

Faculty Handbook

*Providing Links to
Pertinent Faculty Information*



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Introduction

This Faculty Handbook should serve as a quick reference to the location of policies that are most applicable to Columbia State full-time faculty. This handbook is not intended to summarize policies of the college or its governing board.

If you are unable to find what you seek in the Handbook, please refer to the [Columbia State Policy Manual](#), the Employee and Faculty tabs of MyChargerNet, the current [college catalog and student handbook](#), or contact your division dean.

This handbook will be updated as needed to reflect ongoing changes at the institution. Any suggestions for revision in content or format should be sent to the Associate Vice President for Faculty, Curriculum and Programs.

Note: Hold the CTRL key down when clicking on the links in this handbook.

College Organization

Tennessee Higher Education Commission (THEC)

The Tennessee Higher Education Commission coordinates the Tennessee Board of Regents and the University Of Tennessee Board Of Trustees. Additional information concerning THEC is available at the web site <http://www.state.tn.us/thec/>.

Tennessee Board of Regents (TBR)

The Tennessee Board of Regents governs Columbia State Community College and the other universities, colleges, and technology centers in the Board System. The Board of Regents is responsible for the operation of the state university and community college system of Tennessee as provided by the laws of the state of Tennessee, and is responsible for the government, management, and control of the system. Additional information concerning the Tennessee Board of Regents is available at the web site <http://www.tbr.edu/>.

Columbia State Community College

The College President is the chief executive officer of the college and reports directly to the Chancellor of the Tennessee Board of Regents. The President's Cabinet consists of the line officers of the College who report directly to the President. These officers are the Executive Vice President-Provost for Academic and Student Programs and Services and the Vice President of Financial and Administrative Services. An [organizational chart](#) is presented as a PDF file in Appendix A-1 of Columbia State Policy 01-01.

The [College Mission and Vision statements](#) are published online and in the Columbia State Catalog. The College Leadership Council reviews the mission statement annually. Recommendations for revision in content should be sent to the faculty senate chairperson or division dean. The College's 2011-12 Strategic Plan is available on the [strategic planning](#) section of the college website.

College Policies that Govern Faculty Issues

Faculty Access to Policies

The following table contains links to the TBR policies and guidelines and the Columbia State policies that govern faculty issues. This is not a complete list of all TBR and Columbia State policies but is provided to help new faculty members. All [TBR policies and guidelines](#) may be accessed on the Internet. Due to the dynamic nature of websites, if a link in the table fails to work the reader should still be able to access the policy by searching for the policy number from the [TBR policies](#) or [Columbia State policies pages](#).

The Columbia State Policy and Procedures and accompanying forms are available on the Employee tab of myChargerNet. Each employee will be given a unique username and password which will be used to logon to any Columbia State computer and will also be used to access myChargerNet and Columbia State email. myChargerNet is accessed by clicking on the myCN login from the [Columbia State homepage](#).

Links to the Columbia State Policy in the following tables will load a page that contains a link to a pdf file. Simply click on the link "PDF Version" to obtain a readable copy of the policy. A few of the topics in the table reference the Columbia State Emergency Plans which are available for each campus at <http://www.columbiastate.edu/emergency> and the Tennessee Code Annotated (TCA) available at <http://www.state.tn.us/environment/permits/tcalink.shtml>

Topic	TBR Policy No.	Columbia State Policy No.
Faculty Rights		
Faculty Definition	5:02:01:00	
Academic Freedom	5:02:03:30	05:06:00
Intellectual Property	5:01:06:00 , Guideline A-075	
Faculty Hiring Policies		
Faculty Appointments	5:02:07:00	
Faculty Selection		02:13:00
Affirmative Action	5:01:02:00	05:01:00
Proficiency in Oral English		02:12:00
Orientation		05:04:00
Employee Conduct		05:22:00
Summer Employment	5:02:04:10	05:09:00
Non-Renewal and Termination of Faculty Appointments		05:19:00
Evaluation & Advancement		
Faculty Evaluation		05:07:00 Form A Student Evaluation

Topic	TBR Policy No.	Columbia State Policy No.
		Form B Observation Form Form C Eval of Class Materials Form D Self Eval Form E Dean Eval
Promotion	5:02:02:30	05:12:00 Guidelines; form
Tenure	5:02:03:70	05:14:00 Guidelines
Compensation	5:01:00:00	05:10:00
Degree Advancement		05:25:00; form
Professional Development & Leave		
Professional Development	5:02:01:05	05:20:00
Travel	4:03:03:00	04:03:00 Request form Claim form
Leave	5:01:01:01 -- 5:01:01:17	05:13:00 Request form
Educational Assistance	Guideline P-130	05:18:00
Leadership Program		05:26:00
Other Faculty Employment Policies		
Faculty Work Load	5:01:00:00	05:08:00
Instructional Work Load	5:01:00:00	05:21:00
Equivalencies	Guideline A-052	
Longevity Pay	Guideline P-120	
Retirement	5:01:03:00; 5:01:03:03 Guideline P-040	05:15:00
Outside Employment	5:01:05:00	05:11:00
Dual Service Employment	TBR Guideline G-030	
Employee Grievances	1:02:11:00; 1:06:00:05 Guideline P-110	05:23:00 & form
Vacations & Holidays	5:01:01:10	College Calendar Holiday Schedule
Campus Separation		05:15:00
Nepotism	5:01:00:06; Guideline P-090	05:01:00
Anti-Harassment	2:02:10:01; 5:01:02:00 Guideline P-080	05:24:00
Suspensions	1:06:00:05	
Drug-free Workplace		05:27:00

Topic	TBR Policy No.	Columbia State Policy No.
Instructional Procedural Policies		
Academic Policy and Procedure Changes		02:01:00
Associate Degree and Certificate Requirements		02:02:00
Curriculum Development	2:01:01:00 Guideline A-010	02:03:00 CCR form Procedures Faculty approval
Space Assignments		07:15:00
Textbook Selection		02:04:00
Textbook – Conflict of Interest		02:17:00
Course Syllabi		02:05:00
Student Enrollment Verification		02:06:00
Confidentiality - Records	03:02:03:00	03:06:00
Student Conduct in the Classroom	03:02:00:01	02:07:00
Instructional Recording		02:18:00
Intellectual Property		05:28:00
Institutional Review Board for Research		07:21:00
Use of Copyrighted Materials	Guideline A-075	07:08:00
Evaluation of Student Performance		02:11:00
Establish and Specify Grades Being Awarded		02:08:00
Incomplete Grades		Form
Grades & Grade Changes		Form
External Credit		02:10:00
Transfer Credit		02:19:00
Academic Fresh Start	2:03:01:01	
Commencement Attendance		02:15:00
Inclement Weather		Check college website or call 931-540-2515
Hazard Waste Disposal		06:04:00
Student Travel		03:02:00
International Education		02:20:00
Operational Policies		
College Organizational Chart		01-01-00
Committee Structure		01:03:00
Program Advisory		01:04:00

Topic	TBR Policy No.	Columbia State Policy No.
Committees		
Approval of Agreements or Contracts		04:01:00
Bloodborne Pathogen Exposure		06:02:00
Civil Action Service		04:08:00
Complaint Tracking		01:06:00
Disposal of Records		07:06:00
Employee - Public Records		07:06:01
Emergency Procedures		Emergency Plans
Equipment Service Calls		07:16:00
Facilities Use		03:07:00
Forms, Publications and Business Cards	Guideline G-140	07:20:00
Garnishments	TCA 26-2-214	
Receipt of Gifts	4:01:04:00	04:07:00
Grant Proposals		04:02:00
Information Technology		
Use of Resources		07:04:00
Allocation of Resources		07:03:00
Key Control		07:14:00
Media Relations		07:01:00
Medical Emergencies		06:05:00
		Incident Report
Reporting Injuries		06:06:00
Memberships & Subscriptions	Guideline G-080	01:05:00
Minors on Campus		07:11:00
Off-Campus Speakers		03:04:00
Parking Regulations		07:13:00
Planning & Evaluation		07:02:00
Policy Development		01:02:00
Reporting Accidents		06:05:00
		Incident Report
Smoking & Tobacco Use		07:17:00
Student Organizations/Clubs		03:01:00
Surveys		07:10:00
Telephone Long Distance Use		07:12:00
U.S. Patriot Act Information		07:07:00
Web Page Policies & Guidelines		07:05:00

General Faculty Information

Faculty Responsibilities

Faculty Duties

Characteristics duties and responsibilities of faculty are defined in the Faculty Position Description located in [Appendix B](#). Some faculty are assigned administrative duties and may have an addendum attached to their job description. Addendum describing the administrative duties of division deans, program directors, department coordinators, and discipline lead faculty are also included in [Appendix B](#).

Faculty Workload

According to TBR policy [5:01:00:00](#), all full-time personnel, including faculty shall be required to devote a minimum of 37.5 hours per week to the institution. A normal teaching load is thirty (30) credit hours or the equivalent for the academic year. Other components of the faculty workload include office hours, committee work, student advising, participation in professional activities, work with student activities, and service to the department/division, institution, and community. Faculty must negotiate appropriate office hours with their division dean and post their work schedule outside of their office during the first week of classes. For additional information, review the Columbia State policy [05:08:00](#).

Travel to Classes other than Primary Assignment

Requests for travel to teaching assignments other than the primary assignment should be submitted on Columbia State [Form F-49](#), "Request and Approval for Travel" to the appropriate division dean before the first day of class. College employees who do not have an approved travel form on file before traveling are not covered by the college's insurance nor are they guaranteed reimbursement for travel. As a general rule, full-time faculty will only be reimbursed for instructional travel expenses from the primary assignment location to the alternate site. Instructional travel will not be reimbursed for travel from an employee's home to their primary assignment location. All travel must be by the most direct or expeditious route possible, and any employee who travels by an indirect route must bear any extra expense occasioned thereby. When work is performed by an employee in route to or from the official station, reimbursable mileage is computed by deducting the employee's normal commuting mileage from the actual mileage driven in performing the work in route to or from the official station. For example, if an employee normally commutes 10 miles (20 miles round trip), and performs work on the way home from the official station which results in 12 miles driven, the mileage reimbursement will be for 2 miles only, as that is the amount of mileage in excess of the employee's normal commute. In no instance shall mileage claimed for reimbursement exceed actual miles traveled. The faculty member will request reimbursement for approved travel expenses through out the semester using [Form F-50](#), "Claim for Travel Expenses." Travel claims must be files within 30 days of the travel. Claims for mileage amounts from one city to another should not exceed the

amounts on the [mileage chart](#). Additional mileage within the city may only be claimed as vicinity miles on a separate line of the claim form.

Faculty Participation in Planning and Budget Development

Planning procedures are described in Columbia State Policy [07:02:00](#). Institutional planning at Columbia State begins with the College Planning and Effectiveness Council. Faculty are represented on the Council by the Faculty Senate President and Division Dean. They may also have input into the planning process by submitting institutional planning priorities recommendations directly to the Director for Planning and Institutional Effectiveness during the fall semester.

Faculty input into the college budget is provided through planning at the department level. Budget requests are submitted to the dean during the Spring semester. Faculty should submit requests for professional development travel monies for the next academic year to the dean at this same time for inclusion in the division budget. The deans submit budget requests during the summer in budget hearings with the President's Cabinet.

Academic Program Review

Review of Existing Programs is a bi-level process at Columbia State, which provides for both annual review (Level I) and five-year program analysis (Level II). Level I review is based on trends apparent in annual data collected about each program. The primary purpose of this review is to answer the question, "Does the program meet acceptable levels of performance?" This review should provide early warning signals, which allow program faculty to deal with concerns before they become problems. All faculty within a discipline should analyze the data concerning their program and make recommendations to the discipline coordinator for program improvements. More information concerning academic program review is available at the [program review website](#). This site also contains the plans for assessment of students learning outcomes for all A.A.S. degree programs and for all general education courses.

Faculty Evaluation

A formal evaluation of full-time faculty is conducted annually for non-tenured faculty and biennially for tenured faculty during the fall semester by the division dean. Faculty members are evaluated with reference to participation in three major categories: instruction, professional development, and service to the institution and community. Multiple sources will be used by the supervisor during the faculty member's overall evaluation. These sources may include: faculty self-evaluation, student evaluation of instructor, peer evaluations, and student success rates in courses assigned to the faculty member. Evaluation results will be considered in tenure and promotion decisions and may influence pay should merit raises be implemented. [Detailed procedures](#) and forms used in the faculty evaluation process are available in Columbia State Policy 05:07:00.

Faculty Advancement

Promotion

Faculty academic ranks at Columbia State are instructor, assistant professor, associate professor, and professor. Columbia State policy [05:12:00](#) and its supporting [guidelines](#) and [criteria form](#) provides detailed information concerning the minimum requirements for faculty academic rank, the criteria and procedures used for promotion decisions, and steps to appeal a promotion decision. Minimum levels of education and work experience are defined in this policy for each rank. When applying for promotion, faculty members are expected to submit a portfolio highlighting their achievements in the areas of: teaching effectiveness, service/outreach, and scholarship/creative activities/research. The portfolio is reviewed by a division promotion/tenure committee, the appropriate division dean, and the Executive Vice President - Provost who each make recommendations for promotion to the College President. The College President makes a recommendation concerning promotion to the TBR.

Tenure

Columbia State policy [05:14:00](#) and its supporting [guidelines](#) establishes the requirements and conditions relative to the awarding and continuation of tenure. In order to be eligible for consideration for tenure a faculty member must meet the following minimum requirements:

- Hold a full-time tenure track appointment.
- Hold, as a minimum, academic rank as an assistant professor.
- Has served a probationary period of not less than five years.
- Has completed advisor training and maintained current advising skills.
- Be proficient in the basic computer core competencies

Faculty may be employed on an annual tenure-track appointment for a maximum probationary period not to exceed six (6) years. The faculty member may apply for tenure following a probationary period of not less than five years. Faculty applying for tenure must also submit a portfolio highlighting their achievements which must also be reviewed by a division committee, the division dean, the Executive Vice President - Provost and the College President.

Professional Development

Faculty should refer to policy [05:18:00](#) to identify the educational assistance programs available to Columbia State employees and should refer to policy [05:20:00](#) to learn how to apply for professional development funds to attend in-state and out-of-state workshops and conferences. All faculty should have access to Advisor Development and Professional Development non-credit courses within Online Campus. Advisor Development should be completed during the first academic year of full-time teaching.

Classroom Management

Class Periods

All classes (including summer term, intersession, and special compressed terms) must meet the provisions of approximately 750 minutes of classroom instruction per semester hour of credit. All faculty are expected to adhere to the meeting times and locations published in the semester class schedules. Some courses are scheduled in three or more hour blocks. These block courses typically have one fifteen-minute break incorporated into the schedule. ***Instructors may not eliminate the break in order to dismiss class early!*** Consult with your division dean if you are unsure if your class schedule includes a break.

Class Rolls

Beginning with the first class period, faculty members are required to keep complete and accurate records of student attendance/participation for all classes taught. *You will not receive a paper class roll from the Office of Records.* Faculty may access and print a class roll or list by using Banner Self-Service via MyChargerNet. A link to myChargerNet is located on the Columbia State website. Click on the link to myCN login and you will be taken to a login page. Enter your PVT Username and Password to log into myChargerNet. If you have forgotten your username or password, then click on one of the links under Need PVT Help? To lookup your username or reset your password.

Once you have logged into myChargerNet, you must click on the "Faculty & Advisor" tab at the top of the page. From the menu list on the left side of the Faculty and Advisors screen, click on "Summary Class List." Next select the appropriate term such as Fall 2014 and click submit. If teaching more than one class sections, you will need to select the course section from the CRN: drop down box and click submit. You will be taken to the Summary Class List. Use the right side bar or arrow to scroll down and view your class list. To view additional sections, click on "CRN Selection" at the bottom of the page. You will be returned to CRN selection and may select another course from the drop down box and click submit.

Check your class roll and verify that everyone present is enrolled. All students' names must appear on the roll. Students may continue to make changes to their schedules during the schedule adjustment period during the first week of classes. It is recommended that you check your rolls in Self Service at least bi-monthly for changes. If a student is not officially registered then the student should be sent to the Records Office service counter in Jones Student Center 101, the Evening Service & Cohort Programs Office in the evening in Warf 109 or the Extended Campus Office. The student should not be allowed to return to class until officially registered.

Student Enrollment Verification Requirements

During the first two weeks of classes each term of each semester, faculty members are required to confirm that each student on the class roll has attended/participated in at least one session during this part of the term. This verification is entered into Banner Self-Service. The Financial Aid Office will specify a deadline for this reporting. You should receive an email from the Office of Faculty, Curriculum and Programs requesting the entry of the attendance/participation status for every student on the class roll. Report a "Y" if the student has attended/participated in at least one day of class. Report a "N" if the student has never attended/participated in the class.

The instructor should continue to keep records of attendance for each class meeting of the semester. At the end of the semester faculty will be required to enter the last date of attendance for all students who did not successfully complete the class due to not attending/participating.

Evaluation of Student Performance

Faculty are encouraged to use a variety of means to evaluate student performance. The types of evaluations used and the frequency with which they are scheduled must provide sufficient feedback to the students during the semester to allow them to periodically assess their progress in the course. All class evaluations should be graded and returned to students in a timely manner. An end-of-the-course evaluation must be given or scheduled for completion during the scheduled final exam period at the end of the term. Course assessments, if not returned to the students, must be kept until the deadline for appealing a grade has passed.

Grade Reports

Faculty are required to enter their final grades for the semester via the Internet using Banner Self-Service. Final grades must be entered for each student registered in your class and the last date of attendance for any student receiving an FA grade due to not attending/participating. Specific instructions explaining how to enter the final grades will be emailed each semester. All faculty are expected to enter all grades by the deadlines established in the email.

Instructors are also asked to include the following statement concerning student access to final grades in each course syllabus and announce it during the final week of class.

Grades are not mailed to students. Students may access grades via myCN from the Internet at <http://www.columbiastate.edu> five (5) working days after the last day of final exams.

Food and Drinks in Classrooms

Due to housekeeping and sanitary concerns, food and/or drinks are not to be taken into classrooms. You are to observe and enforce this regulation.

Other

Independent Study

Independent Study provides an academic study option to students with specialized interest which cannot be served through regular academic offerings. The Independent Study option may be used to meet the academic needs of a student who is unable to schedule a class which is a program requirement for graduation. This option should only be used in exceptional circumstances and as a last resort to assist the student in meeting program requirements. Independent Study cannot be used by students to avoid scheduled classes.

Secretarial Assistance

Each faculty member is assigned to a secretary who will provide assistance and support. A Secretarial Assignment chart is distributed to all campus employees each fall semester via electronic mail. Please refer to this chart for the name of the secretary to whom you are assigned. Keep in mind that several faculty are assigned to each secretary and you should check in advance with the secretary for the number of required days notice that should be used in planning.

Sick Leave

The college follows the TBR policy on [Sick Leave](#) and the TBR guideline on [Faculty Sick Leave](#) to protect all regular full-time and part-time employees against loss of earnings due to illness, injury, or incapacity to work including illness or incapacity to work due to pregnancy, and to provide the time off to employees in the event of serious illness or death of immediate family members. Faculty accrue sick leave at a rate of 7.5 hours (1 day) for each month of actual service. Faculty, even though their work assignments often require variable schedules both day and evening as well as assignments which include a wide variety of activities -- classes, office hours, committee assignments, research in laboratories and libraries, etc. -- are, nevertheless, subject to the sick leave policy in a very specific and direct way. It is the responsibility of each faculty member to report sick leave to his or her division dean using the [Request for Leave](#) form. As a general guideline, all faculty have responsibilities Monday through Friday for a minimum of 37.5 hours of any week in which the institution is in session. Any day-long absence during the regular work week due to illness should be charged to the faculty member as sick leave at the rate of 7.5 hours per day. Arrangements to cover a class either by the faculty member or the institution do not mitigate the fact that the faculty member was away from his or her work assignment and sick leave should be charged accordingly. If a faculty member is absent from his or her work assignment for part of a

day, he or she should discuss the appropriate sick leave time to be charged with his or her division dean.

Faculty Senate

The Faculty Senate is the legislative and executive arm of the college faculty. The function of the Senate is to investigate and study matters of general college interest, to pass resolutions, and to consult with and make recommendations to the President. The faculty elects the President of the Faculty Senate for a two-year term. Faculty Senators are also elected by each division and serve as representatives for the division. For additional information about the Faculty Senate contact the Faculty Senate President. The Faculty Senate President for the 2014-15 academic year is Mr. DeMarcus Jackson. DeMarcus is Assistant Professor of Psychology. His office is located on the Lawrence County Center in Room 116 A. He may be contacted by phone at 931-766-1609 or via email to djackson30@ColumbiaState.edu. The [Faculty Senate Bylaws](#) are available from the faculty tab of myChargernet.

Institutional Committees

One of the essential responsibilities for all faculty is to actively participate on division and institutional committees. The Office of the President emails Committee & Council Guidelines and Standing Committee Appointments at the beginning of each academic year. Make sure to check these listing for your committee assignments.

Bulletin Boards

Responsibility for campus bulletin boards is assigned to the Office of Student Services. Information may not be placed on bulletin boards without prior approval from this office.

Vehicle Registration

You should receive one parking decal free of charge for the year from the Human Resources Office.

Preventing Harassment Training

Columbia State provides an online training course entitled *Unlawful Harassment Prevention*. All employees are required to complete the training program and make 80% or higher on the accompanying Mastery Test by September 1 of each year. New employees are required to complete the training within 30 days of initial hire. Each employee will receive an email to their Columbia State account with information on how to access and on deadlines for completing the training each year.

Title VI Training

Similarly, all new employees must complete an online Title VI training within your first 30 days. Similar information will be sent via email to explain how to complete this requirement.

FERPA Online Training Requirement

Confidentiality of student records is protected by the Family Educational Rights and Privacy Act (FERPA) and by Columbia State Policy [03-06-00](#). It is essential that all Columbia State employees be familiar with the requirements of these policies and comply with them at all times. All faculty are required to complete a FERPA tutorial and quiz. The tutorial and quiz may be accessed from the Employee tab of myChargerNet. After completing the quiz, please click on the link of FERPA training to enter your name to send an e-mail confirmation for Faculty and Staff to provide a record of your training.

Educational Support Services

The following table lists educational support services that are described in the current college catalog and student handbook. The faculty member should refer to the information in this source or may visit the web site from the table.

Educational Support Service & Related Web Pages	Why visit this site?
Advising Services	Review the Frequently Asked (student) Questions. Learn how Columbia State courses/programs transfer to local universities. Access Academic Program Check sheets.
Bookstore	Check to see if the correct textbook is listed for your course. Visit the gift shop. Learn about discounts available for hardware/software.
Career Services	Discover career information about your academic discipline.
Information Technology	Change your PVT password, look up your PVT Username, learn how to use your office phone, learn how to access your voice mail, connect to campus wireless, and configure your Columbia State Email on your iPhone, iPad or Android.
Library	Access the online library catalog and online journals.
Student Success Counseling	Learn about the services available, the peer leader program, and to download a copy of the Early Alert form (from the faculty link) that you can use to refer a student who needs assistance outside the class environment.
Teaching and Learning Center	Tell your students about the free tutoring available at the college both on-site and online. Would you like to earn Volunteer Hours by tutoring in the Teaching and Learning Center? Ask your dean about this option.

Business Services

The fiscal operation of the college is conducted on the basis of an annual budget for the fiscal year July 1 through June 30. Requests for purchase must be submitted online using the SciQuest Purchasing system. The appropriate dean must approve all requests for purchases via the online system.

Courier Service

Courier service is provided to all Site/Centers. Packages are picked up daily by 8:30am from each building on the Columbia campus and taken to the mailroom in the Facility Services Building. The courier schedule alternates to different sites/centers throughout

the week but most locations are visited at least twice a week. Each semester the courier schedule is distributed via email to all employees.

Evening Services and Cohort Programs

The office of Evening Services and Cohort Programs Office, located in the Warf Science Building, Room 109, is available to provide services to students and faculty during evening hours between 4:00pm and 8:00pm, Monday thru Thursday on the Columbia campus. Services for students include advising, student information, contact for evening cohort programs, assistance with administrative processes and more.

Assistance is also available for faculty as needed after regular business hours. For more information, please go to <http://www.columbiastate.edu/evening-services>.

Faculty Instructional Technology Training Center (FITT)

The FITT center is a technology-advanced environment for exploring and developing instructional applications of technology, receiving consultations, and for delivering small-group training session. The FITT center is available for use by all Columbia State full-time and part-time faculty. The FITT center is located in Warf 238. For additional information visit the [FITT website](#).

Food Services

Buckhead Coffee House offers food service on the Columbia campus. This grill is open Monday through Friday and offers breakfast and lunch. Hours of operation vary each semester. Food service is closed during the holidays when the college is closed. Most buildings have vending machines for drinks and snacks.

Instructional Technology Support Services

Instructional Technology Support Services, commonly referred to as Media Services, is located in the Hickman Humanities Building Room 131 and is responsible for audio-visual equipment disbursement and repair, videotaping of campus programs, seminars, workshops and teleconferences. All requests must be submitted to the Instructional Technology Support Services coordinator during the office hours of 7:45a.m. – 4:15p.m. Additional information is available from [Instructional Technology Support Services](#) including detailed station instructions in the Classroom Technology Guide and for information on the Interactive Television System (iTV).

Additional Services for Students

Columbia State provides a comprehensive student services program to assist students through their academic careers. Please reference the current Student Handbook for a detailed description of the following services available to students: Advising & Career Planning, Disabilities Services, & Wellness, Financial Aid, and Testing Services.

Frequently Used Forms

Many of the forms frequently used at Columbia State are now available from the Employee tab of myChargerNet. From this site you may access links to Columbia State Logos, the official college holiday schedule, Student Disability Service Manual, a printable employee telephone directory and forms.

The following forms are examples of those posted to this location:

1. Request for Leave
2. Request/Approval for Travel
3. Claim for Travel Expenses
4. Approval for Purchase (\$50)
5. Request for Payment

Additional forms are available on the Faculty & Advisor tab of myChargerNet such as:

1. Request for Course Substitution and/or Waiver
2. Incomplete Grade Report
3. Request for Grade Change
4. Disruption/Discipline Report
5. Curriculum Change Request

Similarly forms are available on the Student tab of myChargerNet such as:

1. Change of Major
2. Intent to Graduate
3. My Academic Plan

Forms in the Policy Manual

There are several forms that are posted in the policies and procedures section of the website. These forms will be included as an appendix to a specific policy such as:

1. Curriculum Change (02-03-00)
2. Internal Facilities Request (03-07-00)
3. Forms used by Search Committees (05-01-00)
4. Faculty Evaluation Forms (05-07-00)
5. Tenure/Promotion (05-14-00/05-12-00)
6. Reporting Campus Medical Emergencies (06-05-00)

Additional forms may be located in your division office, such as:

1. Faculty Location Schedules
2. Independent Study Guidelines and Forms
3. Credit by Exam
4. Changes to Course Schedule

Appendix A

Reminder of Annual Deadlines for Faculty

This list is to serve as a quick reference reminder of deadlines of faculty responsibilities that occur through out the academic year. Specific dates will vary each year but this list may be used by the faculty member for planning ahead for upcoming events. The faculty member must still refer to the calendar printed in the current semester schedule and college catalog for specific dates related to academic semester.

Time Period	Activity
September 1	Unlawful Harassment Prevention Training Course completed.
September 15	Peer evaluations of faculty should be completed from previous academic year. Faculty self-evaluations are due to division dean.
3 rd Tuesday in September	Intent to Apply for Promotion/Tenure forms are due to Executive VP - Provost or designee
September 15 - November 15	Division Dean Evaluation of Faculty conducted.
November 15	Last date to submit curriculum changes to the Curriculum committee that will require TBR approval.
October 1 - November 1	Faculty input to Strategic Planning Process solicited.
1 st Working Tuesday in January	Promotion/Tenure Portfolios due.
January 31	End of Curriculum Change Request submission for inclusion in next college catalog.
February	Departmental input to budget planning process. Professional development request for upcoming year due to division dean.
March 15 - April 23	Academic Program Reviews Level I conducted.
Spring semester	Student Evaluations of all Full-time Faculty conducted.

Appendix B

FACULTY POSITION DESCRIPTION

Job Title: Full-time Faculty **Job Code:** _____
Appointment: X 9-month appointment (AY) 12-month appointment (FY)
Reports to: Dean **Department:** _____

Job Purpose: A full-time faculty is responsible for delivering instruction in the discipline(s) for which she/he has been employed. In addition, faculty are expected to provide academic advising to students and participate in division and institutional activities related to the college's mission.

Characteristic Duties and Responsibilities:

Essential Functions:

1. Deliver instruction in a variety of modes, including on-line, and evaluate student learning.
2. Maintain an environment conducive to learning.
3. Be responsible for course and, when appropriate, laboratory preparation.
4. Actively participate in curriculum and program development, revision and evaluation.
5. Provide academic advising to students with an emphasis on retention and success.
6. Remain current in the teaching area(s) through appropriate professional development activities.
7. Actively participate on divisional and institutional committees.
8. Collaborate in building and maintaining relationships within and beyond the institution.
9. Contribute appropriately to pursuit and achievement of program, division, and institutional mission and strategy.

Supplemental Functions:

1. Actively participate in institutional and, as appropriate, community activities that support the institution's mission
2. Support and follow Columbia State's, TBR and SACS policies and guidelines

Job Specifications:

Education, Training and Experience Required: Master's degree in the teaching area or a master's degree and at least 18 graduate semester hours (27 graduate quarter hours) in the teaching area(s) or closely related field are required in all transfer programs. College teaching experience is desirable

Other Requirements: Alternative credentials and/or additional licensure requirements may be applicable to positions in career degree and certificate programs.

Knowledge, Skills, Abilities and Worker Characteristics: The ability to communicate effectively in written and spoken English and in the language in which the course is taught; the knowledge and/or experience to instruct using a variety of instructional delivery modes; the ability to relate to a diverse faculty, staff and student population; the ability to work cooperatively with colleagues and community members; the ability to function effectively as a member of a team.

Working Conditions: Within a minimum workweek of 37.5 hours, faculty are expected to teach a minimum of 15 hours and hold office hours as designated by the president. Also, faculty are expected to be available for day and evening classes and for assignments at any of the institution's centers or sites. Normal sitting and movement in a classroom and the ability to manipulate and move audiovisual equipment both in the classroom and from one location to another.

Titles Supervised: Work-study students

ADDENDUM TO FACULTY JOB DESCRIPTION FOR DIVISION DEAN

Deans have agreed to accept administrative responsibilities in addition to their faculty responsibilities.

Job Purpose: The dean provides leadership for the division, ensures that the division operates smoothly, develops new academic programs and monitors existing academic programs, and supervises and evaluates all division employees.

Essential Functions:

1. Oversee overall curriculum development, evaluation, and continuous improvement including, but not limited to, Academic Audit, program review, and student learning outcomes assessment.
2. Provide leadership for the development and maintenance of an academic environment conducive to learning.
3. Ensure that the division operates smoothly and its work occurs in a timely manner.
4. Provide leadership for division planning/evaluation and oversee department planning/evaluation to assure alignment with the institutional strategic plan.
5. Determine staffing needs and work with the executive vice president/provost to recruit and hire faculty and staff with an emphasis on maintaining diversity.
6. Recruit full-time, part-time and RODP faculty, validate credentials, and assign faculty.
7. Supervise and evaluate full-time, part-time and RODP faculty and other division employees.
8. Collaborate with extended services personnel to schedule all division course offerings at all campus locations.
9. Collaborate with student services personnel to facilitate student success activities, including recruitment, orientation, advising, retention, and student goals completion.
10. Participate in the articulation of courses and programs with other educational institutions.
11. Develop and manage the division and department budgets.
12. Recommend promotions, granting of tenure, and termination of faculty to the executive vice president/provost.
13. Recommend staff hiring and termination to the executive vice president/provost.
14. Facilitate the resolution of student grievances related to academic policies, procedures, and personnel in the division.
15. Ensure that Advisory Councils are organized and that they meet regularly.
16. Assure continued compliance of the areas supervised with criteria for accreditation of the Southern Association of Colleges and Schools and coordinate activities related to external accreditation of division programs.
17. Interpret and assure implementation and compliance in the areas supervised with Tennessee Board of Regents, Tennessee Commission on Higher Education, and Columbia State policies.
18. Serve as liaison for the division to other college entities and to the general public.

Additional Job Specifications: Doctorate or Master's degree and three years of administrative experience. The dean must have a minimum of five years of collegiate teaching experience in a discipline within the division.

ADDENDUM TO FACULTY JOB DESCRIPTION FOR PROGRAM DIRECTORS

Faculty serving as program directors have agreed to accept certain administrative responsibilities in addition to their faculty responsibilities.

Job Purpose: The program director provides leadership for a specific program, ensures that the program operates smoothly, maintains any applicable accreditations, and assists the division dean with the supervision and evaluation of faculty and staff in the program.

Essential Functions:

1. Publicize the program and recruit students.
2. Work with the division dean to establish admissions policies, as appropriate to the program and coordinate admission of students to the program.
3. Ensure that program faculty and students meet and maintain all licensure and other program requirements such as insurance, vaccinations, etc.
4. Monitor curriculum development, improvement, and evaluation, including program review, Academic Audit, and student learning outcomes assessment for the disciplines in the department.
5. Participate in the articulation of courses and programs with other educational institutions.
6. Assure continued compliance of the program with criteria for accreditation of appropriate external accrediting agencies and the Southern Association of Colleges and Schools.
7. Assist the dean in collaborating with extended services personnel to schedule department course offerings for all college locations.
8. Serve as liaison to clinical affiliates, internship and practicum sites, where used, develop clinical contracts and ensure that all accrediting agency, college policies, and host requirements are met.
9. Ensure that the program operates smoothly and its work is done in a timely manner.
10. Oversee department planning/evaluation and document meetings.
11. Prepare and submit reports, as required by the institution or external agencies.
12. Determine staffing needs and work with the division dean and executive vice president – provost for academic and student programs and services to recruit and hire faculty with an emphasis on maintaining diversity.
13. Develop and manage the program budgets, including coordination of purchases for all college locations.
14. Promote the development and maintenance of an academic environment conducive to learning in the program.
15. Assist the division dean in the resolution of student grievances related to academic policies, procedures, and personnel in the program.
16. Serve as liaison for the program to other college entities, other educational institutions, and to the general public.
17. Assist in the orientation, supervision, and evaluation of part-time faculty.
18. Collaborate with student services personnel to facilitate student success activities, including recruitment, orientation, advising, retention, and student goals

completion.

19. Provide leadership to identify, involve and document meetings appropriate to external advisors to assure program relevance, quality, and graduate success/placements.
20. Conduct appropriate needs assessments within the program industry to provide an appropriate and current curriculum.

ADDENDUM TO FACULTY JOB DESCRIPTION FOR DEPARTMENT COORDINATORS

Faculty serving as department coordinators have agreed to accept certain administrative responsibilities in addition to their faculty responsibilities.

Job Purpose: The department coordinator provides leadership for specific discipline(s), ensures that the area operates smoothly, and oversees the part-time faculty teaching in the area.

Essential Functions:

1. Monitor curriculum development, improvement, and evaluation, including program review, Academic Audit, and student learning outcomes assessment for the disciplines in the department.
2. Oversee department planning/evaluation and document meetings.
3. Determine staffing needs and work with the dean and executive vice president/provost to recruit and hire faculty with an emphasis on maintaining diversity.
4. Assist in the orientation, supervision, and evaluation of part-time faculty.
5. Assist the dean in collaborating with extended services personnel to schedule department course offerings for all college locations.
6. Participate in the articulation of courses and programs with other educational institutions.
7. Work with discipline lead faculty to ensure that materials, supplies, equipment, and book orders are available at all campus locations.
8. Assist the division dean in the resolution of student grievances related to academic policies, procedures, and personnel in the area.

Except for RODP sections and DSP sections through 2013 , Faculty Coordinators will receive release time according to the number of sections staffed by part-time and full-time faculty as follows:

1-50 sections = one three-hour course release

51-100 sections = two three-hour course release

101-150 sections = three three-hour course release

ADDENDUM TO FACULTY JOB DESCRIPTION DISCIPLINE LEAD FACULTY

Faculty serving as Discipline lead faculty have agreed to accept certain administrative responsibilities in addition to their faculty responsibilities.

Job Purpose: The discipline lead faculty member provides assistance to the dean and the department coordinator for a specific discipline to ensure that the area operates smoothly.

Essential Functions:

1. Responsible for curriculum development, improvement, and evaluation, including program review, Academic Audit, and student learning outcomes assessment for the discipline.
2. Work with full-time and part-time faculty teaching in the discipline to ensure that discipline course objectives are comparably addressed in all offerings of the course.
3. Participate in the articulation of courses and programs with other educational institutions.
4. Determine budget needs for the discipline to ensure that materials, supplies, equipment, and book orders are available at all campus locations.