize and seek revision. Professors give due regard to their paramount responsibilities within their institution in determining the amount and character of work done outside it. When considering the interruption or termination of their service, professors recognize the effect of their decision upon the program of the institution and give due notice of their intentions.

5. As members of their community, professors have the rights and obligations of other citizens. Professors measure the urgency of these obligations in the light of their responsibilities to their subject, to their students, to their profession, and to their institution. When they speak or act as private persons, they avoid creating the impression of speaking or acting for their college or university. As citizens engaged in a profession that depends upon freedom for its health and integrity, professors have a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom.

<https://www.aaup.org/report/statement-professional-ethics>

3.17 Annual Training

Tennessee Board of Regents (TBR) requires all Southwest employees to complete Title VI, Title IX, and cybersecurity training annually to remind us about the prohibition of discrimination against members of protected classes and gender-based misconduct and to promote cybersecurity.

3.18 Professor Emeritus

Faculty having served an institution governed by the Tennessee Board of Regents for a sufficient length of time to be eligible for state retirement benefits shall be eligible for emeritus faculty status upon retirement from the institution. Emeritus faculty status is an honor bestowed for distinguished institutional services. Designation as emeritus faculty shall be at Chancellor discretion.

Emeritus faculty shall be entitled to such privileges and benefits, other than monetary compensation, as their institution designates insofar as such privileges and benefits are within the limits of the institution's discretionary authority. Such privileges and benefits may include an identification card designating the holder as emeritus faculty and entitling the holder access to

certain institution facilities and services commonly available to faculty. The privileges and benefits carry with them the same responsibilities as for regular faculty.

3.19 Outside Employment (Policy No. 5:01:05:00/48)

In general, faculty members should receive permission from their supervisors prior to engaging in outside employment. The President can only approve outside employment for efforts that 1) do not interfere with assigned duties and responsibilities or with regular institutional operations; 2) are consistent with the state statute that limits faculty members to teaching no more than two credit courses for extra pay at any higher education institution, 3) do not constitute a conflict of interest or compete with the College's programs, 4) require only a reasonable time commitment from the employee, and 5) are not undertaken with an inappropriate claim that the individual is officially representing the institution in connection with the employment. Southwest policy:

<https://www.southwest.tn.edu/policy/section5/Outside%20Employment%20and%20Extra%20Compensation%20to%20Faculty%20for%20Additional%20Assignments.pdf>

This policy applies only to work completed in addition to the individual's full-time job responsibilities. The policy does not apply,

- To short term professional activities such as participation in symposia, accreditation visits, speaking engagements, exhibitions, or recitals, even though honoraria may be received for such participation;
- When the individual is not within the term of his or her contract period, or is on leave;
- To salaries paid to academic-year faculty for teaching in inter-session and summer session, which are not considered extra compensation

3.20 Alternate Work Arrangements

5:01:01:20/49- <https://www.southwest.tn.edu/policy/section5/5-01-01-20-49.pdf> TBR has had guidelines for alternate work arrangements for several years. During the pandemic, Southwest developed its own policy using TBR guidelines as a basis. When TBR recently updated its guidelines, it became necessary for the College to also make revisions. Please take time to review the comprehensive policy if you are interested in an alternate work arrangement. If you and your supervisor agree to an arrangement, the form attached to the policy should be completed and submitted to the human resources department.

If the employment involves other agencies, departments, or institutions of State government, it is subject to prior approval of the President, Director, or appropriate representative of the other agency, department, or institution. Services rendered by a TBR employee to another state agency or institution of higher education will be paid by the contracting agency to the institution pursuant to TBR Guideline G-030.

3.21 Identification Car/Name Tags

In order to be properly identified by campus police officers, fellow employees, and visitors, Southwest faculty and staff are provided with identification cards. All employees are expected to wear their nametags so that they can be readily identified when students and visitors need assistance. To obtain employee identification cards, employees must show proper documentation to the Student Activities office that produces the identification card.

3.22 Email and Administrative Computing

In order to facilitate communication with students as well as the faculty members' department and division, all full-time faculty members should have an email account and access to the BANNER system located on the administrative computer. Faculty members can obtain the authorization form for an administrative computer account from the departmental office.

Faculty is expected to use the Banner system (usually accessed through MySouthwest) to:

- enter attendance
- enter academic progress reporting
- enter final grades

4 Academic Policies and Procedures

4.1 Curriculum Review

1. Full-time faculty members are responsible for the continuous review of curriculum to ensure that it is current, that it meets or exceeds the standards of good practice, that it is consistent with the mission of the College, and that it complies with the approved objectives of the Department wherein it best fits.
2. The chief academic officer of the College is responsible for periodically conducting reviews and evaluations of the curriculum. In the exercise of that responsibility, he or she will solicit advice from the faculty, department heads and deans. However, at the College, the final authority for formally evaluating the effectiveness of the curriculum resides with the Chief Academic Officer.

4.2 Curriculum Development

1. All courses, other than those identified by the College as Learning Support, offered by the College for credit must be acceptable as requirements or electives applicable to at least one of the College's degree or certificate programs or must be clearly identified on transcripts as not applicable to any of Southwest's own degree or certificate programs.
2. Curriculum additions, deletions, and revisions originate at the departmental level. Faculty members, department heads, administrators, and other interested parties may initiate such recommendations. These recommendations should receive endorsement of departmental faculty, the department head, and the division Dean prior to being submitted to the College Curriculum Committee for its review.

4.3 General Education

The purpose of the general education core is to ensure that college students have the broad knowledge and skills to become lifelong learners in a global community that will continue to change.

General education provides critical thinking skills for people to continue to seek truths, to discover answers to questions, and to solve problems. Specifically, educated people are literate in and practice the various methods of communication. They recognize their place in the history,

culture, and diverse heritages of Tennessee, the United States and the world. They appreciate the web of commonality of all humans in a multicultural world and are prepared for the responsibilities of an engaged citizenship. They recognize the ethical demands of our common lives. They demonstrate the skills and knowledge of the social and behavioral sciences to analyze their contemporary world. They are familiar with the history and aesthetics of the fine arts. They understand the scientific and mathematical views of the world, and they put those disciplines into practice. Finally, the general education core provides for its citizens the means to make a better living. Above all, perhaps, it enables its citizens to make a better life.

4.4 Class Attendance

According to SOUTHWEST Policy No. 2:03:00:00/33, students are expected to attend class regularly and punctually. Students participating in College sponsored activities may be officially excused from class attendance by the appropriated sponsor(s) of the activity. Instructors may include attendance as a factor in calculating a student's final grade. In such cases, the instructor's policy will be clearly stated in the course syllabus, which is distributed at the beginning of each term.

Regardless of the reason or nature of an absence, students are responsible for all materials which are covered by the instructor during the absence and for timely submission of any assignments which the instructor may have given. It is the responsibility of the student to be aware of all assignments. For reasonable and good cause, an instructor may, at his or her discretion, may allow a student to submit assignments late and to make up any work that may have been missed because of an absence. Failure to attend class or discontinued class attendance may result in a grade of "F" or "FA" for the course. Students are advised to consult the college's policy on "Withdrawal from Class."

4.5 Schedule Changes:

1. Adding Courses. Once a student has officially registered for courses in a particular term, he or she may make adjustments to his or her course load by adding additional courses, dropping courses, and withdrawing from courses. Students may add classes after the first day of class only if the class has not yet met and if space is available.

2. Dropping Courses. A student may be permitted to drop a course through the first 14 calendar days of a semester or the first 4 calendar days of a summer term beginning with the first day of classes. A student will not receive a grade, and course will not appear on his or her official record when dropped during this period. After this period dropping a class during the time up to, and including, the last day to drop will result in “W” on the permanent record for the class(es) dropped.

3. Withdrawing from Courses. A student who officially withdraws from a course within the designated period will receive a grade of “W” for the course.

4.6 Classroom Management

4.6.1 Academic Misconduct

According to SOUTHWEST Policy No. 3:02:00:01/6, plagiarism, cheating and other forms of academic dishonesty are prohibited. A student guilty of academic misconduct, either directly or indirectly through participation or assistance, is immediately responsible to the instructor of the class. In addition to other possible disciplinary sanctions which may be imposed through the regular College procedures as a result of academic misconduct, the instructor has the authority to assign an “F”: or a zero for the exercise or examination, or to assign an “F” in the course. The faculty member who charges a student with academic misconduct must report the incident, including all pertinent facts to his or her Department Chairperson, within five (5) work days after the charge has been made stating what action he or she has taken according to paragraph (B) of this rule, (actions which can be taken when one is found guilty of academic misconduct). If the student files a grievance, the faculty member’s report will be reviewed by the Academic Appeals Committee.

4.6.2 Classroom Misconduct

Student Conduct and Disciplinary Sanctions Update to address TBR Policy 3.02.00.01 General Policy on Student Conduct & Disciplinary Sanctions (Revised Policy). These changes are primarily related to disciplinary panels and identifying the number of individuals who will serve on these panels.

<https://www.southwest.tn.edu/policy/section3/3-02-00-01-8.pdf>

1. Disruptive conduct shall include but is not limited to, any intentional interference with the normal classroom procedure or the presentation of the instructor and/or other students and the interference with other students' rights to pursue course work.
2. The instructor shall report the incident to the Director of Student Development and the Academic Department Chairperson. The Director of Student Development will meet with the instructor and chairperson to determine the appropriate action before the next class period. If there is disagreement as to readmission, the student will be excluded from the classroom pending a hearing. The hearing shall be conducted by the Student Disciplinary Committee. The purpose of the hearing is to determine whether the student will be readmitted to the classroom. The hearing must be conducted utilizing the appropriate due process procedures (See Southwest Pol. No. 3:00:00:00/0). Students may appeal decisions of the committee to the Dean of Students.
3. If there is agreement for readmission, the student will be readmitted but may be subject to normal disciplinary procedures as set forth in the College's regulations on Student Conduct and Disciplinary Sanctions.

4.6.3 Classroom Visitors

Policy No: 2:03:00:00/34 stipulates that except in emergencies involving the health and safety of those present, faculty will not allow visitors into a classroom, laboratory, or other instructional facility while class is in progress. Only bona fide Southwest Tennessee Community College students and guests of the instructor who are invited for legitimate purposes of instruction may attend classes. A bona fide student is one who has been admitted to the college and is officially registered for the class. This is intended to exclude children of faculty and enrolled students, salespersons of books and supplies, and any other unauthorized individuals from visiting classes. No faculty member is authorized to make an exception to this policy without prior approval of the respective department head.

4.6.4 Eating, Drinking, and Smoking

These activities are prohibited in classrooms in order to maintain sanitary and pleasant surroundings.

4.6.5 Grade Books

Faculty members must retain appropriate course materials and records—i.e., examinations, papers, attendance rosters, etc. for one full semester after the conclusion of the semester in which

the course is completed excluding the summer sessions. At the end of the semester or at the end of summer sessions, a copy of grade records/book, last date of attendance and a copy of the syllabus must be submitted to the department office. These records will be retained in the department office for five years so that they can be consulted if necessary. Course materials for students who have been assigned an Incomplete (I) grade will be retained for one full semester after the conclusion of the semester in which the final grade was assigned. Refer to the minimum use policy as stated earlier.

4.6.6 Class Lists

The first class roll lists students who enroll in a class during the early or regular registration period. Any student that is not on the roll, but attending class, should be directed to the Records Office. The student must not be permitted to continue in the class until he or she presents written documentation of enrollment from the Records Office.

4.6.7 Retention and Progression Standards

Reflects TBR Policy 2.03.01.01: Undergraduate Academic Retention & GPA Standards:

<https://www.southwest.tn.edu/policy/section2/2-03-01-01-10.pdf>

4.6.8 Grading System

Only institutionally approved grades and marks may be used by the faculty.

| Grade | Description | Quality Points | Counted in GPA? |
|--------------------------------|--------------------|-----------------------|------------------------|
| A | Excellent | 4 | Yes |
| B | Good | 3 | Yes |
| C | Average | 2 | Yes |
| D | Poor | 1 | Yes |
| FA | Stopped Attending | 0 | Yes |
| F | Failing | 0 | Yes |
| W | Withdrawal | 0 | No |
| I | Incomplete | 0 | No |
| P | Pass | 0 | No |
| S | Satisfactory | 0 | No |
| U (Designated Courses Only) | Unsatisfactory | 0 | No |

An “I” grade is given to a student who is passing but is prevented by documented extraordinary circumstances from completing a course on schedule. The instructor of record determines whether or not such circumstances pertain. The “I” grade becomes an “F” if the work is not completed by the end of four weeks into the next semester (not including summer).

Only the instructor of record may change an officially posted grade. All grade changes have the endorsement of the Department Head, and Dean.

4.7 Final Examination Schedule and Grades

The dates for final examinations are published annually in the official College calendar. Faculty must observe the published schedule in administering final exams unless **approved in advance by the department chair and dean**. Make-up exams are given at the discretion of the instructor. If a student misses the final examination, a grade of “I” may be assigned at the discretion of the instructor, full-time faculty are expected to enter final grades using the Faculty Self-Service available on the SOUTHWEST internal website. Southwest instructors should refer to the college policy manual. SOUTHWEST Policy No. 2:00:00:00/23.

Note: Instructors should advise the student that an “I” grade can adversely affect their financial aid due to the mandatory completion of the minimal number of hours per semester. The student should contact the financial aid office before the “I” grade is submitted.

4.8 Course Grade Appeals

SOUTHWEST Policy No. 2:03:01:01/11 recognizes the instructor’s right to assign a grade based on any method that is professionally acceptable, submitted in writing as a part of the class syllabus to everyone in the class, and applied equally to all members of the class.

Students have the right to review their examinations and assignments, to know the answers to examination and test questions, and to understand how grades were assigned. In matters of interpretation, however, the judgment of the faculty member as the professional in the discipline shall prevail. Should instances arise in which a student has evidence that a mistake has been made in calculating or recording his/her grade or that his/her grade has been assigned based on arbitrary or capricious deviation from the instructor’s stated grading policy, he/she has the right to appeal the assigned grade.

This includes:

- a. The assignment of a course grade to a student on some basis other than performance in the course.
- b. The assignment of a course grade to a student by resorting to standards different from those which were applied to other students in the class; or the assignment of a course grade by an unannounced departure from the instructor's previously articulated standards. (Factual and computational errors are included in this definition).
- c. If course did not meet as published in the official College course scheduling system (this excludes situations in which College-wide classes experienced a shift in modality due to unforeseen events or individual emergency situations approved by the division Dean).
The burden of proof rests with the student.

4.9 Auditing Classes

Students who do not wish to receive credit or a grade for a course may audit the course if the prerequisites have been met, sufficient prior knowledge exists to warrant auditing the course, or there is a compelling reason to justify auditing the course. Registration for auditing can be accomplished only during the late registration period and will be allowed on a space available basis. Students who audit courses pay the same fees as those enrolling for credit. Registration for audit can be changed to credit no later than the last day of late registration. Registration for credit cannot be changed to audit. Students with mitigating circumstances may request an exception to this policy from the Provost/Executive Vice President for Academic Affairs (SOUTHWEST Policy No. 2:03:00:00/8).

4.10 Academic Advising

Students are to check their Southwest email for recommendations from their advisor on classes for the upcoming semester(s). They may call (901) 333-5122 to set up an appointment on any campus. They may also email the advisor assigned to them located on their My.Southwest dashboard and in Navigate. They may then schedule their academic advising appointment in Navigate. Remind students that these options require time for advisors to respond and may cause a delay in response. They should plan ahead and check the advising options offered. For questions, email advising@southwest.tn.edu.

4.11 ACT and Compass Tests

- (Note: Southwest Tennessee Community College employs multiple methods of entry in addition to or without the ACT.)
- Potential students under the age of 21 must submit official ACT-National test scores or pay to take the ACT-Residual Test before enrolling (cannot be used for Lottery Scholarship certification). Placement decisions will be based on valid test scores less than three years old and according to valid ACT sub-scores in English, Mathematics and Reading.
- Potential students 21 years or older and have no transfer credits in English, Reading and/or Mathematics are required to take the COMPASS/ASSET test which is administered at the Testing Center. If valid ACT sub-scores are available, they may be used for placement.

4.12 Student Academic Success Seminar (ACAD 1100)

This course provides an orientation to the college environment, acquaints students with study skills, prepares them to integrate traditional study skills with college content areas and emphasizes the academic skills necessary for success in a college setting. This is a three-credit hour course designed for degree-seeking students who have accumulated fewer than 25 semester hours.

4.13 Academic Honors, Academic Awards, and the Honors Academy

The college has established a number of academic honors and awards recognizing those who have distinguished themselves by outstanding academic achievement.

- A. Dean's List. At the end of each term, a Dean's List is compiled recognizing those students who have distinguished themselves by an outstanding record of academic achievement for the semester just ended. To qualify for the Dean's List, a student must have completed at least 12 credit hours of college-level courses during the term and earned a GPA of 3.00 or higher with no grade of "F". This accomplishment will be noted on their permanent academic record.
- B. Commencement Academic Honors. Academic Honors are bestowed on students at graduation who earn the associates degree, in recognition of outstanding academic performance. Three levels of distinction are recognized: Summa Cum Laude, Magna Cum Laude, and Cum Laude. In order to graduate with the distinction of Summa Cum Laude, the student must have maintained a cumulative GPA of 3.90 to 4.00. The degree is conferred Magna Cum Laude on

students who have earned a cumulative GPA of 3.60 to 3.89. Finally, students who earn a cumulative GPA of 3.35 to 3.59 are graduated Cum Laude. Academic honors are engraved on the recipient's diploma, noted in the commencement program, and posted on the student's permanent academic record.

C. Honors Academy. The College supports an Honors Academy designed to ensure the best possible education for students who wish to pursue educational enrichment both in and out of the classroom. The Academy is especially directed toward students who want more out of college than mere grades. Our program highlights academic achievement and creative talent, provides educational opportunities for exceptional students, and continuously works toward raising the of 3.25 to maintain membership. Phi Theta Kappa gold stoles may be worn during the graduation ceremony.

D. Honors Distinction. To graduate with honors, a student must complete a minimum of 15 hours with Honors credit, including HONR 1110. Other credits can be gained through either Honors courses or contracted honors courses.

Honors distinctions enhances the intellectual and cultural climate of the college community. Although Honors classes are open to all students, there are requirements for students who wish to be full members of the Academy: recently graduated high school students should have a 3.0 high school GPA or a composite score of 21 or better on the ACT. Current Southwest students must have completed all academic developmental courses and have at least a 3.0 GPA with 12 college credits. Students who wish to earn an Honors Diploma must complete a minimum of 15 hours with Honors credit, including Honors Inquiry (HONR 1110). Students wishing to apply should contact the director of the Honors Academy.

E. Honor Societies. Honor societies are national organizations dedicated to the promotion of excellence in academic pursuits, leadership development, and service to community. In support of these endeavors, Southwest Tennessee Community College maintains an active chapter of Phi Theta Kappa. The chapter requires that students have a 3.5 cumulative grade point average on at least 12 hours to be eligible for induction, have demonstrated leadership ability, and have a record of service to community and neighbor. A student must maintain a GPA of 3.25 to maintain membership. Phi Theta Kappa gold stoles may be worn during the graduation ceremony.

4.14 Digital Learning

(All of the online, TN eCampus, Hybrid, and Web-Assisted courses listed below require students to have access to a computer, a reliable Internet Service Provider (ISP), a modern web browser, and an e-mail account. Southwest Tennessee Community College supports a computer loan program.)

Southwest Tennessee Community College offers access to higher education through online learning. These digital learning technologies provide students alternatives to the traditional classroom schedule, location and pace. Digital learning courses offer the same instructional outcomes delivered through a different medium.

4.14.1 TN eCampus

TN eCampus is a partnership of higher education institutions across Tennessee, including Tennessee Tech University, created to provide students with more options for online learning. TN eCampus courses are fully online, although some courses may have proctored midterm and/or final exams. Multiple proctoring options are available for proctored exams, including the use of a virtual proctor, so students can take exams wherever they are. TN eCampus offers course design consultations, instructional technology assistance, small group instructional diagnostics and classroom observations.

4.14.2 Hybrid Courses

A hybrid course is a blend of face-to-face with online learning. A significant part of the course is online and as a result, the amount of time spent in a classroom is reduced but not eliminated. This allows coursework to be scheduled flexibly, promotes independent learning and decreases time spent commuting. Southwest hybrid course sections are identified with an “H” in the section ID (example BIOL 1010 4H1).

4.14.3 Web-Assisted Courses

Web assisted courses meet in a traditional classroom setting, but course assignments outside of the class require use of the Internet. Class time may be supplemented with online activities, information, and coordinated TEAMS class meetings.

5 Leave and Fringe Benefits

TBR policies: <https://policies.tbr.edu/policies/personnel-policies>

5.1 Retirement

1. Except as otherwise provided herein, all regular full-time employees of the Tennessee Board of Regents and of institutions governed by the Tennessee Board of Regents shall be members of a state-supported retirement system, subject to the eligibility provisions of T.C.A. § 8-35-101 et seq.
2. Regular part-time employees are eligible to become members of a state-supported retirement system, but such membership is not mandatory.
3. Pursuant to T.C.A. § 8-35-403 et seq., any individual who is exempt from the Fair Labor Standards Act and who is employed in a state-sponsored institution of higher education may elect either membership in the retirement system or participation in the optional retirement program. Therefore, all regular academic, executive, administrative, and professional employees of the Board and institutions shall have the option of becoming members of either the Tennessee Consolidated Retirement System (TCRS) or the Optional Retirement Program (ORP).
 1. Employees who are members of the TCRS are eligible to retire upon attainment of appropriate age and years of creditable service, or a combination thereof.
 2. Employees who are members of the ORP may retire at any time after separation from service, subject to IRS regulations.
4. Any person who has served as the president of an institution under the Board of Regents for a period of not less than ten (10) years and has attained the age of sixty (60) while being employed by the Board may, upon approval of the Board, be retired as President Emeritus of the institution where they served a minimum of ten (10) years.
 1. For presidents hired after September 1, 2002, this will be an honorary title earned through service with no material benefit other than the honor associated with its granting.
 2. Only for presidents hired prior to September 2002, an annual salary of twenty percent (20%) of the last year's salary, exclusive of perquisites, may be paid monthly from institution appropriations subject to the terms and conditions of T.C.A. § 8-36-714.

5. For either retirement system (TCRS or ORP), the annual limit to employer contributions made on behalf of employees hired after July 1, 1996 will be subject to applicable federal and state limits.

6. There is no contribution limit for employees employed before July 1, 1996. Additionally, for employees enrolled in the ORP, there is also an annual aggregate contribution limit for contributions to the ORP and 401(k). This limit is defined on an annual basis.

7. Temporary Employment. Any retired member of TCRS (except those receiving a disability retirement allowance) or ORP (except those who have never taken a withdrawal or distribution from his/her account) may return to service in a position covered by this system and continue to draw their retirement allowance under the following conditions:

1. The retiree must have a break in service for a minimum of sixty (60) days, unless an exception has been applied for and approved.

2. Retirees employed as teachers by an institution of higher education are limited to 24 quarter hours or 18 semester credit hours.

3. The entire compensation payable to the retiree for such work should not be more than 60 percent of the annual full-time salary received by the member in the year immediately prior to retirement. This limit on salary increases by 5 percent for each year since the member's retirement.

8. When a retiree begins temporary employment, they will be required to complete the appropriate form.

1. TCRS retirees must complete the Temporary Employment form and the institutions shall submit the form to the TCRS. The TCRS must be notified by letter when the retiree's temporary employment reaches the 120 day limit and/or when employment is terminated to avoid possible overpayment or suspension of the monthly benefit.

2. ORP retirees must complete the Optional Retirement Program (ORP) Part-time Reemployment Certification/Waiver form for the institution's files.

3. New forms for TCRS and ORP retirees must be completed for each 12-month period.

5.2 Grant-in-Aid

Any full-time professional employee who has been employed by the College for two or more years may be eligible for a grant-in-aid for working toward a doctoral or otherwise terminal degree. Requests should be channeled through the immediate supervisor to the chief academic officer, who recommends to the President. See TBR Guideline P- 130 for additional information.

5.3 Tuition-Free Classes at State Institutions

Pursuant to PC-191, full-time employees of the TBR and UT systems are eligible to enroll in one course per term at any public postsecondary institution, with fees waived for the employee, on a space available basis. If exercised, the value of this benefit is subject to federal withholding tax.

5.4 TBR Fee Discount for Spouse and/or Dependent Children Program

TBR Guideline P-131 encourages qualified students to attend TBR and UT institutions by establishing provisions for fee discounts of up to 50% of the undergraduate fee and all mandatory student fees payable at the time of registration for spouses and dependent children of regular full-time and regular part-time employees. These mandatory student fees include maintenance fees, registration fees, tuition, debt service fees, online course fees, TN eCampus (formerly RODP/ROCC) fees, service charges, student activity fees, general access fees, student government fees, and technology access fees. The mandatory student fees do not include the application fee, off-campus facilities fee, or any special course fees.

Detailed information can be found at

<https://tbr.navexone.com/content/dotNet/documents/?docid=242&app=pt&source=browse&public=true>.

The form to request a fee discount for one's spouse or dependent can be found at

<https://www.southwest.tn.edu/hr/docs/requestfeediscountundergraduate.pdf>.

6 Student Services

6.1 Confidentiality of Student Records

It is the policy of Southwest Tennessee Community College to comply with the Family Educational Rights and Privacy Act (FERPA), also known as the “Buckley Amendment,” and all provisions and amendments thereto. In so doing, the College will protect the confidentiality of students and former students’ records. Each faculty and staff member of the College is individually responsible for complying with FERPA, and violations of the Act will subject the employee to disciplinary actions. Except for authorized administrative units that have responsibility for maintaining student records, no unit, component, staff or faculty member may disclose personally identifiable information.

The institution reserves the right to disclose directory information. Directory information may be released without the student’s consent. Any student who does not want the following directory information disclosed, must complete a Suppression of Directory Information Request form (Forms are available in the Admissions and Records Office) and submit it to the Admissions and Records Office. The following information is considered directory information at Southwest Tennessee Community College: 1) name, 2) address, 3) telephone number, 4) major field of study, 5) participation in officially recognized activities and sports, 6) weight and height of athletic team members and sports statistics, 7) dates of college attendance, 8) degrees, certificates and/or awards received, 9) other institutions previously attended. Please consult SOUTHWEST Policy 3:02:03:00/13 (Confidentiality of Student Records) for additional information.

6.2 Student Academic Load

- Full-time - A student who enrolls in 12 or more semester hours of credit is considered to be full-time.
- Part-time - A student who enrolls in less than 12 semester hours of credit is considered to be part-time.
- Maximum Load - The maximum number of semester hours of credit in which a student may enroll Fall or Spring Semester at Southwest Tennessee Community College is 18. The maximum number for summer is 15 with no more than 8 semester hours in Summer I or Summer II.

6.3 Approval for Class Overloads

In a minimal number of special cases, the Academic Dean will permit students to exceed the academic maximum load for the term. A request to exceed the maximum class load may not be made by students enrolled in learning support courses.

Permission of the Academic Dean is required for any student who wants to enroll in more than 18 semester hours of credit fall or spring semester or for more than 15 hours summer. The appropriate form indicating the Dean's permission must be submitted to Admissions and Records Office personnel.

6.4 Repeated Courses

A student may repeat a course regardless of the grade received. However, permission from the Provost/Executive Vice President for Academic Affairs is required to repeat a course in which the student has earned an "A" or "B" grade.

In computing the student's QPA, only the 1st grade earned in a repeated course will be used and the repeat will not increase the number of attempted hours.

6.5 Student Orientation

Each full-time, degree-seeking student enrolling in college for the first time is required to attend orientation. Orientation is also recommended for other students enrolling at the College for the first time. The purpose of orientation is to introduce students to Southwest Tennessee Community College. During the orientation program, students will meet College administrators and faculty, be introduced to academic programs and services, learn about financial aid and registration procedures, and become familiar with the various facilities available throughout the College's service area. Students who have completed admissions may also be allowed to actually register for classes.

6.6 Financial Aid

The primary purpose of financial aid is to provide assistance to students who, without such aid, would find it difficult to attend college successfully. Southwest Tennessee Community College adheres to a nationally established policy and philosophy of financial aid for education. This policy is that students and parents have the first responsibility for financing an education.

However, when it is determined that a family cannot meet the educational costs, and then financial assistance may be available. All students are encouraged to apply for aid if they feel they have the need. To determine if there is need for assistance, Southwest Tennessee Community College uses the Free Application for Federal Student Aid, which takes into consideration the factors that affect a family's financial status.

Faculty can assist students by becoming familiar with the following financial aid information:

- a. Students should apply early for financial aid; the optimal date is February 15.
- b. Full awards are based on 12 hours, but awards can be made for less than full-time schedules.
- c. Students must earn credit in a minimum of 67 percent of hours attempted each academic year in order to maintain eligibility for financial aid.
- d. Students must maintain satisfactory academic progress.
- e. Pell grant awards are made for a maximum time frame of 150% of the program of study credit hours.
- f. Financial Aid may be used for a maximum of 30 semester hours of Learning Support courses.

6.7 Graduate Exam

All candidates for graduation who are completing an associate's degree must take a general education test. Prospective graduates are required to take this exam as a condition of graduation. In certain career programs, prospective graduates may also be required to take a departmental exam in their area of study.

6.8 Student Due Process

Policy No. 3:02:00:01/8 (Student Due Process) sets forth the Southwest Tennessee Community College procedures for insuring that students are provided with fair treatment in the administration of discipline. An alternative to the College's process is provided under the Tennessee Uniform Administrative Procedures Act.

7 Business and Financial Affairs

7.1 Travel

1. Local — Persons traveling from their home to the campus designated as their official duty station are not eligible to receive reimbursement of travel expenses. The official duty station is defined as that location where the majority of time is spent in teaching or the performance of assigned duties. In accordance with section IV-1 of this procedure, compensation for travel between campuses, as well as other necessary local travel, will be made at the current rate as listed in the Addendum to this procedure when teaching or work assignments must be performed at two or more locations on the same day. All claims for reimbursement for local travel must be submitted on a monthly basis for all employees, except for faculty, who may file their travel claims on a semester basis, provided that all claims are filed within thirty (30) days from the end of the semester. All claims must be submitted within the fiscal year in which travel occurs, with the exception of the month of June, which must be submitted to the Fiscal Operations Office by the end of the fifth (5th) day of the new fiscal year, in order to be considered for reimbursement. Each employee will have designated as his/her official duty station one of several locations where College operations occur. When the College requires an employee to move from the official duty station to another location, the employee will be reimbursed for the mileage traveled between the official duty station and the secondary location. If an employee is required to report to a location that is farther from his/her residence than the official duty station, the employee may claim reimbursement for the additional mileage. For example, if an employee normally has to drive ten (10) miles to work, but must drive fifteen (15), the reimbursement will be for five (5) miles or 15-10 miles. Faculty members who teach overloads at any location will not be compensated for any extra mileage expenses involved with the overload course(s). Neither will faculty be compensated for any mileage for teaching an evening course at their official duty station.

2. Out-of-Town — All employees must obtain prior authorization for in-state travel by the employee's appropriate approving authority. Advance written authorization may not be necessary for in-state travel where the expected expenses will not be substantial, or when there is no advance notice of circumstances necessitating the travel, and such travel is orally approved by

the appropriate approving authority. Such authorization must be submitted in writing (on a Request for Travel Authorization form) before a claim for reimbursement will be processed. Employees whose employment requires frequent in-state travel may obtain blanket authorization in writing for such travel. Blanket authorizations are not available for student or group travel. All employees must obtain prior written authorization for out-of-state travel, which must be approved by the President or his/her designee.

3. Claims — Claims for reimbursement of travel expenses, including travel under blanket authorizations, must be completed no later than thirty (30) days after completion of the travel, with the exception of travel completed at the end of the fiscal year (June), which must have completed claims for reimbursement by the end of the fifth (5th) day of the new fiscal year. Claims submitted after this period must provide written explanation for the delay. Please consult SOUTHWEST Policy No. 4:03:03:00/21 (General Travel) for further information.

7.2 Paychecks

The Direct Deposit Program is required of all employees.

7.3 Computer Resources

Computer resources at Southwest Tennessee Community College are available to all currently enrolled students, faculty and staff, and others who have been authorized by the college for use in a responsible, ethical, and equitable manner. It is important that all users of the computing facilities conduct their computing activities in this manner since they have access to many valuable and sensitive resources and their computing practices can adversely affect the work of the college and other users. Failure to follow policies may result in loss of computing privileges; computer use may be monitored to protect the system; and the college may terminate the account of anyone who has been determined to use his or her access for unlawful or unethical purposes or in other contravention of SOUTHWEST Policy 4:00:00:00/14 (Use of Computing and Networking Resources).

7.4 Vehicle Operation on Campus

Employees eligible to operate vehicles on campus or designated center sites of Southwest Tennessee Community College must register their vehicles at the Public Safety Office. Faculty is

encouraged to respect the areas designated as student parking that are close to the facilities. Employees having a bona fide disability (permanent or temporary) must register their vehicle with the Public Safety/Campus Police Office.

Designated parking spaces are recognized by the following colors.

Red – Faculty and Staff

White – Students

Green – Visitors

Blue – Disabled

7.5 Campus Police and Public Safety Department

The Campus Police Department is responsible for the safety and security of the entire Southwest Community. Southwest Tennessee Community College maintains a 24-hour dispatch operation manned by the Public Safety Office personnel, the telephone switchboard operator, or the Evening and Regular Programs Office personnel. Officers on duty are equipped with a radio/telephone and can be reached by calling 901-333- 4242 on the Macon Cove Campus and 901-333-5555 on the Union Avenue Campus.

Surveillance cameras are located strategically across the campus. These cameras transmit 24 hours a day, seven days a week, to monitors and videotape devices located in the Public Safety Office. As a public service, Southwest Police and Southwest Security will walk faculty, staff, and students to their cars.

7.6 Red Emergency Phones

Red emergency phones are located in all buildings and automatically ring Police Services/Public Safety when the receiver is picked up. These phones are attached to the wall with emergency phone signs near them.

7.7 Blue Light Emergency Phones

Blue light emergency phones are strategically located throughout the parking areas of the Macon Cove and Union Avenue Campuses. These phones are wired directly to the communications centers and will be video monitored 24/7. The basic operation of the phone is not complicated and they are extremely user friendly.

For safety purposes, faculty, staff and students should become familiar with the blue light emergency phone locations on the Macon Cove and Union Avenue Campuses. To use the phones, depress the "talk" button on the blue phone box to connect directly to the Southwest police services/public safety dispatcher. Speak clearly; do not yell, and give the following information: your name, your location and the nature of your emergency. Stay on the line with the dispatcher until the Police Services/Public Safety officer arrives, and be ready to give the dispatcher any further required information.

7.8 Keys

Keys are made available to faculty upon an approved request by the department chair. The unauthorized duplication of SOUTHWEST keys is prohibited. Keys must be turned in when employment with Southwest Tennessee Community College is terminated, or there is no longer a need for the key.

8 Appendix 1: Forms

See all forms here: <https://dynamicforms.ngwebsolutions.com/UserDashboard/PendingForms>

9 Appendix 2: Guidelines for Promotion and Tenure

The guidelines that follow describe the schedule of activities required for faculty to be considered for promotion to a higher rank or for tenure.

To be eligible to apply for promotion, faculty:

- Assistant Professor- must be in rank as Instructor for two full academic years.
- Associate Professor- must be in rank as Assistant professor for three full academic years.
- Professor- must be in rank as Associate Professor for five full academic years.

9.1 Promotion and Tenure Process Timeline

Both promotion and tenure processes follow the same schedule.

| Step | Typical Month | Activity |
|------|---------------|---|
| 1 | Oct | Vice President of Academic Affairs (VPAA) announces promotion and tenure application process to all full-time faculty. Eligibility requirements for promotion can be found at Southwest Policy for Faculty Promotion (https://www.southwest.tn.edu/policy/section5/5-02-02-01-37.pdf). Requirements for Tenure can be found at Southwest Policy for Academic Tenure (https://www.southwest.tn.edu/policy/section5/5-02-03-01-38.pdf) |
| 2 | Oct | Given the TBR mandated time constraints of this promotion/tenure timeline, faculty who know they meet eligibility requirements should begin compiling their dossiers. Candidates request letters of recommendation from tenured faculty within the department and external to the department (maximum of three internal letters and three external letters). (Dossiers are typically due in January.) |
| 3 | Oct | Each Dean submits to the President of the Faculty Senate the names of tenured faculty members to serve in the pool for the selection of the College Promotion and Tenure Committee and the Promotion and Tenure Appeals Committee. (These tenured persons should be |

| Step | Typical Month | Activity |
|------|---------------|---|
| | | elected by the department and cannot be department chairs, deans, candidates, or relatives of candidates for promotion and/or tenure during this year.) |
| 4 | Oct | Applicant sends their letter of intent to apply for promotion or tenure to the VPAA with copies to the Department Chair and Dean. It is the sole responsibility of the faculty member to initiate the promotion or tenure application process by sending the letter. |
| 6 | Nov | Department Chairs and Deans will verify dates of service and years in rank with Human Resources. The Department Chairs and Deans will then collaborate with the Director of Academic Administrative Services to ensure academic credentials are in compliance with policy. The approved list(s) should then be sent to the Vice President of Academic Affairs. (Applicants meet with Division Dean) |
| 7 | Nov | Department Chairs post and distribute eligibility lists to applicants and departmental faculty. |
| 8 | Nov | The Faculty Senate President randomly selects from the elected departmental pool the names of seven faculty and three alternates for the College Promotion and Tenure Committee and seven faculty and three alternates for the College Promotion and Tenure Appeals Committee. The selected names are sent to the VPAA for certification and notification of membership on the committees. The President of the College may add committee members from the overall faculty to achieve balance, (academic representation by discipline) on the committees. |
| 9 | Nov | Any faculty member who submitted a letter of intent, who is not verified as eligible, and who wants to appeal, must do so in writing to the VPAA within five (5) working days of the distribution date of the eligibility list. |

| Step | Typical Month | Activity |
|------|---------------|---|
| 10 | Dec | Appeal decisions on eligibility will be completed by the Promotion and Tenure Appeals Committee and conveyed to the individual and the Provost. |
| 11 | Jan | <p>Individual faculty who are eligible must submit a formal letter of application and complete dossier to the department chair. The candidate should prepare the dossier according to the required format. Each candidate is responsible for providing the required documentation. The eligible faculty member will place the letters of recommendation in the dossier. The dossier will be made available to the departmental members for review.</p> <p>Any request for “Stopping the Tenure Clock” must be received by the department chair by this date. Please review Southwest Policy No. 5:02:03;01/38, III E. 3. For specific information.</p> <p>Applicant access to digital dossier will be removed at end of business day. Department Members access to be granted in View only mode</p> |
| 12 | Jan | <p>The department chair convenes the Departmental Promotion and Tenure Committee (consisting of all tenured department members) and will request of them in writing the committee's recommendation of the candidate in the form of a vote to recommend or not to recommend the candidate. The committee will review the dossiers and vote by secret ballot.</p> <p>Department Members access to be removed by end of day</p> <p>Department Chairs access to be granted in contribute mode</p> |
| 13 | Jan | <p>The department chair completes the following items in the dossier:</p> <ul style="list-style-type: none"> 1.1 Recommendation Signature Page – Department portion 2.1 Departmental Vote and Comments 2.2 Chair Recommendation Letter <p>Department Chairs access will be removed at end of business day</p> <p>Division Dean access to be granted in contribute mode</p> |

| Step | Typical Month | Activity |
|------|---------------|--|
| 14 | Jan | <p>The Division Dean completes the following items in the dossier:</p> <p>1.1 Recommendation Signature Page – Dean portion</p> <p>2.3 Dean Recommendation Letter</p> <p>Division Dean access will be removed at end of business day</p> <p>College Promotion and Tenure Committee Chair access to be granted in contribute mode</p> <p>College Promotion and Tenure Committee Members access to be granted in view only mode</p> |
| 15 | Feb | <p>The College Promotion and Tenure Committee votes to recommend or not recommend each applicant by secret ballot.</p> <p>The College Promotion and Tenure Committee Chair completes the following items in the dossier:</p> <p>1.1 Recommendation Signature Page – College P/T portion</p> <p>College Promotion and Tenure Committee Chair access will be removed by end of business day</p> <p>College Promotion and Tenure Committee Members access will be removed by end of business day</p> |
| 16 | Feb | <p>The VPAA reviews the dossier of each candidate and the recommendations of the Departmental Promotion and Tenure Committee, department chair, dean, and the College Promotion and Tenure Committee. The VPAA makes a recommendation to the President of the College on each candidate for promotion or tenure considering qualifications, recommendations, existing needs.</p> <p>The VPAA will notify in writing all candidates, those recommended and those not recommended.</p> |
| 17 | Feb | <p>Applicants can review their dossiers, including all correspondence. This process is for review only. No modification will be allowed to the faculty dossier.</p> <p>Applicant access to be granted in view only mode for the day.</p> |

| Step | Typical Month | Activity |
|------|---------------|---|
| 18 | Mar | Any candidate who wishes to appeal the VPAA recommendation must do so in writing to the President within five (5) working days of the notification of the recommendation. |
| 19 | Mar | If there are appeals, the President will notify the Promotion and Tenure Appeals Committee in writing, no later than one week after the President receives a written appeal. Promotion and Tenure Appeals Committee Members access to be granted in View only mode |
| 20 | Mar | The Appeals Committee reviews contested case(s) and submits recommendations regarding appeals to the President . The Appeals Committee may obtain clarification on issues from candidates or persons providing recommendations. Promotion and Tenure Appeals Committee Members access to be removed by end of business day |
| 21 | Mar | The President reviews the dossier and recommendations for each candidate, reviews any appellate action, and submits to the Chancellor a listing of all persons being recommended for promotion and/or tenure . |
| 22 | Apr | The President informs the applicants and appropriate supervisors of the college's recommendation. |
| 23 | July | Upon notification of action taken by TBR, the President will notify the candidate within two (2) weeks of TBR action. A copy of the letter will be sent to the Provost, Dean, and Department Chair and Director of Human Resources. |
| 24 | Aug | Each dossier will be available to the faculty member in the Provost's office at the completion of the promotion and tenure process. |

9.2 Dossier Format

All dossiers will be submitted via digital format. The dossier is formatted into sections as listed below:

- 1.0 Cover Page
- 1.1 Recommendation Signature Page
- 1.2 Letter of Intent
- 1.3 Letter of Application
- 1.4 Recommendation Letters - Departmental
- 1.5 Recommendation Letters - External
- 1.6 Annual Evaluation
- 2.1 Chair Recommendation Letter
- 2.2 Dean Recommendation Letter
- 3.1 Teaching Summary Page
- 3.2 Teaching Philosophy
- 3.3 SET Summary form and comments
- 3.4 Course Curriculum Development
- 3.5 Other - Teaching
- 4.1 Service Summary Page
- 4.2 Service -College
- 4.3 Service - Public
- 4.4 Service - Profession
- 5.1 Professional Development Summary
- 5.2 Scholarship
- 5.3 Creative Activities and Research

9.3 Dossier Preparation Process

The dossier process begins in the Spring semester one year prior to the submission of the dossier with the faculty applicant submitting an eligibility form that is sent to HR, Dept. Chair and Dean. This will tell the faculty member if they are indeed eligible to go up for P/T. Once that is received the faculty member is enrolled in the dossier course with its 10 classes beginning with 3 in the Spring and 7 in the Fall semesters. They receive a blank dossier folder setup, and dossiers

are worked on while going through the classes. Additional details can be found in the Faculty P/T Process - Process Map.

The class sessions are as follows:

Session 1 – Late March

Session Description: In this session, you will be introduced to the dossier system by gaining access to your blank dossier. We will go over Southwest Promotion/Tenure policy, how to access the dossier, layout of the folders, and how to complete the 'Cover page' inside SharePoint site.

Session 2 – Early April

Session Description: In this session, you will be completing the front matter sections within your dossier to include uploading your cover page from homework 1, complete your recommendation signature page link, write your letter of intent, upload annual evaluations (all but this year since it is not complete) and SET summary form and comments. We will also discuss the teaching philosophy to include how to write one and what items to include.

Session 3 – Mid-April

Session Description: In this session, you will get a quick recap on policy and get introduced to each section within your dossier and what type of items fall into each category.

Session 4 – Late August

Session Description: In this session, you will be uploading your Teaching Philosophy from homework 2, checking your SET summary form and comments from homework 3 as well as discussing course curriculum development.

Session 5 – Early September

Session Description: In this session, we will discuss the Teaching Other section, the Teaching Summary page, and checking your Course Curriculum Development from homework 4.

Session 6 – Mid-September

Session Description: In this session, we will discuss Service to College, which includes your advising from the past, Service to the Public, downloading your AdvisorTrac reports

into the dossier, and checking your Teaching Other and Summary page from homework 5.

Session 7 – Early October

Session Description: In this session, we will discuss Service to Profession, which includes your presentations from the Center for Teaching and Learning Excellence (don't forget that there are evaluations from your presentations from your peers), the Service Summary page, and checking your Service to College and Public from homework 6.

Session 8 – Mid-October

Session Description: In this session, we will discuss Professional Development Scholarship, downloading your Teaching Academy training reports, and checking your Service to College and Public from homework 7.

Session 9 – Early November

Session Description: In this session, we will discuss Professional Development Creative Activities/ Research, Professional Development Summary page, and checking your Scholarship from homework 8.

Session 10 – Mid-November

Session Description: In this session, we will discuss the letter of application and check your Creative Activities/ Research from homework 9.

10 Appendix 3: Southwest Tennessee Community College Academic Affairs Organizational Chart

Revised January 4, 2024

